

BYLAWS
OF
COUNTRY CLUB ADDITIONS PROPERTY OWNERS ASSOCIATION

ARTICLE I

OFFICES

The corporation shall maintain in the State of Illinois a registered agent and a post office box in Crystal Lake, Illinois. This corporation shall hereinafter be referred to as the Association.

ARTICLE II

MEMBERS

SECTION 1. BOUNDARIES. The boundaries of the territory of the Association shall be as follows: beginning at the intersection of Spruce Street and Golf Road in Crystal Lake and proceeding in a westerly direction on the North side of Golf Road to Country Club Road, thence in a westerly direction on the North side of Country Club Road to Huntley Road, thence in a northerly direction on the east side of Huntley Road to the south shore of Crystal Lake, then in a easterly direction on the south side of the lake to the eastern boundary of the Village of Lakewood, thence in a southerly direction along the easterly of the Village to Lake Avenue, thence in an easterly direction on the south side of Lake Avenue to Spruce Street, thence in a southerly direction on Spruce Street (both sides included) to the point of beginning.

SECTION 2. RESIDENTS. Membership shall be reserved for any person whose principal place of residence or vacation home is within the Association's boundaries as stated in Article II, Section 1. This includes members of the immediate family residing with a member.

SECTION 3. MEMBERSHIP. A person (and persons' immediate family) may apply for membership in the Association by qualifying as a resident as provided in Article II, Section 2; completing and signing the annual membership application; upon

payment of annual dues, other fees, and any special assessments; and any other requirements approved by the Board of Directors.

SECTION 4. VOTING RIGHTS. Each member, 18 years of age or older, shall be entitled to one vote on each matter submitted to a vote of the members.

SECTION 5. TERMINATION/SUSPENSION OF MEMBERSHIP. Membership shall be terminated automatically for failure to pay dues or becoming ineligible for membership, such as moving outside the boundaries of the Association. The Board of Directors, by affirmative vote of two-thirds of all of the members of the Board, may suspend or expel a member or take other appropriate action on the recommendation of the grievance committee for actions detrimental to the Association and/or the rules and regulations of the Association. The offending member shall have a hearing before the grievance committee. Notice of this hearing shall be sent to the member by return receipt mail.

SECTION 6. RESIGNATION. Any member may resign by submitting a letter to the Membership Committee or the Secretary stating the intention to do so.

SECTION 7. REINSTATEMENT. Upon written request signed by a former member and filed with the Secretary, the Board of Directors may by affirmative vote of two-thirds of the members of the Board reinstate such former member to membership upon such terms as the Board of Directors may deem appropriate.

SECTION 8. TRANSFER OF MEMBERSHIP. Membership in this Association is not transferable or assignable.

SECTION 9. NO MEMBERSHIP CERTIFICATES. No membership certificates of the Association shall be required. New members shall be given a copy of the bylaws and rules and regulations of the Association at the time of their initial membership. Members may request a current copy of these at any time.

ARTICLE III

MEETING OF MEMBERS

SECTION 1. ANNUAL MEETING. An annual meeting of the members shall be held between September 1 and October 31 of each year for the purpose of electing Officers and Directors and for the transaction of such other business as may come before the meeting.

SECTION 2. SPECIAL MEETING. Special meetings of the members may be called either by the President, Board of Directors or not less than 25 members having voting rights.

SECTION 3. PLACE OF MEETING. Each annual meeting or special meeting shall be held in Lakewood or Crystal Lake, Illinois. The location to be specified either by the Board of Directors or any person or persons authorized to call such meeting.

SECTION 4. NOTICE OF MEETINGS. Written notice stating the place, date and hour of any meeting of members shall be delivered to each member entitled to vote at such meeting not less than seven nor more than thirty days before the date of such meeting. In case of a special meeting or when required by statute or by these bylaws, the purpose for which the meeting is called shall be stated in the notice. If mailed, the notice of a meeting shall be deemed delivered when deposited in the United States mail addressed to the member at his address as it appears on the records of the Association, with postage thereon prepaid.

SECTION 5. QUORUM. Twenty-five voting members shall constitute a quorum. If a quorum is not present at any meeting of members, a majority of the members present may adjourn the meeting to a future date at any time without further notice. At any adjourned meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the original meeting; withdrawal of members from any meeting shall not cause failure of a duly constituted quorum at that meeting. A member contesting the validity of a meeting shall not be counted for the purpose of constituting a quorum unless the member later votes on any business transacted at such meeting.

SECTION 6. NOMINATING COMMITTEE. At least one month before the date of the annual meeting, the President shall appoint a committee of at least three, whose duty it shall be to receive nominations of Officers and Directors. The committee shall be known as the Nominating Committee and the committee shall report to the Association in the notice of the annual meeting the names of persons who desire to be placed in nomination. The members at their annual meeting may also nominate such other persons as they may desire.

SECTION 7. ELECTION COMMITTEE. At least one month before the date of the annual meeting, the President shall appoint a committee known as the Election Committee. The responsibilities of this committee shall be to send out the ballot notifying the membership of the nominated Officers & Directors, determine eligibility and verification of each voter and nominated Director and Officer, and count ballots.

SECTION 8. METHOD OF VOTING. Voting on all Officers and Directors shall be by ballot at the annual meeting. If 2 or more persons are placed in nomination for any office of Director or Officer, the person receiving the highest number of votes will be elected. Write in candidates will be authorized.

