

WILDWOOD  
IMPROVEMENT  
ASSOCIATION, INC.  
CABLE LAKE  
MICHIGAN

Bylaws

Approved 8/23/08

Bylaws Committee  
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**CONSTITUTION AND BYLAWS  
WILDWOOD IMPROVEMENT ASSOCIATION  
CABLE LAKE, MICHIGAN**

**ARTICLE I- ARTICLES OF INCORPORATION**

The Wildwood Subdivision Section 5 was platted on July 23, 1927 and registered in Silver Creek Township, Cass County, Michigan on August 4, 1927.

The Wildwood Improvement Association of Cable Lake was incorporated in the State of Michigan on July 26, 1967 as a Not For Profit Corporation in the Township of Silver Creek, Cass County, Michigan.

**PURPOSE**

1. To bring into one organization all the residents of Wildwood Subdivision by meeting together for an interchange of views, and to achieve results that will benefit property owners.
2. To provide a meeting place and other facilities deemed necessary and desirable for the handling of its affairs, and for the use and benefit of its members.
3. To maintain, operate, improve and manage any park or parks contained within the Wildwood Subdivision for the benefit of the owners of the property in said subdivision.

**ARTICLE II - MEMBERSHIP**

**Section 1:** All property owners owning one or more parcels of land in The Wildwood Subdivision must become a member of the Wildwood Improvement Association.

**Section 2:** Property owners adjacent to a walkway, alley or street own to the center line subject to easement for use by the Wildwood property owners. Easement width for streets is as designated in the Wildwood Subdivision Plat. Property owner or owners are responsible for maintenance of streets, walkways or alleys adjacent to their property.

**Section 3:** Owners who rent one or more property cannot transfer membership in the Wildwood Improvement Association to the renter. Owners who rent are responsible for dues related to the rental property. Renters must adhere to all rules and regulations of the Association. Renters have a right to use public beaches, walkways, streets and alleys. The member property owner is responsible for maintenance of streets, walkways and alleys adjacent to rental property.

**Section 4:** Preservation of the quality and quantity of water is paramount to the longevity of Cable Lake. Property owners are responsible for removal of debris from the water fronting their property.

**Section 5:** Cable Lake R 281-714 16 Motorboats prohibited. On the Waters of Cable Lake, section 5 T5S, R16W Silver Creek Township, Cass County it is unlawful to operate a motorboat, effective 1975.

### **ARTICLE III - MEETINGS**

**Section 1:** There shall be an annual meeting of the membership on or around May 30th of each year. Thirty three and one-third (33 1/3%) of the membership shall constitute a quorum at all meetings for the transaction of business.

An 'end of season' meeting will be held on or around September 1<sup>st</sup>. Additional meetings may be called by the Board of Directors or by 20% of the membership as required. Two-thirds (2/3) of the Board shall constitute a quorum at all meetings for the transaction of business.

**Section 2:** All members must be notified of the time, place and agenda of any and all meetings to their address of record, 15 days prior to the meeting. Notification may be by E-Mail or USPS.

### **ARTICLE IV - VOTING**

**Section 1:** Each member will have two votes in the Wildwood Improvement Association deliberations (regardless of how many parcels that are owned in Wildwood), provided their dues are paid. These two votes may be split between partners, spouses or co-owners.

**Section 2:** Any member who does not pay dues by the annual meeting in late May to the Wildwood Improvement Association each year shall be considered delinquent and not allowed to vote, or use Association facilities. Upon payment of dues, use of the facilities and voter rights will be re established.

**Section 3:** Nominations for Board of Directors positions will generally be made at the annual meeting and be placed either in writing or called from the floor.

#### **Selection of Candidates**

The Nominating Committee will collect names of interested candidates, verify membership and prepare a written summary of background for each candidate with any information provided by them. The background summary along with a ballot will then be sent to the voting members of the Association 15 days prior to the annual meeting, by the most efficient method. Ballots will be completed by the Association members, sealed and returned to the Secretary, or held and delivered in person at the May meeting.

#### **Collection of Ballots**

The Secretary will hold returned sealed ballots until the May meeting, at which time they will be turned over to the Nominating Committee for tabulation along with any ballots received the day of the meeting.

#### **Tabulation of Votes**

The Nominating Committee will verify membership, open returned ballots and verify all ballots received at the meeting. Ballots will be verified by their address and current membership status. A tabulation will then be recorded for each candidate.

#### **Announcement of Votes**

The Nominating Committee will announce the results of the voting at the May meeting.

#### **Representation by Proxy**

The Secretary will make a proxy available to any Association member requesting one for the purpose of appointing another person to vote on their behalf or to cast an absentee vote on any issue at a meeting where they will not be present.

