

**Twin Lakes Manor
Homeowners Association
By-laws**

I. MEMBERSHIP

A. Any person possessing the legal title to real property where said property was situated within the limits of the Twin Lakes Manor Association as of July 3, 1966 is eligible to be a member of the Twin Lakes Manor Association.

New Members: Any new legal owner of real property within the Association may be requested to show proof of ownership to the Secretary and one other member of the Board to verify membership. Proof may consist of loan documents, title, will, etc.

B. Property owners and/or members may be denied membership or have their membership canceled if they, a guest or another person associated with their property, are found to have acted in such a way that their behavior may cause injury to another person, place another in fear, damage manor property or consistently violate manor rules and by-laws.

1. The Board of Directors shall determine whether or not to grant or suspend membership by a 3/4 vote of the Board, should the situation arise.

2. Suspensions can be permanent or temporary at the Boards discretion.

3. Should there be a tie or should a member object to the finding of the Board, a vote will be held at one of the annual meetings where the person being denied membership or having their membership suspended must receive a majority of the votes in their favor not to be disciplined.

II. Meetings

A. There shall be two membership meetings conducted by the association each year.

1. The first meeting shall be held in May and conducted no later than the third weekend of May.

2. The second meeting shall be held in September and will be conducted no earlier than the second weekend and no later than the last weekend of September.

B. Special meetings of the membership or Board of Directors may be called as needed by the President or any three members of the Board.

C. The Board of Directors shall conduct meetings for Board members as deemed necessary by the President or any three members of the Board of Directors.

D. The agenda for meetings of the membership shall generally follow the outline below, except that any meeting duly called, may at the discretion of the President, be expanded or

reduced, for matters of timeliness and courtesy.

Call to Order
Review of Topics Last Meeting
Presidents Report
Treasurers Report
Vice President/ Harbor Masters Report
Secretaries Report
Committee Reports (If Needed)
Old Business
New Business
Election of Officers (Spring Meeting)
Additional Comments or Concerns
Adjournment

1. Any member, who wishes to submit matters for inclusion into the agenda, should put their requests in writing to the Board a minimum of two weeks prior to the meeting; however, concern, ideas and suggestions not previously discussed may be brought up during new business without previous notification.

E. If a question arises as to the conduct of the meeting, Roberts Rules of Order will be used as a reference guide.

III. Voting

A. The power to vote shall be by property owner. Property owners in good standing shall be entitled to vote. One vote per property held within the Association. If property is held jointly, any joint interest holder in good standing may vote. However, under no circumstances shall more than one individual representing one parcel of property cast on vote.

1. Good standing means that membership dues are paid in full and there are no dues in arrears, and that no disciplinary action has been brought against a person associated with the property.

2. Property owners and/or members may be considered to be in bad standing, and denied voting privileges if they are found to have acted in such a way that their behavior may cause injury to another person, place another in fear, damage to manor property or consistently violating manor rules and by-laws.

IV. Dues

A. The yearly membership dues are payable on or before the date of the May membership meeting.

B. Failure to pay dues will cause the member to lose all privileges of membership, including but not limited to voting and use of the pier.

C. Dues may only be changed upon the vote of a majority of the members present at **any regular membership** meeting.

V. Board of Directors

A. The officers of the Association shall be: President, Vice President, Secretary, and Treasurer

1. It shall be the duty of the Board to execute the work or services necessary for the maintenance or improvement of the manor or pier with the approval of the voting membership of the association.
2. It shall be the duty of the Board to ensure that all rules and regulations approved by a majority of the voting members are enforced regarding the use, benefit and conduct of the manor, water rights and pier.
3. In the event of an emergency, the Board may take the necessary actions to protect the manor, pier and waters and the members of the Association from harm or damage.
4. In the event of vacancy on the Board, the President shall nominate a person to fill the vacancy with the approval of the remaining Board members. (if the vacancy is that of the Vice President will take over as President and will then fill the Vice Presidents spot.)

B. The Board of directors shall be elected by members in good standing for a term of two years.

1. Two members of the Board are elected at the May meeting every year.
2. The President and Treasurer are elected together, and the Vice-President and Secretary are elected together.
3. To be eligible for election, the person seeking to be elected must be a member in good standing of the Association.

