

**Center Lake Woods
Property Owners Association**



**BY-LAWS
(NON-STOCK)**

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ARTICLE I

NAME

- Section 1. The name of this Association shall be "Center Lake Woods Property Owners Association" (Non Stock).

ARTICLE II

CIVIC AND CITIZENSHIP IMPROVEMENT

- Section 1. Improve Sanitary and Community Safety. Improve Community Recreation Facilities. Initiate and Support activities that strengthen the Physical, Spiritual and Moral resources of Community Youth. Encourage Sports and Improve Living conditions in our community.

ARTICLE III

MEMBERSHIP

- Section 1. Membership in this Association shall be restricted to those who **OWN** property in this subdivision, either singly or jointly. Associate Membership shall be restricted to renters of property in this subdivision, and/or residents living within a one block (1/8 mile) of the Center Lake shoreline.

Restrictions of Associate Member:

An Associate Member shall receive beach, boat ramp and Community rental privileges. They shall have no vested or equity in property rights, no voting rights and cannot hold office. Associate Membership can be canceled if privileges are abused. Initiation fee to be waived, yearly dues payable in the same amount as that of regular Membership.

- Section 2. Applications for Associate membership shall be limited to 25 households and subject to majority approval of the members present at a regular or special meeting of the Association.

ARTICLE III - MEMBERSHIP

(Continued)

- Section 3. Each applicant whose application shall have been accepted by the Association and after paying their regular dues (*) shall be entitled to a copy of these By-Laws which shall be mailed, emailed, or handed to him by an Officer.
- Section 4. Membership in this Association shall not be transferable and shall cease when the property owned by the member, or his interest therein, shall be disposed of; provided, that any member of the Association who shall be unable to attend any meeting thereof, may designate an adult member of his immediate family as his alternate.
- Section 5. Any member may be suspended for the duration of one year in the manner hereinafter provided, for conduct unbecoming a member of the Association, for violation of these By-Laws or regulations promulgated hereunder and such member cannot vote or hold office during their time of suspension and such member shall be obligated to pay his dues and assessments just the same.
- Section 6. There shall be no special assessments or increase in dues except by a two-thirds vote of the members present at a special, regular or annual meeting of the Association.

* See ATTACHMENT A fee schedule.

ARTICLE IV

BOARD OF DIRECTORS

- Section 1. There shall be a Board of Directors consisting of three elected members. At each annual election meeting there shall be one Director elected for the term of three years. The Secretary shall keep a record of all Directors and the expiration date of the term of office of each Director.
- Section 2. The Chairman of the Board of Directors shall be chosen by the Directors to serve for one year.
- Section 3. The Board of Directors shall have authority to recommend suspension of any member of the Association in accordance with and for the reasons stated in these By-Laws, and to summon any member before it. Should such member not appear either in person or through a representative, the Board of Directors shall proceed in the same manner as if the said member or his representative were present. The Board of Directors shall also have the authority to recommend the replacement of any officer for neglect of his or her duties.
- Section 4. Should the Board of Directors decide to recommend suspension of or replacement of an officer of the Association, it shall present a resolution to that effect at the ensuing meeting of the Association and said resolution shall require the affirmative vote of two-thirds of the members present at such meeting. If approved by the Association it shall be the duty of the Secretary to notify the said member of the action taken.
- Section 5. The Board of Directors shall have charge of all legal and other matters connected with the township, county and state authorities, railroads and public utilities. It shall also consider matters of general policy and make its recommendations to the Association.
- Section 6. The Board of Directors shall meet semi-annually; at least one week in advance of the meeting of the Association, for the purpose of transacting such other business as may come before it. It may meet at other times upon call of the Chairman; or special meetings may be held upon request of two of the members of the Board addressed to the Secretary who shall issue the call therefore, but in such event only the business stated in the call may be transacted.
- Section 7. The immediate past president shall be an honorary Member of the Board of Directors for the current fiscal year and act in an advisory capacity only.

