

## INDIANHEAD LAKE PROPERTY OWNERS' ASSOCIATION, INC, BYLAWS

### ARTICLE I NAME

The name of the Association shall be Indianhead Lake Property Owners Association (ILPOA) as specified in the corporate order No. 56131, Circuit Court of Pulaski County, Arkansas, dated July 14, 1964.

### ARTICLE II OBJECTIVE

The objective of this Association shall be to provide and operate, but not for profit, a lake for boating and fishing and other Association property. These facilities are for the use of the members of the Indianhead Lake Property Owners Association and their immediate families.

### ARTICLE III MEMBERSHIP

#### SECTION 1 – MEMBERSHIP ELIGIBILITY

Persons owning or occupying single family dwellings and persons owning vacant land within the confines of Indianhead Lake Estates subdivisions

Westlake Subdivisions

Little Big Horn Estates P1

Little Big Horn Estates P2

Austin Lake on the Bay Addition P1

Austin Lake on the Bay Addition P2

Austin Lakes Pointe Addition P1

Austin Lakes Pointe Addition P2

Austin Lakes Addition

Forest Lakes Addition

Glenn Hills Addition P1

Glenn Hills Addition P2

Cypress Shores Addition P1

Cypress Shores Addition P2

Gap Creek Addition P1

Gap Creek Addition P2

Gap Creek Addition P3

Gap Creek Addition P4

Gap Creek Addition P5

Gap Creek Addition P6

are eligible for membership in the Association. A limited number of memberships will be sold for \$315 per year on a first come, first serve basis to those outside these subdivisions. The number of outside memberships to be made available will be determined by a Board vote on an annual basis. These memberships are subject to the same rules as all other Association members. The number of these special memberships to be sold will be governed by the Board so as to not impact the original subdivisions members. Membership legibility rules may be changed by a majority vote of a quorum of the Board of Directors.

Eligible persons become members of the Association upon payment of membership dues. Only Association members are eligible to become members of the Board of Directors and participate in the operation and administration of the Association. There shall be no life memberships.

#### SECTION 2 – MEMBERSHIP DUES

The membership year is March through February. Membership dues are due by March 31st each year. Eligible persons who do not renew their membership during this time will lose their membership. Eligible persons may be reinstated within that membership year by payment of annual dues. When new residents move in, dues will be prorated on a monthly basis. Dues will not be refunded when members lose their eligibility through the sale of property or change of residence. In that the Association owns the lake all those properties with docks on the lake and yard sprinkler lake pumps are required to pay dues for the use of this private lake. All rights, privileges, and dues are forfeited once members no longer meet the requirements of Article III, Section 1, describing those persons eligible for membership in the Association.

The following is a schedule of membership dues:

1. \$125.00 per membership year—under age 65
2. \$100.00 per membership year—age 65 years and older
3. \$315.00 per membership year—out of area members

Dues or fees may be changed by a three-fourths ( $\frac{3}{4}$ ) vote of a quorum of the Board.

#### SECTION 3 – MEMBERSHIP RIGHTS

Association members shall have the power to elect and to remove, at any time, any member of the Board of Directors or employee, and to make, alter, adopt and repeal the bylaws and all rules pertaining to the operation of the Association affairs and property owned by the Association. These actions may be taken by a majority vote of the Association members at the annual meeting.

#### SECTION 4 – COMPLAINTS

Any member of the Association may make a formal complaint to the Board of Directors on any business. These complaints must be made in writing. The Board Chair must present these to the Board of Directors for formal action, and they shall be in the minutes of the meeting. Formal complaints shall receive a written answer. Verbal complaints may be discussed by the Board of Directors and handled as deemed appropriate.

#### SECTION 5 – BOARD MEMBERS

Persons serving on the Board shall pay the same annual dues as other Association members, during their service.

### ARTICLE IV ASSOCIATION OPERATING RULES

#### SECTION 1 – BOARD OF DIRECTORS

Hereafter known as the “Board”. The Board shall consist of a minimum of nine (9) and maximum of thirteen (13) members of the Association. The Board shall consist of the following officers who will be elected by majority vote of the Association members present at the Association's annual meeting. Board Chair, Vice-Chair, Secretary, Treasurer, Rules Chair, Lake Chair and Assistant Lake Chair, Grounds Chair and Assistant Grounds Chair, Media Relations Chair and Assistant Media Relations Chair and Membership Chair and Assistant Membership Chair.