VI. Specific Duties of the Board of Directors

A. The President:

1. It shall be the duty of the President to preside over all meetings of the membership and the Board of Directors, and to ensure that meetings are conducted in an orderly fashion according to Roberts Rules of Order and to ensure that everyone has an opportunity to be heard.
2. The President may form a committee and chose the members and chairperson of and committees so formed.

B. Vice President

1. It shall be the duty of the Vice-President to fulfill the duties of the President in his/her absence.
2. The Vice-President shall be the Chairperson of the Pier Committee and serve as the Harbor Master.

a. The other members of this committee will be chosen by the Vice-President with the consent of 2 of 3 of the remaining members of the board.

5 b. Other members of this committee will serve on an ad hoc basis.

3. The Vice-President, will, upon receiving the list of those members paid in full who wish to obtain a boat space on the dock, assign dock space in accordance with the Pier Rules listed as ADDENDUM I in this document.

C. Treasurer

1. It shall be the duty of the Treasurer to keep on file all the bills, assessments and financial records of the Association.

2. The Treasurer will keep accurate financial records of income and expenses and report on the economic status of the Association at the membership meetings.

3. The Treasurer shall collect the dues from members and maintain a list of those members whose dues are paid in full.

a. Further, the Treasurer will pass the names of those members who have paid dues who wish to reserve a boat space on to the Vice- President.

D. Secretary

1. It shall be the duty of the secretary to keep records of the proceedings of all Membership and Board Meetings

2. The Secretary shall notify the membership of the date, time, and location of membership meetings.

3. The Secretary shall maintain a list of the contact information for all members of the association.

4. The Secretary will ensure that all members of the association receive a copy of the latest version of the by-laws on or before the May Membership meeting is conducted.

VII. Committees

A. Pier Committee

1. Is a standing committee chaired by the Vice-President with other members chosen by the Vice-President with the consent of 2 of 3 of the remaining members of the board and serving on an ad-hoc basis.

2. Coordinate the maintaining of the pier in regards to repair, paint etc.

3. Recommend any necessary revisions or changes to the Pier Rules found in

Addendum I of this document.

4. Make any recommendations as regards the improvement of the manor or pier.

5. Ensure that the pier license is purchased and properly applied each year when the pier is installed.

B. Other Committees

1. The President shall create committees as he/she deems appropriate.

1. The President shall appoint the Chair of the committee.

2. The Committee Chair shall choose the remaining members of the committee with the consent of 2 of 3 of the remaining members of the board and serving on an ad-hoc basis.

VIII. Insurance

A. Public Liability and property damage insurance covering the Association's properties shall be taken out in the name of the association.

C. The Amount of coverage shall be determined by the Board.

IX. By-Law Changes

A. Any member who wishes to change the By-Laws shall have right to so by:

1. Submitting the By-Law change or addition to the Board of Directors at least one month before one of the membership meetings.

2. Bring the By-Law change or addition up at a membership meeting, and receive a second for the proposed change or addition.

3. The proposed By-Law change will require a 2/3 vote of the voting members present at the meeting to pass.

----- By Laws as passed May 2014 -----

ADDENDUM I

LAKE FRONT LOT AND PIER RULES

TWIN LAKES MANOR ASSOCIATION

Amended at spring association meeting May 2019

The facilities of the Twin Lakes Manor lakefront lot is for the use of property owners and their guests. The park hours are from 6:00 AM to 12:00 AM every day.

The pier extending into the lake from this lot is intended for the exclusive use of DUES PAYING MEMBERS of the Association.

Tags, (provided by the Association) must be worn by each member and guest and must be visible when at the lakefront lot. Any member has the right to question your presence on the lake front property by asking to see the Association identification tags. If tags are not worn you may be asked to leave. The Twin Lakes police will be notified of anyone trespassing on private property.

The seasonal placing of boats at the Twin Lakes Manor Pier is restricted to DUES PAYING MEMBERS of the Association.

A. Only the boat owned by the Association Member shall be allowed to be docked in a slip assigned to the Member unless specific permission to dock another boat is granted by the Harbor Master. (See J. Below)

B. Seasonal fees are charged for the use of a boat slot and for placing poles. These fees are separate and in addition to the annual dues of the Association.

