

**THE FOREST LAKE COMMUNITY ASSOCIATION BY-LAWS**  
**Amended as of January 1, 2003**

**ARTICLE I**

**TITLE, PURPOSE, CORPORATE SEAL, AND ELIGIBILITY FOR MEMBERSHIP.**

**Section 1. NAME**

The name of this organization shall be THE FOREST LAKE COMMUNITY ASSOCIATION.

**Section 2. PURPOSE**

The purpose of THE FOREST LAKE COMMUNITY ASSOCIATION shall be to promote the mutual interests of the property owners at Forest Lake to further the civic, recreational, and educational development of the community.

**Section 3. CORPORATE SEAL**

The corporate seal of the association shall have inscribed thereon the name of the association and the words "Corporate Seal of Illinois".

**Section 4. ELIGIBILITY FOR MEMBERSHIP**

Any person who is a proper owner at Forest Lake represented by an equity, contract to purchase, or deed is eligible for membership upon acceptance of these by-laws and payment of annual dues.

\*Includes owners of residences on Old Barn Lane, East of Quentin Rd. to the lake, as full members of Forest Lake Community Association.

- (A) Voting Powers or Members:  
All members of the association must be present at the annual meeting to vote.
  
- (B) Dues:  
The annual dues for the 2003 fiscal year, January 1, 2003 through December 31, 2003, shall be One Hundred Fifteen Dollars (\$115.00) and shall be due and payable by the first day of January 2003. Subsequent years are subject to increase as the association deems necessary and such increases shall be voted upon at the annual meeting held each December. New residents after June 1st may become members of Forest Lake Community Association for one half (1/2) year's fee, the first year only. Senior Citizens (sixty-five years of age) shall pay annual dues at a Fifty percent (50%) reduction – no discount on additional vehicle/boat permits or boat launch keys.

## **ARTICLE II**

### **DIRECTORS-LOCATION, ELECTION, INCREASE, QUALIFICATIONS, DUTIES, MEETINGS, REMOVAL, SALARY.**

#### **Section 1. LOCATION AND ELECTION**

Election of directors to the board shall be held on the second Tuesday of December each year. The properties at Forest Lake are hereby divided into the following sections for the purpose of determining director's locations:

##### **CENTRAL SECTION**

All lots in Blocks, 1, 2, 3, 4, 5, 6, 7, and 10 and lots 1 to 38 inclusive of Block 8 lots 8, 9, and 10 in Block 1 shall not be represented.

##### **SOUTH SECTION**

Lots 39 to 72 inclusive in Block 8, all lots in Blocks 9, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, and 26.

##### **WEST SECTION\***

Lots 73 to 95 inclusive in Block 8; all lots in 27, 28, 29, 30, 31, 32, 33, 34, 36, 37 and all lots in Block 35 except 1, 2, and 3 which shall not be represented.

Six directors shall be elected for three year terms by the paid members from each section, such that each year each section elects two. Members residing in each section shall either directly or through a nominating committee, place their choice of directors and elect specified number of directors from their respective sections at the annual meeting however should there rise any disagreement over the choice of anyone or more of the directors allowed for each section, then nomination choice shall be determined by the combined membership present at such annual meeting. Nominations for directors may be made at the November Board of Directors meeting by any dues paid member in that section.

#### **Section 2. INCREASE**

The number of directors may be increased temporarily by an affirmative vote of five-sixths (5/6) of the Board of Directors, such increase to be effective only until affirmed by a majority vote of the members of the association at the next succeeding annual meeting.

#### **Section 3. QUALIFICATIONS**

Only those persons shall be eligible to the Board of Directors who:

- (A) Are citizens of the United States of America
- (B) No person who has been convicted of a felony
- (C) Who are paid members of the Forest Lake Community Association

If the office of any Director becomes vacant by reason of death, resignation, disqualification, or removal from office, the remaining directors of his section shall have 30 days to select a replacement, if not the remaining directors of the board shall choose a replacement who shall hold office for the unexpired term until his/her successor is elected.

#### **Section 4. DUTIES**

The Board of Directors shall manage the business of the Association subject to the limitations hereinafter specified.

#### **Section 5. MEETINGS**

##### (A) Of Membership

- (1) There shall be an annual meeting of the members on the second Tuesday of December of each year, notice and place of such meetings to be given by the Secretary.
- (2) Special meetings of the membership may be called by the Board of Directors or at the request of any Ten (10) members that may petition the Board.
- (3) Written notice of the annual meeting and of any special meeting shall be given to the members a minimum of Ten (10) days prior to any such meeting.
- (4) A simple majority (6 of 12) board members present shall constitute a quorum for the conduct of business.

