

SKYLINE LAKES PROPERTY OWNERS ASSOCIATION, INC.
BY-LAWS

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SKYLINE LAKES PROPERTY OWNERS ASSOCIATION, INC.

BY-LAWS

ARTICLE I

NAME AND PURPOSE

Section 1

The name of this Association shall be the Skyline Lakes Property Owner's Association, Inc.

Section 2

This Association shall be non-political and non-profit, organized under the laws of the State of New Jersey, Title 15 of the Revised Statutes of 1937 (N.J.S.A. Title 15), and shall work towards the common welfare of all its members.

Section 3

The Association as Trustees shall have the responsibility of maintaining the real properties and facilities pursuant to the terms of the Judgement as dated December 5, 1969.

Section 4

The Association shall have the right to purchase, maintain and improve other properties, both real and personal, for the benefit, of the Active Members of the Association, provided such funds used for this purpose are not derived from the maintenance fee used to perform the obligations described in the aforesaid Judgement, and Sections 3 and 5 of this Article.

Section 5

The Association shall initiate and strive for conditions and legislation which will benefit the real properties and facilities described in Section 3 of this Article and which will benefit the Class Beneficiaries as described in paragraph 1 of the Judgement.

Section 6

The Association shall sponsor and conduct social, athletic and education projects.

ARTICLE II

MEMBERSHIP

Section I

All residents within the area bounded by the triangular area described by Greenwood Lake Turnpike, Skyline Drive, Wanaque Boro Line and Ringwood Avenue will be categorized as follows:

- A. An Active Member consists of a person or persons, forming a household who pay a maintenance fee and association dues to the Association, and:
 - 1. owns or leases real residential property within the five maps and their revision described in the Judgement, or
 - 2. owns or leases real residential property outside the five maps and their revision, yet within the triangular area described above and have been granted membership by the Governing Board. Said membership shall only be subject to the conditions in Paragraph 18 of the Judgement.
 - 3. any person buying real property for residential purposes subsequent to the entry of the aforesaid Judgement which real property was owned by the Skyline Lake Corp. or G.A. Peduto & Son, Inc., prior to the entry of said Judgement may elect to be a non-member or an Active Member, but may not participate as an Associate Member.

- B. An Associate Member consists of a person or persons, forming a household who pay only a maintenance fee, and:
 - 1. owns or leases real residential property with the five maps and their revision as described in the Judgement, or
 - 2. had contracted to buy real property for residential purposes from the Skyline Lake Corp. or G. A. Peduto & Son, Inc. before the entry of the aforesaid Judgement and ultimately purchased the same.

- C. A Non-Member is a person who neither pays a Maintenance fee or Association dues and, therefore, has none of the privileges as described below in Article II, Sections 3 and 5.

- D. There shall be no new Honorary Maintenance Memberships granted by this Association.

- E. A Provisional Member consists of a person or persons, forming a household who pay a maintenance fee and association dues, but no initiation fee to the Association and have no voting rights, and cannot be elected to the Board of Directors, and:
 - 1. owns or leases real residential property in Ringwood within the area bounded by Skyline Drive, whose ingress and egress is Skyline Drive.

Section 2

There shall be one membership per household or vacant lot. A household is defined as an individual or as co-habitants occupying a single family dwelling or a mother/daughter dwelling. For each additional household in a dwelling, an additional membership must be paid.

Classification of members:

Category 1: Head of family and spouse and their single dependent children, or

Category 2: Non-dependent single children or other persons permanently residing in the household of a member of the class, or

Category 3: Non-dependent married children, their spouse and their children, all whom are permanently residing in the household of a member of the class, or

Category 4: Non-dependent first degree blood relative of head of family or spouse all of whom are permanently residing in the household of member of class.

Section 3

Privileges of the Active Member (Those who qualify under Article II, section 1.A and Section 2).

