

HORSESHOE AND CROTCH LAKES PROPERTY OWNERS' ASSOCIATION BYLAWS

(revised 2011)

1. Name and Objective

- 1.1 The name of the association shall be The Horseshoe and Crotch Lakes Property Owners' Association.
- 1.2 The object of the Association shall be to represent the views and manage the community affairs of the property owners of Horseshoe Lake and Crotch Lake in pursuance of the foregoing objectives to operate a community association hereinafter referred to as the "Association".

2. Membership

- 2.1 Membership in the Association shall be open to all property owners in the vicinity of Horseshoe Lake, Crotch Lake and that portion of Salmon River that connects these two lakes.

3. Board of Directors

- 3.1 The affairs of the Association shall be managed by the board of directors.
 - 3.1.1 Only members in good standing shall be eligible for election to the board of directors. A member in good standing is a property owner whose annual Association dues are paid in full.
 - 3.1.2 Each director shall be elected to hold office until the first annual general meeting following his or her election or until a successor has been elected.
 - 3.1.3 A director shall be eligible for re-election if otherwise qualified.
 - 3.1.4 The election shall be by ballot, show of hands or proxy vote.
 - 3.1.5 The members of the Association may, by resolution passed by at least two-thirds of the votes cast at a general meeting of which notice specifying the intention to pass such a resolution has been given, remove any director before the expiration of his or her term of office, and may, by a simple majority of the

votes cast at that meeting elect any eligible person in his or her stead for the remainder of the current term.

3.1.6 Vacancies may be filled by the appointment of any eligible person by remaining directors.

3.1.7 The directors shall be elected directly to the following offices.

3.1.7.1 **President:** The president shall, when present, preside at all meetings of the membership of the Association and of the board of directors. The president shall also be charged with the general management and administration of the affairs of the association.

3.1.7.2 **Vice-President:** The vice-president shall, in the absence of the president, preside at general meetings of the association and of the board of directors. The vice-president shall assist the president in the management and administration of the affairs of the associations.

3.1.7.3 **Secretary:** The Secretary shall keep minutes of directors' meetings and general meetings and handle all correspondence.

3.1.7.4 The Treasurer shall establish an operating budget for the upcoming year, be responsible for the handling of all receipts and expenditures of the Association, keep necessary accounts of financial matters, and prepare an annual financial report for the annual general meeting. The signature of the secretary and treasurer as well as one other director and/or designee shall be required on all cheques drawn on the bank account of the Association.

3.1.7.5: Up to 4 members at large: members at large may be assigned a specific role depending on the needs of the Association.

3.1.7.6 The position of Secretary and Treasurer may be combined.

3.1.7.7 **Past President:** Following a term as president, that person shall assume the role of past president and shall assist the President in managing the affairs of the Association.

- 3.1.8. The board of directors may appoint committees/chair from the membership to carry out specific items of business of the Association. The committee shall appoint a chair from among its number and shall be responsible directly to the Board. The Chair would have voting rights at executive meetings.

- 3.1.8.1 The board shall be responsible for the actions of all of its committees and may disband any committee at a duly constituted meeting of the board of directors.
- 3.1.8.2 The directors shall receive no remuneration for acting as such.

4. Meetings

4.1 Directors' meetings

4.1.1 Directors' meetings may be called by the president or by the secretary on the direction of two directors. Notice of such meetings shall be given not less than one day before the meeting is to take place. The declaration of the secretary or the president or a statement in the minutes that such notice has been given pursuant to this bylaw shall be sufficient and conclusive evidence of the giving of such notice. Prior notice may be waived by the unanimous consent of the directors. The board may appoint a time and place for regular meetings and of such regular meetings no notice need to be given.

4.1.2 A majority of the directors shall form a quorum for the transaction of business at a directors' meeting. Questions arising at any meeting of the directors shall be decided by a majority of votes. Each director shall have one vote including the chair. The chair will not have an additional casting vote.

4.2 General Meetings

4.2.1 The directors shall call general meetings of the association as it considers necessary. Without limiting the number of such meetings which may be held, an annual general meeting shall

be held on a date deemed acceptable to enable a majority of members to attend.

4.2.2 A minimum of seven days' notice shall be given of all general meetings. Notice shall be considered as given if mailed to the permanent address of the member as recorded in the roll of the membership in current use by the Association, or sent by e-mail.

4.2.3 General meetings shall be open to members, their spouse and immediate family. The chair shall recognize anyone in attendance

during discussion on a motion, but voting shall be limited to members or their spouse as noticed in 4.2.4.

4.2.4 Each property owner who is a member of the Association in good standing or the member's spouse may cast one vote on questions arising at a general meeting. Proxy votes by members in good standing will be accepted only if properly signed by the member or the member's spouse and received by the Secretary of the Association seven (7) days in advance of the meeting.

4.3 Motions on general business at a general meeting of the Association shall be carried by a simple majority of the votes cast.

4.4 Motions to amend the bylaws shall require a two-thirds majority of the votes cast.

5. **Amendments to the Bylaws**

5.1 Motions to amend the bylaws shall only be made at an annual general meeting of the association.

5.2 Seven days' prior notice must be given of the intention to amend and the wording of the motion shall be contained in the notice