SECTION 9. ABSENTEE BALLOT. Voting may be by absentee ballot. Such ballots must be turned into a member of the Election Committee. These ballots must be placed in an inner sealed envelope with voters signature and address on the outer envelope. Such ballots shall be opened and counted at the annual meeting.

SECTION 10. PROXIES. A vote by proxy shall not be allowed for any purpose.

ARTICLE IV

BOARD OF DIRECTORS

SECTION 1. GENERAL POWERS. The business and affairs of the Association shall be managed by its Board of Directors which also determines the policies of the Association. Each Director shall have one vote. A vote by proxy or absentee ballot shall not be allowed by any Director for any purpose.

SECTION 2. NUMBER, TENURE, AND QUALIFICATIONS. The number of Directors shall be eight. The number of Directors may be decreased to not fewer than 3 or increased to any number authorized by statute from time to time by amendment of this section. The elected Directors shall hold office for a term of two years and until their successors shall have been elected and qualified. Four Directors shall be elected at each annual meeting, one of whom shall be elected to represent each beach. The newly elected Directors shall take office at the first meeting of the Directors succeeding the annual meeting of the Association, which shall be held not less than thirty days after the annual meeting. Directors must be members in good standing residing within the Association's boundaries. All Officers plus the immediate past President shall be ex officio members of the Board of Directors. Ex officio members do not have a vote.

SECTION 3. REGULAR MEETINGS. The Board of Directors may provide by resolution the time and place in Lakewood or Crystal Lake, Illinois for the holding of regular meetings of the Board without other notice than such resolution. The Board shall hold at least eight regular meetings per year.

SECTION 4. SPECIAL MEETINGS. Special meetings of the Board of Directors may be called by or at the request of the President or any two Directors. The person or persons authorized to call special meetings of the Board may fix any place in Lakewood or Crystal Lake, Illinois as the place for holding any special meeting of the Board called by them.

SECTION 5. NOTICE. Reasonable notice of any special meeting of the Board of Directors shall be given by written notice to each Director at his address as shown by the records of the Association. The purpose of the meeting shall be included in the notice. Notice of any special meeting of the Board of Directors may be waived in writing signed by the person or persons entitled to the notice either before or after the time of the meeting. The attendance of the Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

SECTION 6. QUORUM. A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board, provided that if less than a majority of the Directors are present at said meeting, a majority of the Directors shall present may adjourn the meeting to another time without further notice.

SECTION 7. MANNER OF ACTING. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by statute, these bylaws, or the articles of incorporation.

SECTION 8. RESIGNATION. Any Director may resign by submitting a letter to the President stating the intention to do so.

SECTION 9. REMOVAL. Any Director elected or appointed by the Board of Directors may be removed by a secret ballot of $\frac{3}{4}$ of the Board of Directors whenever in its judgment the best interest of the Association would be served thereby including but not limited to the consideration of such concerns as disability, chronic uncondoned absences from Board meetings, neglect of duties as a Board member, or relocation outside the Association boundaries.

SECTION 10. VACANCIES. Any vacancy occurring in the Board of Directors or any Directorship to be filled by reason of an increase in the number of Directors shall be filled by the Board of Directors unless required otherwise by statute, in which case such provision shall control. A Director appointed to fill a vacancy shall serve in that position for the unexpired term of his predecessor in office or in the event of an increase in the number of Board of Directors, until the 1st meeting of the Board after the next annual election.

SECTION 11. EXECUTIVE COMMITTEE.

a. COMPOSITION. The Executive Committee shall be appointed by the Board of Directors at their first regular meeting and shall consist of the President, Executive Vice President, and two Board members. The Board of Directors shall also appoint an alternate officer and director to serve only in the event the regular appointees are unable to act.

b. PURPOSE. The Executive Committee shall act in regards to situations that may arise between Board meetings and that require immediate attention. They shall report their actions at the next Board meeting for Board approval.

c. SPECIAL AUTHORITY. Any member of the Executive Committee shall have the authority to issue a complaint and such committee members may, by the authority of the Board of Directors, determine what other persons shall have such authority.

SECTION 12. LIMITATION OF POWERS. The Officers and/or Board of Directors shall not have the power to sell, mortgage, incumber, place easements, give or otherwise dispose of real estate of the Association or a substantial portion of other assets without approval of the membership at a regular or special meeting called for that

purpose. The Officers and Board of Directors shall manage and control the business of the Association and all appropriations of funds but they shall have no power to make the Association liable for any debt or debts in an amount exceeding what would be the probable income of the Association for a period of one year and any unallocated funds on hand. Any contracts exceeding the estimated annual income of the Association and any unallocated funds on hand shall be first submitted to the members of the Association at a regular or special meeting and require approval of the members by a $\frac{3}{4}$ vote of the members present before being executed.

SECTION 13. SPECIFIC POWERS. The Officers and/or Directors shall have the power in carrying out the directions of the Association to act as the representatives of the membership hereof including the right (a) to act as the owners of the property of the Association, (b) to retain and or employ attorneys, agents, registered agents as authorized agents of the Association to represent the Association including but not limited to litigation, filing reports or permits, obtaining licenses, or enforcing these bylaws or municipal ordinances or restrictions and regulations for the use of parks and beaches. The Board of Directors may appoint legal counsel and/or other persons to advise and assist the Association, the Board of Directors, Directors and Officers, committee members, and members of the Association in regards to Association matters.

