

## **LAKE FOREST ASSOCIATION, INC. BY-LAWS**

### **ARTICLE 1, MEMBERSHIP**

**Sec. 1** Membership in the Lake Forest Association, Inc., exclusive of Family, Social, Associate and Honorary Membership, shall be limited to owners of land lying within the boundaries of the subdivision known as Lake Forest Development as set forth in Article 3, Sec. 1 of the Constitution and as set forth in the following by-law sections. The following constitutes the various types of membership:

- a. Charter membership
- b. Resident membership
- c. Family membership
- d. Associate membership
- e. Summer membership
- f. Honorary membership
- g. Senior membership
- h. Lifetime membership

**Sec. 2** The acceptance of a new member **is subject to a vote by Lake Forest Association voting members (Charter, Resident, Senior and Lifetime). Acceptance is signified by a majority vote of Lake Forest Association voting members present at any monthly meeting.**

#### **Sec. 3 Charter membership:**

**a.** Charter membership shall be available only to those residents who own property within the original Lake

Forest subdivision and who have completed ten consecutive years in good standing as a Resident member. Charter members will be issued a certificate in a form and design approved by the Board of Directors, and this type of membership shall be the only type of membership which shall be entitled to shares in the assets of the Lake Forest Association, Inc. on distribution of dissolution.

**b.** Charter membership shall not be transferable or assignable by either contract or operation of law.

**c.** Charter members whose membership has lapsed shall have their charter revoked, and said revocation shall be recorded on the books and records of the Association; however, they may

reapply for Resident membership and on completion of two years in good standing as Resident members, apply for a charter as provided in Article 1, Sec. 3a of the by-laws.

#### **Sec. 4 Resident membership**

**a.** Persons purchasing property within the original Lake Forest subdivision may first apply only for Resident membership, and upon completion of ten years in good standing, said members may apply to the Board of Directors for Charter membership as set forth in Article 1, Sec. 3 of the bylaws. The Board of Directors, after reviewing said application, shall report same with its recommendation at a regular monthly meeting of the Association, whose members shall act thereupon as set forth in Article 1, Sec. 2 of the by-laws.

**b.** Resident membership shall not be transferable or assignable by either contract or operation of law.

**c.** Application for Resident membership may be made by charter members whose charter has been revoked, as set forth in Article 1, Sec. 4a of the by-laws.

**d.** Resident members shall be entitled to hold elective office, but shall not share in the distribution of the Association on any dissolution.

**c.** Each family holding a Charter or Resident membership, in good standing, shall be entitled to a maximum of two (2) votes present and attending a meeting. In the event a member is unable to attend a meeting, he or she may present to the Secretary PRIOR to the meeting his or her vote on any issue or give his or her written proxy to the remaining Resident members of his or her household. No proxy shall be valid unless presented in accordance with this section.

#### **Sec. 5 Family membership**

**a.** Family membership shall be conferred upon all persons in the immediate family of any Charter, Resident, Senior, Lifetime or Associate members, and such membership shall entitle the holder to enjoy the privileges of the Association. The term immediate family shall include and be limited to only sons, daughters and relatives living in the same residence as the Charter, Resident or Social member. Family members, who qualify as being members, are required to pay dues.

**b.** Family membership shall be conferred upon all persons in the immediate family of any Charter, Resident, Senior, or Lifetime members as per Sec. 5 a. and b. above in cases where the immediate family (sons & daughters) does not reside in the same residence as the Charter, Resident, Senior or Lifetime member, nor within the original Lake Forest subdivision, upon payment of an annual membership fee not to exceed 75% of the Resident membership fee.

c. Family memberships hold no voting rights.

#### **Sec. 6 Associate membership**

a. Associate membership shall be conferred upon those families who rent or lease property in the original Lake Forest subdivision, upon application, payment of dues, and election to same by general membership, after being certified by the Membership committee.

b. The dues for Associate members shall be the same as for Charter and Resident members.

c. Associate members shall be entitled to take part in all activities of the association, but shall not be eligible to vote.

d. Associate membership shall not be transferable or assignable by either contract or operation of law.

e. Associate members are not eligible to serve as Lake Forest Association officers.