ARTICLE V

BUSINESS OF THE ASSOCIATION

- Section 1. The business of the Association shall be conducted by the President who shall appoint committee Chairmen to assist him in the execution of the programs or projects approved by the membership.
- A. Chairman of Finance and Audit Committee
 - B. Chairman of Association Property Committee
 - C. Chairman of Entertainment Committee
 - D. Chairman of Membership Committee
 - E. Chairman of Grievance Committee
- Section 2. The Chairman of Finance shall appoint two members as his Audit Committee and consider and report upon such proposed expenditures as may be referred to him and report to the Association. He shall audit the records and accounts of the Treasurer and Secretary after the September meeting but before the October meeting, including those of the Chairman of Entertainment, and report to the Association. The audit committee shall allow ample timing for the audit in consideration of any new officers to review prior to the October meeting. He shall also consider ways and means of increasing the revenue of the Association and make recommendations to the Association or to the President.
- Section 3. The Property Chairman shall appoint a sufficient number of members to comprise a working Committee to have charge of preserving the real or personal property of the Association.
- Section 4. The Chairman of Entertainment shall have a Committee appointed by him to propose to the membership various amusements, entertainment, and publicity for the benefit of the Association and to have charge of the functions approved.
- Section 5. The Chairman of Membership shall appoint a committee of two and make every practicable effort to increase and maintain the membership of the Association and shall pass upon all applications for membership, and report to the Association.
- Section 6. The Chairman of the Grievance Committee shall have a committee of four members and himself to receive and consider all grievances of the membership and to present them to the membership for consideration and when necessary to carry out the decision through the proper channels.

ARTICLE VI

FISCAL YEAR

Section 1. The fiscal year or official term of this Association shall be for the period beginning January 1st to December 31st.

Section 2. Election of all Officers and Directors shall be the third Saturday in September of each year.

ARTICLE VII

OFFICERS

Section 1. The officers of this Association shall consist of a

President
Vice President
Secretary
Treasurer
Sergeant at Arms

Each of whom shall serve for two years, October 1st to September 30th or until his successor shall have been installed.

ARTICLE VIII

DUTIES

- Section 1. It shall be the duty of the President to execute these By-Laws, including the will of the majority of the members of the Association as expressed in the meetings thereof; to preside at such meetings and preserve order thereat; to appoint all Chairmen; to have general supervision over all officers, chairmen and employees of the Association with a view to their faithful performance of duty; to fill by appointment any vacancy in office or among Chairmen which may occur during the term; and to perform any and all other duties which may be required of him by the Association or by these By-Laws. In all cases of emergency the President shall have power to act according to his best judgement, but he shall report the circumstances to the Association.
- Section 2. It shall be the duty of the Vice President to assist the President in the performance of his duties; to preside at all meetings at which the President may be absent, or to appoint a Chairman pro temp; and to perform all of the duties of President in the event of his death, resignation, disability or absence.
- Section 3. It shall be the duty of the Secretary to call the roll of officers at each meeting of the Association; to keep in a book belonging to the Association the minutes of all meeting, to read the minutes at each meeting; to keep an accurate membership record; to have charge of the official seal and of all ordinary correspondence; to send out such notices as may be ordered by the President or by the Association, or which may be prescribed in these By-Laws.
- Section 4. It shall be the duty of the Treasurer to keep an accurate record, in a book belonging to the Association, of all funds received and disbursed. The Treasurer shall deposit all funds in a bank to be designated or approved by the Board of Directors. The Treasurer shall collect all dues and assessments, giving a receipt for same, and furnish a copy of the By-Laws and restrictions.
- Section 5. The Sergeant at Arms shall preserve order at all meetings of the Association.

ARTICLE IX

NOMINATIONS

- Section 1. At the nomination meeting, 1 month prior to the election meeting, of the Association, nominations for the office of President, Vice President, Secretary, Treasurer, Sergeant at Arms and Director shall be called for and in case of two or more nominations the President shall appoint two tellers. The nominee receiving a majority of all votes cast by those present shall be declared elected.

ARTICLE X

MEETINGS

- Section 1. The annual meeting of this Association shall be held the third Saturday in October to receive annual reports of retiring officers and the election of new officers.
- Section 2. Notice of all meetings shall be given to each member of the Association at least one week in advance thereof.
- Section 3. In meetings of the Association, Roberts' Rules of Order shall govern in all cases not herein provided for.
- Section 4. A spring meeting shall be held on the third Saturday of March for the purpose of outlining the Association program for the summer season.
- Section 5. Meetings other than the annual meeting shall be held at the call of the President. At a meeting called by the President, any matter may be brought before it.

