

BY-LAWS OF THE LAKE FOREST ASSOCIATION

ARTICLE 1, MEMBERSHIP

Sec. Membership in the Lake Forest Association, Inc., exclusive of Family, Social, Associate and Honorary
1 Membership, shall be limited to owners of land lying within the boundaries of the subdivision known as Lake Forest Development as set forth in Article 3, Sec. 1 of the Constitution and as set forth in the following by-law sections. The following constitutes the various types of membership:

- a. Charter membership
- b. Resident membership
- c. Family membership
- d. Social membership (Summer Membership)
- e. Associate membership
- f. Honorary membership
- g. Golden Age membership (Senior Membership)
- h. Lifetime membership

Sec. The acceptance of a new member shall be voted upon by voice or secret ballot.
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(Sec. 2 The acceptance of a new member is subject to a vote by Lake Forest Association voting members (Charter, Resident, Senior and Lifetime). Acceptance is signified by a majority vote of Lake Forest Association voting members present at any monthly meeting.

Sec. Charter membership:
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- a. Charter membership shall be available only to those residents who own property within the original Lake Forest subdivision and who have paid their dues fully by December 31, 1963. **(completed ten consecutive years in good standing as a Resident member.)** Charter members will be issued a certificate in a form and design approved by the Board of Directors, and this type of membership shall be the only type of membership which shall be entitled to shares in the assets of the Lake Forest Association, Inc. on distribution of dissolution.
- b. Charter membership shall not be transferable or assignable by either contract or operation of law.
- c. Charter members whose membership has lapsed shall have their charter revoked, and said revocation shall be recorded on the books and records of the Association; however, they may reapply for Resident membership and on completion of two years in good standing as Resident members, apply for a charter as provided in Article 1, Sec. 3a of the by-laws.

Sec. Resident membership
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- a. Subsequent to December 31, 1963, persons purchasing property within the original Lake Forest subdivision may first apply only for Resident membership, and upon completion of two years **(ten years)** in good standing, said members may apply to the Board of Directors for Charter membership as set forth in Article 1, Sec. 3 of the bylaws. The Board of Directors, after reviewing said application, shall report same with its recommendation at a regular monthly meeting of the Association, whose members shall act thereupon. **(as set forth in Article 1, Sec. 2 of the by-laws)**
- b. Resident membership shall not be transferable or assignable by either contract or operation of law.
- c. Application for Resident membership may be made by charter members whose charter has been revoked, as set forth in Article 1, Sec. 4a of the by-laws.
- d. Resident members shall be entitled to hold elective office, but shall not share in the distribution of

the Association on any dissolution.

- e. Each family holding a Charter or Resident membership, **(Charter, Resident, Senior or Lifetime)** in good standing, shall be entitled to a maximum of two (2) votes present and attending a meeting. In the event a member is unable to attend a meeting, he or she may present to the Secretary *PRIOR* to the meeting his or her vote on any issue or give his or her written proxy to the remaining Resident members of his or her household. No proxy shall be valid unless presented in accordance with this section. **(Each Charter, Senior, Lifetime or Resident member family is entitled to a maximum of 2 votes to be exercised by spousal couples without restriction or by any two deeded property owners who are not spouses. Individual voting members must be present at a meeting to exercise their right to vote or else arrange for an absentee ballot to be presented to the Lake Forest Association Recording Secretary prior to a meeting.)**

Sec. Family membership

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- a. Family membership shall be conferred upon all persons in the immediate family of any Charter, Resident or Social members **(Charter, Resident, Senior or Lifetime Members)**, and such membership shall entitle the holder to enjoy the privileges of the Association. The term *immediate family* shall include and be limited to only sons, daughters and relatives living in the same residence as the Charter, Resident or Social member **(Charter, Resident, Senior or Lifetime Members)**. Family members who qualify as being members, are required to pay dues.
- b. Family memberships hold no voting rights.
Proposed addition:
(Family membership shall be conferred upon all persons in the immediate family of any Charter, Resident, Senior, or Lifetime members as per Sec. 5 a. and b. above in cases where the immediate family does not reside in the same residence as the Charter, Resident, Senior or Lifetime member, nor within the original Lake Forest subdivision, upon payment of an annual membership fee not to exceed 75% of the Resident membership fee.)

