

**CANDLEWOOD ECHOES ASSOCIATION INC.
A NON-PROFIT ORGANIZATION
REVISED BY-LAWS 1983**

ARTICLE I

MEMBERSHIP

- Section 1. Only home owners of record in Candlewood Echoes shall be eligible for membership in Candlewood Echoes Association Inc.
- Section 2. A member shall be entitled to full voting rights providing that the member pays full dues assessment as determined annually.
- Section 3. Lot owners within Candlewood Echoes are to be considered Associate Members. They may attend meetings but have no voting rights until such time they become home owners, and at such time may become full members by payment of full dues and the one-time payment of \$60.00 to cover their share of the purchase of the roads, beach and L shaped parcel. As Associate Members, their dues shall be 30% of the yearly dues.
- Section 4. There shall be no more than one member per plot, nor more than one member per family, regardless of the number of separate parcels of property that may be held within that family.
- Section 5. Any grievance against any member must be brought only to the Executive Committee. A grievance will not be brought to the general membership unless first ruled on by the Executive Committee. Should said committee not wish to take action or not be able to agree upon the course of action to be taken, said grievance must be brought before the next meeting of the Association.
- Section 6. Membership in the Association shall entitle said member, his/her family and temporary guests, use of community facilities in accordance with the rules and regulations laid down by the members of the Association.
- Section 7. A quorum at a regular membership meeting shall consist of at least 1/3rd of the membership.

ARTICLE II

DUES, FEES, ASSESSMENTS

- Section 1. Annual dues shall be determined upon the recommendation of the Executive Committee and voted upon by a majority of the membership at the annual membership meeting.

- Section 2. Payment of dues shall be made by October 1 of each current year.
- Section 3. A member who refuses to pay dues shall:
- (a) Be denied the use of facilities and services offered by the Association as well as services of snow removal.
 - (b) Have a penalty of 1% per month added to late payment.
 - (c) Have a lien placed upon his/her property.
- Section 4. If required, additional assessment shall be made upon the recommendation of the Executive Committee, presented to the membership and voted upon by a majority of the members at the annual membership meeting.
- Section 5. It is recommended that all members upon sale of their property in Candlewood Echoes development make a condition in their contract of sale that the new owner shall become a member of Candlewood Echoes Association, Inc.

ARTICLE III

THE ELECTIVE OFFICERS

- Section 1. The officers of the Association shall consist of a President, Vice President, Secretary and Treasurer, who shall be elected by a majority vote at the annual meeting of the Association, to be held the first Saturday in the month of May of each year and they shall hold office for two (2) years from and after May of each year or until others are elected in their stead. These officers are to constitute the Executive Committee of said Association.
- Section 2. The President shall be the Chief Executive member of the Association, and shall be an ex-officio member of all committees. The President shall preside at all meetings and shall chair the Executive Committee. He/she shall issue the call for regular meetings, Committee meetings and special meetings. The President shall see that regular elections are held in accordance with the provisions herein. The President shall be empowered to appoint an Auditing Committee of two (2) members (non-officers) whose duty it shall be to audit the books at the close of each fiscal year. If, for any reason, the President is unable to perform the duties, the Vice President shall occupy the position and perform the duties, having the same authority as the President.
- Section 3. It shall be the duty of the Vice President to aid the President in the discharge of his/her duties and in his/her absence to officiate as President. The Vice President shall also assume such special responsibilities as may be assigned by the President.

Section 4. It shall be the duty of the Secretary to send out notices of any and all meetings. The Secretary shall be under the supervision and direction of the President and the Executive Committee and shall be the liaison officer between the Committee and the Association. It shall be his/her duty to keep the general Association records, including minutes of the Association and Committee meetings, Committee appointments, Officers lists, attendance records, lists of members showing permanent addresses and telephone numbers, Association accounts and to preserve copies of the Treasurers reports filed with him/her as to receipts, disbursements of the Association, and to answer all correspondence directed to the Association and to perform such duties as may be directed by the President and the Executive Committee. It shall be the duty of the Secretary to officiate at any meetings in the absence of the presiding officers.

Section 5. It shall be the duty of the Treasurer to collect any and all assessments levied against any member for the maintenance of roads and other community property and projects. It shall be the duty of the Treasurer to keep all books of accounts, to pay all proper bills of the Association which may accrue, to prepare financial notices and to issue statements in respect to the financial condition of the Association at the annual meeting and at such other meetings as he/she might deem advisable. It shall be the duty of the Treasurer to receive all fees, assessments and other monies turned over and belonging to the Association and to keep same for the benefit and use of said Association and render a true and correct statement and account of the funds at the annual meeting. The Treasurer shall deposit all such monies in the bank or banks designated and approved by the Executive Committee and shall pay out money only on the authority of the Executive Committee. All checks and vouchers must be signed by the Treasurer and President. The Treasurer shall give bond for the faithful discharge of the duties in such form and with such surety as may be required by the Executive Committee.

Section 6. The Executive Committee shall be responsible for the execution of the authorized policies of the Association. All new business shall be considered and shared by the Executive Committee for presentation to the members at a regular annual meeting. They shall authorize all expenditures and shall not create any indebtedness beyond the income of the Association nor disburse funds for purposes non-essential to the objects of the Association.