- A. All Active Members within the class will have the use of the lakes, beach(es), clubhouse and ball field(s) entrusted to the Association.
- B. Each membership is entitled to two votes. The two votes shall be cast by the member(s) designated as voters on the membership application. Each designated voter must be at least 18 years of age. Active members will have the right to vote in all matters at general and special meetings and election of officers.
- C. Any Active Member who is registered to vote in the Association has a right to run for office.
- D. Each category will have the right to request guest badges under the conditions specified by the Rules and Regulations.

Section 4

Obligations of the Active Member.

- A. All Active Members shall be responsible for the prompt payment of the Association dues and maintenance fee.
- B. All Active Members have the responsibility to attend all general and special meetings of the Association.

- C. All Active Members shall be directly responsible for their compliance and the compliance of every member of their category and their guests with the By-Laws and Rules and Regulations issued by the Governing Board.
- D. All Active Members shall accept on their behalf and on the behalf of all members of their category and guests, all penalties, imposed by the Governing Board for infractions of the By-Laws or Rules and Regulations.
- E. All Active Members shall cooperate with the Governing Board to the fullest extent to fulfill the objectives of the Association as set forth by the By-Laws and Rules and Regulations.

Section 5

Privileges of the Associate Member (Those who qualify under Article II, Section I.B and Section 2).

- A. An Associate Member shall have the right to use the lakes, beaches, clubhouse and ball field(s) as entrusted to the Association.
- B. All Associate Members will have the right to vote in general and special meetings on:
 - 1. The election of officers.
 - 2. Ratification of the Maintenance budget.
 - 3. All other matters which do not pertain exclusively to the Active Membership class.

Each membership is entitled to two votes. The two votes shall be cast by the member(s) designated as voters on the membership application. Each voter must be at least 18 years of age.

- C. An Associate Member shall have the right to request Active Membership.
- C1. Any Associate Member who is registered to vote in the Association has a right to run for office.
- D. Each category will have the right to request guest badges under the conditions specified by the Rules and Regulations.

Section 6

Obligations of the Associate Member.

- A. All Associate Members shall be responsible for the prompt payment of the Maintenance fee of the Association.
- B. All Associate Members have the responsibility to attend all general and special meetings of the Association.
- C. All Associate Members shall be directly responsible for their compliance and the compliance of every member of their category and their guests with the By-Laws and Rules and Regulations issued by the Governing Board.

- D. All Associate Members shall accept on their behalf and on behalf of all members of their category and guests, all penalties imposed by the Governing Board for infractions of the By-Laws or Rules and Regulations.
- E. All Associate Members shall cooperate with the Governing Board to the fullest extent to fulfill the objectives of the Association as set forth by the By-Laws and Rules and Regulations.

Section 7

Privileges of the Associate Member (Those who qualify under Article II, Section I.E and Section 2).

- A. A Provisional Member shall have the right to use the lakes, beaches, clubhouse and ball field(s) as entrusted to the Association.
- B. Each category will have the right to request guest badges under the conditions specified by the Rules and Regulations.

Section 8

Obligations of the Provisional Member.

- A. All Provisional Members shall be responsible for the prompt payment of the Maintenance fee of the Association.
- B. All Provisional Members have the responsibility to attend all general and special meetings of the Association.
- C. All Provisional Members shall be directly responsible for their compliance and the compliance of every member of their category and their guests with the By-Laws and Rules and Regulations issued by the Governing Board.
- D. All Provisional Members shall accept on their behalf and on behalf of all members of their category and guests, all penalties imposed by the Governing Board for infractions of the By-Laws or Rules and Regulations.
- E. All Provisional Members shall cooperate with the Governing Board to the fullest extent to fulfill the objectives of the Association as set forth by the By-Laws and Rules and Regulations.

Section 9

Procedure for becoming a member.

- A. Applicant must fulfill the residency requirements as described in Article II, Section 1.
- B. Applicant must submit completed application form to the Membership Director.

- C. Upon receipt of a member's dues for the current year, the Financial Director will authorize the Membership Director to issue membership privilege badges.
- D. All members must have and show proof of current membership when so required by the Rules and Regulations.