C. Boat size is limited to 22 feet or less. Pontoon boats allowed

D. Association members must apply annually for boat slot assignments and provide proof of insurance.

E. Boat slot assignments shall be made equitably among all eligible properties, (one boat slip per property owner), within the Association by an Association Officer and approved by the Pier Committee each spring.

F. Association members who had been assigned a boat slip the previous year shall have the first right to the same boat slip in the current year unless their Association dues and/or boat fees are delinquent as of the third Sunday in May.

G. Mooring poles and boats must be in place by July 1 or the slip assignee will forfeit their boat slip. Exceptions to the provision shall be made for emergency matters when requested of the Vice President.

H. Poles of sufficient strength and length are to be placed by the boat owner: 1 bow pole, 2 stern poles. Bow poles must be the same height as the pier, NO HIGHER. At least, the rear poles to the lake must be chained. At no time are boats to be tied to the pier itself. All poles are to be removed by October 31. Failure to do so will have a direct adverse reaction to the owner getting a space next year and subjects the owner to possible fines by the Wisconsin Department of Natural Resources.

I. Applicants for boat slips, when none are available, shall be posted on a waiting list established and maintained by the pier committee. To be on the "Waiting List" all appropriate Association and boat fees for the anticipated slip must be paid in advance. Otherwise you are not on the Waiting List! The date of payment for the waiting list decides your placement on that list. If not assigned a space, the slip fee will be refunded. As slots become available, they will be assigned to member applications in order of placement on the waiting list.

J. If a slip assignee wishes to have a guest boat in their assigned slip, the assignee must notify the Vice President in writing or via e-mail, stating who you are, your boat ID numbers (registration

numbers), who your guest is, his/her registration numbers, proof of insurance, and the length of your guest's stay in the boat slip. There is a two week maximum for guest boats and these are not to be rented out. Remember, the MEMBER is totally responsible for the MEMBERS guest's behavior during their stay. Inappropriate conduct will be reflective on the MEMBER and the MEMBERS boat slip assignment for next year.

K. Slips are power boat to power boat, row boat to row boat. Upgrading or downgrading your boat places you as the lowest person to receive a slip or placement on the waiting list.

L. All boats must be walked out to the end of the pier before the engine is engaged to move forward and may not be started within the swimming area. Skiing into any swim area is also prohibited.

M. When a boat slip becomes available, for whatever reason, all current boat slip holders will have the opportunity to move up or down in numerical sequence, with right of refusal, within the power boat to power boat, row boat to row boat structure. Requests must be received within 7 days of posting.

N. Spaces available as of July 1, after the waiting list is satisfied, may be made available to association members and immediate family for an additional watercraft at the discretion of the Harbor Master (Vice President).

O. Any property owner who owns a lot without a substantial structure suitable human habitation shall have three years to build such a structure or they shall not be entitled to a boat slip unless approved by the Pier Committee.

P. Children under twelve (12) years of age are not allowed in the lot or on the pier without adult supervision.

Other Miscellaneous Manor and Pier Rules

- Children should not play in boats docked at the pier. Children under twelve (12) years of age are not allowed in the lot or on the pier without adult supervision.
- No fishing is allowed while anyone is swimming or sunbathing. The "T" portion of the pier is placed to allow swimmers easy access and exit from the lake.
- Please do not block others availability to get to the lake by utilizing unnecessary space including docking your boat along the "T" for loading and unloading.
- No large picnics are allowed in the lot unless an event is sanctioned by the Board.
- No grills are allowed in the lot nor are any electrical appliances to be plugged into the metered pole unless permission is granted by the Board.
- No glass, drinking glasses, bottles or containers shall be brought to the lake lot. •

Dogs or other animals are not allowed in the lot or on the pier.

- Bicycles are to remain outside the fenced area of the lake lot.
- All members are responsible for trash and refuse being placed in the garbage cans, provided for by the Association, outside the fenced area. As a courtesy to all, please clean around your area when you leave.
- Our Association complies with Village and DNR codes regarding public consumption of alcohol.
- **Disregard for the above listed rules will result in the loss of boat slip and possible suspension of all pier and membership privileges.**