ARTICLE V

OFFICERS

SECTION 1. OFFICERS. The Officers of the Association shall be a President, two or more Vice Presidents (the number of Vice Presidents to be determined annually by the Board of Directors prior to the appointment of the Elections Committee), a Treasurer, and a Secretary elected by the membership. Any assistant Treasurers, assistant Secretaries, or other Officers deemed necessary may be appointed by the Board of Directors to serve until the 1st meeting of the Board of Directors after the next annual meeting. Officers shall carry out the policies, business, and affairs of the Association as directed by the Board of Directors or provided in the bylaws or Articles of Incorporation. Officers whose authority and duties are not prescribed in these bylaws shall have the authority and perform the duties prescribed, from time to time, by the Board of Directors.

SECTION 2. ELECTION, TERM OF OFFICE, TENURE & QUALIFICATIONS. The Officers of the Association (except those appointed by the Board of Directors) shall be elected annually, for a term of one year, at the regular annual meeting of the members of the Association. Each Officer shall hold office until his successor shall have been duly elected and qualified or appointed. The newly elected or appointed Officers shall take office at the first meeting of Directors succeeding the annual meeting of the Association, which shall be held not less than thirty days after the annual meeting. Officers must be members in good standing residing within the Association's boundaries. The President shall be elected to serve no more than two consecutive terms.

SECTION 3. RESIGNATION. Any Officer may resign by submitting a letter to the Board of Directors stating the intention to do so.

SECTION 4. REMOVAL. Any Officer elected or appointed by the Board of Directors may be removed by a secret ballot of $\frac{3}{4}$ of the Board of Directors whenever in its judgment the best interests of the Association would be served thereby including but not limited to consideration of such concerns as disability, chronic uncondoned absence from Board meetings, neglect of duties for the office held, or relocation outside the Association boundaries.

SECTION 5. VACANCIES. Vacancies may be filled by a majority vote of the Board of Directors at any meeting of the Board of Directors unless required otherwise by statute in which case such provision shall control. Any Officer appointed to fill a vacancy shall serve in that position for the unexpired term of his predecessor in office.

SECTION 6. PRESIDENT. The President shall be the principal Executive Officer of the Association and shall preside over all meetings of the members and the Board of Directors. He shall also serve as chairman and member of the Executive Committee. Subject to the direction and control of the Board of Directors, he shall be in

charge of the business and affairs of the Association, he shall see that the Articles of Incorporation, as amended, the bylaws, the rules and regulations of the Association and the resolutions and directives of the Board of Directors are carried into effect except in those instances in which that responsibility is assigned to some other person by the Board of Directors or these bylaws; and, in general, he shall discharge all duties incident to the office of President and such duties as may be prescribed by the Board of Directors. Except in those instances in which the authority to execute is expressly delegated to another officer or agent of the Association or a different mode of execution is expressly prescribed by the Board of Directors or these bylaws, he may execute any contracts, deeds, mortgages, bonds, or other instruments which the Board of Directors has authorized to be executed, and he may accomplish such execution either individually or with the Secretary, an assistant Secretary, and or other Officer thereunto authorized by the Board of Directors, according to the requirements of the form of the instrument. He may appoint or remove one or more representatives to other organizations or functions with the approval of the Board of Directors. The Board of Directors may appoint such representatives if the President fails to do so and on the occurrence of such an event, the Board may also remove said representative.

SECTION 7. VICE PRESIDENT. Each Vice President shall be assigned by the President to administer one or more beaches, shall assist the President in the discharge of his duties as the President may direct, and shall perform such other duties as from time to time may be assigned to him by the President or by the Board of Directors. The Vice President receiving the most votes at the annual election shall be also designated as the Executive Vice President. In the absence of the President or in the event of his inability or refusal to act, the Executive Vice President, or in the absence of the Executive Vice President or in the event of his inability or refusal to act, the Vice Presidents in the order designated by the Board of Directors, shall perform the duties of the President and when so acting shall have all the powers of and be subject to all the restrictions upon the President. Except in those instances in which the authority to execute is expressly delegated to another Officer or agent of the Association or a different mode of execution is expressly prescribed by the Board of Directors or these bylaws, the Vice Presidents may execute for the Association any contracts, deeds, mortgages, bonds, or other instruments which the Board of Directors has authorized to be executed, and they may accomplish such execution either individually or with the Secretary, and assistant Secretary, or any other Officer thereunto authorized by the Board of Directors, according to the requirements of the form of the instrument. The Vice Presidents duties shall include but not be limited to the following: assist the budget committee with recommended budget needs for the beach being administered; appointment, removal, and supervision of beach captains, or co-beach captains; coordinate with the proper committee the planning, supervising, and maintenance for the facilities and activities of the beach; and seeing that the directives of the Board of Directors and the President are carried out with respect to the affairs of the beach and other assigned duties.