Sec. Associate membership

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- a. Associate membership shall be conferred upon those families who rent or lease property in the original Lake Forest subdivision, upon application, payment of dues, and election to same by general membership, after being certified by the Membership committee.
- b. The dues for Associate members shall be the same as for Charter and Resident members.
- c. Associate members shall be entitled to take part in all activities of the association, but shall not be eligible to vote.
- d. Social membership shall not be transferable or assignable by either contract or operation of law.
Proposed addition:
(Associate members are not eligible to serve as Lake Forest Officers/ Board of Directors)

Sec. Social membership (Summer Membership)

7

- a. Social membership **(Summer Membership)** shall be conferred upon individuals living in the extended boundaries of the subdivision known as Lake Forest Development, (the Greater Bridgeport area, defined as the city of Bridgeport, town of Fairfield, town of Trumbull and town of Stratford, CT.) upon application, payment of dues and election to same by the general membership, after being certified by the Membership committee.
- b. This membership shall be limited to one year. Renewal applications shall be subject to approval of the general membership.
- c. Dues for this membership shall be approved by the general membership. **(each year at the February General meeting. The number of Summer memberships to be conferred shall be**

determined annually by the membership at the February General meeting. Prior Summer members shall be given the right of first refusal before offering summer memberships to new applicants)

- d. Associate members shall be entitled to take part in all activities of the Association, but shall not be eligible to vote.
- e. Associate membership shall not be transferable or assignable by either contract or operation of law.

Sec. Honorary membership

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- a. Honorary membership may be extended to those who are deserving of such honor in the best interest of the Lake Forest Association, Inc.
- b. Honorary members may be elected by a two-third majority vote of the members present and voting at any meeting in which a person is presented for Honorary membership; provided, however, that such person has been approved or acted upon by the Membership committee. Honorary members shall have no voice or vote at any meeting, but may be a guest and permitted to address the membership, if the members so desire.
- c. Honorary members and their immediate families shall enjoy the privileges of the club, subject to such restrictions as the members may impose from time to time.
- d. Privileges extended to Honorary members shall terminate at the expiration of one year from the date thereof.

Sec. Any member in good standing who sells his land, shall be permitted to enjoy the club (Association)

9 privileges until December 31st of the same year. No members shall state to a prospective buyer that he or she will be automatically entitled to enjoy any of the Association privileges or membership to the Association.

Sec. No member shall be permitted to transfer his membership in said Association to any other person, except

10 as herein stated. Upon the death of a solo owner or co-owner (member in good standing), an application for membership may be filed by a member of his immediate family, and said application shall be processed and acted upon in the same manner as one filed by a proposed new member. **(Upon approval said applicant may assume the same type of membership enjoyed by the deceased association member unless said deceased member was a Charter Member. If the deceased member was a Charter Member, the applicant will be granted a Resident Membership upon approval of his or her application. Eligibility for future Charter Membership is per Article 1, Sec. 4a of the by-laws)**

Sec. Any Charter, Resident or Social (Charter, Resident, Senior, Lifetime or Associate)member whose dues

11 are not paid by the first meeting held in April shall be suspended from the association. Delinquent members shall be notified by mail at least two weeks prior thereto, and such notice shall state the final date on which suspension action will be taken, and also the penalties to be imposed on any suspended member for his reinstatement.

Sec.

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Proposed addition:

(For conduct unbecoming a member, said member may be expelled by a two-third vote of the members present and voting at any meeting, provided the charges have been reviewed by the Board of Directors.)

- a. Any violator who breaks a rule or regulation of the Association may be suspended from one or all privileges of the Association. The charges shall be reviewed by the Board of Directors who shall recommend the privileges to be suspended and the length of suspension to the members present and voting at any meeting.
- b. Any violator who breaks a rule or regulation of the Association may be suspended from one or all privileges of the Association. The charges shall be reviewed by the Board of Directors who shall

recommend the privileges to be suspended and the length of suspension to the members present and voting at any meeting. **(delete same as above section)**

c. Any Chairperson of a committee or his or her deputy **(Lake Forest Association elected Official)** shall have the authority to temporarily suspend the privileges of any member violating any privileges **(rules of the Association)** until such time as it is **(as the suspension can be)** reviewed by the Board. A hearing on such violation shall be held within ten (10) **(business)** days thereafter.