ARTICLE XI

COMPLAINTS

- Section 1. Complaints from members of the Association, or property owners, and grievances thereof, shall be taken up with any Officer or Board of Director, who shall refer the same to the President, if required, and proper Commissioner for adjustment or correction, and a report shall then be made to the Association.
- Section 2. Where the President or Director shall be unable to adjust or correct the complaint or grievance, the matter shall be reported to the Board of Directors for its consideration.

ARTICLE XII

EXPENDITURES

Section 1. No appropriation involving an expenditure of more than \$100 shall be approved by the Association until the Chairman of Finance, Treasurer or President reviews the proposed expenditure. All expenditures more than \$100 shall be approved by the Association at the normal monthly meetings. Exceptions to this statement are defined below:

(a) Off Season Expenditures (example – Ice Fishing Derby, New Year’s Eve Party) or Emergency expenditures can be made without Association approval but do require two of the three following approvals:

- Treasurer
- President
- Chairman Of Finance

(b) Normal Monthly expenses (example – electric, heating gas) can be paid by the Treasurer without Association approval but do require one of the two following approvals:

- President
- Chairman Of Finance

All Off-Season, Emergency or Normal Monthly expenses shall be reported by the Treasurer at the first spring meeting.

Section 2. No bank check of the Association shall be valid unless signed by the Treasurer and countersigned by the President, or in his absence, by the Chairman of Finance.

Section 3. Establish a petty cash fund of \$100, for use by the Secretary and/or Treasurer in handling stationery and other miscellaneous items in connection with their duties. The Treasurer shall maintain proper record and receipts of all expenditures from this fund. Before the close of the fiscal year all receipts and the balance of monies on hand, if any, shall be submitted to the Chairman of Finance for audit, approval and submission to the Treasurer to be recorded in general books of the Association.

Section 4. All profits from any Association sponsored event shall be distributed as follows to the appropriate bank accounts:

- 15% of the profits shall be deposited into a General Associations savings account.
- 15% of the profits shall be deposited into a Building & Maintenance savings account.

ARTICLE XII

EXPENDITURES

(continued)

- 70% of the profits shall be deposited into a General Association checking account to be used for normal and customary Association expenditures.

Section 5. All proceeds from any Association sponsored event shall be tallied at the close of the event. This tally shall be performed offsite with the following individuals present or onsite only with the following individuals present:

- Treasurer
- Officer of the Association or Board of Director
- Chairperson of the event
(If the chairperson wants/needs to stay with the event, another Officer or Board of Director can take their place at the tally).

ARTICLE XIII

RESOLUTIONS

Section 1. No important question shall be voted upon by the Association until it has been received and considered by the Appropriate Director and his recommendations submitted to the Association.

ARTICLE XIV

VOTING

Section 1. Each member of this Association shall exercise his or her one vote in accordance with these By-Laws, and there shall be no voting by proxy, except as otherwise provided in the By-Laws. No suspended member can vote or hold office during their suspension as per Article III, Section 5.

ARTICLE XV

REGULATIONS

Section 1. The Association may promulgate such rules and regulations governing property owners, tenants and their guests, as it may deem necessary for the best interests of the sub-division, and may take the action herein provided for the enforcement of such regulations.

ARTICLE XVI

LIABILITY

- Section 1. This association assumes no responsibility for accidents or injuries occurring in or about this subdivision, nor for any financial losses or breaches of contract.
- Section 2. It shall be specifically pointed out, when contracts are entered into, by, or in behalf of this Association, that no officer or member thereof assumes any individual responsibility thereof or liability thereunder.

ARTICLE XVII

ORDER OF BUSINESS

- Section 1. At meetings held by this Association, the order of business shall be as follows:
- (1) Roll Call of Officers.
 - (2) Reading of Minutes of Previous Meeting.
 - (3) Communications and Notices.
 - (4) Payment of Bills.
 - (5) Reports of Chairman and Building Committee.
 - (6) Reports of Officers.
 - (7) Unfinished Business.
 - (8) New Business.
 - (9) Financial Report.
 - (10) Nominations and Elections.
 - (11) Appointments.
 - (12) Adjournment.

