

**WATERSIDE PARK
ASSOCIATION**

**BYLAW
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AS AMENDED - AUGUST 2, 2014

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X OF
ARTICLE
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I	NAME
II	DEFINITION OF WATERSIDE PARK
III	OBJECTIVES
IV	ACCOMPLISHMENT OF OBJECTIVES
V	MEMBERSHIP
VI	VOTING RIGHTS

VII	MAINTENANCE ASSESSMENTS
VIII	MEMBERSHIP MEETINGS
IX	MANAGEMENT
X	OFFICERS AND DUTIES
XI	COMMITTEES
XII	AMENDMENTS
XIII	RULES AND REGULATIONS
XIV	TO BORROW AND COLLECT

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This corporation shall be called **WATERSIDE PARK ASSOCIATION, INC.**, pursuant to Certification of Incorporation date August 6, 1935, filed with the State of New York. It shall hereinafter be referred to as the "Association".

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II
DEFINITION OF WATERSIDE
PARK**

Waterside Park is defined as those properties fronting on Soundview Terrace, Hillside Avenue, Grand Avenue, the east side of North Avenue, the north side of West Street between Waterside Road and North Avenue, and the west side of Waterside Road and Crab

Meadow Beach as said streets and avenues are laid out on a certain map of one hundred and fifty lots situated at Waterside Park in the Township of Huntington, Suffolk County, New York, surveyed June 1908 by Frank Asbury, civil engineer and surveyor, and which said map

is on file in the Suffolk County Clerk's office as Map Number 355.

**ARTICLE III
OBJECTIVES**

The objectives of the Association are:

1. To promote general welfare among its members, their families and guests.
2. To create social intercourse for the mutual benefit of all its members by means of meetings or gatherings and discuss ways and means pertaining to the best interest of the Association.
3. To assure the development and preservation of a desirable community.
4. To maintain the beauty dignity and privacy desirable in a fine residential area.
5. To maintain, preserve, embellish the landscape, the roads, the bathing beach, dock, stairways and pass ways and any other Association assets within the boundary of Waterside Park and insuring safety in connection therewith.

**ARTICLE IV
ACCOMPLISHMENT OF
OBJECTIVES**

These objectives are to be accomplished by acts and rulings, which a corporation of this nature can lawfully do under the provisions of the Membership Corporation Law of the State of New York and are not to be set for profit.

Property owners in Waterside Park are responsible for equally sharing in the cost of maintaining and preserving the roads, bathing beach, dock, stairways and pass ways to the beach and any other assets within the boundaries of Waterside Park and insuring safety in connection herewith.

The social objectives of the Association - namely:

- To create social intercourse for the mutual benefit of all its members by means of meetings or gatherings, which will be voluntarily accomplished.

**ARTICLE V
MEMBERSHIP**

Membership in the Association shall be composed of all owners of real property located in Waterside Park who have paid the annual maintenance assessment.

**ARTICLE
VI
VOTING
RIGHTS**

Any member may vote in any action requiring a vote of the general membership, provided their annual assessments are paid and up to date. (8/2/08)

In the event that real property located in Waterside Park is vested in more than one owner, only one owner shall vote in any action requiring a vote of the general membership.

Any member may vote in person or by proxy. The proxy must be in writing and presented to the President prior to the commencement of a meeting. Unless the duration of the proxy is specified it shall be invalid after the specific voting for which it was issued. Only another family member may act as proxy.

**ARTICLE VII MAINTENANCE AND
ASSESSMENT (8/4/07)**

The owners of all improved real property in Waterside Park will pay the annual maintenance assessment.

The Board of Directors shall, on or before the first day of April, fix the annual maintenance assessment for the next fiscal year. The basis for the maintenance assessment shall be a reasonable estimate of the financial requirements of the Association - including a reasonable reserve for unexpected contingencies of the Association - prepared by the Treasurer and approved by the Board of Directors.