Sec. Any member dropped from membership or suspended for any reason, as above stated, shall not be
13 entitled to a refund of dues or assessments.

Sec. Golden Age Membership **(Senior Membership)**
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Any member who becomes 65 years of age on or before July 1st of that year, and is a member in good standing (dues paid to date for the last fifteen [15] years), or a widow 62 years of age, shall be eligible to apply for the golden age membership. The membership fee will be one half that of the annual dues.
(Any Charter or Resident member who becomes 65 years of age on or before July 1st of that year, and is a member in good standing shall be eligible to apply for the senior membership. All senior membership applications shall be subject to a majority of the voting membership present during a monthly meeting. The membership fee will be 75% of the Resident membership fee for those senior members with 1-5 years of membership in good standing, 60% of the Resident membership fee for senior members with 6-10 years of membership in good standing, and 50% of the Resident membership fee for senior members with 11 or more years of membership in good standing.)

Sec. Lifetime membership
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Any member **(Charter, Resident or Senior Member)** who has been a member for fifty consecutive years shall be eligible to apply for the lifetime membership. **(All Lifetime Members shall be subject to a majority vote of the membership present during a monthly meeting)** The membership fee will be free.**(waived for Lifetime Members)**

ARTICLE 2, DUES

Sec. The annual dues for all members shall be due and payable on January 1st **(February 1st)** of each year. A
1 member shall have a grace period from January 1st **(February 1st)** to the first **(general)** meeting in April before any penalties may be imposed upon him/her. The amount of dues, assessments and requests for donations to be imposed on the members shall be voted upon by the membership of the Association at each annual meeting.

Sec. All hardship cases shall be reviewed by the Membership committee upon notification in writing by the
2 member, at least ten days prior to the first regular meeting held in April.
(Sec. 2 Charter, Resident or Senior members in good standing may apply for a hardship waiver or reduction of membership dues. This request must be made in writing to the Lake Forest Association Membership Secretary at least three weeks prior to the April General Meeting. The Lake Forest Association board of directors will review all hardship applications and present a written decision to the requestor prior to the April General Meeting.)

Sec.
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a. Any person who shall seek reinstatement after suspension of membership for reason on non-payment of dues shall be requested to pay a penalty equal to two years' dues **(15% of the annual dues for their type of membership)**, plus the current year's dues. Reinstatement must be approved by the Membership committee and the members of the association. **(Charter or Senior members who are suspended a second time for nonpayment of dues shall be ineligible for reinstatement as Charter or Senior members until such time as the member shall be a Resident member in good standing for two consecutive years)**

- b. This section's penalty for reinstatement shall be suspended at any time at the discretion of the Board of Directors and approval of the Association.