Section 10

Termination and Suspension of Membership

- A. Voluntary termination of Active, Associate or Provisional Membership shall be by written notification to the Administrative Director at which time all badges and any other Association property must be returned to the Administrative Director.
- B. Temporary termination (suspension) shall be automatic:
 - 1. when the Financial Director notifies the Administrative Director of non-payment of Association dues after they become due. Reinstatement of this infraction shall not occur until all past and current dues are paid in full.
 - 2. when the Financial Director notifies the Administrative Director of non-payment of the Maintenance fee after they become due. Reinstatement for this infraction cannot be made until after September 1st of the present year and all current fees for that year are paid.
- C. Suspension by ruling of the Governing Board shall be for infraction of the By-Laws or Rules and Regulations. Reinstatement shall be after the period agreed upon by the Governing Board and shall be automatic at the end of the suspension period.
- D. Permanent termination shall be ruled only the Governing Board for grave or repeated infractions of the By-Laws or Rules and Regulations. This termination must be ratified by a majority vote of the membership present. Reinstatement must be by appeal to the Governing Board, no sooner that one year after termination.
- E. Suspension and termination apply to one and all members of the category unless the Governing Board decrees differently.

ARTICLE III

MAINTENANCE FEE AND ASSOCIATION CLUB DUES

Section 1

- A. To fulfill its objectives and to discharge its responsibilities as directed by the Judgement dated December 5, 1969 and after having acquired trusteeship of the properties used as Class recreational facilities, the Association shall collect from the Class Beneficiaries who wish to use the said facilities (those people shall herein be called Associate Members) a certain proportionate share of the total cost of maintaining and repairing the said facilities. (This proportional share shall herein be called the Maintenance Fee.)
- B. In Addition to the trustee responsibilities entrusted to the Association, the Association will operate on special dues to improve the facilities and to promote other recreational and cultural activities which will add to the social well-being of the members of the Association. (This special dues requirement shall herein be called Association dues.)
- C. It is also a duty and responsibility of the Association to organize or to sponsor special fund raising affairs no less than once a year for the specific purpose of improving the properties, building new facilities, or other projects directed toward the beautification and improvement of the Skyline Lakes Community.
- D. In no way shall the intent and purpose of the maintenance fee be construed in such a way as to make use of said maintenance fee for purposes other than specifically indicated in the aforesaid Judgement and in these By-Laws.

Section 2

The amounts which a resident and property owner (as specified in Article II, Section 1B of these By-Laws) shall pay to become an Associate Member are as follows:

- A. The Maintenance Fee, which shall be determined every year by the officers of the Association, and submitted as part of the budget to all Class Beneficiaries, accompanied by the proposed schedule maintenance and repairs, not less than ten (10) days prior to the public meeting in January set aside to review this budget as described in Article IV, Section 2 of these By-Laws.
- B. Such Maintenance Fee shall cover a calendar year or part thereof, except as provided in Section 2 of this Article and shall include all items as described in the aforesaid Judgement excluding payment of properties and capital improvements over and above the amount reserved for depreciation and included in the proposed maintenance schedule.

Section 3

After complying with the Maintenance Fee requirement, any associate member willing to participate in all Association activities as an Active Member shall pay Association dues for the fiscal year or part thereof, except as provided in Section 5 of this Article.

Section 4

- A. An initiation and/or reapplication fee shall be included with all new applications for Active Membership. This initiation and/or reapplication fee is in addition to any and all other fees, dues, and/or charges. This initiation and/or reapplication fee shall be due with the application and shall be a prerequisite in attaining Active Membership status.
- B. The amount of the initiation and/or reapplication fee must be presented at the budget meeting each year and approved by the General Membership.
- C. The initiation and/or reapplication fee must be paid each time a member drops from Active Membership for one year or more and desires again to become an active member.
- D. The Governing Board is obliged to compel the collection of the initiation and/or reapplication fee.