- Property owners shall be billed on or about July 1st.
- Property owners not fully paid by September 1st shall be considered in default of the maintenance assessments.
- The Treasurer shall report to the Board of Directors, maintenance assessments not paid by September 1st.
- The Board, by majority vote, shall authorize the enforcement of the Association's lien of such arrearages after two notices of delinquency and a notice of further action to be taken have been sent to the property owner.
- *Property owners will be responsible for any/all legal fees associated with the*

collection of their delinquent amounts. (8/2/08)

- Property owners will be assessed an **annual** 10% fee, on any maintenance assessment in default for one year or greater. The fee will be assessed on the unpaid balance on the September 1st following the default. (8/2/14)
- The Board will publish on the association's website the address of any property in default. (8/2/14)

The funds arising from the annual maintenance assessment shall be applied toward:

- The payment of the costs of maintaining and preserving the roads, bathing beach stairways, pass ways and other Association assets and insuring safety in connection therewith.
- Charges incurred incident to enforcing restriction, reservations, conditions, covenants, easements, charges and agreements binding upon Association assets.
- Charges incurred for taxes and assessments, which may be levied by any governing authority upon property held by the association.
- Charges for the organization and administration of the Association - for insurance and for any other maintenance purpose which in the opinion of the Board of Directors is of benefit to the owners of land in Waterside Park.

Note: *Property owners may participate in any social functions planned by the Entertainment Committee. The Entertainment Committee will set and collect a separate fee for each event that has been sanctioned by the Board of Directors. These will be strictly social events and will not be funded by Association assessments. (8/2/08)*

ARTICLE VIII MEMBERSHIP MEETINGS

There shall be an Annual Membership Meeting of the members of the Association August of each year at such time and place as announced by the President. The annual meeting is called for:

- The election of Directors and Officers
- The annual report of the Treasurer
- Reports from committee Chairpersons
- For transacting other business that may come before such meeting

The Secretary shall *deliver* notice, *at least two weeks*, to each member at his/her last address as shown on Association records. Said notice shall contain the names of all nominees for Officers and Directors. (8/2/08)

The President may call special membership meetings when he deems they are necessary or when the fifteen members of six directors request such a meeting in writing. Fifteen days notice of the meeting, in writing, is to be mailed to the membership by the Secretary.

Fifteen members of the Association shall constitute a quorum at any meeting of the Association for the transaction of business.

If no quorum is present, the presiding officer shall adjourn the meeting and announce the holding of a second meeting within ten days of said adjournment and similarly adjourn it until such quorum shall be present.

All meetings shall be conducted in accordance with the established parliamentary procedure as governed by Robert's Rules of Order.

ARTICLE IX MANAGEMENT

The Management of the affairs and the assets of the Association shall be vested in a Board of Directors comprised of twelve members including officers. These members shall not receive compensation for their services.

Two Directors shall be nominated and elected from each street as shown on Map 355 mentioned in Article II, (*Soundview Terrace, Hillside Ave, Grand Avenue and North Ave, West Street and Waterside Road combined*) for a term of two years or until their successors have been duly elected. Four of the eight (one Director from each street) shall be elected annually. *If a director cannot be found for a specific street/streets, the Board will nominate a director from and alternate WPA street.* (8/4/07)

Any Director shall be eligible for re-election to the Board. Directors may resign at any time by written notice delivered to the President, Secretary or the Board of Directors.

Any vacancy that may occur on the Board for any reason whatsoever, may be filled by a majority vote of the remaining directors at any meeting of the Board. Any officer or director so elected to fill a vacancy shall complete the term and reside on the same

street as the departing director. *If a director cannot be found for that specific street, the Board will nominate a director from an alternate WPA street. (8/4/07)*

Special meetings of the Board may be called by the President or by a written request of any six members of the Board when deemed necessary. Not less than five (5) days notice - in writing - of such meeting is to be given to each member of the Board. Seven members shall constitute a quorum at any meeting of the Board of Directors.

Any Committee Chairpersons, agents and employees may be removed at any time by majority vote of the Board of Directors.

ARTICLE X OFFICERS AND DUTIES

The officers of the Association shall be the President, Vice-President, Treasurer and the Secretary. They shall be elected by and from the membership at the annual meeting.

