

**CONSTITUTION AND BYLAWS  
OF  
HALFMOON LAKE ASSOCIATION**

Article I

Name of Association

- Sec.I. This association shall be known as the Halfmoon Lake Association (the Association).

Article II

Mission

- Sec.I. The mission of the Halfmoon Lake Association is to maintain, protect, and enhance the quality of the lake and its surroundings for the collective benefit of its members and to purchase and hold property, real and personal, for the Association. This shall include educating the public on the conservation of, protection of, and improvement of water quality, natural shoreline, wildlife habitat, and safety/recreational/natural resources as they pertain to the welfare and interest of Halfmoon Lake.

Article III

Membership

- Sec.I. Membership shall be limited to any property owner or person with deeded rights to Halfmoon Lake. Existing members remain in good standing if their dues are paid by December 31 of the previous calendar year of membership or if they become a member during the current year.
- Sec.II. Honorary memberships may be granted by the Board, or a Board committee, to any individuals interested in the purpose of the Association. Honorary members are subject to dues and membership expires at the discretion of the Board. Honorary members cannot hold a position on the Halfmoon Lake Association board.
- Sec. III. All members in good standing are eligible to vote. Memberships are limited to no more than two (2) votes per lot (per deeded property).

Article IV

Officers

- Sec. I Officers (i.e., the Board) shall consist of President, Vice President, Secretary, and Treasurer, who shall be elected to two-year terms from among the members in good standing (i.e., full dues paid) at the time of elections. In the

event the President cannot complete their term, the Vice President shall assume the duties of President for the remainder of the term. In the event the Vice President, Secretary, or Treasurer cannot complete their term, the President shall appoint a replacement for the remainder of the term. At the completion of the term of office, the retiring officer(s) shall turn over to his/her successor, or to any member named by the officers, all books, records, or other papers relating to the business of the Association in their custody or control.

- Sec. II. Area Representatives shall be appointed, as necessary, to assist in the administration of the Association, collection of dues, updating area membership information, and other duties, as necessary.

#### Article V Meetings

- Sec. I Halfmoon Lake Association meetings shall be held once during the month of July and once during the month of August.
- Sec. II Special meetings may be called by the President when deemed necessary. Such meeting shall require fifteen (15) days notice to include the topic and agenda.
- Sec. III The presence of ten (10) members in good standing shall constitute a quorum.
- Sec. IV Any action taken at any meeting shall require a vote of the majority of the members present and voting.

#### Article VI Annual Dues

- Sec. I Dues should be assessed yearly on each lot (per deeded property). The dues will be determined by the Association and stated in the minutes of that business meeting. Dues and assessments may be changed or made as necessary by a majority vote of those eligible to vote at regular business meetings. Dues are payable by the end of the calendar year.

#### Article VII Fiscal Year and Audit

- Sec. I The fiscal and membership year shall be the calendar year beginning January 1 and ending December 31.

- Sec. II           The term year for officers shall begin January 1, and the transitional period shall be between the day following the August bi-annual members meeting through December.
- Sec. III          A financial report shall be provided at each regular meeting.
- Sec. IV          The Board shall present for membership vote a proposed budget at the first annual meeting to reflect anticipated income and expenses for the following fiscal year. The proposed approved budget is based upon historical information and reasonable estimates of events that may occur during the next fiscal year. The Board is authorized to take the actions contemplated by the budget. In the event of any changes of circumstances or any unforeseen conditions, the Board is authorized to exceed the budgeted expenses by an amount not to exceed 15% of the aggregate of such expenses. Any additional expenses greater than this allowance shall be authorized by a majority vote of the members present at a special meeting held for such purpose.
- Sec. V          An internal audit will be conducted by an ad hoc Finance Committee at the end of every fiscal year and will be completed by May 1. Board members shall not be included as members of this ad hoc Finance Committee. Board members shall be required to provide the necessary and required information to be reviewed by the ad hoc Finance Committee.

## Article VIII

### Duties of the Officers

- Sec. I           The President shall preside over all meetings of the Association and shall discharge the duties customarily pertaining to the office, and as required by the bylaws or by vote of the Association. The President shall not vote at any meeting except to break a tie. The President shall appoint officers and committees pro tempore, and shall be an ex-officio member of all committees.
- Sec. II          The Vice President shall perform all the duties and have all the powers of the President in the latter's absence or disability.
- Sec. III         If, at the time appointed for the holding of a meeting of the Association, the President or Vice President shall not appear, then the Secretary, on counting a quorum, shall call the meeting to order and preside until the election of a temporary chairperson.

Sec. IV        The Secretary shall keep a complete and accurate record of the business of the Association and the proceedings of the meetings thereof and conduct all correspondence. The Secretary shall also keep a record of the names and addresses of the members, send notices of meetings, and perform such other duties as imposed by the officers of the Association. The Secretary shall send a request for payment of dues to be made payable to the Association and sent to the Treasurer.

Sec. V        The Treasurer shall keep a true and accurate account of all Association funds received or paid and have custody thereof, as well as maintaining appropriate bank accounts, signing checks and paying monetary obligations of the Association. The Treasurer shall maintain lists of names and addresses of active members and of all annual membership contributions. The Treasurer shall pay all bills of the Association upon being authorized by the President, provide financial statements as appropriate for all meetings, arrange to have financial records audited periodically by a qualified person when requested by the officers, and perform all other fiduciary duties as required by law.

#### Article IX Amendments

Sec. I        These bylaws may be altered and amended or repealed at any meeting of the Association by the affirmative vote of two-thirds of those present and entitled to vote. A prior fifteen (15) day written notice shall be sent to membership for a motion to alter, amend or repeal these by-laws.

REVISED and ACCEPTED

July 7, 2001

July 9, 2011

September 3, 2011

July 11, 2026