Section 5

- A. Maintenance Fee and Association dues will cover periods corresponding to the calendar year January 1 to December 31.
- B. All members of the class must be invoiced annually on February 1. Maintenance fees and/or dues shall be due on April 1. After April 15, late fees, as set by the Board and approved at the January budget meeting, shall accrue. Collection of late fees shall be mandatory.
- C. If, by May 15 of each year, maintenance fees and/or dues are not received, privileges as a member, either Active or Association, may, at the discretion of the board, be suspended for a period equal to the period in arrears.
- D. If maintenance fees, dues, initiation, reapplication and/or late fees are not received by the Association by the close of the fiscal year in which due, membership shall be deemed terminated. Once membership is terminated for non-payment, it shall not be granted without re-application and payment of prescribed initiation and/or reapplication fees.

Section 6

New residents, that is, persons who have moved into the triangular area within 60 days prior application and who apply for Active Membership after August 1, shall pay 50% of the Association Dues for that year in addition to 50% of all Maintenance Fee and Special Assessments for the same year. The initiation fee must also be paid in full. Prior to August 1, applicant shall pay the same charges and fees as on applying for membership at the start of the fiscal year.

Section 7

- A. Active Members in good standing will be furnished a membership badge identifying the badgeholder as an Active Member.

- B. Associate Members in good standing will be furnished a membership badge identifying the badge-holder as an Associate Member.
- C. Provisional Members in good standing will be furnished a membership badge identifying the badge-holder as a Provisional Member.

Section 8

Special dues and fees assessed the Associate and Active Members must be recommended by the Governing Board of the Association and shall be levied only after approval by a majority of the votes cast by a mail-in ballot.

Section 9

In addition to the payment of Maintenance Fees, Association Dues, Initiation and/or Reapplication Fees and Special Assessments herein provided, the Active, Associate and Provisional Members shall pay such Government tax or taxes as may be imposed upon or by reason of the said Initiation and/or Reapplication Fees, Maintenance Fees, Association Dues and Special Assessments.

ARTICLE IV

MEETINGS

Section 1

- A. There will be a minimum of four general membership meetings scheduled for each calendar year. They will be held on the second Friday of each of the following months: January, April, July and October. The Lounge will be closed during all general membership meetings.
- B. The meetings will begin promptly at 8:30 p.m.
- C. All meetings will be held at the Clubhouse unless otherwise designated.

Section 2

The January meeting will have as its main purpose, the presentation and review of the Maintenance and Repair Schedule and Association Budget.

The Maintenance and Repair schedule and the proposed budget will be presented to all members and non-members, all of whom will have received a written copy of the said schedule no later than ten (10) days prior to this meeting.

- A. A quorum will be required for the above ratification and it shall represent at least 10% of the registered Active and Associate Members in good standing. E.g., if the Association has two hundred (200) members (families), then at least twenty (20) different families shall be represented by at least one member.

- B. If a quorum is not achieved at this regular meeting, a special meeting shall be scheduled by the President no later than one week hence, wherein a quorum will be constituted by all those present at the meeting.

Section 3

- A. The April, July and October meeting will be regular meetings, the purpose of which shall be the discussion of regular Association business.
- B. The order of business for all the above open meetings is:
 - 1. Roll call of the Board of Directors.
 - 2. Reading and acceptance of the minutes of the previous general membership meetings and any intervening special membership meetings.
 - 3. Reports of Directors.
 - 4. Correspondence
 - 5. Reports of any special committees.
 - 6. Old Business
 - 7. New Business.
 - 8. Adjournment.

Section 4

All members, Associate, Provisional and Active, shall, at least one week, but no more than one month, prior to all general and special membership meetings, be mailed notification of and a written agenda for such meetings.

Section 5

- A. In addition to the regularly schedule general membership meetings and any special membership meetings, the Board of Directors shall meet a minimum of six times per year on the last Friday of the month. A schedule of the Board of Directors meeting dates must be published prior to February 1st of each year.
- B. The Executive Director shall be required to call and attend all meetings of the Board of Directors. In the event the Executive Director cannot attend, this responsibility shall be delegated to the Deputy Executive Director.