##### (B) Of Directors

The Board of Directors shall meet monthly and at such other time as the business of the Association may require.

- (1) Special meetings may be called by the Chairman or upon petition to the Secretary by any four (4) Directors, or in the absence of the Secretary upon petition to any officer by any four (4) Directors.
- (2) Notice for such special called meeting shall be given each Director at least two (2) days prior to the meetings.
- (3) A simple majority (6 of 12) of the members of the Board shall constitute a quorum for the transaction of business.

## **Section 6. REMOVAL**

Any Director may be removed by a majority vote of the Directors. Any action considered by the majority of the Board of Directors as detrimental to the best interests of the Association may be a cause for removal.

A majority of the total membership of the Association may by petition remove any official of the organization during the interim of his/her term.

Three (3) consecutive absences from monthly meetings constitutes consideration for removal from the board.

## **Section 7. SALARY OR REMUNERATION**

No salary, remuneration, waiver of annual dues or any other form of compensation shall be provided individuals volunteering services to the association.

# **ARTICLE III**

## **OFFICERS OF THE CORPORATION-TITLES-ELECTION, SALARY, DUTIES.**

### **Section 1. TITLES**

The officers of this Association shall be Chairman, Vice-Chairman, Secretary, and Treasurer.

The officers of President and Vice-President shall be eligible to any Board member serving one (1) year prior to taking office.

### **Section 2. ELECTION**

These officers shall be Directors elected by a majority vote of the Board of Directors only.

### **Section 3. SALARY**

No salary, remuneration, waiver of annual dues or any other form of compensation shall be provided individuals volunteering services to the association.

### **Section 4. DUTIES**

- (A) The Chairman shall be the chief executive officer of the association; he or she shall preside at all meetings of the Board of Directors; he or she shall see that all orders and resolutions of the Board area carried into effect; and he or she shall execute all contracts and agreements authorized by the Board. He or she shall have general supervision and direction of all the other officers of the

association and shall see that their duties are properly performed. He or she shall submit a report of operations of the association for the fiscal year to the directors at their first regular meeting in each year and to the members at their annual meeting.

- (B) The Vice-Chairman shall be vested with the powers and shall perform the duties of the Chairman in his absence; he or she shall perform such other duties as may be prescribed by the Board of Directors.

He or she shall perform such other duties as the Board of Directors may from time to time prescribe or require.

- (C) The Secretary shall attend all meetings of the Board and act as clerk thereof; he or she shall record all votes and minutes of all proceedings in a book kept for that purpose. He or she shall see that proper notice is given of all meetings of the members of the association and of the Board of Directors and shall perform such other duties as may be prescribed by the Board of Directors. He or she shall have custody of the Corporate Seal and when authorized by the Board, affix the seal to any instrument requiring the same, and the seal when so affixed, shall be attested by the signature of the Secretary or the Treasurer.

He or she shall perform such other duties as the Board of Directors may from time to time prescribe or require.

- (D) The Treasurer shall keep full and accurate accounts of the receipts and disbursements in books belonging to the association; and shall deposit all moneys and other valuable effects in the name of and to the credit of the association in such depositories as may be designated by the Board of Directors. He or she shall disburse the funds of the association as ordered by the Board, taking proper vouchers for such disbursements and making such disbursements by check properly counter-signed, and shall render to the Directors at the regular meetings of the Board, or whenever they may require it, an account of his transactions as Treasurer and of the financial condition of the association. He or she shall give the association a bond in the form and in the sum with security satisfactory to the Board of Directors for the faithful performance of the duties of his/her office, and the restoration to the association in case of his death, resignation, or removal from office, of all books, papers, vouchers, money and other property of whatever kind in his possession belonging to the association; the expense of such bonding shall be borne by the association. He or she shall be responsible for the creation of the annual operating budget to be amended as necessary, voted upon and accepted at the annual meeting preceding the fiscal year budgeted. He or she shall be responsible for any state or federal tax filings and shall make recommendation to the board should outside financial consultation be warranted. He or she shall perform such other duties as the Board of Directors may from time to time prescribe or require.

## **ARTICLE IV**

### **AMENDMENTS TO BY-LAWS.**

The By-Laws may be altered by the majority of the ballots at the annual meeting of the association membership.

All proposed amendments to the by-laws shall be available to all paid members not less than five (5) and not more than forty (40) days prior to the annual meeting at which they will be voted upon.

## **ARTICLE V**

### **FISCAL YEAR**

The fiscal year of the Association shall begin on the first day of January to terminate on the 31<sup>st</sup> day of December.

## **ARTICLE VI**

### **SPECIAL ASSESSMENTS**

Special assessments may be set forth by the Board at its discretion to offset the cost of major capital expenditures.