

LAKE ADELLE PROPERTY OWNERS, INC.

BY-LAWS

1. MEETINGS.

An annual meeting with all property owners will be held yearly in April. (An alternate day may be selected by a majority vote of the Board of Trustees). Special meetings may be called at the request of the Board or by a petition signed by ten percent (10%) of the property owners stating the specific business to be brought to the property owners. The Board of Trustees will give all property owners thirty (30) days notice for the purpose of any special meeting that the Board requests.

2. MAJORITY.

Twenty percent (20%) of eligible property owners of Lake Adelle subdivisions 1,2,3,4,5, and 6, Adelle Place 1,2, and 3, and Woodlands constitutes a majority for the transaction of any business brought before the annual or special meeting.

3. VOTE.

The majority of property owners present at any meeting are sufficient to approve or disapprove proposals brought up. Property owners present who have failed to be current on assessments, water and/or service charges fifteen (15) days prior to the date of the meeting are denied the right to vote. Owners qualified to vote may either cast their vote at the time of the annual or special meeting or by a signed/sealed absentee ballot.

4. OFFICERS.

Officers of the corporation consist of a president, vice-president, secretary and treasurer. The president is elected the same day of the annual meeting by the membership. The Board of Trustees will elect the vice-president, secretary and treasurer.

a. Officers govern the board. Trustees represent all property owners, which will allow issues to be brought in front of the board without bias.

b. Officers terms will be for two (2) years, changing the term length would be determined by the Board of Trustees and approved by the majority present at a meeting of this discussion. Secretary and treasurer elected in alternate years.

c. Officers may serve another term or other position.

d. An officer and trustee duty list will be kept with Lake Adelle Corporation informing each elected board member of their duties.

e. Signatures of the president, vice-president, secretary and treasurer are required to release liens the corporation holds on delinquent properties only after Board approval. Signatures of all four (4) officers are required to be recorded with all financial institutions.

Duties of Officers

President.

- a. Responsible for providing leadership to the organization.
 - b. Presides at all trustee, annual and special meetings and will vote if there is a tie.
 - c. Appoints committees with trustee approval.
 - d. Coordinates all activities for the year.
 - e. Chairs a committee that will consist of all the officers and additional members that the president deems necessary, to create a general budget and estimated cash flow for the year. (The budget is to be presented to the Board of Trustees by the first (1st) meeting following the annual meeting).
 - f. Arrange for a semi-annual audit of the books.
 - g. Hold in his possession all Lake Adelle keys.
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Vice-President....

- a. Assume responsibilities of the president when president is unable to attend.
 - b. Along with two (2) board members welcome new property owners, and confirms that the constitution, by-laws and restrictions were received.
 - c. Assume duties the Board deems necessary.
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Secretary....

- a. Takes minutes of trustee, annual and special meetings and keep them recorded.
- b. Responsible for the post office key, incoming mail, filing paperwork and disk/cd's, publish and distribute the newsletter.

- c. File DNR correspondence according to DNR stipulations.
 - d. Work with treasurer to check and balance all mail received.
 - e. Send letters to property owners of assessment and/or water delinquencies, and any letters the Board deems necessary to be sent.
 - f. Keep the voting register unless other provisions are made by the Board of Trustees.
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Treasurer....

- a. Keep records of all receipts, disbursements, and be responsible for paying bills the Board of Trustees approves.
- b. Verify with the secretary the property for sale in Lake Adelle.
- c. Prepare reports for each trustee meeting and annual meeting.
- d. Must be bondable and bonded, to the amount of the current annual funds received and paid by Lake Adelle property owners.
- e. Work with the secretary to check and balance all mail received.

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e. Work with the secretary to check and balance all mail received.

f. Back up financial information on disk/cd for the secretary to file.

g. The treasurer should be bonded at least ten (10) thousand dollars and any funds in his/her possession to be insured against theft.

