



**Third Amendment to the Bylaws of  
Four Lakes Association, Inc.  
Green Oak Township, Livingston County, Michigan**

**ARTICLE I - GENERAL**

The Four Lakes Association, Inc., hereafter referred to as the Corporation, was formed under the authority granted by Act 137, Public Acts of Michigan, 1929 and registered with the Department of the Treasury, State of Michigan on May 8, 1968.

These Bylaws were adopted at a special meeting held on June 12, 1983. The First Amendment to the Bylaws was approved at the Annual Meeting held on June 24, 1998, and is recorded in Liber 2599 page 987 et seq., Livingston County Records. The Second Amendment to the Bylaws was approved at the Annual Meeting held on June 29, 2006, recorded with Livingston County 2012R-020828. The Third Amendment to the Bylaws was approved at an Annual Meeting held on June 24<sup>th</sup>

The primary purpose of the Corporation shall be to maintain the roads, beach and other such property owned by the Corporation and to enforce the bylaws so as to maintain property values for the overall good of the membership.

**ARTICLE II – DEFINITIONS**

Section 01. Act. Is P.A. 1929, No. 137, as amended, also being 455.201 through 455.220 of Michigan Compiled Laws, as amended.

Section 02. Corporation Limits. Shall include all property outlined in the Articles of Association for Four Lakes Association, Inc. filed with the Michigan Department of Treasury on May 8, 1968. Article IV paragraph 3 outlines the area of corporate jurisdiction using metes and bounds. The following platted subdivisions are included in this area:

- Four Lakes Community Subdivisions I & II
- Hill-Top Subdivision
- Greenway Subdivision
- Eoff's Lagoon Subdivision

Other adjacent are included such as properties on Four Lakes Drive in the unrecorded plat for Sandy Beach Subdivision.

The Association's fiscal year shall be October 1 through September 30.

Section 03. Member. Is a freeholder (one having title to realty) of real property within the Corporation Limits of the Association, or any other freeholder of real property contiguous to the Association who has voluntarily joined the Association and are accepted by the Association.

Section 04. Member in Good Standing: is any member of the Association whose dues, assessments, fines, interest and penalties have been paid and whose account is current and whose property complies with all Association Ordinances. For the purposes of member standing, dues shall not be considered delinquent until after the grace period for payment has elapsed.

Section 05. Resident. Individual that lives in a Member household. These individuals have limited Association

rights and no voting rights. Members are held strictly accountable for the actions of their Resident(s) who must obey all applicable Association Ordinances and By-laws while residing within the Association.

- Section 06. Guest. Is a person or persons gratuitously visiting a member of the Association. These individuals have no Association rights. Members are held strictly accountable for the actions of their guest(s) who must obey all applicable Association Ordinances and By-laws while visiting the Association.
- Section 07. Ordinances. Are the published rules, regulations and/or policies of the Association.

ARTICLE III MEMBERSHIP

- Section 01. Eligibility for Membership. Persons eligible to membership in said corporation, at any and all times, are the freeholders of land within the corporate limits, and freeholders of real property contiguous to the Association who have voluntarily joined the Association and are accepted by the Association
- Section 02. Voting Rights. Each member shall have one vote each.

ARTICLE IV – MEETINGS & COMMUNICATIONS

- Section 01: Annual Meeting. An Annual Meeting of the Association Membership shall be held each year between June 1<sup>st</sup> and August 31<sup>st</sup> in Livingston County and at such time and place determined by the Board of Trustees. At each annual meeting, the Trustees shall make a report, in writing, of the management of the business of the Association, the condition of its property, its assets and liabilities, and include other matters of proper and of general interest to the members.
- Section 02. Special Meetings. Special meetings of the membership may be called by a majority vote of the Board of Trustees at any time. The notice for each special meeting shall include the business to be transacted at such meeting.
- Section 03. Board of Trustee Meetings. Board of Trustee meetings shall be held monthly at such times as determined by the Board with a minimum of eight meetings per fiscal year. All meetings shall be open to all. Within ten days of the annual meeting, the Board shall post a schedule of its planned meetings for the next fiscal year. Any changes to the schedule shall be posted at least three days prior to any scheduled meeting.
- Section 04. Notice of Meetings. The Secretary or other individual designated by the Board shall send notices to all Members of any annual or special meeting of the Members, at least five (5) days prior to the to the date of such meeting, and shall post notices of all such meetings as may be required by applicable law. Notices to Members shall be sent by means acceptable to the Member. Members who request notification by first class mail shall make their request in writing and provide the necessary payment for cost of mail.
- Section 05. Quorum. Twenty members of the Association shall constitute a Member quorum for the transaction of business at Annual or Special Meetings. Absentee votes will not be considered in the twenty member calculation for purposes of a Member quorum.

