

LAKE SHANGRI-LA PROPERTY OWNERS ASSOCIATION INC.

(NON-STOCK)

BY-LAWS

Established	1956
Revised	1982
Revised	1985
Revised	1988
Revised	1989
Revised	1990
Revised	1991
Revised	1995
Revised	2011
Revised	2023

ARTICLE I

Section

Name

1.1

The name of this association shall be "Lake Shangri-La Property Owners Association (LSPOA), Inc." (Non-stock)

Purpose

1.2

The purpose of this LSPOA is to protect and preserve the interest of the members and community as a whole, and to develop and encourage membership involvement in all LSPOA activities.

Membership

1.3

Membership in the LSPOA is open to anyone provided they pay the membership dues. Paid members are afforded the opportunity to participate in all board sponsored community functions.. Membership also provides access to community center rental, pier lease eligibility, access to beaches, added to the membership mailing list, encouraged to attend all meetings, and the right to vote at annual, semi-annual, and specially called meetings. Hardship Membership cases will be reviewed on a case by case basis, and approved by the Board via a simple majority. To be eligible for a Hardship you must pay at least half of the then current membership fee, and volunteer for at least one event.

1.4

Suspension of Members

The Board has the power to suspend any member in accordance with the bylaws of the LSPOA. Members may be suspended for any period deemed reasonable by a two thirds roll call vote of The Board for conduct unbecoming a member of the LSPOA or for violating the bylaws of the LSPOA. All LSPOA privileges will be suspended during this time. Suspended members are still required to pay subsequent yearly dues during their suspension. The board will notify the member of their suspension, including the duration of the suspension, in writing or by representative, and detail the reasons for the suspension.

The member may file a written appeal with the chairperson of the membership committee or request an in-person meeting with the board to discuss their suspension.

Review of the appeal shall be conducted by the LSPOA executive committee. Written findings of the review shall be forwarded to the President for communication to the board. The board shall conduct a roll call vote at the next scheduled monthly meeting to accept or reject the members appeal. The Appeal process shall not exceed 30 days or the members appeal shall be granted by default.

1.5

There shall be no special fees or dues increase unless approved by vote of the membership quorum present by two thirds vote. In the event a special fee or dues increase is required during a regular membership year (September 1 - August 31), the membership will be notified by the USPS or email at least 30 days in advance of the meeting that will take place to hold the vote. Votes may take place at special, regular, semi-annual or annual meetings of the LSPOA.

1.6

All members will be notified of yearly dues amount by September 1st of each year. Dues must be paid in full by September 30th yearly. Paid members will be considered members in good standing. Section 1.7 below will be sent out with yearly dues notifications.

1.7

Non-payment of dues by the designated due date may result in the membership being suspended. Dues not paid by December 1st may result in membership privileges being suspended. Suspended members may rejoin by bringing their delinquent dues current or by requesting a "hardship modification" and petitioning the Board for reinstatement. If approved by The Board all deferred dues must be paid in full by the end of the calendar year of the deferment. Any Board Member whose dues are not paid in full by December 31st of each year must step down from their responsibilities.

1.8

The Membership Committee Chairperson shall be responsible for maintaining a current list of the membership including their selected USPS mailing address, email (if available), and at least one phone number..

1.9

The Membership Committee Chairperson shall include dues payment information on the Annual Meeting notice, and will be responsible for emailing “dues owed” notices after the annual meeting and prior to September 1st with a due date of September 30th. Past due notices will be sent by either email or USPS.

ARTICLE II

The Board

The Board consists of Board Officers and Board Members. The Board is elected to represent the membership of LSPOA. The Board, at a **minimum**, consists of; a President, Vice President, Secretary, and Treasurer (Board Officers), and five (5) Board Members.

The Board Mission Statement

The board shall work diligently to uphold the Purpose of the LSPOA by working collaboratively and transparently with one another as well as with the membership at large.

The Board Officers

The Board Officers shall include a President, Vice President, Secretary, and Treasurer. The Board Officers are also considered a Board Member. The term length for President, Vice President, Secretary, and Treasurer is 3 years, and limited to 2 consecutive terms. The term of office of the President and Vice President shall be staggered so as to ensure the terms do not expire at the same time. The term of office of the Secretary and Treasurer shall be staggered so as to ensure the terms do not expire at the same time. Board Officers are required to maintain a full time address in the community that the LSPOA services, and reside in the community for more than 50% of the calendar year.

