

**BY-LAWS
OF THE LAKEWOOD HILLS IMPROVEMENT DISTRICT
JEFFERSON COUNTY, KANSAS
Effective April 15, 2018**

**ARTICLE I
DISTRICT OFFICES**

The principal offices of the Lakewood Hills Improvement District will be located in the Lakewood Hills Community Building at 9125 Lake Hills Road, Jefferson County, Kansas.

**ARTICLE II
QUALIFICATIONS OF VOTERS**

Only individuals who reside within the Lakewood Hills Improvement District, and who pay property taxes within the District, and are qualified electors under the constitution of Kansas may vote in the general election for the Board of Directors. (K.S.A. 19-2758)

**ARTICLE III
BOARD OF DIRECTORS**

SECTION 1. Purpose.

The Board of Directors shall govern the affairs of the Lakewood Hills Improvement District.

SECTION 2. Qualifications of Candidates, Filing.

Directors must reside full time in Lakewood Hills Improvement District, pay taxes on real property within the District, and be qualified electors under the constitution of Kansas.

Any qualified resident desiring to be a candidate for Director in any election shall file with the county election officer of Jefferson County by 12:00 o'clock noon 1 September of the odd numbered year with a \$20.00 registration fee. (K.S.A. 25a03)

SECTION 3. Election, Number, and Tenure.

An election shall be held on the Tuesday following the first Monday in November of each odd numbered year for the purpose of electing three (3) Directors. The Directors shall serve for terms of two (2) years. (K.S.A. 25-21a01) A special ballot will be provided at the Jefferson County Fairview District polling location on election day.

SECTION 4. Assumption of Duties.

Newly elected qualified Directors will assume the duties and responsibilities of Directors on the second Monday in January 2018 and of every election year thereafter. (K.S.A. 25-21a01)

SECTION 5. Selection of Officers.

The Board of Directors of Lakewood Hills Improvement District shall select from their number a President, Secretary, and Treasurer. One of the Officers shall be designated Vice President to conduct business in the absence of the President. (K.S.A. 19-2763)

SECTION 6. Duties and Powers.

The Board of Directors shall have such powers and duties as set forth by the laws of the State of Kansas in regard to Improvement Districts (K.S.A. 19-2765 and K.S.A. 19-2766.)

SECTION 7. Vacancies.

Should a vacancy occur at any time in the office of a Director of Lakewood Hills Improvement District the remaining Directors shall appoint, within 60 days, from the qualified residents in Lakewood Hills Improvement District a person to hold the office of Director until the next election. (K.S.A. 19-2761)

SECTION 8. Compensation.

Each Director shall receive monthly an amount equal to the current monthly sewer service fee during his/her tenure as compensation for duties performed. Increases above that amount must be published in two (2) consecutive Highlight Newsletters or in two (2) consecutive weekly publications of the local newspaper. (K.S.A. 19-2764(b))

ARTICLE IV
PROCEDURES ON SPECIFIC ACTIONS

SECTION 1. Waivers or Exceptions.

Any waiver or exception to Lakewood Hills Improvement District restrictions, covenants, and resolutions or to the building codes must be requested in writing and approved by a majority of the Board of Directors and signed by all of the Directors.

SECTION 2. Authority to Act in an Emergency.

Directors have the authority to act in an individual capacity when an emergency arises. Authority to authorize the expenditure of funds in an emergency is limited to \$500.00.

SECTION 3. Quorum.

A majority of Directors at any meeting of the Board of Directors shall constitute a quorum for the transaction of business. If less than a majority of the Directors are present at any meeting, the Director present will call the meeting to order and promptly adjourn.

ARTICLE V MEETINGS OF BOARD OF DIRECTORS

SECTION 1. Quarterly Meetings as amended.

Quarterly meetings of the Board of Directors shall be held on the first Tuesday of each calendar quarter. Meetings shall be called to order at the time specified and shall continue until all business has been transacted. (K.S.A. 19-2764)

SECTION 2. Monthly Meetings.

Monthly meetings of the Board of Directors may be scheduled each second and third month. Meetings shall be called to order at a time specified and shall continue until all business has been transacted or the meeting may be cancelled at the discretion of the Board of Directors if there is insufficient business to discuss.

SECTION 3. Special Meetings.

Special meetings of the Board of Directors may be held at any time when all of the Directors are voluntarily present, or may be called by the President or any two (2) Directors at any time with the full knowledge of all three (3) Directors. (K.S.A. 19-2764)

SECTION 4. Notification of Meetings.

All meetings of the Board of Directors shall be open to the public. Property owners shall be notified during January of each calendar year of the exact dates of the quarterly meetings. This notification shall be via the U.S. Postal Service, the internet, and/or by publication in a local newspaper. The dates and times of monthly meetings shall be printed in the Highlight newsletter and posted on the sign board in front of the community building.

SECTION 5. Meeting Agendas.

The agenda for each regularly scheduled Board of Directors' Meeting will be available at the office one day prior to the meeting. Requests for items to be placed on the agenda should be provided to the Lakewood Hills office not later than 72 hours prior to the meeting. Requests shall be submitted on the Agenda form, be specific and the subject clearly stated.

SECTION 6. Meeting Minutes of the Board of Directors.

The approved meeting minutes will be made available for review by any taxpayer of the District upon request. (K.S.A. 19-63)

ARTICLE VI
COMMITTEES

SECTION 1. Budget Committee.

The Board of Directors will appoint a three (3) or more member Budget Committee not later than 15 May each year. The Treasurer will be the Board of Directors' representative on this committee. The purpose of this committee is to review the current year's budget and make recommendations for the coming year's budget. The Budget Committee will submit their recommendations to the Board of Directors not later than 01 July each year.

SECTION 2. Building Review Committee.

The Board of Directors will appoint a three (3) or more member Building Review Committee of residents from different areas of the community. This committee shall review building permit applications, requests for alterations, and requests for exceptions to the building codes of Lakewood Hills Improvement District at the request of the Board of Directors. The committee will advise the Board of Directors and recommend approval or disapproval. The Board of Directors will have no official representation on this committee. Directors may serve on this committee in an unofficial status. Vacancies on the committee will be filled by the Board of Directors.

SECTION 3. Other Committees.

The Board of Directors may appoint special committees as necessary to perform specific functions. Committees will consist of three (3) or more individuals, one of which may be a Director. Once the specific function has been completed the committee will cease to exist.

ARTICLE VII
AMENDMENT OF BY-LAWS

These By-Laws may be amended at any meeting of the Board of Directors by a majority vote provided that the amendment has been submitted in writing. Amendments to these By Laws go into effect immediately upon adoption unless the motion to adopt specifies another time for their becoming effective.


ARTICLE VIII
REVOCATION OF PREVIOUS BY-LAWS

Previously adopted By-Laws are revoked simultaneously with the adoption of these By-Laws

Adopted as amended on April 3, 2018

By Directors


Melissa Hatfield


Ed Shuler


Ronald Smith