ARTICLE 3, MEETING

- Sec. 1 The annual meeting of the Association shall be held in the evening on the first Wednesday of February. The annual reports of all officers and committees shall be read at this meeting.
- Sec. 2 The regular meetings of the Association shall be held on the first Wednesday of each month. If circumstance warrant a postponement, the President shall be empowered to change the date of any regular or special meeting. This provision, however, shall not be construed to mean that the President has the power to cancel any meeting.
- Sec. 3 Only members in good standing may attend any meeting.
- Sec. 4 Each owner of one or more parcels of land (Charter, Resident, Senior or Lifetime Member) shall be entitled to cast (a maximum of) two votes at any meeting (to be exercised by spousal couples without restriction or by any two deeded property owners who are not spouses. Individual voting members must be present at a meeting to exercise their right to vote or else arrange for an absentee ballot to be presented to the Lake Forest Association Recording Secretary prior to a meeting. (see Constitution, Article 3, Sec. 1). In the event a member is unable to attend a meeting, he or she may delegate his wife or husband, or co-owner, to vote for him or her at any meeting in accordance with the proxy procedure.
- Sec. 5 Each member (attending a meeting) or his or her proxy attending a meeting shall sign the roll book, in order to have voice or vote at any meeting. The roll book shall be placed at the entrance of the club, and the Recording Secretary shall keep same as a permanent record of the Association.
- Sec. 6 Special meetings may be called by the President, the Board of Directors, or any ten (10) members who shall submit a petition to the Secretary for a special meeting, stating the reason for calling the meeting, All members shall be notified by postcard of the special meeting at least one week in advance. Only that business for which the special meeting is called shall be discussed at such meeting.
- Sec. 7 *Robert's Rules of Order* shall be the accepted reference guides to the Parliamentary Procedure, which will be used at all meetings, providing, however, that said references shall not be inconsistent with any policies that are adopted by the Association for the government of special conditions which may arise.
- Sec. 8 Upon a two-third majority vote of the membership present at any meeting, it may adopt such changes to *Robert's Rules of Order* as may seem expedient at such time.
- Sec. 9 Except as otherwise set forth herein, voting shall be by voice vote on all questions. Voting by ballot shall be held upon motion made, seconded, and passed by a majority present. Any vote by voice may be challenged by any member present in which event, a count of the vote cast shall be taken by the Secretary.
- Sec. 10 A quorum at any regular or special meeting of the Association, unless therein stated (see Constitution, Article 6, Sec. 2) shall consist of not less than twenty (20) members.
- Sec. 11 All motions made at a regular meeting calling for expenditures of money of the regular budget shall be tabled until the next regular meeting, and due notice shall be given to all members, by mail or delivery, at least seven (7) days before convening such meeting and vote taken.

ARTICLE 4, ELECTION OF OFFICERS

- Sec. 1 The election of officers and the two-year term to the Board of Directors shall be held on the first Wednesday in January. The election shall be conducted by written ballot.
- Sec. 2 The elected officers shall be installed and their terms of office shall begin on the last Saturday in January or Inauguration Day. Such officers shall continue in office until a successor is elected and installed.
- Sec. 3 The President shall appoint a nominating committee of any five members during the regular meeting of the Association in October (September). It shall be the duty of this committee to seek responsible persons who will accept the offices in which they are nominated. The nominating committee shall post their slate of nominations on the club's bulletin board at least seven days prior to the Association's regular meeting in

November (October), at which time they shall present the proposed slate to the members.

- Sec. Nominations for offices shall be made during the regular meeting of the Association in the month of
4 November. Any person nominated from the floor for office must have his or her name seconded, providing,
however that said person has not been nominated by the nominating committee. **(Any person nominated
from the floor for office must be present at the meeting to accept the nomination from the floor)**
- Sec. All members shall be notified of the names of all persons who are nominated for any office at least one week
5 prior to the election meeting, either by postcard or Association newspaper.
- Sec. In the event a candidate withdraws his or her name before he or she is elected to office, his or her successor
6 shall be nominated from the floor, and such nomination shall be acted upon at the following meeting.

ARTICLE 5, OFFICERS

Sec President

. 1

It shall be the duty of the President to preside all meetings, to enforce, on all occasions, the observation of order and decorum among members. He or she shall appoint all committees, unless otherwise designated in the by-laws, and he or she shall be a member of all committees.

(It shall be the duty of the President to preside over all General, Board of Director and Special meetings, to enforce, on all occasions, the observation of order and decorum among members and the rules of debate as set forth in Robert's Rules of Order. He or she shall appoint or dissolve all committees, unless otherwise designated in the by-laws, and he or she shall be a member of all committees. The President is chairperson of the Lake Forest Association Board of Directors and the Chief Editor of the Lake Forest Association newsletter. The President has authority to make emergency decisions affecting safety around all Lake Forest Association owned properties. Emergency decisions shall be endorsed by the Lake Forest Association Board of Directors within 72 hours. Only Charter, Resident or Senior members in good standing for a minimum of five consecutive years and Lifetime members shall be eligible to serve as President. Alternatively, service as a Lake Forest Association Board member for a minimum of two consecutive years will confer eligibility to serve as President.)

Sec First Vice-President

. 2

The First Vice-President, in the absence of the President, shall perform all the duties of the President. He or she shall have and distribute all keys to the club, beaches, and any other Association property. He or she shall maintain a list of key holders to any Association property.