Section 6

- A. In addition to the regularly scheduled and any special meetings of the Board of Directors and the Membership, on the second Friday of the month of May there shall be a pre-summer meeting.
- B. The purpose of the pre-summer meeting shall be to provide an opportunity for members to meet informally with directors of the Association and provide a forum for discussion on the approaching summer season, particularly the operation of beach facilities.
- C. The pre-summer meeting shall not be formally convened and the official business of the association shall not be conducted. Directors shall, however, be required to attend.

ARTICLE V

ELECTIONS

Section 1

- A. Elections for positions on the Board of Directors shall be held on the annual November Election Day from four o'clock to eight o'clock pm.
- B. To provide continuity for the Board of Directors of the Association, the members of the Board will be elected for a term of two years. The elections will be staggered so that the number of positions to be filled shall be alternated between six (6) positions and seven (7) positions each year.

Beginning with the November 1992 election and every two years thereafter, the following positions on the Board of Directors shall be elected for a two year term:

Executive Director

Financial Director

Director, Membership

Director, Legal Affairs

Director, Water Facilities

Director, Youth and Recreational Services

In the November 1992 election the following positions on the Board of Directors shall be elected for a period of one (1) year. Beginning with the November 1993 election and every two years thereafter, these positions shall be elected for a two year term:

Administrative Director

Director, Building and Ground Facilities

Director, Beach Operations

Director, Lounge Operations

Director, Social Functions

Director, Rental Services

- C. All elections will be decided by popular vote.
- D. No elected Board Member may serve more than two consecutive terms in one office unless elected by at least two-thirds of the popular vote cast for the third and subsequent terms.
- E. A run off election, if necessary, requires more than 50 percent of the vote for election, regardless of the number of years served.
- F. All elected officers shall serve until their successors are elected and take office.
- G. Active members are nominated for and elected to specific positions on the Board of Directors.

Section 2

- A. The governing board of this Association shall be the Board of Directors and shall consist of the members duly elected to the positions listed in Section 1 of this Article.

Section 3

- A. Impeachment from the Board of Directors is to be considered when a Director misses three or more consecutive General and/or Board of Directors meetings of the Association within any calendar year.
- BC. The Board of Directors may remove any Director from office for good cause after a hearing upon fifteen days notice. A two-thirds vote of the Board shall be required. Removal of the Executive, Financial, or the Administrative Director shall require the approval of a majority of the membership.

Section 4.

- A. At the July General Membership Meeting, the Board of Directors shall appoint an Elections Committee from the general membership, none of whom are currently serving on the Board of Directors or wish to run for a position on the Board in the coming election. One Director shall be appointed by the Board Elections Committee. No member of the election board will be eligible to run in the coming election unless he removes himself from the election board at least twenty (20) days before the election.

- B. It shall be the duty of the Election Committee to contact each prospective candidate prior to the October General Membership Meeting and to explain the duties and responsibilities of office.
- C. It shall also be the duty of the Election Committee to investigate and ratify the eligibility of each candidate as per the requirements described in Section 5 of this Article.
- D. The Elections Committee shall report to the General Membership at the October meeting certifying to the eligibility of the candidates who have approached them or have been approached by them. Any additional nominations which may be made from the floor will be certified to their eligibility at this meeting.
- E. The slate of candidates must be accepted by a majority vote of the members present.

Section 5

Any member who has been in good standing for at least 90 days prior to September 1 of the current year shall be eligible for election to office in this Association. No one shall be permitted to accept nomination for, nor hold more than one position as Director on the Board of Directors.

Section 6

- A. For each open position on the Board of Directors, the candidate receiving more than 50% of the vote cast for that position shall be deemed elected.
- B. In the event that no candidate receives more than 50% of the votes cast for that position shall be deemed elected.
- CC. Both the Executive Director and Financial Director elect must be bondable. Their election is not final until an insurance broker certifies in writing that a bond in the amount of not less than the net book value of the liquid assets of the Association can be obtained for the particular candidates. In the event the winning candidate is not bondable, the candidate who received the second highest number of votes for the particular position shall be the officer-elect, provided he is bondable.