SECTION 8. TREASURER. The Treasurer shall be the principal accounting and financial officer of the Association. He shall: (a) have charge of and be responsible for the maintenance of adequate books of account for the Association; (b) have charge and

custody of all funds, financial records and documents, and accounts of the Association, and be responsible therefore, and for the receipt and disbursement thereof; shall pay or reimburse, by check, for expenditures approved in the budget for amounts in excess of \$100.00 upon presentation of a purchase order or authorization; shall pay or reimburse for expenditures without a purchase order or authorization for less than \$100,00; (c) be responsible for filing of any returns, documents or other requirements of any tax authorities; (d) be responsible to invest funds subject to the approval of the Board of Directors; (e) be responsible to provide financial statements of the Association at each regular Board meeting; (f) assist in the preparation of the annual budget for the Association; (g) be responsible for reviewing and timely obtaining, with approval by the Board of Directors, all insurance needed to protect the Association, its Officers, Directors, and agents including but not limited to liability, property damage, fire, vandalism, and worker's compensation insurance and be the custodian of all insurance policies issued; and (h) perform all the duties incident to the office of Treasurer and such other financial duties as from time to time may be assigned to him by the President or by the Board of Directors.

SECTION 9. SECRETARY. The Secretary shall record the minutes of the meetings of the members and of the Board of Directors in one or more books provided for that purpose and make available, upon request, copies of the minutes; see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; be custodian of the corporate records; keep a register of the post office address of each member which shall be furnished to the Secretary by such member or the membership committee; be responsible to see that the annual corporate reports and license for beach permits are filed timely as required by statute; and perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or by the Board of Directors.

SECTION 10. ASSISTANT TREASURERS, ASSISTANT SECRETARIES AND OTHER OFFICERS. The assistant Treasurers, assistant Secretaries and other Officers, if any, shall perform such duties as shall be assigned to them by the Board of Directors. They shall perform their tasks under the direction of the Officer they are assigned to assist.

The immediate past President of the Association shall be an Officer, ex officio, for term of one year with such duties as prescribed by the Board of Directors.

ARTICLE VI

COMMITTEES

SECTION 1. STANDING COMMITTEES. The Association shall have the following standing committees:

a. PUBLIC RELATIONS. The Public Relations Committee shall be responsible for negotiations with public officials of the municipalities in which the Association is located as requested by the Board of Directors. This committee shall promote the public relations of the Association to the residents residing within the boundaries of the Association. Said committee shall be responsible for promoting the goals and objectives of the Association with other persons, groups, Associations or other bodies at the direction of the Board. The Public Relations Committee shall be responsible for advertising all Association functions and assisting other committees in their tasks.

b. GRIEVANCE. The Grievance Committee shall investigate, hear, and dispose of complaints against members for actions detrimental to the Association and/or for the violation of any of the bylaws and/or other rules and regulations adopted by the Board of Directors as desirable or necessary for the proper functioning of the Association. The committee shall hold meetings and investigate any complaints filed in writing or coming to its knowledge or brought to its attention. Upon finding that an action detrimental to the Association and/or a violation may have occurred, the committee shall notify any member, in writing by return receipt mail, of any such actions and/or violations with which charged and shall request the presence of such member before the committee at the place and time set out in the notice. The committee shall, at the appointed date, having a quorum of four members, hear evidence as to the action and/or violation charged against any member or which the committee shall place against such member, and the committee shall determine the facts in the matter.

In the event the member shall be found guilty by 3/4 of the members of this committee present at such hearing of an action detrimental to the Association and/or for a violation, such member shall be given the option to cease and desist actions detrimental to the Association and/or complying with such bylaws and/or rules and/or regulations of the Association and repairing any injury done, or the committee may recommend the suspension or expulsion of any such member or other action as may be deemed appropriate to the Board of Directors and the Board of Directors shall have the right, as provided in Article II, Section 4 of these bylaws, to vote upon the suspension or expulsion of such member or any other appropriate action to be taken.

The committee shall consist of a member from each of the following committees: Public Relations, Membership, Parks & Beaches, Maintenance & Improvements, and Entertainment. Neither the President nor any Director may serve on the Grievance Committee.

c. MEMBERSHIP. The Membership Committee shall be responsible for preparing and delivering the annual membership application; delivering the current beach & boat regulations; delivering the annual pier applications and current pier rules & regulations when applicable; furnishing members with a copy of the bylaws as required in Article 11, Section 8 of these bylaws; ordering and issuing tags & stickers; maintaining a current membership list; making available to Officers, Board members, Committee Chairpersons and/or other persons authorized by the Board of Directors a membership list as required or needed for the proper functioning of the Association.

d. PARKS & BEACHES. The Parks & Beach Committee shall be responsible for preparing the beach captain guidelines and the beach and boat regulations; supervising the beach patrol; obtaining water samples for quality testing as required by the State, County, or Municipal statutes or ordinances; overseeing ground and tree maintenance; organizing spring and fall cleanups each year; and arranging for trash removal.

e. MAINTENANCE & IMPROVEMENT. The Maintenance & Improvement Committee shall be responsible for the donation or purchase, maintenance and repair of all equipment (such as piers, floats, lines, buoys, pier benches, and boat slips) and other fixed objects (such as benches, tables, boat racks, and boat ramps); all preparations and inspections required to comply with the annual beach inspection as required by State, County or, Municipal statute or ordinances; and organizing and supervising the installation and removal of all equipment in the spring and fall of each year. This committee shall appoint a sub-committee to be called the Pier Committee which shall have responsibility to supervise assignment and use of the boat slips and attached piers and prepare the annual Boat Slip Application and the Rules and Regulations for Boat Slips.