ARTICLE XVIII

COMMITTEES

- Section 1. Whenever it shall be deemed expedient so to do, the Association may authorize the President to appoint a Committee, which shall be superior to any Director; and it shall be the duty of such Committee to perform the service for which appointed and report to the Association or to the President; and when it shall have performed such service, and made its report, the Committee shall stand dissolved.

ARTICLE XIX

QUORUM

- Section 1. Fifteen or more of the members of this Association shall constitute a quorum for the transaction of business but a less number may meet and adjourn from day to day or adjourn sine die. A majority vote of the members present shall govern in all cases not otherwise provided for in these By-Laws.

ARTICLE XX

DISSOLUTION

- Section 1. If it is the decision of the members to dissolve this Association; all properties and assets, tangible or intangible, shall be liquidated and after settlement of all outstanding debts, liabilities and commitments, the balance remaining in the Treasury shall be apportioned equally to those members, which according to the records of the Association, are in paid up status at the time decision of this action is taken.

ARTICLE XXI

AMENDMENTS

- Section 1. Amendments may be made to these By-Laws at any time by a two-thirds vote of the members present. When possible, notice of such proposed amendment shall be mailed to each member at least ten days in advance of the date on which the vote is to be taken; and provided further, that such proposed amendment shall have been considered and reported upon by the Board of Directors.

RESTRICTIONS

- Section 2. Restrictions to conform to State and Local Government Regulatory orders.

ARTICLE XXII

COMMUNITY HOUSE RENTAL POLICY

Section 1. The Center Lake Woods Community House is available for rental. The actual rental fee is (*). Renter must pay initially and sign the Rental Contract provided by the designated Rental Agent from the Center Lake Woods Property Owners Association.

The deposit fee of (*) will be returned to the renter after inspection by the Rental Agent, who will make the determination that all the stipulations on the contract are in compliance. If not, the deposit will not be returned.

CLEANING OF THE COMMUNITY HOUSE

Section 1. In the spring the Association may pay \$50.00 for a complete clean up of the Community House.

WINTERIZING THE COMMUNITY HOUSE

Section 1. Each fall after the last event, the Chairperson of the Association Property Committee and/or delegate shall turn off the water and do all the winterizing. Each spring, prior to the first meeting, the Chairperson of the Association Property Committee and/or delegate shall to turn the system on. Procedures for both opening and closing have been written and must be followed.

BOAT RAMP

Section 1. The Treasurer and/or Chairperson of the Membership Committee will issue keys and receive payments. Charges are (*) and (*) will be refunded upon return of the key in the fall.

INSURANCE

Section 1. At the first meeting in the spring, insurance should be reviewed for the renewal for the year. Insured are the Community House and grounds surrounding it, plus the beach.

* See ATTACHMENT A fee schedule.

ARTICLE XXII

(Continued)

BEACH

Section 1. Beach shall be locked at 9:00p.m. and opened at 8:00a.m. Only designated persons with keys shall do this.

ATTACHMENT A

FEE SCHEDULE (as of October 21, 2017)

MEMBERSHIP DUES	\$60.00
MEMBERSHIP DUES FOR SENIOR CITIZENS (65 years and older)	\$50.00
BOAT RAMP KEYS (A \$10 key deposit is required if past year's key is not returned)	\$30.00
COMMUNITY CENTER RENTAL	
Weeknight (Monday to Thursday)	\$50.00
Weekday (Monday to Thursday)	\$125.00
Weekend (Friday to Sunday)	\$150.00
Tent rental (weekend only with comm ctr rental)	\$100.00
DEPOSIT	\$150.00
Community Center cleaning after rental (this only applies if renter does not clean center the day after the rental day)	\$50/hr up to \$150/3 hrs
PIER RENTAL (1 side per year)	\$200.00

