

Chetolah Shores Civic Association By-Laws

By-Laws Amended: June 2021

Name

1. The name of this Association shall be the Chetolah Shores Civic Association, hereinafter referred to as “the Association.”

Purpose

2. The purpose of the Association shall be to act as caretaker of the common areas of property in the subdivision known as “Chetolah Shores” (a part of sections thirty-three (33) and thirty-four (34), town (3) north, range nine (9) east, Oakland County, Michigan). For purposes of these by-laws the term “caretaker” shall be construed to mean; to oversee and administer the use of all communal property of the property owners in the aforementioned sub-division, including outlots and parks; to preserve building and use restrictions now in force, or hereafter established, in said subdivision; and to take such action(s) as may, from time to time, be deemed to be in the best interests’ of the property owners in said subdivision.

Membership

3. All property owners that are residents within the Chetolah Shores sub division are members of the Association, one membership is allocated to each property owner regardless of how much property is owned. In the case of joint ownership, one membership will be allocated jointly. It is the owner’s responsibility of the individual property owner to register their property on the books of the Association. Members who are delinquent in payment of dues or assessments shall be classified as “members not-in-good-standing”. Rights and privileges of members not-in-good-standing may be restricted under various by-law provisions. Additionally, rights and privileges of members not-in-good standing are restricted as follows: 1) not eligible to use or register for the use of communal property which may have a special assessment as a stipulation for use of that particular portion of the communal property. Tenants renting residential property in the subdivision are allowed to join the Association with full privileges as guest members providing the property owner assigns their rights to the tenant. Membership rights are vested in the tenant and unavailable to the property owner unless and until the property owner reclaims them. The assignment and reclamation of the membership rights shall be in writing and shall be sent to the Association Secretary, along with a copy of the rental agreement or lease, showing the term of the agreement, by registered mail and shall be filed by the Association. Tenants’ rights under this arrangement shall be for the period of the lease or term of rental agreement. It is the responsibility of the property owner to maintain said records to allow the tenant “guest membership” privileges under this arrangement. Membership for landowners will terminate upon sale of their property.

Officers

4. The Chetolah Shores Civic Association shall have the following officers; President, Vice President, Secretary, Treasure and five Trustees. Election of Officers shall take place during the month of May each year at the General Membership Meeting (Motion passed at May 2009 General Membership meeting to change Officer Elections to Spring). Members not-in good-standing are not eligible to be officers. These officers shall serve for a term of one year with the exception of the five (5) Trustees. The length and timing of the trustee terms shall be as follows. One Trustee position has a one-year term, which is to be filled every year. Two Trustee positions have two-year terms. One is to be filled every even calendar year; the other every odd calendar year. Two Trustee positions have three year terms. One is to be filled every third year beginning with 1988; the other every third year beginning with 1989. The duly elected officers shall constitute the Board of Directors of the C.S.C.A. and shall carry on the business of the Association between regular or special meetings.

Members of the Association agree to hold the Officers of the Association harmless for decisions or actions made on behalf of the Association, whether the decision or action was 1) the result of a vote of the general membership, or, 2) the result of a vote of the Board of Directors that was authorized under the by-laws of the Association without requiring a vote of the general membership.

Duties of Officers

5. **President:** It shall be the duty of the President to preside at all meetings of the Association, appoint all committees, and shall be ex-officio member of said committees. After the Presidents' term of office, he or she has the option to assume the office of the one-year Trustee.

Vice President: It shall be the duty of the Vice President to assist the President in the discharge of his duties and shall perform the duties of the president in his absence, shall attend all meetings of the association, and shall be ex-officio member of said committees.

Secretary: It shall be the duty of the Secretary to conduct the correspondence of the Association, furnish a property list (outlot, easements and parks) upon request of members, read all documents and correspondence on request and keep them on file for future reference and to keep a correct record (minutes) of the proceedings of the General and Officers meetings and read the minutes on request.