f. ENTERTAINMENT. The Entertainment Committee shall be responsible for all preparations (such as notification, scheduling, planning and purchasing of food and supplies, rental of equipment or facilities, obtaining necessary conveniences and licenses required, if any, entertainment and cleanup) required for the spring and fall picnic and any other social functions approved by the Board of Directors for the benefit and enjoyment of the members of the Association.

g. BUDGET & FINANCE. The Budget and Finance Committee shall be responsible for recommending the best terms for any loans to be made to the Association; the investment of the Association's funds on hand to the Board of Directors; and preparing and submitting the annual budget of the Association to the Board of Directors for approval. The budget shall include all funds on hand (designating the purpose and amount if allocated), estimated receipts, and proposed expenditures. Proposed expenditures shall not exceed unallocated funds on hand and estimated receipts. The Budget Committee shall estimate receipts for the coming year and shall request all Directors, Officers, Committees, or other persons expecting to make expenditures during the year to submit their proposed budget needs to the committee not later than February 10th of each year. The Budget and Finance Committee shall complete its proposed budget by March 1st of each year and send copies of the budget to all Directors and Officers and to each

committee chairperson and/or other persons requesting expenditures at least 5 days prior to the March meeting of the Board of Directors. The committee shall submit the proposed budget at the March meeting of the Board of Directors, and be prepared to explain and justify each proposed budget item. When it appears at a later date that the receipts are less than estimates in the budget, the Board of Directors shall amend the budget by reducing the proposed expenditures so they do not exceed the funds on hand and receipts. The budget, after its adoption, may be subsequently modified by the Board of Directors subject to the limitations of this section.

After the annual budget or amended budget is adopted by the Board of Directors, the Treasurer or Assistant Treasurer may make an expenditure for any item in the adopted or amended budget unless directed otherwise by the Board of Directors. Any monies allocated in the budget but not expended by the October meeting of the Board of Directors shall become part of the general funds of the Association unless the Board of Directors directs that the funds are to remain allocated for a period of time no longer than the next October meeting of the Board of Directors.

The committee shall consist of a member from each of the following committees: Public Relations, Membership, Parks & Beaches, Maintenance & Improvements, and Entertainment. No Director may serve on the Budget & Finance Committee.

SECTION 2. SPECIAL COMMITTEES Other Special Committees and their duties may be designated by the President with the approval of the Board of Directors or by the Board itself.

SECTION 3. QUALIFICATION & APPOINTMENT. The chairperson and/or co-chairpersons and members of each such standing or special committee shall be members of the Association. Each committee shall have either a Director or an Officer as a chairperson, co-chairperson or member, unless otherwise restricted by these bylaws. To the extent possible and desirable committee chairpersons or co-chairpersons or at least one of them shall either be a Director or an Officer. The President shall appoint the chairperson or co-chairpersons for each such committee with the approval of the Board of Directors. If the President fails to appoint such chairperson or co-chairpersons, the Board of Directors may do so. Members of each such committee shall be appointed by the committee chairpersons or co-chairpersons unless otherwise provided by these bylaws.

SECTION 4. REMOVAL. Any chairperson, or co-chairperson, or member of any committee may be removed by the person or persons who appointed such chairperson, or co-chairperson, or member whenever in their judgment the best interests of the Association shall be served by such removal. Reasons for removal must be presented to the Board of Directors in writing at the meeting after the removal.

SECTION 5. RESIGNATION. Any chairperson or co-chairperson or member of any committee may resign by submitting a letter to the President stating the intention to do so.

SECTION 6. TERM OF OFFICE. Each chairperson, co-chairperson, and member of any committee shall continue as such until the next October meeting of the Board of

Directors or until a successor is appointed, unless the committee shall be sooner terminated, or unless such chairperson, co-chairperson, or member are removed or resign from such committee, or cease to qualify for appointment to such committee.

SECTION 7. VACANCIES. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

SECTION 8. QUORUM. Unless otherwise provided in these bylaws or in the resolution of the Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

SECTION 9. RULES. Each committee may adopt rules and/or procedures for its own functioning and direction not inconsistent with these bylaws or with rules adopted by the Board of Directors.

SECTION 10. ALTERATIONS OR ABOLISHMENT OF COMMITTEES OR DUTIES. The President, with the approval of the Board of Directors, or the Board of Directors itself, may from time to time alter or abolish any special committees and or change the duties of such special committees. A standing committee can be created, altered or abolished and its duties designated or changed only by amending these bylaws.

SECTION 11. GENERAL COMMITTEE RULES & ACCOUNTABILITY. Each committee appointed or reappointed annually, except the Grievance and Budget & Finance Committees, shall prepare a plan of proposed items to be accomplished and/or action to be taken during the year and shall include proposed budgetary needs and amounts. Such plan shall be submitted to the Board of Directors for approval and must be approved no later than the February meeting of the Board of Directors or at the next Board meeting after the creation of the committee. Such proposed budgetary needs and amounts, as later modified or amended, shall be submitted to the Budget Committee as heretofore provided in this Article. All actions of any committee are subject to approval by the Board of Directors.

