

LAKE ARLANN HOMEOWNERS ASSOCIATION BY-LAWS
(A Non-Profit Corporation)

ARTICLE I Purpose of the Association

- Section 1. To act as the official representative for members in matters pertaining to the Lake.
- (a) Concerning safety and boat operation rules for the lake.
 - (b) Contacts with people or organizations outside of our association.
- Section 2. To protect members and their rights, the association
- (a) Pays insurance on lake and access lots.
 - (b) Pays taxes on lake and access lots.
 - (c) Arranges legal defense of our lake rights and property.
- Section 3. To maintain access lots and administrate the affairs of the association, to improve and beautify the lake, and, protect lake rights of the members.

ARTICLE II Statement of Policy

- Section 1. It is the policy of the Lake Arlann Homeowners Association to consider lake problems of individual members, or groups of members, as problems of the Lake Association as a whole.

ARTICLE III

Membership

- Section 1. The membership of the Lake Arlann Homeowners Association consists of all people owning property on Lake Arlann and others who have lake rights included in their deeds.
- (a) Owners of property may convey lake rights to a leasor of the property.
 - (b) The above mentioned "lake rights" are considered to be the authority to use the lake for boating, swimming, fishing, etc. in a manner not detrimental or hazardous to other people.
- Section 2. All adult members of the Association have voting rights, but with a limitation of one vote per dwelling on any issue.

ARTICLE IV Organizational Structure

- Section 1. The board of directors shall consist of a president, vice-president, secretary, treasurer and six board members.
- Section 2. There shall be five permanent committees (Sect. 3-7) plus any temporary committees as appointed by the president. All committee chairman are directly responsible to the president and the board of directors.
- Section 3. Legal, Political and Public Relations Committee
- (a) This committee shall consist of three members of the board of directors.
 - (b) It shall act as contact with our lawyers.
 - (c) It should keep all our current and, or future legal situations moving towards solution.
 - (d) It should strive to create and maintain a good public image.
 - (e) It should maintain contact with the local political structure, keeping them aware of the existence of this association.
- Section 4. Information and Communication Committee
- (a) This committee shall consist of 3 members of the Board of Directors.
 - (b) It shall compose and issue a newsletter, The Clam, four times a year--in March, June, Sept. and Dec.

- (c) It shall attempt to keep the association membership as well informed as possible. The distribution of special letters and/or reports to the membership should be utilized as directed by the board.
- (d) The contents of the newsletters and other correspondence to be distributed to the membership shall have the prior approval of the Board of Directors.

Section 5. Safety and Rules Committee

- (a) This committee shall consist of three members of the Board of Directors.
- (b) It shall compose and maintain a list of lake rules for the specific purpose of promoting safety on the lake.
- (c) It shall enforce these rules where possible while realizing that for the most part, enforcement is by public opinion. When infractions of the rules do occurs, the committee shall utilize personal contact, written correspondence, or the calling of law officers as the situation seems to indicate.

Section 6. Social Committee

- (a) This committee shall consist of three members of the Board of Directors.
- (b) This committee may be augmented by direction of the President to include additional members from the association membership.
- (c) It will handle the social aspects of the membership meetings and all other social activities as deemed appropriate by the Board of Directors.

Section 7. Grounds and Facilities Committee

- (a) This committee shall consist of one member of the Board of Directors. He is the chairman and will organize his committee to include eight to twelve members selected from the association membership.
- (b) It shall handle the maintenance, upkeep, and improvement of the lake, access lots, and any equipment the association owns or uses.

ARTICLE V. Officers and Directors

Section 1. The officers and board members shall be members of the association and shall be elected by a majority vote of those association members present at a general membership meeting.

- Section 2. (a) The terms of the officers and board members are for two years starting on November 1.
- (b) The election of officers shall be held annually between October 1 and December 1.
- (c) The President, Treasurer, and two board members' terms shall expire alternately with the terms of the Secretary, Vice-President, and other three board members.

Section 3. Vacancies on the Board of Directors caused by death, resignation, or expulsion shall be filled by appointment. Appointments are made by majority vote of the remaining members of the board and are effective for the duration of the term of the position being filled.