Two-thirds (2/3rds) of elected and serving Trustees shall constitute a Board quorum for the transaction of business. Elected Trustees that have resigned will not be considered in the Trustee total or in the 2/3rds calculation for purposes of a Board quorum.

Section 06. Absentee Votes. Absentee votes from members will be accepted and counted if they are presented in writing to the Association Secretary prior to the start of any meeting that will involve member voting.

#### ARTICLE V - BOARD OF TRUSTEES

Section 01. Election of Trustees. Five Trustees shall be elected from the membership for one year terms. Trustees are selected on a geographic basis with two Trustees from Geographic Area A and three Trustees from Geographic Area B. Geographic Area A consists of Gamewood Drive and Cherry Lane. Geographic Area B consists of Four Lakes Drive, Fairway Drive, Greenway Circle, Springvale Court and Airline Drive. If there are not enough members running from either district to maintain five Board Members, Trustee at large position/positions will be added to bring the total number of board members to five.

Section 02. Officers. Immediately following the election of trustees at the annual meeting, the trustees so chosen shall elect a president, vice-president, secretary and treasurer from their members, who shall hold offices for 1 year and until their successors shall be elected and qualified.

Section 03. Duties of the Board. The Board shall be empowered to oversee the maintenance of the roads, beaches and such other property owned by the Corporation and shall have the power to make the required expenditures within the funds on hand. The Board shall also have the power to make the necessary expenditures to carry out the purpose of the Corporation pursuant to Article I.

Section 04. Vacancy on the Board of Trustees. In the event that a Trustee representing a geographic area resigns from their position, vacates their member status and/or is unable to perform their duties, the Board shall appoint a Member in Good Standing from the same geographic area to fill the unexpired term or the open position may be filled by a Trustee at Large position.

#### ARTICLE VI – DUTIES OF OFFICERS

##### The President shall:

- A. Open and preside at all meetings.
- B. See that meetings are carried out in an orderly manner in accordance with parliamentary procedure.
- C. Appoint committees as needed subject to the approval of the board.
- D. See that the Officers faithfully perform their duties.
- E. See that the purposes of the Corporation are properly accomplished.
- F. Call Special Meetings whenever the need arises as described in Article IV, Section 03.
- G. At the expiration of the term of office, transfer all books, papers, and other property of the Corporation in his/her possession to the President-elect within 30 days

The Vice President Shall:

- A. Assist the president with all duties and to assume those duties in the president's absence or if the president is unable to act.
- B. Manage the boat dock waiting list
- C. At the expiration of the term of office, transfer all books, papers, and other property of the Corporation in his/her possession to the Vice President-elect within 30 days

The Secretary shall:

- A. Conduct the meeting in the absence of the President and Vice President
- B. Record the proceedings of the Corporation in the Minutes.
- C. Make changes to previous minutes per board discussion.
- D. Initiate correspondence of the Corporation under the direction of the President.
- E. Send out all required notices for meetings of the Corporation.
- F. At the expiration of the term of office, transfer all books, papers, and other property of the Corporation in his/her possession to the Secretary-elect within 30 days

The Treasurer shall:

- A. Keep an up-to-date ledger including names and mailing addresses of all members.
- B. Invoice, receive, and carefully record all dues, fees, and any other monies due the Corporation.
- C. At least quarterly, notify the appropriate trustees of members who are in arrears until the delinquency is received.
- D. Deposit all monies collected in such local bank as determined by the Board.
- E. Keep an accurate, current set of books including:
  1. Post all dues payments to the individual member accounts.
  2. Keep an accurate record of all deposits.
  3. Balance the cash account to the monthly Bank Statement.
  4. Issue checks for the obligations of the Corporation as directed by the Board.
  5. Submit records and accounts for examination at the Board Meeting whenever requested by a member.
  6. Submit a Treasurer's Report at each Board of Trustees and Annual Meeting with copies for each Board Member and extra copies for requesting members. One copy is to be attached to the Secretary's permanent file.
  7. At the expiration of his/her term of office submit the books for audit if requested by the Board, after which they will be turned over with all related files to the Treasurer-elect within 30 days.

The Trustees shall:

- A. A representative of the Association shall visit each new resident, explain the purpose of the Corporation, provide him/her with a copy of the Bylaws, and invite him/her to the next meeting.
- B. Act as representative for their geographical area to the Board of Trustees.
- C. Contact members in arrears and assist the Treasurer in collection efforts.
- D. Attend regular board meetings
- E. Serve on committees

## ARTICLE VII - DUES AND ASSESSMENTS

Section 01. Levy Basis and Approval of Dues and Assessments: Annual Dues and Special Assessments shall be levied one (1) general assessment taxable parcel. Owners of vacant land shall not be required to pay Annual Dues. However, those owners that are freeholders shall be considered members and have voting rights but shall not have beach privileges. Owners that are Freeholders of vacant land may optionally pay dues and become members in good standing with full Association privileges. If development or construction is begun on a vacant parcel, annual dues shall accrue for the entire fiscal year.