ARTICLE VII

CONTRACTS, CHECKS, DEPOSITS, FUNDS, BOOKS AND RECORDS

SECTION 1. CONTRACTS. The Board of Directors may authorize any officer or Officers, agent or agents of the Association in addition to the Officers so authorized by these bylaws to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association and such authority may be general or confined to specific instances.

SECTION 2. CHECKS, DRAFTS, ETC. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Association, shall be signed by such Officer or Officers, agent or agents of the Association and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Treasurer or an assistant Treasurer and countersigned by the President or secretary of the Association.

SECTION 3. DEPOSITS. All funds of the Association shall be deposited from time to time to the credit of the Association in such banks, trust companies, or other depositories as the Board of Directors may select.

SECTION 4. GIFTS. The Board of Directors may accept on behalf of the Association any contribution, gift, bequest or, devise for the general purposes or for any special purpose of the Association.

SECTION 5. BOOKS & RECORDS. All books and records of the Association may be inspected and copied by any member, his agent or his attorney at the members expense for any purpose related to promoting the best interests of the Association at any reasonable time.

ARTICLE VIII

FISCAL YEAR

The fiscal year of the Association shall be fixed by resolution of the Board of Directors.

ARTICLE IX

DUES

SECTION 1. ANNUAL DUES. The Board of Directors may determine from time to time the amount and type of the membership dues and other fees payable to the Association with the annual membership application.

AMENDED ARTICLES OF INCORPORATION

The purpose of amending the Articles of Incorporation is to conform to the present objectives, # of directors, and the location and the P.O. address of the corporation. RESOLVED, that numbered paragraphs 2, 3, and 5 of the Certificate of Incorporations dated October 1, 1937 and the amended Certificate of Incorporation, dated May 1, 1941 of this corporation be, and the same are, hereby amended by striking out said paragraphs in toto and inserting in lieu thereof the following paragraphs:

2. The object for which Country Club Addition's Property Owners Association, a corporation not for profit organized and existing under the laws of the State of Illinois is formed is to promote a social and fraternal relationship between its members; to encourage, carry out, extend and enforce restrictions on the property located within the Country Club Additions, in the Village of Lakewood and in the City of Crystal Lake, Illinois; to own, manage, take care of, improve, control, limit, and supervise the private drives, beaches and parks located within said Additions; to discuss and study developments and community problems; and to promote cooperation among its members in the development and improvement of property and living conditions within the said Additions; and to encourage on behalf of its members the improvement of water quality, safety, use, and enjoyment of Crystal Lake, its shoreline, and its watershed. The benefits of this corporation shall be confined to members only. This corporation is organized and operated exclusively for pleasure, recreation, and other none profitable purposes no part of the net earnings of which inures to the benefit of any member.

3. The management of said corporation shall be vested in a Board of eight (8) Directors.

4. The location is in the Village of Lakewood and the City of Crystal Lake, all located in the County of McHenry in the State of Illinois, and the post office address, as its business office, is at P.O. Box 273, in the City of Crystal Lake, 60014.

ARTICLE XII

INDEMNIFICATION

The Association shall have the power and authority to indemnify its Directors, Officers, employees, agents and any others approved for indemnification in accordance with the Directors, Officers, employees, and agent indemnification provisions of the Illinois General Not For Profit Corporation Act of 1986. For the purposes of this Article, references to the Act as it may, from time to time, be amended and shall refer to the provisions of the Act in effect when indemnification is requested.

ARTICLE XIII

TAX EXEMPT QUALIFICATION

This Association is organized and operated exclusively for pleasure, recreation, and other none profitable purposes no part of the net earnings of which inures to the benefit of any member.

(THESE BYLAWS WERE ADOPTED AT A SPECIAL MEETING OF THE MEMBERS OF THE ASSOCIATION ON _____, 19____.

The following members served on the bylaw committee from September, 1988 to April, 1999:

Mitch Smith, Co-Chairman
Sandy Peterson, Co-Chairman
Ray Edwards, Legal Council
Gerri Noble, Secretary
Mary Ann Hidding
Dorothy Long
Jim McDonough
Jan Smith
Sam Spence
Jack Vogt

SECTION 2. PAYMENT OF DUES AND FEES. Membership dues and other fees, if any, shall be payable no later than the first day of June, or as otherwise specified on the annual membership application.

SECTION 3. AMOUNT AND TYPE OF DUES AND FEES. The amount and type of dues and fees may be fixed at any regular or special meeting of the Board of Directors of the Associations by two-thirds vote of the members of the Board.

SECTION 4. SPECIAL ASSESSMENTS. In addition to the membership dues and other fees herein provided for, the members, on recommendation of the Board of Directors, shall have a right to levy on the membership special assessments when authorized by a two-thirds vote of the membership at any regular or special meeting called for such purpose.

ARTICLE X

WAIVER OF NOTICE

Whenever any notice is required to be given under the provisions of the General Not For Profit Corporation Act of Illinois or under the provisions of the articles of incorporation or the bylaws of the Association, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE XI

AMENDMENTS

The members of the Association shall have the power to alter, amend, or repeal the bylaws or adopt new bylaws by two-thirds vote of the membership present at any meeting of the Association called for that purpose. Such action may be taken at a regular or special meeting for which written notice of the purpose shall have been given. The bylaws may contain any provisions for the regulation and management of the affairs of the corporation not inconsistent with law or the articles of incorporation. The Articles of Incorporation of the Association may be amended according to law and upon the two-thirds vote of the members of the Association, present at a meeting called for such purpose.