5. BOARD OF TRUSTEES.

Each subdivision of Lake Adelle shall be represented by the Board of Trustees. If this is impossible, the president will appoint representation for the non-represented areas. The board will not exceed more than fifteen (15) trustees although the number may change by vote at the discretion of the

majority of property owners at the annual meeting called for that purpose, although never to be less than seven (7).

a. Board of Trustees will consider all matters brought to their attention; with fifty percent (50%) constituting a majority and a majority vote of those present will be sufficient to approve or disapprove the subject matter brought to attention.

b. Board of Trustees authorize payment of bills incurred for current operation and maintenance for such facilities as well and water, paving and road maintenance, lake upkeep and care of properties owned by Lake Adelle Corporation.

c. Board of Trustees will refer to Lake Adelle property owners as a whole; establish compensation to secretary and treasurer, reimburse any officer or volunteer money spent with a valid reason specifically for Lake Adelle and its various subdivisions as approved by the board.

d. Board of Trustees will occasionally refer matters of major importance (especially capital expenditures) for a vote by the majority of membership, either at an annual or a special meeting.

e. Board of Trustees attendance is an important requirement, remember that they represent the property owners in Lake Adelle subdivisions; therefore if a trustee misses three (3) consecutive meetings he/she will be replaced with the boards approval.

MEMBERSHIP RESPONSIBILITIES.

6. MEMBERSHIP.

All property owners of Lake Adelle and the various subdivisions as of record with the Recorder of Deeds Office in Hillsboro, Missouri, automatically are members of the Corporation. Each Lake Adelle property owner must share responsibility in carrying out the purpose for which the Corporation was organized:

- To promote and protect our investment, provide a pleasant place to live and raise children, each owing a personal duty to the others to cooperate in maintaining a certain standard of rules and conduct as cited together.

a. Property owners must avoid deposit of derelict and unlicensed automobiles longer than sixty (60) days, discarded appliances and furniture is not to remain on property longer than thirty (30) days after the property owner is notified in writing by the Board of Trustees. (A letter may be hand carried or sent by certified mail)

b. Property owners are to prevent excessive growth of weeds, overhanging tree limbs, bushes, flowers, brush or objects on their property that prevents clear visibility. Property owners are responsible for keeping their ditches free of leaves and debris to avoid runoff into the lake. Failing to maintain property conditions will result in the owner paying a reasonable assessment for such removal. (Thirty (30) days after written notification is received by the owner; assessment will be

determined by the board in consideration with the current cost of labor, brush hog equipment, or the means required for removal). The same applies to property owned by any property owner that encroaches on Lake Adelle property and easements.

c. Property owners with septic tanks in use on their property must maintain them to avoid spillage or overflow.

d. All property owners must keep trash, rubbish or garbage in closed receptacles, and not left on the property edge unless it is the regular scheduled trash pick up day. Receptacles must be removed from the property edge after pick up within 24 hours.

e. Any property owner may own and keep two (2) dogs and/or cats. Pets must be controlled to prevent jeopardizing the life and property of others, or to prevent the animal from creating a nuisance by abiding with the current leash law. Animals must have current rabies shots and display tags. Property owners may not own or keep horses, ponies, mules, pigs, cows, chickens, ducks, geese, goats, sheep, or wild animals.

f. No discharge of firearms, project missiles, potato guns or paint guns or any weapon which could endanger life or property. State law will apply to any gun owner.

g. Ordinances of the Cedar Hill Fire District apply to property owners and are to be observed.

h. Children and adults who ride recreational motorized toys must do so cautiously and display a tall recreational flag and wear a helmet. No motorized vehicles are to be driven on the dam, lake easements, triangle park area or surrounding paths. Vehicles are to maintain a speed not to exceed twenty (20) miles per hour. They are to respect the property owners and all on-coming traffic. (Permission to ride within the subdivision will be revoked if riding becomes discourteous, reckless or other restrictions are not respected). Owners will be responsible for any damages.

i. All property owners using the lake facilities must comply with lake rules and are responsible for themselves, family members and guests behavior and conduct. Lake Adelle Corporation will not be responsible for accidents on the lake property. Property owners, family and guests must have the current lake identification card with them when on the lake. Identification cards may be picked up from the current secretary.

j. Any property owner desiring to build in Lake Adelle must do so according to Jefferson County requirements and display visibly the Jefferson County permit. If the permit is not visible, the construction will be questioned and possibly stopped until a permit is available. The construction exterior must be complete one (1) year from ground breaking. Please be aware that during construction you may be asked to sign an acknowledgement of responsibility for damages to the roads or adjoining properties.

k. Properties are purchased for residential owners; no homes are to be leased or rented. No residence will be wholly or partially covered with tar paper, cloth, canvas, or tarps. No homes of

tents, shacks, auto-trailers, movable homes, or any other structure of temporary residence. Homes are to be maintained and kept up in appearance.