Dues and Special Assessment shall be approved by a majority of members.

Section 02. Dues and Assessment Payments. Annual dues shall be due on October 1 of each year for the ensuing year. A grace period of 30 days shall be allowed for the payment of Annual Dues. Members may opt to pay Annual Dues in two installments due respectively on October 1 and April 1; a grace period of 30 days for each payment shall be allowed.

The Board shall set a due date for any Special Assessments. A grace period of 30 days shall be allowed for the payment of Special Assessments.

The Association Treasurer shall be responsible for distributing statements of Annual Dues and any Special Assessments to Association members and, upon request, provide receipts for payments.

Section 03. Authorized Use of Assessment Funds: Any Special Assessment approved by the membership shall be used only for the purpose approved and all Special Assessment funds collected and disbursed shall be controlled in accordance with standard accounting procedures and published with any and all audit reports and financial statements.

Section 04. Delinquency of Dues and Assessments: Delinquent Dues and Special Assessments may become a lien upon the land of the delinquent member after one year and 30 days of non-payment. The Board may provide the manner and method of enforcing such lien.

Section 05. Default of Dues and Assessments: Dues and Special Assessments shall be in default if such payments are not received by the Association as prescribed in Section 02.

If Dues and Special Assessments are in default, a 10% late fee and 1% per month interest shall be added while in default. The Dues and Special Assessments in default, plus the late fee and interest, shall become a lien upon the land of the delinquent member prior to all other liens except a tax lien in favor of any taxing authority and all sums unpaid on any first mortgage of record. A lien will be placed on the property one year after the original due date.

A lien may be foreclosed by suit brought by the Association in the same manner as a real estate mortgage foreclosure. The Association may bid upon the property at a foreclosure sale and acquire, hold, lease, mortgage or convey the property.

A suit to recover a money judgment for unpaid Dues and Special Assessments may be maintained without foreclosing or waiving the lien securing the same. The member in default shall also be responsible for reimbursing the Association for all reasonable attorney fees and costs associated

with enforcing or prosecuting the Association's interests (liens, court costs, filing fees, recording fees or any other fees) connected with legal action for collection of Dues and Special

#### ARTICLE VIII -- ORDINANCES

- Section 01. Speed Limit. The speed limit on all roads within the corporate limits shall be 15 mile per hour, and suitable signs shall be posted.
- Section 02. Right of Way. Roads as platted are generally 60 feet wide. The Corporation has the right to maintain the roads in a manner that allows for free passage of traffic and road maintenance equipment. Members may not plant or otherwise place items which interfere with this right of way.
- Section 03. Outbuildings. No trailer, basement, tent, shack, garage, barn, or other outbuilding erected within the corporate limits shall be used as a temporary or permanent dwelling.
- Section 04. Adherence to Law. All recorded subdivision restrictions must be adhered to.
- Section 05. Building Design. One single family dwelling may be erected thereon; same to be of ranch house design, same not to exceed one and one half stories in height; said dwelling to have not less than one thousand five hundred (1500) square feet in living area, exclusive of any breezeway or garage.
- Section 06. Residential Use. The premises shall be used for residential purposes only.
- Section 07. Building Materials. The building may be constructed of any standard materials of good quality, provided however that no asphalt or asbestos shingle shall be used as siding; nor shall any rolled roofing be used on the sides or roof of the building.
- Section 08. Sanitary Sewers. No outside toilets may be erected or maintained (except on the common beach premises for use by all members). Only properly installed septic tanks and drain field sewerage systems shall be used for inside toilets. All water wells shall be located at least seventy five (75) feet from any septic system.
- Section 09. On Premise Storage. No trucks, tractor trailers, or other like equipment shall be openly stored on the premises.
- Section 10. Fencing. No chain link fencing shall be used to enclose the perimeter of any part of the property. Chain link fence can be used for dog runs (not to exceed seventy five (75) square feet), or pool enclosures as required by local ordinances (outside pools shall be limited to side or back yards). Any approved fencing shall be limited to four (4) feet in height.
- Section 11. Construction Review. Plans for all construction shall be reviewed by the Board of Trustees and shall be subject to their approval as outlined in the restrictions.
- Section 12. Boat Docking. Provision for a limited number of boats shall be granted to any member in good standing based on available space and consideration of maintaining a pleasant area for swimmers and others using the beach for recreation.
- Section 13. Docking Space Allocation. Allocation of docking space shall be limited to the owner or owners of

a single property as defined in the following sections. A list of members who have been allocated dock spaces shall be kept by the Vice President. For the purposes of this document such members shall be referred to as Dockage Owners.