Principals and responsibilities of the Board.

1. Function by Association by-laws
2. Carrying out and overseeing Association activities.

3. Protect Indianhead Lake Association properties from unapproved use. Report to the Board any abuse or misuse of Association property.

#### SECTION 2 – ELECTIONS

Elections shall be conducted annually during a June meeting. The election shall be presided over by the Board Chair/Vice Chair or his or her designee and conducted following parliamentary procedures from Robert's Rules of Order. Nominations shall be accepted for each board position at the annual elections. Members of the present Board may volunteer for nomination in their present Board position and/or another Board position. An effort should be made by the Board Chair to obtain the consent of each member nominated prior to placing his/her name on the ballot. The nominees for Board position receiving the largest number of votes from the members present at the annual meeting shall be considered duly elected members of the Board. To be elected Board Chair, you must have served on the Board for at least one year. No two members of an immediate family may serve on the Board at the same time (unless there are extenuating medical issues which require a waiver of this policy, and the waiver is approved by action of the Board). A vacancy on the Board will be filled by action of the Board.

#### SECTION 3 – BOARD MEETINGS

The Board shall meet at least five times per calendar year with the meeting day and dates set at the joint new and old Board member meeting in August. Meetings may be canceled by the Board Chair. The new Board elected at the annual meeting each year shall have a dual Board meeting with the outgoing Board in August to receive a briefing by the respective outgoing Board members. A written summary of action, both completed and planned, shall be turned into the Board Chair by each Chair and Officer at this meeting. It is the Board Chair's responsibility to ensure that these written summaries of actions are passed on to the new Board members. The new Board shall schedule its first formal meeting in September. By the November Board meeting, the new Board Chair and Officers shall present plans of action for the coming membership years, and budgets for each area for the coming year shall be submitted to the Board Chair. Any Board member who fails to attend 60% of meetings of the Board may be removed by a majority vote of a quorum of the Board.

#### SECTION 4 – AUTHORITIES OF THE BOARD

Article 13 of the Articles of Incorporation provides the authority of the Board to make, adapt, alter, and repeal rules and to conduct the business of the Association subject to the bylaws and determinations made by the membership. The Board shall have the authority to appoint and remove, at any time, any Board member, agent or employee of the Association. The Board also has the authority to make determinations for and in respect to the governance and operation of the Association's affairs to insure consistency with the Articles of Incorporation. All action must be approved by a vote of Board members at a formal meeting. Actions beyond the scope of individual Board Chair plans and budgets must be approved at a formal meeting. In lieu of a 'Special Meeting', an email vote of all Board Chairs and Assistants may be used with a three-fourths vote of Board members needed to approve the action.

#### SECTION 5 – BOARD CHAIR – DUTIES AND RESPONSIBILITIES

The Board Chair is the presiding officer of the Board and shall conduct all meetings using parliamentary procedures from the Roberts Rules of Order.

1. The Board Chair, Vice Chair, and Treasurer shall be the only Board members with check signing authority. Two signatures will be required for expenditures of \$1,000 or more. The Treasurer and Membership Chair will have keys to the post office box.
2. Oversees all duties of any member of the Board, regarding Association business.

3. The outgoing Board Chair and the incoming Board Chair will be responsible for coordination of the transition from the old Board to the new Board. They will ensure that all written reports, budgets, documents and necessary information are passed from the old Board to the new Board.
4. Ensures that Chair's plans of action and budgets are turned in by the November Board meeting.
5. Appoints committees and/or subcommittees as he/she deems necessary to conduct Association business.
6. Oversees preparation of the annual newsletter.
7. Briefs the Vice-Chair on any business that may transpire between meetings of the Board.
8. Works with Treasurer to develop a unified annual budget and plan from Chair plans and budgets.
9. Facilitates Annual Meeting.

#### SECTION 6 – VICE CHAIR – DUTIES AND RESPONSIBILITIES

1. The Vice Chair shall assume all duties of the Board Chair in his/her absence and assists as needed in the performance of duties. He/she shall be familiar with all Association business.