Section 4. Members of the Board of Directors can be removed from office for gross misconduct or criminal activity. This requires the vote of eight of the remaining nine board members.

Section 5. The duties of the officers and board members are as follows:

- (a) The President shall see that the board carries out the policy and purposes of the association and that the by-laws of the association

are adhered to. He organizes and conducts meeting and makes committee assignments, including the appointment of committee chairmen. He shall make sure that all committees are functioning. He shall co-sign all checks.

- (b) The Vice-President shall be in charge of meetings in the absence of the President and assists him in the discharge of his duties.
- (c) The Secretary shall take minutes of all board and membership meetings. He shall keep appropriate records, handle the correspondence, and maintain an up-to-date association roster. He shall see that all new members are provided with a "New Member Brochure" which includes a welcoming letter, set of by-laws plus any other pertinent information.
- (d) The Treasurer shall be in charge of the collection of dues, the handling of all income and expenditures. He shall maintain a savings account and a checking account in a local financial institution. He shall be responsible for maintaining and enlarging the "Revolving Financial Backing Plan". (See Article VI, Section 3) He issues and signs all checks and shall keep adequate records.
- (e) The board members, along with the officers, participate in all of the business and decisions of the board. They serve on committees and handle special assignments as designated by the president.

ARTICLE VI Finances

Section 1. At the beginning of each year the board of directors will prepare a projected budget for that year. At the same time they will also prepare a projected five year budget.

Section 2. Dues.

- (a) Dues are payable the first of the year. Statements will be distributed by the treasurer to the membership in January.
- (b) The rates are: \$5.00 per year for families off the lake, \$8.00 per year for families off the lake but with a boat and \$15.00 per year for families on the lake.

Section 3. Revolving Financial Backing Plan.

- (a) The primary purpose is to have available financial backing to meet emergencies as they arise.
- (b) It will provide financial flexibility in allowing major expenses to be prorated over more than one year.
- (c) It is comprised of a list of interested persons who are willing to loan \$100.00 (interest free) to the association whenever it is needed.
- (d) The loans will be paid back as soon as possible but with no guarantee on the time limit.
- (e) Loans will be requested and repaid in listed order. New names will be added to the end of the list.

Section 4. Expenditures.

- (a) All expenditures larger than \$10.00 must be approved by the board of directors.
- (b) All expenditures larger than \$10.00 must be paid by check.
- (c) All checks must be co-signed by the treasurer and the president.

ARTICLE VII

- Section 1. Any proposed amendment must be published and distributed to all members 30 days prior to the meeting date.
- Section 2. The by-laws can be amended at an association meeting by a majority vote of the association members.