(The First Vice-President, in the absence of the President, shall perform all the duties of the President. He or she shall have and distribute all keys to the club, beaches, and any other Association property. He or she shall maintain a list of key holders to any Association property. Only Charter, Resident or Senior members in good standing for a minimum of five consecutive years or Lifetime members shall be eligible to serve as First Vice President. Alternatively, service as a Lake Forest Association Board member for a minimum of two consecutive years will confer eligibility to serve as First Vice President.)

Sec Second Vice-President

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The Second Vice-President shall be in charge of membership, enlisting potential new members who move into the area, and keeping members up-to-date on the rules of the Association. He or she may at his or her discretion appoint an assistant, for whose conduct he or she shall be solely responsible. He or she shall maintain an inventory of all Association properties and present a report to the members at the annual meeting.

(The Second Vice-President shall be in charge of the Lake Forest Association beaches and boat docks.. The Second Vice President will hire life guards and appoint a boat warden as appropriate. He or she shall maintain an inventory of all Association properties and present a report to the members at the annual meeting. Only Charter, Resident or Senior members in good standing for a minimum of five

consecutive years or Lifetime members shall be eligible to serve as Second Vice President. Alternatively, service as a Lake Forest Association Board member for a minimum of two consecutive years will confer eligibility to serve as Second Vice President.)

Sec Recording Secretary

. 4

The Recording Secretary shall give notice of all special meetings of the Association, and shall record and keep the minutes and votes of all meetings of the Association and Board of Directors, if necessary. He or she shall receive and answer all general correspondence of the Association **(and shall submit such to the Lake Forest Association Board of Directors)**, and shall perform any other duties incident to this office. He or she may at his or her discretion appoint an assistant for whose conduct he or she shall be solely responsible. **(All tapes, notes, minutes or other material remains the property of the Lake Forest Association and must be surrendered to the Recording Secretary to the Lake Forest Association Board of Directors upon demand.)**

Sec Financial Secretary (Membership Secretary)

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The Financial Secretary shall send out notices to all members regarding dues and assessments, issue receipts and membership cards. He or she shall refer all hardship cases and delinquent members to the Second Vice-President (Lake Forest Association Board of Directors). He or she shall send a final notice on dues, assignments and penalties to all members, at least fourteen (14) days prior to the April meeting. He or she shall turn over all money collected to the Association Treasurer, and receive a receipt for same. He or she will have control of all tags. He or she will publish a list of all paid members no later than the June meeting of the Association.

Sec Association Treasurer (Treasurer)

. 6

The Association Treasurer shall receive and deposit in a designated bank all money paid to the Association including dues, gifts, etc., and shall disburse said funds by vote of the members of the Association within the limits prescribed for expenditures by the members. He or she shall keep an accurate record of such receipts, deposits and disbursements, and render an accurate account thereof to the members of the Association and Board of Directors, as they may require. All checks (expenditures) are to be countersigned (approved) by the President.

Sec House Treasurer (delete)

. 7

The House Treasurer shall receive and deposit in a designated bank all money paid to the house for upstairs rentals, Association dances, etc., and shall disburse said funds by vote of the members of the Association within the limits prescribed for expenditures by the members. He or she shall keep an accurate record of such receipts, deposits, and disbursements, and render an accurate account thereof to the members of the Association and Board of Directors, as they may require. All checks shall be countersigned by the President.

Sec Bar Treasurer (delete)

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The Bar Treasurer shall receive and deposit in a designated bank all money paid to the bar, or from downstairs rental, etc., and shall disburse said funds as required by local liquor laws and vote of the members of the Association. He or she shall keep an accurate record of such receipts, deposits and disbursements, and render an accurate account thereof to the State of Connecticut Liquor Control Commission, to the members of the Association and the Board of Directors, and the permittee, as they may require. All checks shall be countersigned by the permittee.

Sec Liquor Permittee (delete)

. 9

The Liquor Permittee for the bar shall be appointed by the Board of Directors and approved by the membership. He or she will file all necessary applications with the State Liquor Control Commission when the liquor license becomes due. He or she will be responsible for all laws of the State of Connecticut in regard to dispensing liquor.

on club premises. He or she will be Chairperson of the Bar Committee which will be chosen by the President. He or she will countersign all checks pertaining to the bar. He or she will answer directly to the President.