REVISION LOG

REVISION DATE

ARTICLES / SECTIONS REVISED

4/1/1954	Initial first draft
9/2/1978	Article XIX – Section 1
10/1985	Article X – Section 1
6/10/1989	Article VII – Section 1
9/18/1992	Article III – Section 1
10/1993	Attachment A – Fee Schedule
10/20/2002	Attachment A – Fee Schedule
4/20/2002	<p>Added a Contents page Added a Revision Log page Amended Article III, Section 3 Amended Article VI, Section 1 Amended Article VIII, Section 4 Amended Article IX, Section 1 Amended Article X, Section 1 Amended Article X, Section 4 Amended Article XI, Section 1 Amended Article XII, Section 1 Amended Article XII, Section 3 Added Section 4 to Article XII Added Section 5 to Article XII Amended Article XXII, Section 3 Amended Article XXII, Section 4</p> <p>* See following pages for full detail of 4/20/2002 revisions</p>
5/18/2002	Amended Fee Schedule
9/21/2002	Amended Fee Schedule to include \$10 Pier Rental Fee
3/19/2005	Increased pier rental fee to \$30 to cover cost of added pier insurance
7/15/2006	Increased pier rental fee to \$50 and Community Center rental fee to \$100
4/21/2007	Amended financial audit timing schedule
9/20/2008	Amended Fee Schedule – Pier Rental fee
10/19/2008	Amended Fee Schedule – Dues & Boat Ramp Key
3/16/2013	Updated Membership & Associate Membership, removed March startup date
10/17/2020	Amended Fee Schedule – Pier Rental fee

*Center Lake Woods
Property Owners Association*



- 1) Add a date/revision page and contents page after the cover page.
 - Add a date/revision page to the Bylaws which defines what pages were modified and when. This page should also describe briefly what the changes were for.
 - Add a contents page to define where information is written.
- 2) Amend Page 2, Article III – MEMBERSHIP, Section 3
 - Remove the statement that each applicant will receive a membership card.
- 3) Amend Page 5, Article VI – FISCAL YEAR, Section 1
 - Modify the statement that the “Fiscal year or official term of this Association shall be for the period beginning October 1st to September 30th”. The “Fiscal year” should be changed to “beginning January 1 to December 31st”
- 4) Amend Page 6, Article VIII – DUTIES, Section 4
 - Change the statement “He shall” throughout this section to “The Treasurer”
- 5) Amend Page 7, Article IX – NOMINATIONS, Section 1
 - Modify this section to change that nominations be held on the third Saturday in September instead of at the election meeting. This will allow time for members to understand who is running for office.
- 6) Amend Page 7, Article X – MEETINGS, Section 1
 - Modify this section to change the annual meeting date to the third Saturday in October. This will also be the date to receive annual reports of retiring officers and the election of new officers.
- 7) Amend Page 7, Article X – MEETINGS, Section 4
 - Change the spring meeting date from the third Saturday in April to the third Saturday in March.
- 8) Amend Page 7, Article XI – COMPLAINTS, Section 1
 - Modify this section to include that any complaints can be voiced to any Board of Director or Officer and should be brought to the attention of the President if required.

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- 9) Amend Page 8, Article XII – EXPENDITURES, Section 1
- Rewrite this section as defined below:
 - ◆ No appropriation involving an expenditure of more than \$100 shall be approved by the Association until the Chairman of Finance, Treasurer or President reviews the proposed expenditure. All expenditures more than \$100 shall be approved by the Association at the normal monthly meetings. Exceptions to this statement are defined below:
 - Off-Season (example - Ice Fishing Derby, winter maintenance) or Emergency expenditures can be made without Association approval but do require two of the three following approvals: The President, Treasurer or Chairman of Finance.
 - Normal monthly expenses (electric, gas, insurance, etc.) of any dollar value may be paid out throughout the year by the Treasurer with the President's or Chairman of Finance's approval.
- 10) Amend Page 8, Article XII – EXPENDITURES, Section 3
- Modify this section to include that the Treasurer may also have use of the petty cash fund for any Association expenditure.
 - Increase the petty cash fund amount to \$100.
- 11) Add the following Section 4 to page 8 - Article XII, EXPENDITURES
- All profits from any Association sponsored event shall be distributed as follows to the appropriate bank accounts
 - ◆ 15% of the profits shall be deposited into a General Associations Savings account
 - ◆ 15% of the profits shall be deposited into a Building & Maintenance Savings account
 - ◆ The remaining 70% shall be deposited into a General Association Checking account to be used for normal and customary Association expenditures.
- 12) Add the following Section 5 to page 8 - Article XII, EXPENDITURES
- All proceeds from any Association sponsored event shall be tallied at the close of the event. This tally shall be performed offsite with the following individuals present:
 - ◆ Treasurer
 - ◆ Chairperson of the event
 - ◆ Officer of the Association or Board Of Director

In the chance that the Treasurer is not present at the sponsored event another Officer may take the place of the Treasurer.