A majority of the Executive Committee may govern except where otherwise provided. They shall have the power to over-rule and modify any action of the responsible Association officers. They shall have the books and accounts audited annually or more often at their discretion.

The Executive Committee shall take full charge of all Community property and shall make such administrative regulations as they may deem proper for the protection and use of the property, and shall report at the next meeting of the Association any damage of such property together with the cause, if know. They

shall submit to the members in regular meetings such recommendations as they have approved affecting the administrative or activities policies of the Association. At least one all-year-round resident and one summer resident member must be elected to the Executive Committee every two years. In the event of a vacancy in any office, the Executive Committee shall appoint a member to fill the vacancy until the next regular meeting.

It is also the duty of the Executive Committee to manage the affairs of the Association in accordance with the provisions of the by-laws.

- Section 7. No person shall hold more than one elective office in the Association at one time.
- Section 8. A grievance against an Executive Officer may be brought to the general membership meeting when requested in writing by at least five (5) members including officers. Final decision shall be based on a majority vote with at least 1/3rd of the membership present.
- Section 9. Three members of the Executive Committee shall constitute a quorum at any Executive Committee meeting.

ARTICE IV

MEETINGS

- Section 1. The annual meeting of the Association shall be held on the first Saturday in the month of May of each year.
- Section 2. Special meetings for any purpose may be called by the President at any time by giving two weeks notice thereof in writing, as prescribed, and shall call a special meeting when requested in writing by at least five (5) members.
- Section 3. The Executive Committee shall hold a meeting prior to the annual meeting each year and such other meetings as the Committee may deem advisable. The President shall designate the time and place for the meetings of the Executive Committee and shall give five (5) days notice thereof.
- Section 4. Any member may be represented by an adult member of his/her family with full voting power at any meeting, but no member may at any time be entitled to more than a single vote. Any member shall be allowed to vote by written proxy. Said proxy shall be dated and shall state for which meeting authority was given, and shall be presented to the Secretary at said meeting for recording.
- Section 5. In addition to the members, admission to the annual meetings will be accorded to all adult constituents of the family of any single member. It shall be the spirit of the Association that such persons may have the right to express opinions at the

meeting, but that the right to vote shall be accorded only to members or their qualified representative as aforesaid.

ARTICLE V

COMMITTEES

Section 1. Committees shall be formed at the time of the regular membership meeting or, if necessary, at a special meeting called by the President.

ARTICLE VI

ELECTIONS

The officers of the Association shall be elected as follows:

- Section 1. The President and Secretary may appoint a nominating committee of four (4) members consisting of themselves and two (2) non-officers, who shall submit a proposed slate of officers for the ensuing year to the members two weeks preceding the annual meeting. At said election meetings, nominations may also be made from the floor.
- Section 2. All officers shall be elected at the annual meeting and shall hold office for two (2) years from the date of their installation, or until their successor shall be elected and qualified.
- Section 3. The election shall be by open or closed vote as approved by the majority of the members, the person receiving a majority of the votes cast being declared elected. In case no election is had on the second ballot, the candidate receiving the lowest number of votes on each succeeding ballot shall be dropped.

ARTICLE VII

MAINTANANCE

- Section 1. The Executive Committee shall have the power to employ any person or persons to maintain the community property upon the authority of the majority vote of the regular membership. Except for emergency situations, the disbursement should not exceed the amount set at the yearly meeting.
- Section 2. The Executive Committee shall have the power to buy, sell or dispose of community property or equipment with the authority of a majority of the regular membership.

- Section 3. No property owner may erect buildings and/or retaining walls or plantings that may obstruct the view of traffic or allow an accumulation of debris on road right of way.
- Section 4. The main road, know as Echo Road, shall be maintained by Candlewood Echoes Association, Inc. Maintenance shall include patching, oiling, drainage, brush removal, snow plowing or other service on the main road related to the safety of the membership.
- Section 5. Maintenance of side roads shall be the sole responsibility of the residents living on that road, except for snow plowing, which will be the responsibility of the Association.
- Section 6. A road committee consisting of from two (2) to four (4) members shall be elected to supervise the main road and report to the Executive Committee periodically.
- Section 7. Maintenance of beach facilities shall include repairs and painting of docks and float, purchase of sand when necessary, lawn cutting or any other service related to the safety of the members.

ARTICLE VIII

RENTAL OF PROPERTY

- Section 1. Any Association member desirous of renting his/her property for any period of time during the year shall submit a notice to the Executive Committee to assure the tenant full community facilities and inform said tenant regarding the by-laws of the Association.

ARTICLE IX

AMENDMENTS TO THE BY-LAWS

- Section 1. The by-laws may be amended at the annual meeting of the Association by a majority vote of the members present, provided the Executive Committee has previously considered the merits of the amendment and at least 1/3rd of the membership is present.
- Section 2. No amendment shall be put to vote unless written notice has been mailed to each member at lease one week previous to the meeting at which the amendment is to be voted on. Said notice is to state the proposed amendment.