

**BYLAWS**  
**OF**  
**LAKE CHARNWOOD PROPERTY OWNERS ASSOCIATION**  
**ADOPTED March 18, 1975, Revised December, 2004**

**ARTICLE I: NAME AND LOCATION**

Section 1. The name and title by which this organization will be known in law is Lake Charnwood Property Owners Association, and will be referred to as 'the Association'.

Section 2. The principal office shall be located in the City of Troy, Oakland County, Michigan.

Section 3. The post office address for the transaction of business will be at the residence of the Secretary or such other place as the Board of Directors will determine.

**ARTICLE II: NATURE AND PURPOSE**

Section 1. The purposes for which the Association is organized as set forth in the Articles of Incorporation, are as follows:

1. To support, develop and promote the civic interest and general welfare of the residents within the boundaries of the Lake Charnwood Property Owners Association through nonpartisan action. Said boundaries are described: (A) Section #1 as platted and recorded Oakland County Register of Deeds Liber 101- p. 5&6, Section #2 Liber 104 p. 21, Section #3 Liber 109, p. 21, & Section #4 Liber 113, p. 1.
2. To seek the enforcement of such buildings and use restrictions, building codes and standards, zoning regulations and other regulations, both private and public, which are now or hereafter may be applicable within the said boundaries of the Association.
3. To secure the construction and insure the proper maintenance of necessary public improvements within said boundaries.
4. To promote all other matters of interest to the residents within the area of the said boundaries, including the acquisitions of real estate for its own use.

**ARTICLE III: MEMBERSHIP AND VOTING RIGHTS**

Section 1. Membership in the Association is automatically acquired with the purchase of property or by becoming a tenant within the boundaries covered by the Association.

Section 2. Voting rights and privileges are acquired upon payment of annual dues. One vote per residence.

Section 3. Associate membership with social and lake privileges is extended to dues paying homeowners residing at: 2850 Lake Charnwood Court, 2861 Lake Charnwood Court, 2862 Lake Charnwood Court, and 2855 Donegal Drive. These lots are not within the boundaries as described in Article II, Section 1. The Associate members' access to and use of the land and beach area is contingent on each member remaining current on all dues at all times and such access and use shall immediately stop for any period when the member is delinquent on their dues.

Section 4. Renters, nonresident property owners, and Associate Members will not be eligible to hold office in the Association. Associate Members also do not have voting rights on Association matters.

Section 5. If any Associate Member attempts to sell their house at a time when they are delinquent on Association dues, then the Member may not advertise the house for sale as having any privilege to access or use Lake Charnwood or otherwise tell prospective buyers the same until the Member is current on all outstanding dues. In fact, neither the Associate Member nor the Buyer may use or access the lake until the dues for that house are current.

## **ARTICLE IV: MEMBERSHIP MEETINGS**

Section 1. The annual meeting of the members for the election of officers and directors will be held on or about the third Tuesday of November of each year. Officers and directors elected at this meeting will take office on January 1 of the following year.

Section 2. In addition to the annual meeting held in November, regular General Membership meetings will be held on or about the third Tuesday of May, August and February.

Section 3. At the General Membership meetings, officers and other committees will present quarterly reports. The audit report will be presented at the February meeting.

Section 4. Special meetings of members may be requested at any time by the President, by a majority of the Directors or, when requested in writing by six or more of the members of the Association. It will be the duty of the President to call such meetings.

Section 5. Notice of any special meeting, stating the matters to be discussed, will be sent by mail to all members at least four days prior to the meeting, unless this time requirement is waived by unanimous vote of the Board of Directors.

Section 6. Meetings of the Board of Directors will be called by the President as necessary.

Section 7. A majority of the Board of Directors will constitute a quorum for the transaction of Board business.

Section 8. A majority of the General Membership present will constitute a quorum for the transaction of business at all membership meetings.

## **ARTICLE V: OFFICERS AND DIRECTORS**

Section 1. The officers of this Association will consist of a President, Vice-President, Secretary and Treasurer, who by virtue of their office shall be members of the Board of Directors.

