

BYLAWS
HIGHLAND LAKE PROPERTY OWNERS' ASSOCIATION

(Revised September 2024)

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 – BOARD OF DIRECTORS

Section 1. The Board of Directors (hereafter to be referred to as the Board) shall consist of four (4) Officers and three (3) to five (5) other Board Members with an effort to recruit from all geographical areas around the lake.

Section 2. Board Officers shall be the President, Vice President, Secretary, and Treasurer. Officers shall be elected by the Board.

Section 3. To be eligible for Board Membership, a nominee must be a Regular Member as defined in Article V, Section 1, and may be either elected by Regular Members or appointed by a Board majority vote.

Section 4. Board Members shall conduct themselves with honesty, transparency, and respect toward all, adhere to Association Bylaws, Rules, Regulations and legal rulings, and work toward the Association's adopted goals of Lake Health, Community, Fiscal Responsibility, and Communications.

Section 5. Tenure of office shall be two years. Reappointment is permissible by Regular Member or Board majority vote.

Section 6. The Board shall have the authority to transact the business of the Association. It shall have the power to pay all bills and to fill all vacancies occurring in its own body during the year.

Section 7: Any Board Member not present at three consecutive Board meetings may be approached by the Board to ascertain their intentions regarding future service on the Board, and to request resignation from the Board if appropriate.

ARTICLE IV - DUTIES OF OFFICERS

Section 1. The President shall normally preside at all meetings as stated in Article VI, Sections 1 through 3. They shall appoint all committees and perform any other duties implied by the position. The President may serve as an ex-officio member of all committees.

Section 2. The Vice-President shall perform the duties of the President in their 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 disburse all funds and pay all bills approved by the Board. The Treasurer shall have the books audited by an individual or committee approved by the Board within the first quarter of the following fiscal year, which is the calendar year.

ARTICLE V - MEMBERSHIP AND DUES

Section 1. The membership of the Association shall be divided into two classes, Regular and Associate.

- Regular Members must be property owners who have paid their dues for the current year. They have the right to vote and hold office. Members are allowed one vote per property owned for which dues have been paid.
- Associate Members are renters and non-dues paying property owners who have a voice but no voting rights.

Section 2. Yearly dues shall be determined by the Board at the Semi-Annual Meeting.

ARTICLE VI - MEETINGS

Section 1. The Annual Meeting shall be held in the first quarter of the year, at which time newly-selected Board members shall be seated. The Semi-Annual Meeting shall be held in October and include the subsequent year's proposed budget for Board consideration.

Section 2. Time and place of Board Meetings shall be determined by the Board. Notification of all meetings, including agendas, shall be posted on the Association website for community review prior to each meeting.

Section 3. Special meetings are subject to call by the President.

Section 4. A quorum shall consist of half of the current Board.

Section 5. Board meetings may be recorded and Board Members may participate in, and vote at, meetings through the use of any electronic means by which all persons participating can communicate with each other.

ARTICLE VII - AMENDMENTS

Bylaws may be amended or revised by two-thirds approval of the Board. Any amended or revised changes will be posted on the Association website no later than thirty days prior to the scheduled vote.

ARTICLE VIII - GENERAL

Section 1. Robert's Rules of Order Revised shall be the authority for the conduct in all matters not specified in the Bylaws of the Association.

Section 2. The President has the authority to appoint a parliamentarian to serve at any slated meeting.

Section 3. Legal counsel may be engaged only on an "as needed" basis, and as determined by a majority Board vote.

Section 4. Organizational Rules and Regulations shall be updated from time to time as required and posted on the Association website.