Sec House Chairperson (delete from by-laws - committee assignment)

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The House Chairperson will be appointed yearly by the Board of Directors. He or she will be in charge of all upkeep and maintenance of the clubhouse and grounds.

Sec Board of Directors

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- a. The Board of Directors shall consist of the (10) members, who shall be composed of the President (who shall be the Chairperson of the Board), the First Vice-President, the Second Vice-President, and the immediate Past President who shall automatically serve for one (1) year, and six directors who shall serve two (2) year terms (three of whom shall be elected in even numbered years and three who are to be elected in odd numbered years). **(Charter, Resident and Senior members are eligible to serve as a Lake Forest Association Board member after being a member in good standing for at least one year with a record of attending at least four regular meetings during the previous one calendar year period. A signed entry in the official register is the only acceptable documentation to verify that this requirement has been met. Lifetime members are eligible to serve as Board members without restriction.)** In the event that the immediate Past President is reelected to office the nominating committee shall nominate an individual to serve as a Director for one (1) year term on his or her seat.
- b. If any vacancy shall occur by reason of death, resignation, either of office or membership of any member of the Board, the Board of Directors shall recommend a successor to fill the vacancy and said individual shall act as a member of the Board until the next regular meeting of the Association, at which time the general membership shall either confirm or reject the Board's recommendation.
- c. It shall be the duty of the Board to study and formulate policy, and make recommendations of the same to the members in assembly for their guidance in directing the objectives of the Association.
- d. The Board shall be amendable **(responsible)** to carrying out the dictates **(decisions)** of the members gathered in lawful assembly. The Board shall be empowered to veto or stop any work or action **(by any individual member(s))** which does not conform to the wishes of the members expressed in lawful assembly.
- e. The Board of Directors shall meet on the third Wednesday of each month. The President may call a special meeting whenever he or she deems it necessary. The President, upon the request of five (5) or more Board members, shall call a special meeting of the Board, and all recommendations made at these meetings shall be made in writing and delivered at least forty eight (48) hours before the regular or special meeting.
- f. **(A majority vote of)**The Board of Directors shall be empowered **(the Chairperson)** to engage the services of an attorney whenever **(as)** the Board deems it necessary.
- g. The Board of Directors shall be empowered to spend up to \$3,000.00 (three thousand and no/100) in case of an extreme emergency in which a delay by calling a special meeting may prove detrimental to the objectives of the association. A report of such expenditure shall be made at the next regular meeting and notice shall be sent to the membership as set forth in Sec. 6
- h. The Board of Directors shall have general authority over all funds, shall be custodian of the Association's property and shall maintain all properties of the Association in good order, post all rights-of-way, and post the Association property. The Board shall provide a sufficient corporate surety bond for those individuals handling Association funds.
- i. The Board of Directors shall prepare and present the annual budgets.
- j. The Board of Directors shall endorse the building restrictions and codes established by the Association as well as the city building codes. They shall also see to it that the restrictive covenants set forth in

the Amster deed are enforced and that no property be sold without these covenants first being carried out.

- k. The Board of Directors shall maintain and operate all Association beaches.
- l. The Board of Directors shall protect and maintain the purity of the water of Lake Forest. **(in accordance with State of Connecticut DEP and City Wetlands guidelines)**
- m. The Board of Directors, acting with the Treasurers, Secretary and Financial **(Memebership)** Secreta shall constitute the Membership Committee.
- n. The Board of Directors shall be empowered **(recommend)** to appoint any committees the Board may deem necessary to aid in carrying out their duties, and such committees shall act upon the authority of the Board and be responsible solely to the Board.
- o. The Board of Directors shall submit a written report of their activities and recommendations to the members in meeting each month.
- p. The Board of Directors shall inventory the Association each year, including all its properties, and present a report to the members at the annual meeting.
- q. Any Director who shall miss three consecutive meetings of the Board of Directors without showing justifiable cause may be removed from office by a vote of a majority of the membership at a month meeting upon the recommendation of the Board of Directors for such removal.
- r. Quorum: for the carrying on of business at a meeting of the Board of Directors, a quorum shall consist of six (6) members of the board, hi the event of a tie vote, where the members present have all voted, and an emergency situation exists, the President shall have an additional vote to break such tie.