

Highland Lake Property Owners' Association
CONSTITUTION & BY-LAWS

(Revised -January 2019)

ARTICLE I – NAME

The name of this organization shall be the Highland Lake Property Owners' Association, Inc. and hereafter to be referred to as the Association.

ARTICLE II - OBJECT

The object is the maintenance and improvement of Association property and securing the general welfare of the members. This is a not-for-profit Association.

ARTICLE III – OFFICERS

Section 1. The Officers shall be the President, Vice President, Secretary, and Treasurer. Officers shall be elected by the Board Members.

Section 2. The Board of Directors (hereafter to be referred to as the Board) shall consist of the officers and Board Members. There should be at least four (4), but no more than eight (8) Board Members with an effort to recruit from all four geographical areas around the lake.

Section 3. To be eligible for office, a nominee must be a regular member as defined in Article V, Section 1-a.

Section 4. Suggested tenure of office shall be two years unless a suitable replacement has not been recruited for all elective offices.

Section 5. The Board of Directors shall have the authority to transact the business of the Association. It shall have the power to pay all bills and it shall have the power to fill all vacancies occurring in its own body during the year.

Section 6: The outgoing President shall be an ex-officio member of the Board and acts as an advisor to the President.

Section 7: Any Board member not present at three consecutive Board meetings will be approached by the board to ascertain his or her intentions regarding their status as an active board member.

Section 8. The Board has the authority to remove from office said Board member and appoint a replacement.

ARTICLE IV - DUTIES OF OFFICERS

Section 1. The President shall normally preside at all meetings as stated in Article VI, Sections 1 through 3. He/she shall appoint all committees and perform any other duties implied by the position.

Section 2. The Vice-President shall perform the duties of the President in his/her absence.

Section 3. The Secretary shall keep minutes of all meetings and a list of all current Board members. The

Secretary has custody of all papers and records of the association.

- Section 4. The Treasurer shall receive and disperse all funds and pay all bills approved by the Board of Directors. The Treasurer shall have the books audited by an auditor approved by the Board within the first quarter of the following fiscal year.

ARTICLE V - MEMBERSHIP AND DUES

- Section 1. The membership of the Association shall be divided into two classes, Regular and Associate.
- A. Regular members must be property owners who have paid their dues for the current year. They have the right to vote and hold office.
 - B. Associate members are renters or non-dues paying property owners who have a voice but no voting rights.
- Section 2. Yearly dues shall be determined at the semi-annual meeting and payable by the years end.

ARTICLE VI - MEETINGS

- Section 1. The annual meeting shall be held in the first quarter of the year and a semi-annual meeting in October. Notification of said meetings, including the agenda, should be posted on the website for members of the Association prior to said meeting.
- Section 2. Time and place of Board Meetings shall be determined by the Board.
- Section 3. Special meetings are subject to call by the President.
- Section 4. A quorum shall consist of half of the current Board of Directors.

ARTICLE VII - AMENDMENTS

- Section 1. By-Laws may be amended/revised by 2/3rds approval vote of the Board of Directors. The By-Laws revision will be posted on the HLPOA website within thirty days prior to the scheduled vote.
- Section 2. An absent board member is encouraged to provide a "letter of intent" to advise the board about ones' position on specific issues. Proxy votes are not acceptable.
- Section 3. Legal counsel may be engaged only on an "as needed" basis, and as determined by a majority of the quorum vote of the Board.

ARTICLE IIX - GENERAL

- Section 1. Roberts Rules of Order shall be the authority for the conduct in all matters not specified in the By-Laws of this Association.
- Section 2. The President has the authority to appoint a parliamentarian to serve at any slated meeting.