#### **Sec. 7 Summer membership**

a. Summer membership shall be conferred upon individuals living in the extended boundaries of the subdivision known as Lake Forest Development, upon application, payment of dues and election to same by the general membership, after being certified by the Membership committee.

b. This membership shall be limited to one year. Renewal applications shall be subject to approval of the general membership.

c. Dues for this membership shall be set and approved by the general membership each year at the February General meeting. The number of Summer memberships to be conferred shall be determined annually by the membership at the February General meeting. Prior Summer members shall be given the right of first refusal before offering summer memberships to new applicants.

d. Summer members shall be entitled to take part in all activities of the Association, but shall not be eligible to vote or serve as Lake Forest Association officers.

e. Summer membership shall not be transferable or assignable by either contract or operation of law.

#### **Sec. 8 Honorary membership**

a. Honorary membership may be extended to those who are deserving of such honor in the best interest of the Lake Forest Association, Inc.

b. Honorary members may be elected by a two-third majority vote of the members present and voting at any meeting in which a person is presented for Honorary membership; provided,

however, that such person has been approved or acted upon by the Membership committee. Honorary members shall have no voice or vote at any meeting, but may be a guest and permitted to address the membership, if the members so desire.

**c.** Honorary members and their immediate families shall enjoy the privileges of the club, subject to such

restrictions as the members may impose from time to time.

**d.** Privileges extended to Honorary members shall terminate at the expiration of one year from the date thereof.

**Sec. 9** Any member in good standing, who sells his land, shall be permitted to enjoy the association privileges until December 31st of the same year. No members shall state to a prospective buyer that he or she will be automatically entitled to enjoy any of the Association privileges or membership to the Association.

**Sec 10** No member shall be permitted to transfer his membership in said Association to any other person, except as herein stated. Upon the death of a member in good standing, an application for membership may be filed by a member of his or her immediate family, and said application shall be processed and acted upon in the same manner as one filed by a proposed new member. Upon approval said applicant may assume the same type of membership enjoyed by the deceased association member unless said deceased member was a Charter member. If the deceased member was a Charter member, the applicant will be granted a Resident membership upon approval of his or her application. Eligibility for future Charter membership is per Article 1, Section 4 a. of the by-laws.

**Sec. 11** Any Charter, Resident, Senior or Associate member whose dues are not paid by the first meeting held in April shall be suspended from the association. Delinquent members shall be notified by mail at least two weeks prior thereto, and such notice shall state the final date on which suspension action will be taken, and also the penalties to be imposed on any suspended member for his reinstatement.

**Sec. 12**

**a.** For conduct unbecoming a member, said member may be expelled by a two-third vote of the members present and voting at any meeting, provided the charges have been reviewed by the Board of Directors.

b. Any violator who breaks a rule or regulation of the Association may be suspended from one or all privileges of the Association. The charges shall be reviewed by the Board of Directors who shall recommend the privileges to be suspended and the length of suspension to the members present and voting at any meeting.

c. Any Lake Forest Association elected official, shall have the authority to temporarily suspend the privileges of any member violating any rules of the Association until such time as the suspension can be reviewed by the Board. A hearing on such violation shall be held within ten business days.

**Sec. 13** Any member dropped from membership or suspended for any reason, as above stated, shall not be entitled to a refund of dues or assessments.

#### **Sec. 14 Senior Membership**

Any Charter or Resident member who becomes 65 years of age on or before July 1st of that year, and is a member in good standing shall be eligible to apply for the senior membership. All senior membership applications shall be subject to a majority of the voting membership present during a monthly meeting. The membership fee will be 75% of the Resident membership fee for those senior members with 1-5 years of membership in good standing, 60% of the Resident membership fee for senior members with 6-10 years of membership in good standing, and 50% of the Resident membership fee for senior members with 11 or more years of membership in good standing.

