

BY-LAWS

of the

SAGAMORE TERRACE ASSOCIATION, INC.

ARTICLE I – NAME AND PURPOSE

1. The name of the organization is the Sagamore Terrace Association, Inc.
2. Its purpose is to hold title to certain property at Sagamore Terrace in the town of Westbrook, Connecticut, to promote and protect the interests of the owners of property at said Sagamore Terrace; and generally to do everything necessary to carry out the aforesaid purposes.
3. The area designated herein as Sagamore Terrace, is defined as follows: bounded on the west by the westerly property line of 19 Sagamore Terrace South, the westerly street line of West Road and the westerly property line of 81 Sagamore Terrace Road, 69 Sagamore Terrace Road and 57 Sagamore Terrace Road; the northerly property line of 57 Sagamore Terrace Road and of 58 Sagamore Terrace Road; bounded on the east by the easterly property line of 58 Sagamore Terrace Road, 68 Sagamore Terrace Road, 84 Sagamore Terrace Road, the easterly street line of East Road and the easterly property line of 49 Sagamore Terrace South, and bounded on the south by the southerly property line of properties fronting on the beach of Long Island Sound.
4. The interests of the said owners, as mentioned in Paragraph 2, above, relate specifically to the ownership of certain property including a walkway to the beach at Sagamore Terrace. A map on file at the Town Clerk's office in the Town of Westbrook shows a ten foot wide strip of land reserved for a walkway, which walkway extends from the northerly point of the intersection of East Road and West Road to Avenue A (now known as Sagamore Terrace, East Road; Sagamore Terrace, West Road, and Sagamore Terrace, South Road, respectively). From Avenue A (Sagamore Terrace, South Road) to what previously designated as "top of the bank" at the waterfront, a strip of land of 50 feet in width is reserved for use as a walkway with a set of steps and platform leading to the beach, and to provide an open view of Long Island Sound.

5. Original property deeds specify that all structures be placed 40 feet from the walkway in order to allow an open view of Long Island Sound. For purposes of these By-Laws, this distance is defined as no less than 40 feet from the center of the ten foot wide walkway and structures are defined as above ground buildings or other objects constructed from several parts. In addition, the homeowners of Sagamore Terrace are responsible for preventing existing bushes and trees from further restricting the open view of Long Island Sound. New bushes and trees that would restrict the open view should not be planted anywhere along this strip of land. It is the responsibility of the Board of Managers for enforcing these restrictions. Ownership of the above mentioned walkway, steps, platform and reserved areas reposes in the Sagamore Terrace Association, Inc., as transmitted by deed by Mr. George S. Chapman, et al, on or about 16 December 1952.
6. In keeping with the Article 1, Section 5 stated intent of allowing an open view of Long Island Sound, "patio" is defined as a ground level appendage that must be 25 feet or more from the center of the 10' wide walkway. In order to not impede the view of Long Island Sound, any patio landscaping must have a maintained vertical height of two feet or less. It is the responsibility of the Board of Managers to enforce these restrictions.

ARTICLE II – MEMBERSHIP

1. The adult family group within which the title of land in Sagamore Terrace, Westbrook, Connecticut reposes, shall constitute the basis for membership in the Association, and, subject to the foregoing, said family group shall include adults defined as stated herein.
2. Each family group shall select its spokesperson, in whom shall reside the voting power of the family group membership.
3. Each family group membership shall be entitled to one vote in all meetings of the Association.
4. The family group shall have the privilege, in its own group of selecting its spokesperson, but written notice of such selection and of such change must be delivered to the Association Secretary prior to the calling of the roll, at the Association meeting at which such voting franchise shall be exercised by such spokesperson.

5. For purposes hereof, the family group of adults may be considered to include each member of the family who is sixteen (16) years of age or more.
6. At all meetings of the Association, the family group's spokesperson, exclusively, as defined in Paragraph 2, of Article II, shall have the right to present motions, to second any motions and to vote. The privilege of discussion will be accorded to all members present at the meeting. Voting will be limited to voting members.
7. The fiscal year of the Association shall run from June 1 of each calendar year.