l. Lake Easement of ten (10') feet is required for the use of fishing. Easement and paths to the lake are to be maintained. Respect is to be given to property owners on the lake and those using the lake. There are to be no additions to the lake unless approved by the board, i.e. fish, plants, docks, etc.

m. Property owners are responsible for renewal of the signs they post, i.e. garage sales or missing pets, etc.

n. No property owner is to deny access to the corporation when needing to make utility repairs. No property owner is to plant where it may interfere with the function of utilities, or prevent the corporation from cutting any tree or removing any plants that may interfere with facilities. (Property owner should inquire with the water and sewer chairman where the utility lines run). Telephone poles used to carry electric current may be erected at the intersecting corner of any two (2) lots.

o. Repairs to utilities, within the boundaries of private property, must be endured by the property owner, if the work is done off the water main. (Any connection on the main is part of the main. When the main is across the street, it becomes the property owner's problem only if it is on the owner's property). Expense for all main line work is endured by the property owner's association. Dirt taken from any excavation will be replaced and the surface left as close to the original condition as possible after the work is complete.

7. ADMINISTRATION.

The Board of Trustees on occasion will need committees of at least three (3) people. Committees are necessary to carry out business of the corporation, including but not limited to the following:

a. The Road Chairperson: may form a committee. The chairperson receives complaints on any road requiring repairs and checks road damages, obtains at least three (3) bids and after presenting information to the board for approval will then review the work done for contract specifications and authorized payment. The same procedure will be followed for obtaining annual snow removal bids. The chairperson is also responsible for checking on signs needed; i.e.; stop signs, street names, private property and the neighborhood watch program signs, no parking signs, speed limit signs and children playing signs.

b. The Improvement Committee: will check the condition of the lake and subdivisions. Will maintain the lake and beach area, responsible for cleaning vacant lots, organize one or more clean-up dates. Will have condemnation rights for all existing and future docks.

c. The Nominating Committee: will actively seek out people to run for trustee positions on the Board (Our governing body) and attempt to have representation from each subdivision if at all possible. Nominees may be existing trustees or new members interested in representing their subdivision.

The requirement to serve as an officer (President, Vice-President, Secretary or Treasurer) is to have served a minimum of one (1) year as a trustee if at all possible.

d. The Ways and Means Committee: will be responsible for thinking up ways to raise money to support projects for Lake Adelle and for implementing those ideas.

e. The Water Committee: will receive reports of water leaks, or lack of water. They will be responsible for reports to the state (this authority may be delegated) and for the care and maintenance of the wells and/or reservoirs.

f. The Water Chairperson: will be responsible for checking water leak complaints or problems.

8. ASSESSMENTS.

The Board of Trustees may, by a majority vote at any meeting where a majority is present, recommend to all the property owners, finance and carry out any previously approved project, which would benefit either part or all of the property owners designated as Lake Adelle and its subdivisions. These additional assessments will be in addition to the specific assessments included in the restrictions of record.

9. FINANCIAL REPORT.

The Board of Trustees will one (1) time a year give a financial report to all property owners, setting out receipts and expenditures during the fiscal year which would correspond with the calendar year; report is to be a joint effort of the old and new treasurer.

a. The Board of Trustees will authorize the treasurer to maintain a bank balance of at least five (5) thousand dollars whenever possible in order to meet emergency expenses and such other sums in excess remaining, be appropriated for improvements as recommended by the various committees, subject to approval by the board, or in case of major projects, by all the property owners at a meeting called for such purpose.

b. The treasurer and secretary are to back up records on disks and maintain information in a fireproof container. Computers used should have compatible information. The computers purchased by the Lake Adelle Corporation are for the use of the current treasurer and secretary. All records and minutes of the meetings are property of the corporation whether paper or disk. None of the paper, disks or records shall be destroyed.

On the 27th day of April, 2008 at the Cedar Hill VFW, State of Missouri, the foregoing Constitution and By-Laws were submitted to an annual meeting of all the property owners of the Lake Adelle Property Owners Association, Inc., they were read and approved for adoption, by a majority vote of the property owners present.

Lake Adelle Property Owners Association, Inc.

LAKE ADELLE BI-LAW ADDENDUM

*** Permission to Rent: Voted in at Annual Meeting June 7, 2009.**

**Property owners can only rent one home within the Lake Adelle
10 Subdivisions. Purchasing numerous properties with the sole purpose of
intent to rent, rental will be denied. See Rental Agreement.**