CCAPOA

ANNUAL CALENDAR OF EVENTS TO BE IMPLEMENTED

TIME	PERSON OR BODY	AUTHORITY	TO BE DONE
All Year	Membership Committee	Article II, Section 9	To furnish new members and members who request it with a copy of Bylaws and rules and regulations, (including boat piers) of the Association.
October	Maintenance & Improvement	Article VI, Section 1	Check, repair, repaint, install, and store all equipment after beach cleanup and to make sure all boats are removed from beaches.
October Board Meeting	Directors	Article III, Section 3	Board resolution to determine place, time, date of regular board meetings.
	Directors	Article VII, Sections 1, 2, 3	Board Resolution to determine (1) who has contractual authority, (2) who has authority to sign checks, drafts, notes, etc. (3) where funds are to be deposited.
1 st year only Standing Resolution	Directors	Article VIII	Board resolution setting fiscal year of the corporation.
	Directors	Article V, Section 1	Appointment of Asst. Officers (if any)
	Directors	Article XII	Resolution to indemnify its Directors, Officers, Agents, & employees or others.
	Directors	Article IV, Section 13	Appoint Registered Agent for Corporation and legal counsel.
	Directors	Article IV, Section 11(a)	Appoint new Board members to Executive Committee and to appoint another Board member & Officer (other than President or Exec VP) as alternate members to Executive Committee.
Oct Mtg / Anytime of Vacancy	President	Article VI, Section 3	Appointment of Committee Chairperson or co-chairperson for all standing and special committees in existence for period of one year with Board approval.
Oct	Parks/Beaches	Article VI, Section 1(d)	Have leaves picked up at all beaches after they have fallen.
Oct.	Secretary	Article V, Section 9	To prepare and distribute list of Directors, Officers, Legal Counsel, and Beach Captains with their addresses and phone numbers.
By Nov Mtg / Anytime of Vacancy	Committee Chairperson Co-Chairperson	Article VI, Section 3	Appointment of committee members
By Nov Mtg	Each standing committee except Grievance and Budget/Finance	Article VI, Section 1 (b & g)	Appointment by each standing committee of a member to serve on the Grievance Committee (except President or Director) and on the Budget & Finance Committee (except Director)
Nov	Secretary	Article V, Section 9	To prepare and distribute a list of chairperson & committee members to Directors, Officers, Beach Captains, Legal Counsel, and others.
Jan (early)	Budget Committee	Article VI, Section 1 (g)	Budget & Finance Committee to notify all Directors, Officers, Committee Chairperson & other persons to submit all budget requests detailing each expenditure by February 10 th .
Feb (prior to 3/1)	Secretary, Legal Counsel, or Registered Agent	Illinois Revised Statutes	Check beach applications (one for each beach), correct, if necessary, and send in to State Health Department so as to be received by 3/1 by Registered Mail, Return Receipt required.
Feb 10	Directors, Officers, Committee Chairs, & others	Article VI, Section 1(g)	All budget requests must be submitted in detail to Budget Committee prior to 2/10.

TIME	PERSON OR BODY	AUTHORITY	TO BE DONE
Late Feb / Early March	Budget Committee	Article VI, Section 1(g)	Send copy of proposed budget to all Directors, Officers, Committee Chairs and others submitting budget items at least 5 days prior to the March Board meeting.
March Board Meeting	Directors	Article VI, Section 1(g)	To approve budget for current year.
	Treasurer, Directors, Legal Counsel	Article V, Section 8(g)	Review all insurance needed with the Board & Legal Counsel & obtain Board approval to purchase insurance detailing coverage & estimated cost.
	Maintenance / Improvement, Pier subcommittee, Directors	Article VI, Section 1(e)	Submit for Board approval annual boat slip application & rules and regulations for boat slips.
	Parks / Beaches, Directors	Article VI, Section 1(d)	Submit for Board approval (1) annual beach & boat regulations, beach captains regulations, and beach patrol regulations; (2) Spring and Fall cleanup and alternate dates.
	Entertainment, Directors	Article VI, Section 1(f)	Submit for Board approval date and alternate date for mid-summer social.
	Membership, Directors	Article VI, Section 1(f)	Submit for Board approval (1) annual membership application; (2) authority to order beach tags & stickers from designated source with estimated cost to be ordered in March.
After March Board Meeting	Public Relations	Article VI, Section 1(a)	Prepare cover letter to be sent to residents with membership & pier application, rules, cleanup date, and other information covering the association or its activities.
April Board Meeting	Directors, Public Relations	Article VI, Section 1(a)	Approval of cover letter and other materials presented by PR to be sent to members covering the association or its activities.
	Directors, Parks & Beaches	Article VI, Section 1(d)	Approval of water testing agent and contract presented by Parks & Beaches Committee as well as approval of trash removal contract.
3 rd week in April	Parks / Beaches	Article VI, Section 1(d)	Committee to organize spring cleanup; get copy of each beach permit laminated; and arrange for trash removal.
	Entertainment	Article VI, Section 1(f)	Order supplies, food, beverages for spring cleanup and to arrange entertainment for children.
	Maintenance / Improvement	Article VI, Section 1(e)	Check to see all equipment is repaired, repainted, and new equipment is installed prior to one week before spring cleanup & equipment is in compliance for inspection by County Health Department.
End of April, 1 st of May	Membership	Article VI, Section 1(c)	Assemble and place in the mail or deliver cover letter to members with the membership application, current rules for beaches, boats and piers, and such information approved by the Board.
1 st week before Spring cleanup	Maintenance / Improvement	Article VI, Section 1(c)	Put out the piers, rafts, swim lines, and trash cans and adjust same for water levels, etc.
Spring Cleanup day	Parks / Beaches	Article VI, Section 1(d)	Responsible for spring cleanup and posting copy of beach permits at each beach.
	Membership	Article VI, Section 1(c)	Distribution of Beach tags and decals
	Entertainment	Article VI, Section 1(f)	Responsible for distribution of supplies, beverages, food, and entertainment
	Maintenance / Improvement	Article VI, Section 1(f)	Inspect for compliance of all equipment and garbage cans for inspection by County Health Department.
Week after Memorial Day & 1 st full week in June	VP of beach / Beach Captain	Article V, Section 7	Daily AM inspection of all equipment; see trash containers are covered; see that copy of beach permits is posted so as to comply with the County Health Department inspection.
June 1	Membership	Article VI, Section 1(c) Article IX, Section 2	As all fees are due and payable by this date, committee to prepare current list of members for Directors, Officers, Committee Chairperson, beach patrol, and all others needing the list, (extra copy for Secretary).