Board Members

Board Members may include any fully paid member that self nominates, or is nominated by another Board member, and subsequently voted in by simple majority of all association members present at the meeting the nomination occurs. For sake of these bylaws, the jurisdiction includes all addresses encompassed by the following intersections: County V and 208th; 208th and State Line Road; State Line Road and Nelson (224th); and 224th (Nelson) and County V. Any Board Member must reside with this jurisdiction.

If a Board Member relocates outside this area during their term of service, they will be allowed to complete their term, or may elect to resign. Any Board member holding a Board Position as of the adoption of these By Laws (2023 Fiscal year) will maintain the right to be re-elected to a non-Board Officer position. Board Member terms are 2 years, with no term limits.

Nominations and Elections

2.1

Nominations for the office of PRESIDENT, VICE PRESIDENT, SECRETARY, and TREASURER shall be made at the Annual Membership meeting in election years. If there is more than one (1) nomination for the same office the President will appoint two (2) tellers to conduct and count an anonymous in writing ballot. If there is an unopposed nomination, a simple majority is required to be elected by voice or hand vote provided a quorum is in attendance. In the event of a tie, a coin flip shall determine the winner..

2.2

New or vacant Board Member positions may be elected at the annual meeting or at any regular monthly meeting by nomination and simple majority vote of all members in attendance. Persons elected to fill vacant positions will serve the balance of the vacant term.

2.3

The Board shall be responsible for all legal matters connected with the Village(s), County, State, railroad and public utility authorities. It will also set general policy and make recommendations to the membership. The Board is the governing body of the LSPOA and can set budgets, spending authority and regulations for the grounds, property and piers of the LSPOA.

2.4

Monthly board meetings will be on the second Thursday of every month at 7:00pm at the Lake Shangri-La Clubhouse while concurrently being streamed via video conference. Video conference links will be posted on the Lake Shangri-La website at least 5 days prior to each meeting. All members are welcome to join either in-person or by video conference. The Board may also meet at special times by order of the President. Special Meetings may be held upon request of two members of the Board. Such requests must be addressed to the Secretary who will schedule the meeting. Only the business stated on the meeting request may be discussed at these meetings.

2.5

The Board will develop and submit a budget along with a dues amount recommendation to the LSPOA members at the Annual Meeting. The Board will also set the pier lease fee amount yearly, to be collected by the pier committee, from members leasing LSPOA piers.

2.6

Honorary Lifetime Board Membership may be bestowed upon a member by the LSPOA Board of Directors for exemplary service to the LSPOA.

2.7

No Board member may miss three (3) consecutive meetings unless approved by the President. The Board may ask for dismissal of any Board member in violation of this section.

ARTICLE III

Duties

3.1

President

- Execute the bylaws
- Preside at all meetings and preserve order
- Nominate all Chairpersons which are subsequently approved by simple majority vote of The Board
- Maintain general supervision of The Board, Chairpersons, committees and members of the LSPOA.
- Fill vacancies by appointment
- Sponsor and conduct a bi-annual survey of the membership to assure that the Boards objectives and initiatives are aligned to the desires of the membership
- Recommend removal of Board Members, Chairperson(s) or members
- All other duties not listed but required by bylaws

In an emergency the President has the power to act in his/her best judgment but must report the circumstances to the Board and LSPOA as soon as possible. The President shall **never** allocate special funding/spending above \$1,000 to rectify said emergency without prior approval from the Board of Directors.

3.2

Vice President

- Preside at all meetings at which the president is absent
- Oversee/ Supervise Standing Committees
- Serve as the President in the event of the President's death, resignation, disability or absence from the community.

