

**INDIAN LAKES ESTATES HOMEOWNERS ASSOCIATION**

**BYLAWS**

**as amended and approved 5/24/2010**

**ARTICLE I**

Name

The name of this organization shall be "Indian Lakes Estates Homeowners Association" (hereinafter "Association").

**ARTICLE II**

Nature

Section 1. Homeowner residents are, by definition (see Article IV), members of the Association.

Section 2. The affairs of the Association shall be managed by the Board of Directors and its elected officials.

Section 3. The Association shall be incorporated as a non-profit corporation.

**ARTICLE III**

Purpose

The Association has been organized for the following purpose:

- 1 - To inform members of township and other governmental activities that may impact on them.
- 2 - To provide a forum to discuss items of common interest and to explore ways to further those interests for the common good.
- 3 - To enhance the ability of homeowners in Indian Lakes Estates to take swift, collective action, including legal action, to protect their best interests.
- 4 - To affiliate with LINC (Liaison for Inter-Neighborhood Cooperation) and have official representation on the LINC Board of Directors.
- 5 - To provide periodic social opportunities for members in order to enhance the quality of life of the neighborhood.

#### ARTICLE IV

##### Membership

- Section 1. A member shall mean a resident-homeowner-family.
- Section 2. Resident-homeowner-family shall mean any resident(s) who own(s) or is (are) purchasing his/her (their) residence in Indian Lakes Estates.
- Section 3. Resident-homeowner-families are, by definition, members of the Association. Members in good standing are those resident-homeowner-families who are current in dues payment.

#### ARTICLE V

##### Board of Directors

- Section 1. The Board of Directors of the Association shall be elected by members of the Association.
- Section 2. There shall be nine (9) members of the Board of Directors with three (3) members from each of the three sections in Indian Lakes Estates, in so far as possible.
- Section 3. Each member of the Board of Directors shall serve for a term of three years with staggered terms for the purpose of encouraging continuity within the Board of Directors. Three new members will be elected annually, one from each area of the subdivision, in so far as possible.
- Section 4. The Board of Directors shall fill vacancies on the Board by appointment within 90 days of creation of such vacancies. Such appointments shall be done in accordance with Article V, Section 2. Appointed members of the Board of Directors will serve until the next election when the general membership shall elect successors.
- Section 5. Each year the Board of Directors shall nominate no less than one candidate from each of the three sections of Indian Lakes Estates at least 30 days before the date of the election.
- Section 6. Members of the Association whose dues are current may nominate candidates for the Board of Directors from the floor or vote for write-in candidates.

**ARTICLE VI**

## Officers, Committees, Neighborhood Positions

- Section 1. The Board of Directors shall elect from its members a President, a Vice-President, a Secretary, and a Treasurer. The immediate past President will serve as an unelected officer if he or she remains on the Board of Directors. The immediate past president will not have any defined responsibilities but may be assigned specific tasks by the Board of Directors as circumstances may require.
- Section 2. These officers shall serve for a term of two years (or, in the event of a vacancy, until the next election of the Board of Directors).
- Section 3. An officer may not succeed himself/herself unless the Board of Directors feels that his/her services are indispensable at that time and re-elects him/her to the same office by at least a two-thirds majority.
- Section 4. It shall be the intent of this Association to have officers from each one of the three sections of the Indian Lakes Estates, in so far as possible.
- Section 5. The officers shall perform such duties as are usually incumbent upon the office, or as may be authorized by resolution of the membership.
- Section 6. If the President vacates his/her office, he/she shall be succeeded by the Vice-President.
- Section 7. Vacancies for the Vice-President, the Secretary, and the Treasurer shall be filled by a special election of the Board of Directors.
- Section 8. The President shall play a leading role in the management of the affairs of the Association. The President, together with the Treasurer, may sign and execute, in the name of the Association, contracts, agreements, and other obligations of the Association, subject to approval by the Board of Directors. The President shall preside as chairman of all meetings.
- Section 9. The Vice-President shall preside as chairman of all meetings in the absence of the President. Further, in the absence of the President and when directed by the Board of Directors, the Vice-President may perform the functions of the President as set forth in Article VI, Sections 5 and 8.
- Section 10. The Treasurer shall have custody of all funds, securities, and other property of the Association. With the President, he/she may sign and execute, in the name of the Association, all contracts, agreements, and other obligations of