Section 7

- A. Elections will be by secret ballot and shall be conducted by the Elections Committee.
- B. Ballots shall be prepared by the Elections Committee. Positions on the ballot shall be determined by a drawing of the names of the candidates by the Elections Committee.
- C. Absentee votes will be accepted provided:
 - 1. The Active or Associate Member will be out of town during all hours of

election.

2. The Active or Associate Member is physically unable to attend.
3. Applications for absentee ballot must be received by the Elections Committee no later than three (3) weeks prior to the elections. Upon verifying that the member is eligible for the absentee vote, the Committee shall mail a ballot to the member no later than two (2) weeks prior before four (4) days prior to the election.

- D. Unofficial results of the election shall be made public within forty-eight (48) hours after the close of the polls. One week subsequent, the Elections Committee shall officially certify the results in writing to the Executive Director.
- E. Any request for a recount must be made to the Administrative Director in writing prior to the official certifications. The recount shall be conducted before the Elections Committee, the Board of Directors and all interested parties. Ballots shall be held by the Elections Committee for one month after the election. In the event of a recount, ballots must be kept for one month after the recount.

ARTICLE VI

FUNCTION AND RESPONSIBILITY OF THE BOARD OF DIRECTORS

Section 1 -- Board of Directors

It shall be the duty of the Board of Directors to:

- A. Set directives and functions of the Association in accordance with the By-Laws, Rules and Regulations and the Judgement dated December 5, 1969.
- B. Review and finalize the operating and maintenance budget and the Association operating budget, which will be submitted by each individual Board member for his own area.
- C. Fill vacancies of the Board of Directors excepting that of the Executive Director for the remainder of the term.
- D. The Board of Directors will appoint a Deputy Executive Director who will act as Executive Director if he/she is unavailable. The Executive Director will nominate a current Board Member to the Board of Directors prior to February 1st of each year and appointment will be made by majority vote of the Board. The Financial and Administrative Directors and the Executive Director's spouse may not be appointed Deputy Executive Director.

Section 2 -- Directors

Directors shall ensure that the duties and functions of the Association are carried out as approved by

the Board of Directors and the Membership. Directors shall have the authority to appoint committees to serve under their direction.

It shall be the responsibility of each Director to:

- A. Carry out the duties as assigned and as described in Article VII of these By-Laws.
- B. Keep proper records of their respective functions and reconcile all financial accounts for which they are responsible.
- C. Submit an annual operating budget for the proper functioning of their office and ensure that all expenditures conform with the approved operating budget
- D. Clear all deviations from the approved budget through the Board of Directors

ARTICLE VII

DIRECTORS

Section 1 - Executive Director

The Executive Director, who shall serve as President, shall preside over all meetings of the Association. He/She shall call all meetings to order at the appointed time and state all business before the Association.

The Executive Director shall, with the approval of the Board of Directors, sign all contracts, checks, purchase orders and vouchers in the name of the Association. He/She shall call special meetings when necessary or on recommendation of the board of Directors. He/She shall submit an annual operating budget for the proper functioning of his office and responsibilities.

The Executive Director shall be bonded for an amount not less than the liquid assets of the Association. The Executive Director shall act as liaison between the Association and the residents as well as other clubs, groups, or organizations in the area. He/She shall handle the civic affairs of the Association.

Section 2 - Financial Director

The Financial Director, who shall serve as Treasurer, shall be responsible for the care and custody of all funds of the Association. He/She shall deposit forthwith all such funds in the name of the Association in banks of New Jersey or Savings and Loan Association as designated by the Board of Directors of the Association. Club funds may be invested in obligations of the U.S. Government subject to the approval of the Board of Directors and the Active General Membership but in no other securities.

The Financial Director shall issue all check, purchase orders and withdrawal vouchers in the name of

the Association that have been approved by the Board of Directors. He/She shall pay bills rendered to the Association provided such bills are properly supported by approved purchases or cash disbursements by the Board of Directors vouchers after posting them according to good accounting procedures.