#### **Sec. 15 Lifetime membership**

Any Charter, Resident or Senior member who has been a member in good standing for fifty consecutive years shall be eligible to apply for the lifetime membership. All lifetime memberships shall be subject to a majority vote of the voting membership present during a monthly meeting. The membership fee will be waived for lifetime members.

### **ARTICLE 2, DUES**

**Sec. 1** The annual dues for all members shall be due and payable on February 1<sup>st</sup> of each year. A member shall have a grace period from February 1<sup>st</sup> to the first general meeting in April before any penalties may be imposed upon him/her. The amount of dues, assessments and requests for

donations to be imposed on the members shall be voted upon by the membership of the Association at each February meeting.

**Sec. 2** Charter, Resident or Senior members in good standing may apply for a hardship waiver or reduction of membership dues. This request must be made in writing to the Lake Forest Association Membership Secretary at least three weeks prior to the April General Meeting. The Lake Forest Association board of directors will review all hardship applications and present a written decision to the requestor prior to the April General Meeting.

**Sec. 3**

**a.** Any person who shall seek reinstatement after suspension of membership for reason of non-payment of dues shall pay a penalty equal to 15% of the annual dues for their membership type, plus the current year's dues. Reinstatement must be approved by the Membership committee and the members of the association. Charter or Senior members who are suspended a second time for non-payment of dues shall be ineligible for reinstatement as Charter or Senior members until such time as the member shall be a Resident member in good standing for two consecutive years.

**ARTICLE 3, MEETING**

**Sec. 1** The annual meeting of the Association shall be held in the evening on the first Wednesday of February. The annual reports of all officers and committees shall be read at this meeting.

**Sec. 2** The regular meetings of the Association shall be held on the first Wednesday of each month. If circumstances warrant a postponement, the President shall be empowered to change the date of any regular or special meeting. This provision, however, shall not be construed to mean that the President has the power to cancel any meeting.

**Sec. 3** Only members in good standing may attend any meeting.

**Sec. 4** Each owner of one or more parcels of land shall be entitled to cast two votes at any meeting (see Constitution, Article 3, Sec. 1). In the event a member is unable to attend a meeting, he or she may delegate his wife or husband, or co-owner, to vote for him or her at any meeting in accordance with the proxy procedure.

**Sec. 5** Each member or his or her proxy attending a meeting shall sign the roll book, in order to have voice or vote at any meeting. The roll book shall be placed at the entrance of the club, and the Recording Secretary shall keep same as a permanent record of the Association.

**Sec. 6** Special meetings may be called by the President, the Board of Directors, or any ten (10) members who shall submit a petition to the Secretary for a special meeting, stating the reason for calling the meeting. All members shall be notified by postcard of the special meeting at least one week in advance. Only that business for which the special meeting is called shall be discussed at such meeting.

**Sec. 7** Robert's Rules of Order shall be the accepted reference guide to the Parliamentary Procedure, which will be used at all meetings, providing, however, that said references shall not be inconsistent with any policies that are adopted by the Association for the government of special conditions which may arise.

**Sec. 8** Upon a two-third majority vote of the membership present at any meeting, it may adopt such changes to Robert's Rules of Order as may seem expedient at such time.

**Sec. 9** Except as otherwise set forth herein, voting shall be by voice vote on all questions. Voting by ballot shall be held upon motion made, seconded, and passed by a majority present. Any vote by voice may be challenged by any member present in which event, a count of the vote cast shall be taken by the Secretary.

**Sec. 10** A quorum at any regular or special meeting of the Association shall consist of not less than twenty (20) members.

#### **ARTICLE 4, ELECTION OF OFFICERS**

**Sec. 1** The election of officers and the two-year term to the Board of Directors shall be held on the first Wednesday in January. The election shall be conducted by written ballot

**Sec. 2** The elected officers shall be installed and their terms of office shall begin on the last Saturday in January on Inauguration Day. Such officers shall continue in office until a successor is elected and installed.

**Sec. 3** The President shall appoint a nominating committee of any five members during the regular meeting of the Association in September. It shall be the duty of this committee to seek responsible persons who will accept the offices in which they are nominated. The nominating committee shall post their slate of nominations on the club's bulletin board at least seven days prior to the Association's regular meeting in October, at which time they shall present the proposed slate to the members.