the Association, subject to approval by the Board of Directors. When necessary and proper, he/she may endorse on behalf of the Association for collection, all checks, notes, drafts, and other obligations and shall deposit same to the credit of the Association in such bank or banks as the Board of Directors may designate. All checks or warrants for the disbursement of funds of the Association shall be signed by the Treasurer or the President. He/she shall cause to be entered regularly in the books of the Association, to be kept for the purpose of full and accurate accounts, monies received and paid on account by the Association, and whenever required by the Board of Directors, shall render a statement of the Association's cash account. The Treasurer shall submit to members a written itemized account of the Association's receipts and expenditures at each annual membership meeting. The Treasurer will also be responsible for meeting any and all financial reporting as required under federal and state law, including, but not limited to, filing an Annual Report with the appropriate State of Michigan agency, and any yearly tax forms (e.g., Form 1120-H) with the Internal Revenue Service.

Section 11. The Secretary shall keep the minutes of all meetings and a record of all voting of the Board of Directors and the membership. He/she shall keep an accurate and current record of all memberships. He/she shall be the custodian of all records, papers, files, and books of the Association. Except when necessary for the purpose of meetings, he/she shall not disclose to any person the names or addresses of members or the membership without approval by the Board of Directors.

Section 12. The Board of Directors shall appoint one member and two alternates as official delegation from the Association to LINC.

Section 13. The Board of Directors shall appoint one member to serve as Neighborhood

Welcome Coordinator who will be responsible for greeting new resident homeowners and presenting the new resident homeowners with relevant information about the Association.

Section 14. There shall be an Executive Committee comprised of the President,

Vice-President, Treasurer, Secretary and the immediate Past President, if he

or she remains on the Board. A meeting of the Executive Committee may be called by any of these officers or any board member. The Committee may meet in person or by conference call. The actions of the Executive Committee are effective on any matter or question within the authority of the Board, provided that there is an affirmative vote by at least 3 of the officers on the matter. Any action taken by the Executive Committee shall be either affirmed or rescinded by the Board at its next meeting.

#### **ARTICLE VII**

##### **Elections**

- Section 1. Elections of Board members shall be held annually during the month of May.
- Section 2. The Board of Directors shall be elected by paper ballot.
- Section 3. The Board of Directors shall elect officers following the annual election of the Board of Directors. See Article VI, Sec. 1.

#### **ARTICLE VIII**

##### **Meetings**

- Section 1. The Association shall meet at least once a year.
- Section 2. The President, with the concurrence of the Board of Directors, may call a general membership meeting at any time.
- Section 3. In addition to the annual meeting, the president may call a meeting of the Board of Directors at any time. The Board of Directors shall meet at least once every three months.
- Section 4. Meetings may be held at such times and places as may be determined by the Officers.

**ARTICLE IX**

## Quorum

- Section 1. A quorum for conducting business of the Association by the membership shall consist of the members present.
- Section 2. A quorum for conducting business of the Association's Board of Directors shall be at least five (5) members of the Board of Directors. The business of the Association's Board of Directors may be conducted either in person or electronically, or in any combination of both.

**ARTICLE X**

## Voting

- Section 1. Each member (resident-homeowner-family) who is current on his/her dues shall have one vote.
- Section 2. Absentee written ballots will be accepted provided the ballots are received in time to be counted for the meeting in which the balloting is to take place.
- Section 3. Unless otherwise provided in these bylaws, any matter presented to the Association will be deemed approved by a majority vote of the quorum at any Association meeting.
- Section 4. Unless otherwise provided in these bylaws, any matter presented to the Board of Directors will be deemed approved by a majority vote of the quorum at any Board meeting.

**ARTICLE XI**

## Amendments

Amendments to these Bylaws may be made at any annual or special general membership meeting of the Association.

**ARTICLE XII**

## Fees

- Section 1. The annual dues per resident-homeowner-family shall be \$100.00. If there is a need to raise dues, written notification will be made to all Association members two weeks prior to the annual meeting that an increase in dues will

be voted on at the annual meeting.

**ARTICLE XIII**

Deed Restrictions

The Association members are bound by all deed restrictions in Indian Lakes Estates.

**ARTICLE XIV**

Location

The official office and address of the Association shall be the home address of the Treasurer of the Association unless an alternative location is selected by the Board of Directors. The Treasurer shall be responsible for notifying the appropriate government agencies and financial institutions of the official address of the Association.

**ARTICLE XV**

Conduct of Meetings

The Procedure at all meetings of this Association shall be governed by Robert's Rules of Order, except as otherwise expressly provided herein.