The Financial Director shall be responsible for keeping two sets of financial records up to date at all times; one shall reflect the transactions under Maintenance Fees and the other shall reflect transactions under the Association dues. The financial records of the Association are to be audited once a year by a Certified Public Accountant of the State of New Jersey who shall be selected by the Board of Directors, but who is not a member of the Board.

The Financial Director shall be responsible for the consolidation of the individual budgets of the Directors and shall present the budget in final form to the Board of Directors. The Financial Director shall be responsible for the prompt payment of taxes and insurance indebtedness by the Association. The Financial Director shall be responsible for the purchase and yearly renewal of licenses issued in the name of the Association.

The Financial Director shall render a report on the up-to-date financial statement of the Association. He/She shall submit a financial report at each general membership meeting and at each Board meeting. The Financial Director shall be bonded in the amount not less than the liquid assets of the Association. He/She shall certify the membership status of all members of the Association based on their report. He/She shall submit an annual operating budget for the proper functioning of his office and responsibilities.

Section 3 - Administrative Director

The Administrative Director shall serve as the Secretary and shall take all minutes at all official meetings of the Association. He/She shall distribute copies of these minutes to Board members prior to the start of the next meeting and shall read same to the meetings. He/She shall keep a file on all documents belonging to the Association as well as an up-to-date file of all Association records. The Administrative Director must receive copies of all reports to be put into their respective files.

The Administrative Director shall supply to the banks, where funds are on deposit and to the bonding company the pertinent information and documentation on the Executive and Financial Directors who has authorized to sign checks. He/She shall notify all Association Members of general and special meetings not later than seven (7) days prior to the meeting date, if possible to do so. He/She shall be responsible for notification to the Board of Directors of all its meetings

The Administrative Director shall perform all such clerical duties that the Board of Directors assigns. He/She shall submit an annual operating budget for the proper functioning of her office and responsibilities. He/She shall sign all contracts and legal documents with the Executive Director and shall be entrusted with the Corporate Seal. The record will be available for the review of the Board at the conclusion of any regular Board or General Membership meeting.

The Administrative Director shall collect and edit articles for publication in SLPOA newsletter. He/She shall be responsible for printing and distributing a newsletter to the class membership during the first four months of the year and to members only during all other months. He/She shall be responsible for obtaining paid advertisements for the SLPOA newsletter.

The Administrative Director shall be responsible for promoting the goodwill of the Association and ensuring effective communication between the Association, its members and the residents of the Skyline Lakes Community. He/She shall submit all press releases to newspapers, magazines, radio and publish all notices for distribution through the local media.

The Administrative Director shall assist the Director of Membership to develop recruitment programs to maximize membership and identify ways to enhance membership in the Associations.

Section 4 Director, Legal Affairs

The Director, Legal Affairs will be responsible for creating and chairing a by-laws committee, which will regularly meet to investigate, research and suggest by-laws changes to the Board. He/She will be responsible for reviewing and suggesting, updating of the rules and regulations, based on discussions with the various Directors.

The Director, Legal Affairs will submit the up-dated rules and regulations to the Board for approval during April of each year. He/She will familiarize himself with all of the by-laws, election rules and the terms of the judgement and submit his findings to the board.

The Director, Legal Affairs shall serve as liaison between the Board of Directors and legal counsel retained by the Association. He/She shall prepare and administer an annual budget for legal services and all other expenses related to the functioning of his office.

The Director, Legal Affairs will be responsible for all issues concerning non-member use of the facilities and will work with the Director, Water Facilities on illegal use of the lakes.

Section 5 - Director, Membership

The Director, Membership shall keep up-to-date records of all Active, Associate and Provisional Members and non-members of the Skyline Community. He/She shall distribute badges to all paid members and shall be responsible for maintaining contact with all present members.

The Director, Membership shall have an active recruiting program to attract new members from existing residents and newcomers. He/She shall submit a plan of membership recruiting by March of each year.

Section 7 - Director, Water Facilities

The Director, Water Facilities shall be responsible for the proper chemical treatment and analysis of the lakes and for checking streams and drainage into the lakes. He/She shall be responsible for all improvements to the lakes and the maintenance of all water related facilities including dams, docks, floating structures and control the level of the lakes. He/She shall be responsible for the stocking of the lakes and shall ensure proper registration of all boats.