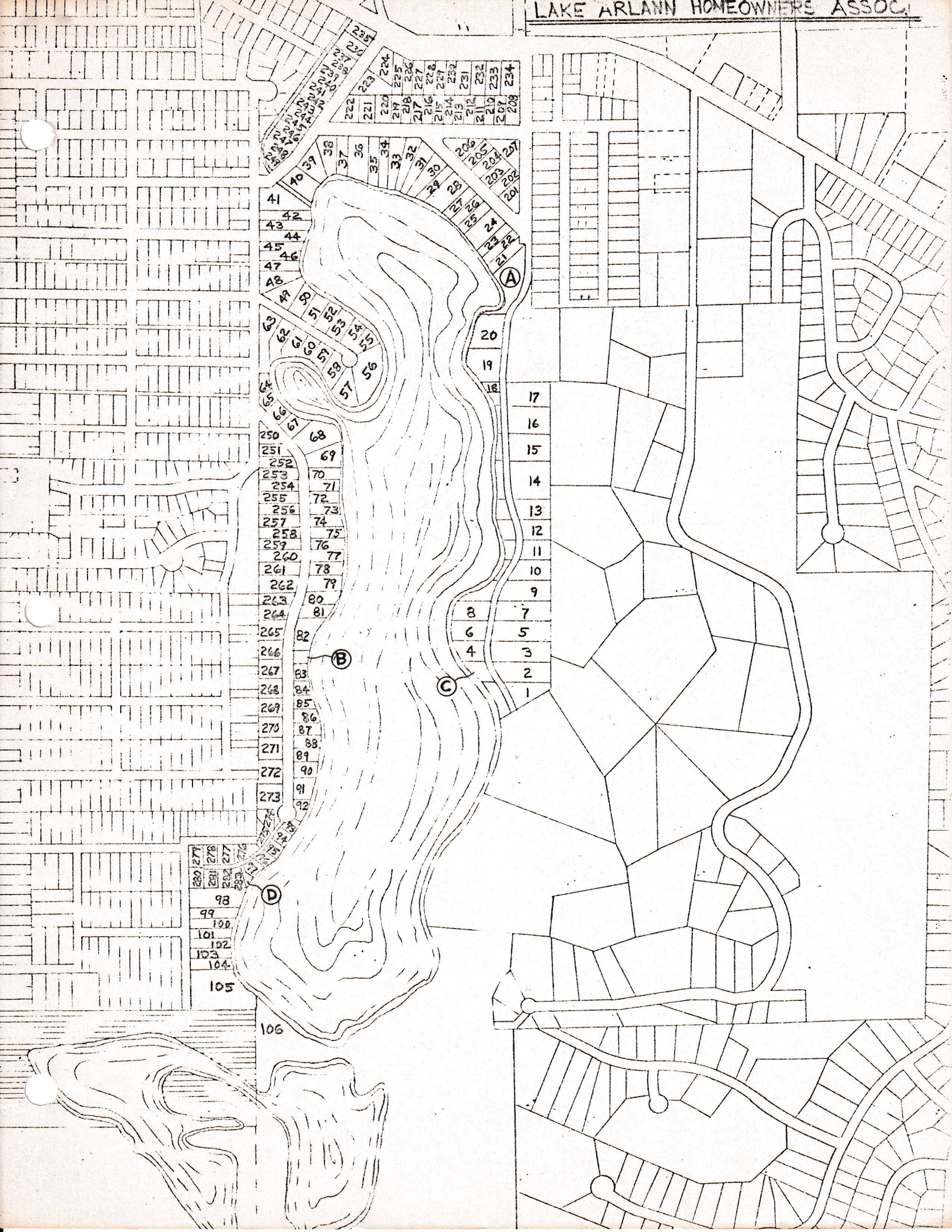
ARTICLE VIII

Records and Procedures

- Section 1. Each officer is responsible for keeping the records of his office.
- Section 2. Each committee chairman is responsible for keeping the records of his committee.
- Section 3. A records notebook will be provided for each officer, each committee chairman and for each director who is neither an officer or committee chairman. These notebooks are permanent records and should be passed on to succeeding officers, committee chairman and directors.
- Section 4. The secretary shall complete the minutes of each board meeting as soon as possible and mail a copy to each member of the board of directors. They will take any action required of them prior to the next meeting and will retain them in their personal record notebooks.
- Section 5. Committee reports should be in writing and turned into the secretary for inclusion in the minutes. A copy will be kept by the committee chairman in his records notebook.
- Section 6. All legal documents and copies of all important records shall be kept in a lock box. The president and the secretary should have access to, and be responsible for, the contents of the lock box.

ARTICLE IX Meetings.

- Section 1. There shall be a general membership meeting at least once every twelve months.
- Section 2. There shall be a board meeting at least once every two months.
- Section 3. Committees shall meet as necessary to perform their duties.



235
234
233
232
231
230
229
228
227
226
225
224
223
222

40 39 38
37 36 35 34 33 32 31 30
29 28 27 26 25 24 23 22 21 20

63 62 61 60 59 58 57 56 55 54 53 52 51 50
49 48 47 46 45 44 43 42 41

250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273

68 69 70 71 72 73 74 75 76 77 78 79 80 81 82

83 84 85 86 87 88 89 90 91 92

274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300

98 99 100 101 102 103 104 105 106

208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234

206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234

17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

(B)

(C)

(D)

(A)