#### SECTION 7 – SECRETARY – DUTIES AND RESPONSIBILITIES

1. Records all proceedings of the Board and disseminates them to Board Members via email prior to next meeting.
2. Maintains all minutes of the Association except for those required by other board members.
3. Notifies each Board member of the specific time and location of each Board meeting.
4. Maintains minutes which may be read prior to meetings when requested by the Board Chair or other members of the Board.
5. Brings to each Board meeting the minutes from the previous three meetings. The minutes of Board meetings shall be maintained for five (5) years.
6. Provides to the Board Chair of the new Board at the August Board meeting all copies of minutes of regular and special Board meetings and all other documents in his/her possession if requested.
7. Maintains various reports to the Board for five (5) years after which the reports may be destroyed.

#### SECTION 8 – TREASURER

The Treasurer is responsible for all financial transactions of the Association.

1. The Treasurer, Board Chair, and Vice Chairman shall be the only Board members authorized to sign checks on the Association account.
2. Ensures that all expenditures by the Association are paid.
3. All fees collected by Board members shall be presented to the Treasurer for deposit and receipted.
4. Provides written financial report of income and expenditures to the Board at each regularly schedule Board meeting. Copies of these reports shall be maintained permanently.
5. At the August Board meeting, the Treasurer will be prepared to give the new Board Chair all records, documents and copies of the Treasurer's reports in his/her possession as requested.
6. At September meeting provides summary of prior year expenses for each Chair position.

#### SECTION 9 – LAKE CHAIR – DUTIES AND RESPONSIBILITIES

The Lake Chair has the general responsibility to enforce all rules regarding the use of the lake areas with the assistance of an Assistant Lake Chair.

1. Forms a lake patrol to enforce Association regulations.
2. Maintains and enforces the general rules governing the use of Association lakes.

3. Establishes and maintains a working relationship with the Arkansas Game and Fish Commission for the purpose of fisheries management and law enforcement.
4. Gives an oral report to the Board Chair at each regularly scheduled Board meeting with a written report given at the August meeting.
5. The Lake Chair will give to the new Board Chair at the August Board meeting all records, documents and information in his/her possession as requested.
6. Develops general rules governing the use of Association lakes and docking facilities for approval by the Board.
7. Organizes Association fishing tournaments and other lake activities.
8. Submits an annual plan and budget for the elected year at the next scheduled meeting after September.
9. Distributes Lake weed control herbicide to members upon request.
10. Carries out lake weed control effort.
11. Coordinates Lake capital improvements and maintenance.

#### SECTION 10 – ASSISTANT LAKE CHAIR – DUTIES AND RESPONSIBILITIES

1. The Assistant Lake Chair shall assume all duties of the Lake Chair in his/her absence and assist as needed in the performance of duties. He/she shall be familiar with all Association business.
2. Assists Lake Chair in lake capital improvements and maintenance.

#### SECTION 11 – GROUNDS CHAIR – DUTIES AND RESPONSIBILITIES

The Grounds Chair is responsible for the development and maintenance of all grounds, areas owned by the Association with the assistance of an Assistant Grounds Chair.

1. Enforces all rules established by the bylaws and Board regarding the use of Association grounds.
2. Hires and oversees contractors performing services for the ILPOA.
3. Provides an oral report at each regularly scheduled Board meeting with a written report at the August meeting. Is prepared to give the new Board Chair at the August Board meeting all records, documents and information in his/her possession as requested.
4. Manages ingress and egress to Association facilities and grounds. Assists Membership Chair with boat launch ramp area magnetic lock/card key actions.
5. Submits an annual plan and budget for the elected year at the next scheduled meeting after September.

#### SECTION 12 – ASSISTANT GROUNDS CHAIR – DUTIES AND RESPONSIBILITIES

1. The Assistant Grounds Chair shall assume all duties of the Grounds Chair in his/her absence and assist as needed in the performance of duties. He/she shall be familiar with all Association business.

#### SECTION 13 – MEMBERSHIP CHAIR – DUTIES AND RESPONSIBILITIES

The overall responsibility of the Membership Chair is to enforce the rules governing eligibility of membership and to provide members with their boat decals and access key cards for the current year.