Treasurer: It shall be the duty of the Treasurer to conduct the financial transactions of the Association, keep records of all transactions, and maintain petty cash not to exceed \$25.00. All expenditures in excess of \$300.00 must be pre-approved by the Board. The accounting period used for the Association fiscal record keeping shall be from January 1 through December 31. The Board shall arrange for an external annual financial review. The treasurer is responsible to assure that federal and state not-for-profit corporation's forms are filed when due every year.

Trustees: It shall be the duty of the Trustees to assist the Board to supervise all funds and property of the Association. One Trustee shall be designated as Slip Manager.

All Officers: In the event an Officer misses four meetings in succession the remaining Board of Directors may remove such Officer from office, which constitutes a vacancy in an office.

Vacancies

6. A vacancy of an office shall be filled by the Board of Directors until the next regular election of officers in May.

Meetings

7. Regular membership meeting shall be every May (Motion passed at May 2009 General Membership meeting to change meeting from 2x year, to 1 in the Spring). Special meetings of the Association may be called by the President. The members shall be entitled to ten days written notice of the time and place for the election of officers, and five days written notice, when possible, of the time, place, and the purpose of regular and special meetings.

Quorums

8. A quorum of the General Membership is constituted by those eligible to vote present at a properly advertised meeting of the General Membership.

A quorum of the Board of Directors shall require the presence of a minimum of two (2) Officers and three (3) Trustees, one of which must be a "three year term" Trustee.

Voting

9. At all meetings of the Association, each membership shall be entitled to cast one vote, in person or by proxy, except as noted as follows. Members not-in-good-standing are not eligible to vote on: 1) issues regarding the use of Association funds; 2) election of officers.

Proxies

10. No proxy shall be deemed operative unless and until signed by the member and filed with the Secretary naming some other member or members of the Association as proxies, and each proxy shall state therein the specific meeting for which it is given; shall extend to any adjournment of such specified meeting, but shall not extend to any other meeting. Any proxy may be revoked by instruction in writing to the Secretary three (3) days before the meeting.

Dues

11. Annual dues are required for members to remain "in good standing". Dues shall be fixed by a vote of the general membership at the Annual Meeting in May.
Assessments

12. The Association may by majority vote at the first meeting or at any special meeting called for that purpose levy an equal assessment on every member for any project of the Association.

Delinquency

13. In the event of the failure to pay dues or assessments within fifteen (15) days after written notice that the same has been authorized by vote of the Association a member is classified as “delinquent”. Members become non delinquent if otherwise qualified, upon the payment of the outstanding dues and assessments.

Amendments

14. These by-laws may be amended by majority vote of the membership at any meeting called for that purpose.

Attached Wetland/Outlot Amendment adopted on 10-19-00 in conjunction with Waterford Township Department of Building & Engineering.

Chetolah Shores Civic Association Governing Rules

Introduction and Purpose

Under the authority established by the by-laws of Chetolah Shores Civic Association, the Association Trustees have established rules to provide a consistent means of administering the policies of the association.

Definition of Terms

Association - Chetolah Shores Civic Association Member - A resident of Chetolah Shores subdivision who meets the membership requirements defined in the by-laws. Current membership dues are \$50.00 (fifty dollars).

Resident – A residing landowner or tenant of land, which is located in Chetolah Shores subdivision.

By-laws - The by-laws of Chetolah Shores Civic Association.

Rules - Governing rules of Chetolah Shores Civic Association.

Board - All the officers of Chetolah Shores Civic Association.

Trustees - Select Officers of Chetolah Shores Civic Association as defined in the by-laws.

Boat Launch Area (at the tip of Penobscot Canal)

1. The association will administer vehicular access to the boat launch area through the vehicle gate, and the use of the boat launch.
2. A member (in good standing) is allowed to use vehicle gate and boat launch when the association assigns a key and the member pays the annual launch fee.