Officers shall serve for two (2) years or until their successors are elected. Officers shall receive no compensation for their services. Two (2) members of one household may not serve on the Executive Board.

The President shall:

- Preside at all meetings of the Association and shall, with the Secretary or Treasurers, sign all written contracts and other instruments usually requiring the Association seal.
- Appoint all committee Chairpersons and be an ex-officio member of all committees.

The committee chairperson shall retain all past committee records and be responsible for their safekeeping. They will deliver all records to the new Chairperson of their respective committee. (8/2/08)

The Vice-President shall:

- Have and exercise all the powers of the President in the absence or disability of the President.
- *He or She will also chair the Nominating Committee, which will comprise of four Directors (One from each street) who shall canvas their street for potential nominations*

- *for open positions and report back to the Vice-President. (8/4/07)*
- *Arrange for the annual audit of the financial records of the Association. (8/2/08)*

The Treasurer shall:

- Have custody of all the funds of the association.
- Supervise the activities of the Finance Committee
- Be responsible for the preparation of estimates of the Association's financial requirements in order to fix the annual maintenance assessment.
- Endorse on behalf of the Association for collection, checks, notes and other depository as the Board of Directors may designate.
- Superintend the keeping and have charge of all financial records and books of accounts of the Association.
- Pay all bills and charges of the Association when authorized by the President or the Board of Directors.
- Regularly enter in the books of the Association - full and accurate account of all monies received and paid by him on account of the Association.
- At all reasonable times, exhibit the records, books and accounts of the Association to any director of the Association upon application to him including records in custody relating to the fixing, collection and disbursements of annual maintenance assessments.
- Submit a financial statement to the Association at the annual meeting and shall perform all acts incidental to the position of Treasurer.
- The Finance Committee shall audit the Treasurer's accounts at least once each fiscal year.
- Have all records available for the annual audit scheduled by the Vice-President.
- Checks, drafts, money orders and other negotiable instruments drawn on or against the funds of the Association shall be signed by the Treasurer and President or by any two other officers of the Association.

The Secretary shall:

- Give the necessary notice of all membership and directors meetings and shall keep minutes of such meetings.
- Maintain a list of all Waterside Park Residents and their addresses.
- Maintain a listing of Directors, Officers, Committees and Chairpersons of the Association.
- Keep record of the location of all past Association records and minutes, keys, diving board, cable, duplicating machine and other assets of the Association and keeper of the seal of the Association.

The Directors shall:

- Be representatives for members from respective streets and shall act as liaison between said members and the Board of Directors.

ARTICLE XI COMMITTEES

Chairpersons of all committees may or may not be members of the Board of Directors. All committee Chairpersons shall, if appropriate, prepare a proposed budget for that committee's activities prior to April 1st and submit the budget in detail to the Treasurer by that date.

No committee Chairperson may authorize the expenditure of monies without the approval of the President and Treasurer. *The President and Treasurer can authorize expenditures up to \$300. (8/2/08)*

All committee Chairpersons are to prepare a report for the Annual Membership Meeting and after the meeting turn the report over to the President for Associations records.

STANDING COMMITTEES AND THEIR FUNCTIONS

A. Beach, Stairway, Pathway and Dock:

- *Assure the preservation, maintenance and cleanliness of the beach, pathway to beach, stairway and dock and that all facilities are safe and operational. (8/2/08)*

B. Roads:

- Annually ascertain the condition and safety of the roads and obtain estimates in connection therewith and submit these estimates to the Board for action thereon.
- Report to the Board damage to the Roads resulting from factors other than normal road usage and make recommendations.

C. Fire Protection:

- Immediately notify the Northport Fire Department of each annual installation (*About May 31st, Memorial Day*) and removal (*About September 3rd, Labor Day*)

of the cable at Soundview Terrace and Waterside Road. (8/2/08)

- Attempt to improve fire protection for Waterside Park and submit periodic reports to the Board as to the status of such fire protection.

