

## WESTLAWN CIVIC ASSOCIATION BY-LAWS

By-laws are provided herein to supplement the Covenants of Westlawn Addition, as provided for in the Covenants. The purpose of the By-laws is to provide additional guidelines which may be changed without formal amendment to the Addition Covenants.

1. STANDING COMMITTEES of not less than three(3) members each may be appointed as follows: Membership & Welcoming, Sewers & Roads, Youth & Social, Park & Sign, Legal, Watchdog, Security, Newsletter, Architectural & Restrictions. A member of the Board of Directors shall be the chairperson of any standing committee. Members of each committee shall be appointed by the respective committee chairperson.

1a.

### Westlawn Standing Committees and Respective Responsibilities

#### A. Membership

1. Maintain accuracy of directory, submitting changes to computer files.
2. Prepare for mailing and mail annual dues notices, second, third, and final notices. Note: This is done in conjunction with the Treasurer's records via computer mail/merge processes.
3. Collate, bind, and distribute new Addition directories as required.
4. Welcome and distribute copy of Covenants and directory to new residents.

#### B. Parks

1. Maintain Park grounds and Pavilion.  
Recruit assistants, or hire as necessary.
2. Maintain Sign area, sign, and sign lights.
3. Issue "Use Contracts" to organizations wishing to use the park and pavilion, and collect fees.
4. Maintain schedule of park usage.
5. Maintain mowing equipment in good order.

#### C. Sewers and Roads

1. Coordinate with City Utilities and Board of Works to repair and maintain the Addition sewer and water drainage systems as required.
2. Maintain contact with City Street department to keep addition streets repaired.
3. Contract as required for snow removal.

#### D. Architectural & Restrictions

1. Review and act on all requests for building permits which fall under the Addition Covenants and coordinate with Fort Wayne City Code.
2. Act as head of the Quality Inspection Team to insure continued compliance with the Covenants.
3. Issue notices to all residents in violation of the Covenants.
4. Present uncorrected violations to the Board for authorization of legal enforcement.

#### E. Security

1. Act as clearing unit for residents to call with security type problems.
2. Call authorities as needed, or advise resident as to how to proceed.
3. Contract with city police for street patrols as needed.
4. Form patrol unit on voluntary basis to periodically patrol addition streets.

F. Social

1. Recruit residents or others to organize and hold social events for addition residents throughout the year.
2. Past events are, Easter Egg Hunts, Fall Festivals, Dances, Bingo Nights, 4<sup>th</sup> of July Parades for kids, Halloween Costume Contests.
3. Utilize the Park facilities, for the benefit of residents. Crafts, Bingo, Sports events, etc.

G. Watchdog

1. Maintain awareness of activity in the addition or surrounding area that may affect the environment, quality of life, or property values.
2. Maintain contact with City and County agencies, i.e. An awareness of who to contact for what, and make those contacts as necessary to obtain their assistance in correcting or preventing potential problems.
3. Report problems to the Board, and obtain Board approval to pursue action.

H. Legal

1. Obtain legal interpretation of Covenants as required.
2. Contract with an attorney to draft legal notices of Covenant violations.
3. Prepare lien and release-of-lien forms, have notarized, and file with recorder's office for failure to pay dues, assessments, or other Covenant violations enforceable by lien.

I. Newsletter

1. Prepare periodic Addition newsletter.  
Collect material, edit, format, have copied, and distribute.
2. Recruit assistance for any of the above duties.

J. Animal Control

1. Maintain file of City/County regulations and suggested control procedures. Act as source for residents to obtain this information.

The officer's duties are defined in the Covenants and supplemented in these by-laws.

In addition the Secretary shall:

- Send cards in the event of a resident's death, or of resident's immediate family living in the addition.
- Notify the Treasurer to issue a check to the preferred memorial in the event of a death of a current resident.

Auditing Committee

As provided in Article II, Section 7, appointed by the Board of Directors, and consisting of anyone, other than the Treasurer and Secretary, the auditing committee must inspect and audit the books annually, as defined in the by-laws section 3.

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2. MEETINGS - Although the Annual meeting is designated by the Covenants to take place in January, due to the general inclemency of the weather and the difficulty in achieving a quorum attendance in January, these by-laws hereby designate the month of May for holding the Annual meeting on the second Tuesday in May unless there are five Tuesdays then it will be held on the third Tuesday. Officer's terms

and committee membership shall run consecutively with the dates of the Annual meeting.