- 13) Amend Page 11 Article XXII – WINTERIZING THE COMMUNITY HOUSE, Section 3
 - Modify this statement to remove the hiring of a plumber. All openings and closings shall be supervised by the Chairperson of the Association Property Committee.
 - NOTE: A procedure has been written which defines how to open & close the Community Center and is posted in the Men's Bathroom.
- 14) Amend Page 11 Article XXII – BOAT RAMP, Section 4
 - Modify this statement to remove the president from issuing keys. Add a statement that the boat ramp keys shall be issued by the Treasurer and/or Chairperson of the Membership Committee.

Association By-Laws Amendments – 5/18/2002

- 15) Amend the FEE SCHEDULE on page 12 with the following:
 - Modify Membership Dues for Senior Citizens to increase to \$30
 - Remove the Initiation Fees
 - Modify the Rental Agreement fee to reflect an updated Deposit fee of \$150. This will now match the Rental Agreement.
 - Modify Boat Ramp Keys to state \$10 per key per year. If the past year key is not returned an additional fee of \$5 shall be added.
 - Remove statements about Beach Tags

Association By-Laws Amendments – 9/21/2002

- 16) Amend the FEE SCHEDULE on page 12 with the following:
 - Include \$10 user fee for Community Center pier rental.

Association By-Laws Amendments – 3/19/2005

- 17) Amend the FEE SCHEDULE on page 12 with the following:
 - Increase pier donation fee to \$30 to cover Association cost for adding piers to insurance policy.



Association By-Laws Amendments – 7/15/2006

- 18) Amend the FEE SCHEDULE on page 12 with the following:
- Increase pier donation fee to \$50 to cover Association cost for insurance policy rate changes. Increased Community Center rental fee to \$100 to support maintenance costs. Rental fee had not been increased since 1995 but costs have increased.

Association By-Laws Amendments – 4/21/2007

- 19) Amend Page 7 Article V – BUSINESS OF THE ASSOCIATION, Section 2
- Changed the financial audit timing from occurring at the end of the fiscal year to occurring after the September meeting and before the October meeting. This is done to allow incoming officers ample time to review the financial records and financial audit prior to the last meeting of the year.

Association By-Laws Amendments – 9/20/2008

- 19) Amend the FEE SCHEDULE with the following:
- Increase pier donation fee to \$75 to cover Association cost for insurance policy rate changes.

Association By-Laws Amendments – 10/18/2008

- 20) Amend the FEE SCHEDULE with the following:
- Increase annual standard dues to \$50 and \$40 for senior citizens. Increased boat ramp key to \$20 with a \$10 deposit for un-returned key

Association By-Laws Amendments – 3/16/2013

- 21) Updated Article III, MEMBERSHIP, on page 4:
- Increase geographical area for Associate Membership to 1/8 mile from lake shore
 - Limited Associate Membership to 25 households

Association By-Laws Amendments – 4/2014

- 22) Updated the FEE SCHEDULE with the following:
- Increase pier donation fee to \$100 to cover increasing Association cost

Association By-Laws Amendments – 10/21/2017

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- 23) Amend the FEE SCHEDULE with the following:
- Standard annual membership dues increase to \$60
 - Annual membership dues for senior citizens to increase to \$50
 - Annual boat ramp key to increase to \$30
 - Community center rental
 - Weekday rental is \$125
 - Weeknight rental is \$50
 - Weekend rental is \$150
 - Tent rental with community center rental (new) is \$100 (weekend rental only)
 - Community Center cleaning fee added - \$50/hr
 - Annual pier rental increase to \$150
- 24) Amend the FEE SCHEDULE with the following:
- Annual pier rental increase to \$200