TIME	PERSON OR BODY	AUTHORITY	TO BE DONE
	Parks / Beaches	Article VI, Section 1(d)	Follow up to ensure water testing is being done.
	Entertainment	Article VI, Section 1(f)	Plan and organize mid summer social supplies, food, beverages, entertainment and costs.
May / June / August / Sept	VP of Beach / Beach Captain	Article V, Section 7	Weekly inspection of beach to report all problems to beach VP and appropriate committee for action.
	Beach Patrol		Report all violations pursuant to beach patrol rules and regulations
June / July / August	Parks / Beaches	Article VI, Section 1(d)	Biweekly inspections for ground and tree maintenance
	Maintenance / Improvement	Article VI, Section 1(c)	Biweekly inspection of all equipment at all beaches and parks.
July Board Meeting	President	Article V, Section 6 Article III, Section 6 Article VI, Section 3	Appoint nominating committee consisting of at least 3 persons with Board approval at least two (2) months prior to annual meeting.
July Board Meeting	Directors	Article III, Section 1	Set place, date, and time for annual meeting at least two (2) months after July meeting.
July Board Meeting	Entertainment	Article VI, Section 1(f)	Report to Board the details of mid-summer social.
July 15-20	PR & Nominating Committee	Article VI, Section 1 (a&f)	Prepare and deliver or mail notice of mid-summer social to members. Notice should also include names and phone numbers of nominating committee members and detail offices to be filled and date nominations close.
Late July / Early August	Entertainment	Article IV, Section 1(f)	Responsible for mid-summer social
August Board Meeting	President	Article V, Section 6 Article III, Section 7 Article VI, Section 3	Appoint election committee with Board approval
	Directors	Article V, Section 1	Determine number of Vice Presidents to be elected, (must be at least two (2)).
Immediately after August Board Meeting	Membership	Article VI, Section 1(c)	Prepare and send legal counsel, secretary, and election committee updated membership list.
	Election Committee	Article III, Section 9	Prepare ballots and absentee ballot material after verifying eligibility of nominees.
7 to 30 days prior to annual meeting	Nominating and Election Committees	Article III, Section 4, 6, 7	Deliver and mail written notice of annual meeting with date, place, and hour; persons nominated; and ballots to all adult members with absentee ballot procedure.
Annual Meeting	Nominating Committee	Article III, Section 6	Request nominations from the floor
	Election Committee	Article III, Section 7	Check on eligibility of nominations from the floor and on all persons desiring to vote. To distribute ballots and count ballots including absentee ballots. Certify Directors and Officers elected and announce names to members.
Immediately after the September meeting	Secretary	Article V, Section 9	Furnish Registered Agent and Legal Counsel with updated list of Directors & Officers, their addresses & phone numbers.
September but prior to 10/1	Secretary / Registered Agent or Legal Counsel	Article V, Section 9	Prepare and submit to Illinois Secretary of State prior to October 1 the annual report for not for profit corporation requesting copy to be returned marked "filed". Send certified, return receipt requested.
1 st Week in September	Parks & Beaches	Article VI, Section 1(d)	Committee to organize fall cleanup and final trash removal

TIME	PERSON OR BODY	AUTHORITY	TO BE DONE
	Entertainment	Article VI, Section 1(f)	Arrange for supplies, beverages, food, and entertainment for fall cleanup.
Fall Cleanup	Parks / Beaches	Article VI, Section 1(d)	Responsible for Fall Cleanup
	Entertainment	Article VI, Section 1(f)	Responsible for distribution of supplies, beverages, food, and entertainment.
Fall Cleanup or before	Maintenance / Improvement	Article VI, Section 1(e)	Remove piers, floats, swim lines, and other maintenance as needed.