3. The Trustees shall set the launch fee. The annual launch key fee is \$20.00 (twenty dollars). Slip fees for Cass Lake are \$200 (two hundred dollars) per season. Elizabeth Lake slip fee is \$310 (three hundred ten) per season. Elizabeth Lake is more because every spring the Association installs the docks and removes them every fall.
4. Use of the launch is limited to the assigned member. Each key assigned authorizes the holder to have one dockless boat in the water at a time. Boats that do not belong to keyholder must not be left overnight.
5. Member with boat launch privileges may not use these privileges for personal or financial gain.
6. No parking is allowed which blocks use of the ramp or gate. No parking is allowed on the street. No overnight parking is allowed.
7. Quiet hours in the launch area are from 10:00pm to 6:00am.
8. Loitering in the launch area is prohibited between the hours of 12 (mid night) and 6am.
9. Violations of the boat launch rules may result in loss of boat launch privileges for the year. Boat launch privileges can be revoked by a two-thirds vote of the trustees. Further, the trustees may vote to disallow boat launch privileges for a period of one or two additional years.
10. Boat Slips shall not remain unoccupied for more than one season, even if slip fee has been paid. Member will be allowed one season of unoccupied slip. If slip remains unoccupied by June 15th of the following year the member will forfeit the slip and the slip will be assigned to the next member on the wait list for that lake. Fee for the current season will be refunded, if it has been paid. The only exception will be if member can prove in writing that their boat is currently in repair, or a new boat is on order with a delivery date in the current year. If the member forfeits their slip they have the option to be added to the bottom of the slip wait list, providing their dues are kept up to date.
(Motion passed at General Membership Meeting Apr 29, 2004)

Elizabeth Lake Swim Area

1. The Elizabeth Lake swim area is open to residents and their guests only.
2. Hours of operation shall be from dawn to dusk.
3. No pets allowed in the swim area.

Cass Lake Sunset Park (Lot 19) Area

1. The Cass Lake area is open to residents and their guests only.
2. Hours of operation shall be from dawn to dusk.
3. No pets allowed in the area.

General Dock/Slip Rules

1. Installation and use of all boat docks located on or adjacent to CSCA outlots must be approved and administered by the Trustees.
2. The CSCA Board of Trustees shall set the annual slip maintenance fee.
3. Housekeeping of docks and immediate area is responsibility of the dock user.
4. Maintaining a minimal noise level during dark hours is mandatory (from dusk to dawn).
5. Violations of the boat dock rules may result in loss of boat slip privileges for one year. Boat slip privileges can be revoked by a two-thirds vote of the trustees. Further, the trustees may vote to disallow the violator boat slip privileges for a period of one or two additional years.

Association Installed Docks/Slips

1. CSCA shall be responsible for maintaining the structural integrity of the docks. Users are required to report any deterioration or unsafe conditions immediately (within three (3) days) to the Board via the C.S.C.A. website Contact Us page, or via email at chetolah.shores@gmail.com. Users shall maintain cleanliness of the docks and shall repair minor items on each dock such as loose or protruding nails. Users shall not attach any items to Association docks, other than two (2) line cleats, without the permission of the Board of Directors.
2. The CSCA Board shall assign Docks/slips. A waiting list is maintained for purpose of filling vacancies.
3. Docks are assigned by the CSCA Board only. Users may not assign or transfer dock/slip privileges.
4. Annual dock/slip privileges are renewable annually, unless the board has revoked privileges.
5. Slip holders must be CSCA members in good standing.

Chetolah Shores Civic Association Board of Directors Mission Statement

As the Chetolah Shores Civic Association's Board of Directors, we pledge to:

- Conserve our natural resources.
- Encourage the preservation of our mutually owned outlots and wetland areas.
- Keep our common areas clean and healthy.
- Foster a neighborhood environment where we can all work together to provide a safe and environmentally stable community.