1. Maintains a current membership list, with date annual dues are paid.
2. Gives an oral report to the Board at each regularly scheduled Board meeting, with a written report at the August Board meeting.
3. Provides new Board chair at the August meeting all records, documents and information in his/her possession as requested.
4. Organizes an information packet to include the annual newsletter, Lake Rules and Bylaws for those joining the Association.

5. Orders boat decals.
6. Sends membership drive information to current members using email.
7. The Membership Chair will process memberships and mail boat decals, access key cards, etc.
8. Deactivates magnetic access key cards of delinquent members.
9. Checks post office box at least by-weekly during the membership drive.
10. Checks Pay Pal account regularly for membership payment.
11. Provides Pay Pal membership payment information to the Treasurer regularly.
12. Submits an annual plan and budget for the elected year at the next scheduled meeting after September.

#### SECTION 14 – ASSISTANT MEMBERSHIP CHAIR – DUTIES AND RESPONSIBILITIES

1. The Assistant Membership Chair shall assume all duties of the Membership Chair in his/her absence and assist as needed in the performance of Chair responsibilities. He/she shall be familiar with all Association business.

#### SECTION 15 – MEDIA RELATIONS CHAIR – DUTIES AND RESPONSIBILITIES

1. Maintains the Association's websites.
2. Sets up and maintains a Twitter (X) feed for members.
3. Maintains a Facebook page.
4. Assists Membership Chair with development of and conducting annual membership drives.
5. Publicizes the Association membership drive each year prior to the first of March through a yearly newsletter.
6. Publicizes Association activities including development and placement of signage.
7. Publishes all pertinent information for membership relating to dues, lake rules, upcoming dates, and other items as deemed important on the Association's media outlets.
8. Reads and reports on email sent to the Association at Board Meetings.
9. Submits an annual plan and budget for the elected year at the next scheduled meeting after September.

#### SECTION 16 – ASSISTANT MEDIA RELATIONS – DUTIES AND RESPONSIBILITIES

1. The Assistant Media Relations Chair assumes all duties of the Media Relations Chair in his/her absence and assists as needed in the performance of duties. He/she shall be familiar with all Association business.

#### SECTION 17 – RULES CHAIR – DUTIES AND RESPONSIBILITIES

The Rules Chair is responsible for maintaining the original copies of warranty deeds, bill of assurance, articles of incorporation, bylaws and insurance policies and maintaining all documents pertaining to the Association. The Rules Chair is generally responsible for keeping all members of the Board and the Association members aware of all rules governing the operation and ownership of the Association. This includes making available to the Board Chair or any Association member an updated copy of the Articles of incorporation, bylaws, warranty deeds, bill of assurances, and/or plats and replats of each section of the Association's property.

1. Prepares changes to the bylaws as authorized by the Board or a majority vote of a majority of the membership.
2. Requests changes to the Articles of Incorporation filed with the Arkansas Secretary of State.
3. Periodically checks for any re-plats filed with the Pulaski County Clerk's Office.
4. Serves as parliamentarian to the Board at all Association meetings and elections.
5. Gives an oral report to the Board at each regularly scheduled meeting, and a written report to the new Board at the August Board meeting.

6. Provides new Board Chair at the August Board meeting, all records, documents and information in his/her possession as requested.

## ARTICLE V BYLAWS

### SECTION 1 – AMENDMENTS

A motion to amend the bylaws may only be considered by a formal motion, in writing, presented to the board by a Board member or from an Association member. The Bylaws may be amended by the Board with a three-fourths ( $\frac{3}{4}$ ) vote of a quorum of Board members. Any motion made by a formal complaint to change the bylaws must be presented to the Board in writing. If the Board fails to pass a motion presented to the Board to change the Bylaws, the members may petition the Board to call a special meeting of the Association membership and request a vote by the membership. All motions passed at such special elections must have a majority vote of members.

### SECTION 2 – ORIGINAL DOCUMENTS

Original copies of the Bylaws and amendments will be maintained by the Rules Chair in consult with the Board Chair.

### SECTION 3 – OTHER RULES

Rules and regulations governing the Association's grounds, lakes and dock area will be maintained as the bylaws but will be considered separate from the Bylaws.

These Bylaws were adopted by a unanimous vote of a quorum of the Board of Directors, Indianhead Lake Property Owners Association this April 16, 2024, and effective immediately.