Section 2. All officers will hold their office for the term of two years. Every effort will be made to avoid replacing more than two officer positions in the same year. Office holders must be current dues paying members.

Section 3. Election will be by secret ballot.

Section 4. At the November election of officers of the Association, Directors will be elected to serve two years each. Every effort will be made to replace only half the directors in any given year.

Section 5. The Board of Directors will be composed of the four elected officers and a minimum of three directors.

Section 6. A nomination committee will consist of an officer, director and two people appointed from the General Membership. Said committee is to contact sufficient eligible active members so as to present a slate of nominees for each office and directorship to be filled at the November meeting. The President, at the May meeting, will appoint a director to be the chairperson of the committee. The remaining positions are appointed by the director. If the director is unable to fill the General Membership positions on the Nominating committee, s/he, along with the officer will create a slate. The Secretary will be responsible for sending to all members the complete slate of nominees 10 days before the November election. Additional nominations for any office may be made from the floor at the election meeting prior to the vote. The Nominating Committee may be called upon to make recommendations to the Board to fill vacant officer positions.

Section 7. The Board of Directors shall volunteer their time and serve without compensation other than reimbursement for costs incurred on association matters, as approved by the Board. The Board of Directors disclaims any personal responsibility, and all Association members waive any claim for, any Board of Director action, inaction, misfeasance, malfeasance or error in discharging their duties under these Bylaws.

## **ARTICLE VI: DUTIES**

Section 1. The President will preside at all meetings of the Association and the Board of Directors. The President will call special meetings when requested. S/He will appoint committees of the Association as may be deemed needful (welcome committee, social committee, beautification committee, directory committee, etc). S/He will annually designate a person to audit the financial records at the close of the fiscal year, which will be the same as the calendar year.

Section 2. The Vice-President will perform the duties of the President in his/her absence and act as Chairperson of the Lake Committee.

Section 3. The Secretary will give notice of all meetings of the Association and keep a true and accurate record of their proceedings, including meeting attendance records. The Secretary will carry on the correspondence of the Association and perform such other duties as may be requested by the Board of Directors. At the expiration of the term, the Secretary will deliver to the successor, all books and other property belonging to the Association.

Section 4. The Treasurer will collect and account for all monies of the Association and disperse funds as authorized by the Board of Directors. All checks will be signed by two board members who are not of the same household. The Treasurer will also maintain a complete list of all members of the Association with their last known address. The Treasurer will initiate legal action for delinquent dues. At the expiration of the term, the Treasurer will deliver to the successor all books and other property belonging to the Association.

Section 5. At the February meeting, the Board of Directors will present a current financial statement and an annual budget for the ensuing year for approval by the General Membership.

Section 6. In case of a vacancy among the officers or directors, such vacancy will be filled by the Board of Directors at their next meeting upon recommendation of the nominating committee.

## **ARTICLE VII: ANNUAL DUES**

Section 1. Dues must be paid by May 1 of each year and are mandatory. Legal action will be taken against delinquent members. Any delinquent members shall reimburse the Association for its actual costs and attorney fees incurred in recovering the past due amount. The Board of Directors will set the level of annual dues. Special requests to defray unusual expenses will be presented at a regular or special meeting. The notice calling the meeting must bring this fact to the members' attention.

**Section 2. Associate membership dues will be based on off-lake homeowner dues plus any special assessments and shall be paid by May 1 of each year.**

Section 3. The Treasurer will annually bill all members for yearly dues.

## **ARTICLE VIII: REVISION OF BYLAWS**

Section 1. These bylaws may be added to, amended or repealed by the members of the Association at any meeting provided the members of the Association shall have been notified of such intention at the time that the notice of the meeting shall have been given, the notice stating the specific sections sought to be added to, amended, or repealed. A group of members may file with the Secretary such amendment or amendments as they may think advisable 60 days before the meeting. The Board of Directors will present their recommendations on the amendments at the meeting. Two-thirds votes of members present or in attendance by written and signed proxy will be required for such change.