3.3

Secretary

- Call the roll of The Board at each meeting
- Keep the minutes of all meetings permanently documented
- Read the minutes at each meeting
- Create and Maintain Board meeting agendas
- Post Board Meeting Agendas on Website and in notification box outside Clubhouse at least 5 days prior to Board Meeting
- Assure that Video conference link is posted on Website
- Keep an accurate membership record
- Prepare and send all notices ordered by the President and The Board
- Read all communication received by the LSPOA
- Any other duties assigned by the President or The Board

3.4

Treasurer

- Keep accurate records of all funds received and disbursed
- Deposit all funds in the banking institution designated by the The Board
- Notify members of the dues amount for each year
- Collect all dues from members for each year

Submit records for auditing prior to the annual meeting
Ensure LSPOA taxes are prepared and paid yearly

3.5

Board members

Attend monthly meetings on a consistent basis in person or by teleconference.
Actively participate and contribute at regular monthly meetings.
Be involved in at least 1 committee or actively manage or engage in regular association activities.
Hold each other accountable to a high standard of interaction amongst members and ensure we continue to meet our objective of service to the community.

Compensation for the above listed Treasurer duties shall be determined yearly by the board.

ARTICLE IV

Chairpersons

4.1

All LSPOA business is under the direction of the President and The Board. All chairperson(s) are responsible for the activities and duties of their respective committee. Chairperson(s) are expected to attend the regular monthly, annual, and semi-annual LSPOA meetings and report the actions of their committee. No Chairperson may miss three (3) consecutive meetings unless approved by the President. The Board may ask for dismissal of any Chairperson in violation of this clause.

The President shall recommend Chairperson(s) for the following committees to The LSPOA Board for confirmation. A simple majority is required for confirmation of chairperson(s). Chairperson(s) shall serve one year terms, and are eligible for re-appointment yearly.

Executive Committee (Two Board Members and three LSPOA members)
Auditing Committee (One Board Members and four LSPOA member)
Pier Committee (Two Board Members and three LSPOA members)
Lake Management Committee (Two Board members and three LSPOA members)
Membership Committee (One Board member and three LSPOA members)
Maintenance Committee (Three Board Members and three LSPOA members)
Events Committee (Three Board Member and three LSPOA member)

All fund raising activities shall have a Chairperson who reports to The Board

ARTICLE V

Fiscal Year

5.1

The fiscal year of the LSPOA will be from September 1st through August 31st of each calendar year. All records will be kept in accordance with these time frames.

ARTICLE VI

6.1

Reserved for future use

ARTICLE VII

Meetings

7.1

The Annual meeting of the LSPOA will be held on the first Sunday in August of every calendar year.

7.2

A Semi-Annual meeting may be held on the last Sunday in February of every calendar year.

7.3

Monthly board meetings will be on the second Thursday of every month at 7:00pm at the Lake Shangri-La Community Center. The Board may also meet at special times by order of the President.

7.4

Notices of the Annual, semi- annual, and any special fees or dues increase meeting will be mailed and emailed (when available) to each LSPOA member at least 30 days prior to the meeting.

7.5

Robert's Rules of Order shall govern all meetings and shall be enforced by the President, or Vice President when the President is absent.

ARTICLE VIII

Order of Business

8.1

The order of business of all LSPOA meetings is as follows

Roll call

Public Comments

Reading of previous minutes

Treasurer's report

Officer's Reports

Chairperson's reports
Communications and Notices
Old Business
New Business
Appointments/ Open Discussion
Adjournment

ARTICLE IX

Liability / Liens

Liability

9.1

The LSPOA, Board Officers, Chairperson(s) and Board Members assume no liability and shall be personally held harmless for accidents, injuries, losses or damage to personal property in or about this subdivision or for any financial losses or breaches of contract.

Liens

9.2

No liens or special fees are to be filed by the LSPOA for non-payment of dues against any property. Any liens filed prior to 1982 will be individually reviewed for disposition.

ARTICLE X

Expenditures

10.1

Any and all expenditures above \$250.00 require The Board approval prior to payment.

10.2

All checks must be signed by the Treasurer and Membership Committee Chairperson. In their absence the PRESIDENT, VICE PRESIDENT or SECRETARY may sign.

ARTICLE XI

Quorum/ Voting Eligibility

11.1

Twenty at large members and a majority of The Board constitute a quorum for the transaction of business at Annual, Semi-Annual, and special fees or dues increase meetings.

11.2

For the purpose of voting, each paid membership is entitled to one (1) vote. Prior to holding a vote, the Membership Committee Chairperson shall advise The Board as to how many paid

memberships there are in the calendar year that the vote is being taken. In order for the results of the vote to be valid the tally shall not exceed the number of paid memberships as reported by the Membership Committee Chairperson or the actual number of voters physically present at the time of the vote. The President shall verify that a quorum is present prior to any vote and certify the voting results and communicate the same to The Board.