The Director, Water Facilities will be responsible for the security of the lakes and will work with the Director, Legal Affairs on issues of non-member illegal use of the lakes.

Section 8 - Director, Building and Ground Facilities

The Director, Buildings and Ground Facilities shall be responsible for the cleaning, repair, maintenance and improvements of all Association building. He/She shall hire and release all personnel necessary for the upkeep of said building.

He/She shall be responsible for the cleaning, repair, maintenance and improvements of all Association ground and shall hire and release other personnel necessary for the upkeep of said ground.

Section 9 - Director, Beach Operations

The Director, Beach Operation shall be responsible for all hiring and releasing of lifeguards and any special guards necessary to maintain beach facilities. He/She shall be responsible for hiring and releasing other personnel to operate the beach concession stand and shall have overall responsibility for this operation.

He/She shall be responsible for checking all badges of members entering Association property and collecting guest fees. He/She shall be responsible for maintaining clean, sanitary conditions on the beach, its adjoining landscape area and rest rooms.

Section 10 - Director, Lounge Operations

The Director, Lounge Operations shall be responsible for all prompt monthly reports and inventories and other rules and regulations as set forth by the Alcoholic Beverage Commission (ABC). He/She shall be responsible for the fulfillment of the required ordinances for the bar issued in the name of the Association.

He/She shall be responsible for purchasing and accepting of all liquor and other necessary bar supplies for the lounge and all other Association functions.

Section 11 - Director, Social Functions

The Director, Social Functions shall be responsible for all social activities of the Association and shall hire and release all persons necessary for these activities. He/She shall submit together with his budget, a proposed schedule of events for his committee for the year.

He/She shall submit together with his budget, a proposed schedule of events for the calendar year and shall work in conjunction with the other directors in organizing money raising functions.

Section 12 - Director, Youth and Recreational Services

The Director, Youth and Recreational Services shall coordinate the recreational and youth activities of the Association and shall hire and release Athletic Directors and all other personnel. He/She shall be in charge of procurement of all recreational and athletic equipment, and shall submit, together with his budget, a proposed schedule of events for this committee for the year.

Section 13 - Director, Rental Services

The Director, Rental Services shall have overall authority for renting the clubhouse and ensure that it be maintained in proper condition after rental, in accordance with the policy set by the Board of Directors.

Section 14 - Directors Elect

All directors elect shall be responsible for preparing their proposed annual budget for their first year in office. They shall work in conjunction with their incumbent counterpart and the Board of Directors to ensure an effective transition to office. Directors elect shall be required to attend all Association meetings, but shall not have a vote on the Board of Directors until the commencement of their term in office.

ARTICLE IX

AMENDMENTS

Section 1

Any amendment to our exclusion from these By-Laws must be submitted by written petition of at least 25% of the membership of the Association, to the Executive Committee, unless such action is initiated by the Board.

Section 2

it shall be the responsibility of the Executive Committee to notify the members of the Association of the proposal being brought forward.

Section 3

If there is no scheduled general membership meeting within two weeks after receipt of the petition, the Board must call a special open meeting for the purpose of discussion of said petition or proposal.

Section 4

The action of adoption of the said proposal must be held over until the following regular or special general membership meeting wherein a 2/3 majority of the total cast membership votes shall carry the motion.

Section 5

An absentee vote shall have the same force and count equally within a vote made by a member present at a meeting. The pre-requisite for obtaining an absentee ballot are the same as described in Article V, Section 7, Paragraph C.

Section 6

All approved amendments must be numbered, dated and published to be distributed to all the members of Skyline Lakes Property Owners Association.

ARTICLE X

RULES OF ORDER

Section 1

The meeting of this Association and of the Governing Board shall be governed by "Robert's Rules of Order Revised" on all cases not covered by these By-Laws.

Section 2

A copy of Robert's Rules shall be available to the presiding officer at all meetings.