

**Declaration of By-Laws
for the
Chapel Park Homeowners Association**

RECITAL

All persons and parties in interest who now hold or shall hereafter acquire any interest in any lot or part thereof in Chapel Park, and their successors and assigns, shall be taken to agree and covenant with the other owners and parties in interest thereof, and with their successors and assigns, to conform to and observe the By-laws set forth herein.

**II. By-Laws Governing the Organization of the
Chapel Park Homeowners Association**

ARTICLE I

Official Name of Association / Organization

The name of the organization shall be “Chapel Park Homeowners Association.” The boundaries are from Dana Drive to Alex Drive, both intersecting with Wilhelm at their North entrance, and inclusive of Lauraline Court in the city of Peoria in the State of Illinois.

ARTICLE II

Purpose of the Chapel Park Homeowners Association

The Chapel Park Homeowners Association exists for the general betterment of the neighborhood including the collection of dues, the administration of the financial records, the grounds keeping and maintenance of the common areas, and the scheduling and production of social events. Three regular meetings will be set annually by the elected Trustees. Trustees will be elected in December and shall serve the following calendar year. Any special meetings will be announced through flyers, mailings or emails.

ARTICLE III

Voting Restrictions

A Quorum shall exist when twenty (20) percent of the properties are represented in person or by proxy. Each property receives two (2) votes, therefore eighteen (18) votes are required to elect officers, and/or conduct business other than amend the Covenants. Decisions of the Association shall be by majority vote.

The following items may not be voted on at a meeting even if a quorum is present if the vote has not been communicated to the entire association in advance: (election of Trustees, removal of Trustees, approval of annual budget, levee of special assessments, approval of assessments greater than \$500). Properties must be current on all dues and assessments to be eligible to vote. Any Association member may designate, in writing, any other Association member as a proxy to vote at any meeting of the Association.

ARTICLE IV

TRUSTEES AND REPRESENTATIVES

The Trustees and Representatives shall oversee the activities of the Association. The Board of Trustees shall consist of the following officers:

President
Secretary
Treasurer
Two (2) "At Large" members

The term of the office shall be for 1 (year) or until successors are duly elected. The Trustee and Representatives shall act as prescribed by the Covenants of the Association.

In addition to the definitions provided in the Covenants, the duties and responsibilities of the Trustee officers and representatives include but are not limited to the following:

PRESIDENT

- 1. Preside over all regular and special meetings of the Association.**
- 2. Serve as ex-officio non-voting member of all committees of the Association. The President will serve as the tie-breaking vote if necessary.**
- 3. Enforce the Covenants and By-laws of the Association.**
- 4. Discharge any other duties which ordinarily pertain to the office and such other duties as may be prescribed by the By-laws and as the Association membership may from time to time direct.**

TREASURER

- 1. Maintain an account at a local financial institution for any and all Association funds. He/she shall make a written report of the Association's finances at all meetings, keep a written record of all receipts and disbursements and pay all bills owed by the Association. The Treasurer and at least one other member of the Board shall sign any checks issued by the Association. A written report shall be given to the Secretary at each meeting.**
- 2. Financial statements shall be posted periodically to the website and a paper copy must be sent to all property owners approximately 30 days prior to the meeting which the annual budget will be discussed and voted upon.**

SECRETARY

- 1. The Secretary shall maintain written records of all Association meetings (not including committee meetings) in the form of minutes. Will post meeting minutes on the HOA website for membership review and will provide a written copy of said minutes at each meeting.**
- 2. Serve as President in the President's absence.**
- 3. Serve as ex-officio non-voting member on all committees of the Association.**
- 4. Distribute paper copies of the Covenants and By-laws to all new homeowners or renters that move into the subdivision as soon as reasonably possible.**
- 5. Perform any other duties that may be assigned by the President.**

AT LARGE TRUSTEES

- 1. Attend Trustee meetings**
- 2. Provide assistance with other duties as assigned**

If a Trustee resigns or is removed, an election shall be conducted by the Association within approximately thirty (30) days of the effective date of the resignation or removal.

BLOCK CAPTAINS

Block Captains shall serve as a liaison between the Trustees and membership of the Association of their designated area. The duties of the Block Captains shall include, but not limited to the following:

1. Disseminate information regarding current Association's meetings.
2. Welcome new residents to the area and inform them of the purpose of the Association.
3. Hold meetings with Trustees, as needed, and convey back to them member comments, suggestions and criticisms regarding the Association.
4. Block Captains are volunteer positions and may be filled by At Large Trustees but not by President, Secretary, or Treasurer

ARTICLE V COMMITTEES

The President or appointed Trustee shall circulate sign-up sheets for volunteers to serve on Standing Committees as needed. The President shall approve the Chairman of the standing committee as needed. The standing committee shall communicate any recommendations or actions to the Trustees prior to implementation.

ARTICLE VI CHANGE OF THE BY-LAWS

The By-laws shall only be changed by the following means:

The President shall appoint a Committee of no less than three (3) members other than trustees to review the by-laws no less than every two (2) years. The proposed change shall be read aloud and voted on by the members of the Association per Section III E of the Covenants of the Association.

ARTICLE VII CHARGES

Charges may be brought against a Trustee of the Association Board for the following reasons:

1. Unlawful behavior in conjunction with conducting business on behalf of the Association
2. Causing public disgrace or embarrassment to the Association.
3. Intentionally violating the Association's By-Laws or Covenants

Charges shall be in writing and shall be signed by at least 10 members of the Association. The Charges shall be presented to the President who shall appoint a Committee to investigate and report back to the Association Members regarding the charges. If the charges are brought against the President, the Secretary shall appoint the Committee. The Committee shall recommend dismissing the charges or accepting them and if accepted an appropriate consequence will be given. Members of the Association shall then vote on whether to accept the Committee recommendations up to and including removal of the Trustee from the Association Board.

IN WITNESS WHEREOF, the Board of Trustees and the membership of the Chapel Park Homeowners Association, by a vote of acceptance, have caused this Declaration of By-laws of Chapel Park Subdivision to be executed this _____ day of _____, 2011.

Acknowledged by Chapel Park Homeowners Association Trustees:

President: _____

Treasurer: _____

Secretary: _____

At Large: _____

At Large: _____