**Sec. 4** Nominations for offices shall be made during the regular meeting of the Association in the month of November. Any person nominated from the floor for office must have his or her name seconded, providing, however that said person has not been nominated by the nominating committee. Any person nominated from the floor for office must be present at the meeting to accept the nomination from the floor.

**Sec. 5** All members shall be notified of the names of all persons who are nominated for any office at least one week prior to the election meeting, either by postcard or Association newspaper.

**Sec. 6** In the event a candidate withdraws his or her name before he or she is elected to office, his or her successor shall be nominated from the floor and such nomination shall be acted upon at the following meeting.

## **ARTICLE 5, OFFICERS**

### **Sec. 1 President**

It shall be the duty of the President to preside over all General, Board of Director and Special meetings, to enforce, on all occasions, the observation of order and decorum among members. and the rules of debate as set forth in Robert's Rules of Order. He or she shall appoint or dissolve all committees, unless otherwise designated in the by-laws, and he or she shall be a member of all committees. The President is chairperson of the Lake Forest Association Board of Directors and the Chief Editor of the Lake Forest Association newsletter. The President has authority to make emergency decisions affecting safety around all Lake Forest Association owned properties. Emergency decisions shall be endorsed by the Lake Forest Association Board of Directors within 72 hours. Only Charter, Resident or Senior members in good standing for a minimum of five consecutive years and Lifetime members shall be eligible to serve as President. Alternatively,

service as a Lake Forest Association Board member for a minimum of two consecutive years will confer eligibility to serve as President.

### **Sec. 2 First Vice-President**

The First Vice-President, in the absence of the President, shall perform all the duties of the President. He or she shall have and distribute all keys to the club, beaches, and any other Association property. He or she shall maintain a list of key holders to any Association property. Only Charter, Resident or Senior members in good standing for a minimum of five consecutive years or Lifetime members shall be eligible to serve as First Vice President. Alternatively, service as a Lake Forest Association Board member for a minimum of two consecutive years will confer eligibility to serve as First Vice President.

### **Sec. 3 Second Vice-President**

The Second Vice-President shall be in charge of the Lake Forest Association beaches and boat docks. The Second Vice President will hire life guards and appoint a boat warden as appropriate. He or she shall maintain an inventory of all Association properties and present a report to the members at the annual meeting. Only Charter, Resident or Senior members in good standing for a minimum of five consecutive years or Lifetime members shall be eligible to serve as Second Vice President. Alternatively, service as a Lake Forest Association Board member for a minimum of two consecutive years will confer eligibility to serve as Second Vice President.

### **Sec. 4 Recording Secretary**

The Recording Secretary shall give notice of all special meetings of the Association, and shall record and keep the minutes and votes of all meetings of the Association and Board of Directors, if necessary. He or she shall receive all general correspondence of the Association, and submit such to the Lake Forest Association Board of Directors.. All tapes, notes, minutes or other material remains the property of the Lake Forest Association and must be surrendered by the Recording Secretary to the Lake Forest Association Board of Directors upon demand.

### **Sec. 5 Membership Secretary**

The Membership Secretary shall send out notices to all members regarding dues and assessments, issue receipts. He or she shall refer all hardship cases and delinquent members to the Lake Forest Board of Directors. He or she shall send a final notice on dues, assignments and penalties to all members, at least fourteen (14) days prior to the April meeting. He or she shall turn over all

money collected to the Treasurer, and receive a receipt for same. He or she will publish a list of all paid members no later than the June meeting of the Association.

#### **Sec. 6 Treasurer**

The Treasurer shall receive and deposit in a designated bank all money paid to the Association including dues, gifts, etc., and shall disburse said funds by vote of the members of the Association within the limits prescribed for expenditures by the members. He or she shall keep an accurate record of such receipts, deposits and disbursements, and render an accurate account thereof to the members of the Association and Board of Directors, as they may require. All expenditures are to be approved by the President.