## ARTICLE V - DUES

**Section 1:** Dues shall be determined by the membership at the annual meeting, based upon a budget approved by the membership. Dues are based on how many improved properties are owned by a Wildwood Improvement Association Member.

**Section 2:** Dues must be paid to the Treasurer by May 15th each year.

## ARTICLE VI - OFFICERS AND TRUSTEES

**Section 1:** The officers of the Wildwood Improvement Association shall consist of a President, Vice President, Secretary, Treasurer, and five Trustees (one of the five Trustees shall also serve as Treasurer). These eight individuals shall comprise the Board of Directors of the Wildwood Improvement Association of Cable Lake.

**Section 2:** The terms of office of the President, Vice President, Secretary and Treasurer shall be for 2 years. The term of the President and Treasurer shall expire in the alternate year of the terms of the Vice President and Secretary. The term of office for the trustees shall be five years with one new trustee being elected each year. Officers may be re-elected to any office that they may have served in the prior year, or elected to another office.

**Section 3:** Elected Officers and Trustees must be members whose dues are paid up to date, and must remain current with dues payment to hold office.

**Section 4:** New Officers & Trustees assume their duties at the close of business of the annual meeting held on or around May 30<sup>th</sup>.

**Section 5:** Vacancies in any elective office shall be filled by succession or by voting at any meeting of The Wildwood Improvement Association. Such replacements will serve the unexpired term of the office vacated. Individuals from the same membership may not serve on the Board at the same time, although they may serve on committees and in other Association activities.

## ARTICLE VII - DUTIES OF OFFICERS AND TRUSTEES

**PRESIDENT :**

The President shall preside at the meetings of the Association and oversee the implementation of the decisions approved by the Board and/or the membership. The President, with the advice of the Board of Directors, may appoint members to such committees as are provided by the bylaws and such other committees which the President and the Board of Directors may deem necessary. The President shall form and maintain a liaison with the President of other Sister Lakes Associations.

**VICE PRESIDENT :**

The Vice President shall assist the President in the performance of duties and shall preside in the President's absence, resignation, death, moving from Wildwood or removal from the Wildwood Board of Directors at meetings of the Association.

**SECRETARY :**

- Record the minutes of all meetings of the membership and of the Board of Directors.
- Send minutes of membership meeting to all members within 30 days after the meeting by E-Mail, or USPS.
- Develop and maintain a list of all Wildwood Subdivision members with name, address, phone & email address.
- Receive and maintain all records of the association.
- Keep records of all correspondence of the association.
- Send notice of all membership meetings with an agenda, and the time and place of the meeting to all members, by E-Mail or USPS 15 days prior to the meeting.

**TREASURER :**

- Keep account of all funds.
- Be the custodian of all money, securities and deeds belonging to the Association which may come into their possession, and hold subject to the direction and disposition of the Board of Directors.
- Send dues invoices to members by E-Mail or USPS no later than April 1st of each year.
- Keep an up to date list of all members who have paid their dues and assessments. Provide the Board of

Directors with a list of all members whose dues and assessments are paid, and those that are in arrears.

- Be responsible for developing an annual budget with a recommendation for membership dues, for review by the Board of Directors and approval of the membership.
- The Treasurer must be bonded at the expense of the Association.

**TRUSTEES:** Trustees are members of the Board of Directors with the following responsibilities:

- Extend a membership invitation to all new Wildwood property owners.
- Assist the Treasurer in the collection of dues.
- Bring membership concerns and issues to the attention of the Board.
- Monitor the condition and use of facilities and equipment belonging to the Association. A report will be made to the membership at each annual meeting.
- Perform an examination of the Association's books and/or records and make a report to the membership at the annual meeting. They will perform additional examinations of the Association's books and/or records as requested by the President.

**BOARD OF DIRECTORS:** The Board of Directors shall consist of the eight elected individuals of the Wildwood Improvement Association. They will oversee all financial affairs, and all monies of the Association. They shall perform all duties of their offices as prescribed in the Bylaws of The Wildwood Improvement Association, without compensation.

The Board of Directors is responsible for all dues monies spent by the Association, and to see that monies are used for the projects for which they were assessed.

The Board of Directors shall provide a meeting place for the Association. They shall hold meetings to conduct the affairs of the Association, with the President of the Association presiding.

Special meetings of the Board of Directors may be called by the President or any three of the elected officers.

**REMOVAL OF OFFICERS AND TRUSTEES:** A meeting may be called by 20% of the members of Wildwood to discuss removal

of a member of the Board of Directors. Removal from The Board of Directors requires a 2/3 vote of the membership. Notice and purpose of the meeting must be sent to all Wildwood Members 15 days prior to the meeting.