ARTICLE III – MEETINGS OF MEMBERS

1. Meetings of members shall be held at the principal office of the Association.
2. The Annual Meetings of the members of the Association shall be held at its principal office, which is designated herein below, at 10:00 o'clock in the morning of a Saturday in June of each year, at which time members of the Association shall elect, as hereinafter provided. Officers and/or Member-at-Large of the Board of Managers to succeed those whose term of office shall have expired or where a vacancy has been caused by death, resignation or for other reasons, and shall transact such other business as may properly come before such meeting. The notice setting out the time and place of such Annual Meeting shall be mailed, postage prepaid, and/or e-mailed to each spokesperson of each family group membership of the Association at his or her address as appears on the records of the Association, or if no such address appears, at his or her last known place of address, at least ten (10) days, excluding the date of the mailing, prior to the Annual Meeting.
3. Each Annual Meeting of the Association shall be held at a place within the boundaries of Sagamore Terrace, as herein defined. The place of all annual and special meetings shall be selected by the Board of Managers as the principal office for such meeting, and shall be clearly set out in the call for said meeting.
4. Special meetings of the members of the Association may be called at any time by the President, upon his/her own motion in his/her own discretion, and shall be called by the President upon written request of the spokesperson of at least five (5) family group memberships in good standing. The Secretary shall mail, and/or e-mail, the notice of such call as provided in Paragraph 2, above, which notice shall clearly

state the purpose of such meeting. No business shall be transacted at a special meeting except as stated in the notice sent to said spokesperson.

5. A quorum at any annual or special meeting of the Association shall consist of a majority of spokespersons or their proxies present and representing family group memberships in good standing with paid up dues as defined in Article VI. If a quorum not be present at an annual meeting of the Association, the presiding officer shall adjourn the meeting to a time to be duly warned in the same manner as other meetings of the Association, but in no event later then thirty (30) days after the original date of the meeting.
6. Each family group membership in good standing shall be entitled, as aforesaid, to one vote on each matter at all meetings of the Association.
7. The following order of business shall be observed at the Annual Meeting of the members of the Association:
 - a. Call to order
 - b. Invocation
 - c. Calling the roll
 - d. Reading, correction and approval of minutes of the previous meeting
 - e. Reports of officers
 - f. Reports of committees
 - g. Election of officers
 - h. Election of Member-at-Large of the Board of Managers
 - i. Unfinished business
 - j. New business
 - k. Expression of appreciation
 - l. Adjournment
8. The same order of business provided for in Paragraph 7, above, shall be followed at special meetings of the members of the Association insofar as applicable within the structure of the call to such meeting.
9. The business meetings of the Association shall be conducted according to Robert's Rules of Order.

ARTICLE IV – OFFICERS

1. The officers of this Association shall consist of a President, Vice-president, Secretary and Treasurer.
2. The President shall preside at all meetings of the Association and at all meetings of the Board of Managers, and shall have general charge of and control of the affairs of the Association, subject to the Board of Managers.
3. The Vice-President shall perform such duties as may be assigned to him/her by the Association, the Board of Managers and the President. In case of death or disability or absence of the President, he/she shall perform and be invested with all the powers of the President.
4. The Secretary shall keep a written record, in a proper record book, of the minutes of the proceedings of all the meetings of the Association and the Board of Managers; and shall give due and proper notice as required by these by-laws of all such meetings. He/she shall have custody of all books, records and papers of the Association and of the Board of Managers, and shall be charged with the safekeeping of the same, but from said records there shall be excepted such as shall be in charge of the Treasurer, or of some other member of the Association authorized and directed to have custody and possession thereof, and who shall be charged with the safekeeping thereof, by a resolution of the Board of Managers or by a vote of the Association. He/She shall present a complete, written account of the previous Annual Meeting of the Association at all Annual Meetings. The Secretary shall be responsible for communications of social events and other pertinent and timely information to be distributed to all members via email or paper copy.
5. The Treasurer shall keep accounts in a proper record book of all monies and valuables in the name of, and to the credit of, the Association in such banks and deposit all monies and valuables in the name of, and to the credit of, the Association in such banks and depositories as are acceptable to the Board of Managers. All checks for the disbursement of the money of the Association shall be signed by the Treasurer. He/she shall present a complete, written statement of the financial affairs of the Association at all meetings of the Association and of the Board of Managers. The Treasurer shall be responsible for communicating with members regarding collection of annual dues and/or special assessments via email or paper copy.

6. Effective as of the Annual Meeting of this Association held on 24 June 1972, the terms of office of the President, the Vice-president, the Secretary and the Treasurer shall be for two (2) years and until their respective successors are duly elected and qualified.
7. No member shall serve in any single office of the Association, or as Member-at-Large of the Board of Managers for more than two (2) consecutive terms. Such service, however, will in no way render such member ineligible for election to the same or other office at some later date.
8. No officer of the Association shall be paid any salary or compensation for his services, nor any reimbursement for traveling or other similar expenses.