#### **Sec. 7 Board of Directors**

**a.** The Board of Directors shall consist of the (10) members, who shall be composed of the President (who shall be the Chairperson of the Board), the First Vice-President, the Second Vice-President, and the immediate Past President who shall automatically serve for one (1) year and subsequent years upon reappointment by the President, and six directors who shall serve two (2) year terms (three of whom shall be elected in even numbered years and three who are to be elected in odd numbered years). In the event that the immediate Past President is reelected to office, the nominating committee shall nominate an individual to serve as a Director for one (1) year term in his or her seat. Charter, Resident and Senior members are eligible to serve as a Lake Forest Association Board member after being a member in good standing for at least one year with a record of attending at least four regular meetings during the previous one calendar year period. A signed entry in the official register is the only acceptable documentation to verify that this requirement has been met. Lifetime members are eligible to serve as Board members without restriction.

**b.** If any vacancy shall occur by reason of death, resignation, either of office or membership of any member of the Board, the Board of Directors shall recommend a successor to fill the vacancy and said individual shall act as a member of the Board until the next regular meeting of the Association, at which time the general membership shall either confirm or reject the Board's recommendation.

**c.** It shall be the duty of the Board to study and formulate policy, and make recommendations of the same to the members in assembly for their guidance in directing the objectives of the Association.

**d.** The Board shall be responsible for carrying out the decisions of the members gathered in lawful assembly. The Board shall be empowered to veto or stop any work or action by any individual member(s) which does not conform to the wishes of the members expressed in lawful assembly.

**e.** The Board of Directors shall meet on the third Wednesday of each month. The President may call a special meeting whenever he or she deems it necessary. The President, upon the request of five (5) or more Board members, shall call a special meeting of the Board, and all recommendations made at these meetings shall be made in writing and delivered at least forty eight (48) hours before the regular or special meeting.

**f.** A majority vote of the Board of Directors shall empower the Chairperson to engage the services of an attorney as the Board deems necessary.

**g.** The Board of Directors shall be empowered to spend up to \$3,000.00 (three thousand and no/100) in case of an extreme emergency in which a delay by calling a special meeting may prove detrimental to the objectives of the association. A report of such expenditure shall be made at the next regular meeting and notice shall be sent to the membership as set forth in Sec. 6

**h.** The Board of Directors shall have general authority over all funds, shall be custodian of the Association's property and shall maintain all properties of the Association in good order, post all rights-of-way, and post the Association property. The Board shall provide a sufficient corporate surety bond for those individuals handling Association funds.

**i.** The Board of Directors shall prepare and present the annual budgets.

**j.** The Board of Directors shall endorse the building restrictions and codes established by the Association as well as the city building codes. They shall also see to it that the restrictive covenants set forth in the Amster deed are enforced and that no property be sold without these covenants first being carried out

**k.** The Board of Directors shall maintain and operate all Association beaches.

**l.** The Board of Directors shall protect and maintain the purity of the water of Lake Forest in accordance with State of Conn DEP and City wetlands commission guidelines.

**m.** The Board of Directors, acting with the Treasurers, Secretary and Financial Secretary shall constitute the Membership Committee.

**n.** The Board of Directors shall recommend any committees the Board may deem necessary to aid in carrying out their duties, and such committees shall act upon the authority of the Board and be responsible solely to the Board.

**o.** The Board of Directors shall submit a written report of their activities and recommendations to the members in meeting each month.

**p.** The Board of Directors shall inventory the Association each year, including all its properties, and present a report to the members at the annual meeting.

**q.** Any Director who shall miss three consecutive meetings of the Board of Directors without showing justifiable cause may be removed from office by a vote of a majority of the membership at a monthly meeting upon the recommendation of the Board of Directors for such removal.

**r.** Quorum: for the carrying on of business at a meeting of the Board of Directors, a quorum shall consist of six (6) members of the board, In the event of a tie vote, where the members present have all voted, and an emergency situation exists, the President shall have an additional vote to break such tie.

(Revised June 2009)