### **ARTICLE VIII - COMMITTEES**

Each regularly appointed committee shall consist of a minimum of three members appointed by the President of the Association who shall designate the chair of the committee. Such other special committees deemed necessary, may be appointed by the President, with the advice and consent of the The Board of Directors.

**NOMINATING COMMITTEE:** The President with the approval of the Board of Directors shall appoint a Nominating Committee of five Wildwood members who are not current members of the Board of Directors, no later than the September meeting of the membership.

### **ARTICLE IX - ORDER OF BUSINESS**

The order of business for all meetings of the Association shall be as follows:

1. Call to order by the President
2. Reading of the minutes
3. Financial report
4. Reports of officers and committees
5. Introduction of new members
6. Unfinished Business
7. New Business
8. Election of officers (at annual meeting or to fill vacancy)
9. Announcements
10. Adjournment

### **ARTICLE X - PARLIAMENTARY PROCEDURE**

The deliberations of this Association shall be governed by parliamentary procedure as contained in the latest edition



of Roberts Rules of Order, unless otherwise determined by a 2/3 majority vote of members present at a meeting. A parliamentarian shall be appointed annually by the President, who will then act as the parliamentarian for membership meetings.

#### **ARTICLE XI - AMMENDMENTS TO BYLAWS**

Bylaws may be amended after the appointment of a Bylaws Committee, and a report of that committee to the Board of Directors. Bylaw changes or amendments shall be sent to the membership 15 days prior to the annual meeting or another meeting of the membership specifically called for the review and approval of the Bylaws. Bylaws changes require a 2/3 majority of the membership for approval. Amended Bylaws shall be sent to all members following their adoption.

#### **ARTICLE XII- RULES**

Issues not covered by these Bylaws that may affect members of the Wildwood Improvement Association will be covered under Rules. Rules may be updated, added or deleted at a regularly scheduled meeting of the membership. Proposed rule changes must be sent to the members at least 15 days prior to the meeting. Rules can be changed or amended by a 2/3 vote of the membership.

#### **ARTICLE XIII- INDEMNIFICATION**

The Wildwood Improvement Association will fund its indemnification obligations to officers and trustees under these Bylaws by purchasing and maintaining appropriate liability insurance.

#### **ARTICLE XIV-DISSOLUTION**

Upon dissolution of the Wildwood Improvement Association Corporation and after payment of all indebtedness of the Corporation; the remaining funds, investments and other assets of the Corporation shall be distributed to such organization (s) which are exempt within the meaning of Section 501 (C) (3) of the Internal Revenue Code 195 or

corresponding provisions of the existing federal laws as may be determined by vote of the members of the Wildwood Improvement Association.

## RULES

### 1. Public Beaches

Wildwood beaches are restricted for the use of residents in good standing. There is no lifeguard on duty, therefore swimming and playing is at one's own risk. Swimmers should be aware of the drop off in water. To maintain our beaches clean and safe for Wildwood residents, the following regulations apply:

No motorized vehicles of any kind allowed in water

No fires

No sharp objects or glass bottles

No pets allowed on beach

No littering

No soap, shampoo or bathing allowed in lake

Golf Carts may be parked in designated areas

Handicapped Parking only allowed at main beach in designated areas

Fishing licenses are required for those 17 and older, and all

appropriate Michigan fishing laws are required to be followed

Cass County Curfew rules in effect for children (unless

Accompanied by an adult).

Children 11 years of age and under: 10:00 P.M.

Children 12 - 16 years of age: 12:00 P.M.

Any acts of vandalism or disturbance on Wildwood beaches

should be reported to police department immediately.

### 2. Boats, Floats, Piers & Equipment

Boats or water toys may not be left in water when not in use.

Piers, floats, beach equipment and furniture must be removed from public

Beaches and stored by November 1<sup>st</sup>. Property owners are responsible for the removal and storage of their boats and equipment to their private property by November 1<sup>st</sup>. Any boats or equipment not removed from public beaches by that date will be removed and discarded at owner's expense. All boats are required to have visible Wildwood boat stickers.

3. Dogs & Other Animals

Owners must maintain control of their dogs & other animals. Dogs and other animals must be leashed when off owner's property. Owners are responsible for cleaning up after their animals on public or private property. Dogs and other animals not permitted on public beaches.

4. Golf Carts, Snow Mobiles and Other Vehicles

Operators of golf carts, snow mobiles and other vehicles shall comply with The State of Michigan, Cass County and Silvercreek Township ordinances and regulations regarding age and equipment of driver and riders.

5. Speed Limits

Maximum speed limit is 15 miles an hour on all areas within the Wildwood Subdivision.

6. Supervision of Children in Parks & In Water

Young children shall have adult supervision when not on their own private property.