Nine Board meetings will be held monthly September thru June, skipping December, normally the second Tuesday of the month, except in five Tuesday months, then it will be on the third Tuesday

3. HONORARY MEMBERS - The City Council Representative from the area encompassing this Association shall become non-voting Honorary Members of this Association and shall be informed of such in writing by the Secretary. Other honorary members shall be left to the discretion of the Board.

4. BOOKS AND RECORDS - Per the covenants, the Association shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its members and the Board of Directors and shall keep at the registered or principal office, a record giving the names and addresses of the members entitled to vote. All books and records of the Association may be inspected by any member, or his agent or attorney, for any proper purpose at any reasonable time. Such books and records shall be audited at least once a year by an auditing committee of the Association other than the Secretary or Treasurer. Under the incorporation of this Association, the Secretary and/or Treasurer shall be designated as the Agent. The principal address of the Association shall be 101 Nordale Drive, Fort Wayne, IN 46804. These books and records are to be maintained on the Association's computer system and will be accessed by the President, Secretary, Treasurer, and membership committee. The member's database will keep the same records of dues payments as the Treasurer keeps and therefore is a system of checks and balances; and also used to generate dues notices, subsequent past due notices, liens, and release of liens.

5. THE AREA ENCOMPASSED by this Association shall comprise the Westlawn Addition. Reference is made to attached plat. BOUNDED ON THE NORTH BY: N.P.R.R. BOUNDED ON THE EAST BY: BY-PASS 69 BOUNDED ON THE SOUTH BY: ILLINOIS ROAD BOUNDED ON THE WEST BY: HADLEY ROAD & HOMES WEST SIDE THEREOF. Lots on the West side of Hadley are platted as Edgemont Addition, and as such Westlawn Civic Association, Inc. has no binding jurisdiction or responsibility, other than, due to proximity, a willingness to provide as much covenant responsibility as possible.

6. DISTRICTS OF THE COMMUNITY for the purpose of election of members to the Board of Directors shall be divided as follows:

DISTRICT #1 All lots north and east of Nordale to Goodrich & Edgemont.

DISTRICT #2 Lots 57, 58, 95, 96, 97, 98, 99, 258, 259, 260, 261 along Goodrich. All lots south of Goodrich from lot #57 to the By-Pass 69. All lots east of Westlawn from By-Pass 69 to lot #38.

DISTRICT #3 All lots south of Goodrich from Hadley Road to lot #57. All lots west of Westlawn from By-Pass 69 to lot #38 and west of lots #37 and #57. All lots east of Hadley Road from Illinois Road to Goodrich.

DISTRICT #4 All lots south of Nordale from Hadley Road to Goodrich. All lots north of Goodrich from Hadley Road to Nordale and all lots west of Hadley Road from Goodrich to Nordale.

7. AMENDMENTS To these By-Laws may be made by a majority vote of the members present at any meeting of the membership of the Association, or by majority vote of the Board of Directors.

8. OFFICER & DIRECTOR COMPENSATION Given the time requirements to manage each of the officers and directors areas of responsibility, if any Board member attends a minimum of five (5) of the nine (9) scheduled Board meetings, they will be exempted from paying the following years Annual membership dues.

9. WESTLAWN PARK, Lot 187, in accordance with Indiana Code 6-1.1-11-16, is to be used for civic and charitable purposes, and Westlawn Civic Association, Inc., does authorize that this property and improvements located thereon to be used by the public for educational, literary, scientific, religious or charitable purposes. It is to be made available for the use of public groups or organizations for community projects and activities. The use of the facility would include the pavilion, tennis court, basketball court, baseball diamond, volleyball court and children's playground equipment. Fees will not be assessed to Westlawn Civic Association members. Fees assessed to non-members would cover the cost of opening the pavilion, setting up of tables and lighting, and subsequent closing. Parties making use of the facilities are to leave the premises clean, and maybe assessed additional charges if clean-up is required. The fees are not to be construed as rent of the property or its improvements.

.....Amended February 19, 1991  
Amended February 14, 1995  
Amended June 12, 2001  
Amended May 14, 2002  
Amended November 12, 2013 (11-12-13)