ARTICLE XIV

Dissolution

14.1

This LSPOA cannot dissolve for specific reasons as per deed to the LSPOA property.

ARTICLE XV

Amendments

15.1

Changes may be made to these bylaws at any time by a two-thirds vote of the quorum present; provided that notice of proposed changes are communicated to the membership by written and/ or electronic means of communication employed by The Board thirty (30) days prior to the vote being held.

ARTICLE XVI

Community Center Clubhouse

16.1

Anyone may rent the Clubhouse for their own event. LSPOA members in good standing will receive a discounted rental rate to be determined by the LSPOA Board. Non LSPOA Members will be charged a premium rate as determined by The Board. Rentals must be arranged through the Secretary and abide by the following rules.

Payment of rental fee assigned by The Board (This fee is waived to all Board members provided there would not be a paid rental for the same day)

Hold harmless agreements signed by all renters in advance

Renter must be in attendance at the function for the duration of the event.

Center must be cleaned and restored to original condition within 24 hours of event completion.

Renter assumes all responsibility for personal and/or property damage.

The Clubhouse cannot be rented if the date requested for the rental is in conflict with an LSPOA activity.

The purpose of the rental must be submitted in writing to the Board for review and approval prior to the rental.

16.2

The Clubhouse may not be rented by an individual or group for commercial or business operation without prior board approval.

16.3

The LSPOA will be in compliance with all building codes of the Village of Salem Lakes and Kenosha County.

ARTICLE XVII

Piers

17.1

The LSPOA will keep and maintain twelve (12) piers with twenty-four (24) slips available for LSPOA members to lease. One (1) slip will be left vacant as a transient slip available for temporary use by boaters on Lake(s) Shangri-La and Benet. The Pier Committee is designated the responsibility for the piers by The Board.

17.2

The Pier Committee Chairperson shall schedule and supervise committee meetings provided they do not conflict with Monthly, Annual or Special meetings of the LSPOA Board, and with the assistance of committee members, recommend pier policies, guidelines and special fees to The Board for approval. The Pier Committee shall publish the Pier Vacancy Guidelines to the membership.

17.3

The Pier Committee will be responsible for the supervision and maintenance of the piers as well as enforcing the rules and guidelines governing the piers. Pier vacancies will be filled in accordance with the documented Pier Vacancy Guidelines. Members assigned a pier slip will be required to pay a pier lease fee determined yearly by The Board. Pier lease fees are due at the same time as membership dues, and will follow the same guidelines for late payment as outlined in the membership dues section.. Failure to pay pier fees in a timely manner may result in the forfeiture of the slip. Members will be required to agree to and follow the rules and guidelines set forth by the pier committee prior to being assigned a slip, and sign a "Pier User Agreement". Failure to follow rules and guidelines will result in forfeiture of the slip.

17.4

LSPOA members assigned to a pier slip may have the privilege revoked by the Board if found to be in violation of any rules and guidelines governing the piers.

ARTICLE XVIII

Lake Management

18.1

The LSPOA shall establish a Lake Management Committee to develop a long-term plan for management of aquatic plants in the Lake(s) Shangri-la and Benet and to monitor the aquatic plant communities in the Lakes as a measurement of the effectiveness of management policies.

18.2

Committee meetings are held on a periodic basis, provided they do not conflict with Monthly, Annual or Special meetings of the LSPOA Board, to discuss matters pertaining to the maintenance of the lake and are called for and supervised by the Lake Management Committee Chairperson.

18.3

The responsibilities of the Lake Management Committee include but are not limited to:

- Receiving bids and contracting with Weed Management Companies to chemically treat the Lakes for invasive aquatic weeds.
- Submit weed containment plans and costs to the LSPOA Board for approval.
- Monitor and log water clarity and temperature information with the state DNR through the Citizens Water Monitoring Program.
- Submit water samples to the state for chemical analysis throughout the summer months through the Citizens Water Monitoring Program
- Maintain communication with state agencies and commissions on any current information regarding new threats to the Lakes
- Recommend periodic fish stocking requirements to the LSPOA Board. Once approved , obtain bids and arrange for implementation.