D. Security:

- Maintain a program for protecting the property and privacy of the Association. Such a program may include organizing a summer security patrol and recording burglaries, vandalism, harassment, etc. and submitting recommendations with regard thereto to the Board of Directors whenever necessary.
- Annually notify the Suffolk County Police of the Association's Rules and Regulations and request enforcement of them.

E. Traffic:

- Assume the responsibility for installing all cables, gates, traffic signs etc., authorized by the Board or Directors.
- Keys to all barriers shall be held by not less than two (2) year-round owner residents and the Fire Department. Possession and transfer of all keys must be reported to the Secretary.
- Make recommendations to the Board covering the necessity for barriers and traffic

signs and shall enforce all traffic regulations of the Association.

F. Publications:

- Issue periodic newsletters, which will be factual and include items of general interest to the membership.
- Inform the news media of functions worthy of publication.
- This committee shall consist of one member from each street, plus a chairperson.
- Two Officers, prior to such publication, shall approve the contents of each publication prepared by this committee for publication.

G. Entertainment:

- Select a Chairperson for the Association's social affairs such as beach party, water-sports day, men's party, women's luncheon, bingo and card parties, etc.

H. Hospitality:

- *The Committee Chairperson(s) will officially welcome new property owners and tenants to Waterside Park via a personal visit and/or sending welcome package. (8/2/08)*
- *The Welcome Packet will contain a welcoming letter, a list of current officers and*

street

directors, a copy of the Associations Rules and Regulations, a copy of the WPA By-laws. When available, any other materials available pertaining to the history of the Association as well as Crab Meadow, Northport and Huntington Township. (8/2/08)

- *When notified, the Chairperson(s) will issue condolences to families of deceased members and congratulations for marriages and births. (8/2/08)*

ADHOC COMMITEES AND THEIR FUNCTIONS

A. Finance:

- *A non-Board Member* will audit the accounts of the Association prior to the annual meeting and report findings at the Annual Membership Meeting (8/2/08)
- **Responsible for the billing and collection of the Association's annual maintenance assessments and keep a record of each fund on the books of the Association and coordinate the deposits with the Treasurer**
- **Serve notice of default in the payment of annual assessments and notify the Board of Directors of arrearages in such charges - as provided in Article VII.** (adopted 8/11/2012)

B. Legal:

- Advise the Board of areas where legal consultation and action is advisable and retain an attorney to institute legal proceeding requested by the Board.

C. Environmental/Beautification:

- Maintain a program for preserving the most beneficial environment for Waterside Park Association, studying any threat to the environment and making recommendations to the Board.

D. Youth:

- Promotes suitable activities among the young people in the Association.

E. Historical:

- Establish a history of Waterside Park and assimilate a library of documents, maps, records, old photographs, etc.

F. Nominating:

- The Vice-President shall chair the Nominating Committee. *The committee will be comprised of four Directors (one from each street) who shall canvas*

*their street to
determine those who agree to serve on the Board of Directors or as Officers and
report
back to the Vice-President. (8/4/07)*

**ARTICLE XII
AMENDMENTS**

These Bylaws may be amended:

- By a vote of not less than two thirds of members present at any annual meeting of the Association provided a quorum is present at the time the vote is taken.
- The proposed amendment shall be included in the Secretary's notice of said meeting.
- The original copy of these Bylaws shall remain in the President's possession and any amendment is attached thereto.
- Any proposed amendment must be in writing and signed by six Board members before its consideration by the members at the Annual Membership Meeting.

**ARTICLE XIII
RULES AND
REGULATIONS**

All residents, including tenants, of Waterside Park shall comply with the rules and regulations as set forth under separate copy and titled "Waterside Park Association Rules and Regulations".

**ARTICLE XIV
AUTHORIZATION TO SET AND COLLECT SPECIAL
ASSESSMENTS**

Waterside Park Association, Inc. is authorized to borrow from the Small Business Administration. The Board of Directors is empowered to fix and collect annual assessments in an amount necessary to meet payments due on such loans and to collect such assessments. The Board of Directors is further authorized to assign the rights of collection of such assessments to the Small Business Administration. (1/6/79)