ARTICLE V – BOARD OF MANAGERS

1. A Board of Managers of six (6) members of the Association shall constitute the Board of Managers. This Board shall consist of the President, Vice-president, Secretary, Treasurer and two (2) Members-at-Large of the Association who shall each hold the title of Manager. One (1) of the Members-at-Large shall be elected from the membership of the Association at the Annual Meeting of the Association each year and shall serve for two (2) years and until a successor is duly elected and qualified.
2. The term of office of the Managers (effective as of the Annual Meeting of this Association held on 24 June 1972) shall be for two (2) years and until a successor is duly elected and qualified.
3. The balance of the term of office of any member of the Board of Managers, unfilled by vacancy caused by death, resignation, or other cause, shall be filled at the next Annual Meeting of the Association. The Board of Managers shall be empowered to fill such vacancies by appointment of an eligible member in good standing to serve until a successor is duly elected and qualified.
4. Regular meetings of the Board of Managers shall be held on the last Saturday of June and on the Saturday in August which falls one week prior to the Saturday which is included in the Labor Day weekend, in each year at the principal office of the Association, as hereinbefore designated.
5. A quorum at any meeting of a Board of Managers shall consist of not less than three members. If a quorum not be present at any meeting of the Board of Managers, the presiding officer shall adjourn the meeting to a time to be duly warned in the same manner as other meetings of the Board of Managers, but in no event later than ten (10) days later than said original date of meeting.

6. The Board of Managers shall have the general management and control of the business and affairs of the Association between meetings and shall exercise all of the powers that may be executed or performed by the Association under the statutes, the Certificate of Incorporation and the By-Laws, subject to any and all instructions of the Association.
7. The Association holds title to certain real property and/or rights-of-way within the area herein referred to as Sagamore Terrace. The Board of Managers shall contract for adequate public liability insurance relative to the use by the public to protect the Association against any and all claims which might arise or accrue in connection therewith, and shall contract for the proper and adequate renewal of said insurance protection from time to time.
8. No Manager of the Association shall be paid any salary or compensation for his/her services nor any reimbursement for traveling or other similar expenses.

ARTICLE VI – DUES AND ASSESSMENTS

1. The dues of this Association shall be set each year by the Board of Managers in accordance with the projected needs of the Association and shall be approved by majority vote of the membership at the annual meeting. Dues shall be payable on or before June 15 of each calendar year. Payment of said dues as aforesaid shall cause each so paying family group membership to qualify to be in good standing officially in the Association.
2. When, in the opinion of the Board of Managers, unusual expenditures are necessitated beyond the funds of the Association raised by dues, then, at a duly warned meeting for such purpose, the Board of Managers may levy no more than one special assessment during any one fiscal year of the Association. Such special assessment shall be payable on or before June 15 of each calendar year. Payment of said special assessment as aforesaid, in addition to said dues, shall cause each so paying family group membership to qualify to be in good standing officially in the Association.

ARTICLE VII – AMENDMENT OF BY-LAWS

1. Any of these by-laws may be amended by a two-thirds vote of all of the family group memberships of the Association present at any annual or special meeting, duly warned or held for that purpose.

ARTICLE VIII – ASSOCIATES OF THE ASSOCIATION

1. Those families residing in the area designated by the By-Laws of the Association by virtue of annual lease or rental agreement with the owner of the property may be accepted as Associate Members of the Association.
2. Associate Members of the Association shall be accorded all courtesies and benefits of the Association, except the voting franchise.
3. Associate Members shall have the right to attend all meetings of the Association and to participate in discussion on any motion or other matter.
4. Dues for Associate Members shall be the same as for regular members. Associate Members shall not be subject to special assessments levied in accordance with Article VI.
5. Those families living on the following streets are eligible for Associate membership: Muller Drive, Argail Drive, Shailer Drive, Sagamore Terrace Drive, the easterly side of Waldron Drive up to and including 32 Waldron Drive.
6. The privileges extended under this Article may be withdrawn at any time by the Board of Managers by written notice to the Associate.
7. House guests of Associate Members as well as those who rent from Associate Members shall be accorded all courtesies and benefits of the Association.

Adopted 1 July, 1973

Revised and accepted 29 June, 1996 / 30 June, 2007 / 19 June, 2010 / 22 June, 2013 / 11 July, 2020 / 28 June, 2025