- Section 14. Waiting List of Dock Space. The Vice President will maintain a waiting list for Members in Good Standing wishing to have dock space. If a member does not maintain their good standing status they shall be removed from the waiting list and forfeit their position on the list. A member may again be placed at the bottom of the waiting list only after restoring their good standing status.
- Section 15. Vacancy on the Boat Dock. Should a dock space become available, the President shall notify the first member in good standing on the waiting list. That member shall be granted a reasonable time period to exercise their option to occupy the available space.
- Section 16. Option to Decline. The member may exercise an option to decline an immediately available space but maintain their position of the waiting list provided he/she informs the President within one week of notification.
- Section 17. Forfeiture of Dock Space. Should a dockage owner either vacate their dock space, leave their allocated space vacant for an unreasonable time period, or for any reason lose their member in good standing designation the President will notify the dockage owner that their rights to that space shall be forfeited. A dockage owner who has forfeited his/her rights may choose to put their name at the end of the waiting list.
- Section 18. Nontransferable. Dockage owners may not assign or otherwise transfer their dock space to another member except through the waiting list.
- Section 19. Docking Costs. All members who have dock space will be responsible for maintaining the dock equipment. Any expenses should be split evenly among the dockage owners regardless of position or any other circumstance.
- Section 20. Boats in the Beach Area. The Corporation assumes no responsibility or liability for boats and other property in the beach area whether placed or stored there temporarily or permanently. Each dockage owner is required to maintain liability insurance for any damage caused to Corporation property, persons or other property involving their boat or other property in the beach area.
- Section 21. Boat Moorings. Boats must be tied to mooring that are provided and maintained by the boat owner, kept separate from the dock and maintained such that they do not interfere with the stability and safety of the dock and/or any person using the swimming area.
- Section 22. Reasonable Use. Dockage owners with other reasonable means for mooring their boat such as canal frontage which is freely navigable, may be asked by the Corporation to forfeit their space for others with no other option.
- Section 23. Disputes. The Board of Trustees will review any disputes in a regular or special meeting. The majority decision of the Board shall prevail.
- Section 24. Amendments. These restrictions may be amended or added to by the approval of two thirds (2/3) of the members at an Annual Meeting.

ARTICLE IX - LAKE ACCESS

Section 01. Lake Access. Lake Access shall include beach privileges restricted to Members in Good Standing. Residents require the express consent of a Member in Good Standing. Guests must be accompanied by a Member in Good Standing or have in their possession a note from the member allowing access.

ARTICLE X – BYLAW AMENDMENT AND ENFORCEMENT

Section 01. By-Law Adherence, Violation and Penalty. Members must abide by the rules and regulations, Ordinances and By-laws of the Association. Any Member violating the Bylaws is subject to a fine of \$25 for such violation. If a violation is ongoing, the Board shall be authorized to treat each day that a violation continues as a separate violation. Any violation resulting in a fine must be approved by the Board. The affected member will be notified of the board meeting discussing the potential violation and will be given an opportunity to defend themselves at that time.

Section 02. By-Law Amendments. By-Laws may be amended or added to by the approval of a majority of members voting at an Annual Meeting or Special Meeting.

Section 03. By-Law Effective Date: All approved By-law amendments will take effect 10 days after approval.

Section 04. By-Law Enforcement: If the Association, through its Board, initiates court action to enforce these By-laws, the Act, or any of the Association’s Ordinances, rules or regulations, and the Association prevails in whole or in part, the member or members found to be in violation of (or who advocated an erroneous interpretation of) the Act, these By-laws, or any Ordinance, or any rules or regulations of the Association shall pay the reasonable attorney fees and costs of the Association in pursuing or defending such court action. If court action is initiated by a member, a resident living in member household, or a member’s guest, and the Association prevails, the Member shall pay the reasonable attorney fees and costs of the Association defending such court action.

Certification:

I, Amy Hornby, the Secretary for the Four Lakes Association, Inc., Livingston County, Michigan, do hereby certify that the foregoing is a true and complete copy of the Bylaws adopted by the Four Lakes Association at its Special Meeting held on **June 24, 2015**. The bylaws were adopted by the membership with 46 members voting in favor and 10 members voting in opposition.

  
Amy Hornby  
Secretary, Four Lakes Association

The foregoing instrument was acknowledged, subscribed and sworn to me on July 6, 2015, by Amy Hornby, Secretary for Four Lakes Association.



Drafted by and after recording return to:  
Amy Hornby, Secretary

~~11872 Four Lakes Dr~~  
~~South Lyon, MI 48178~~  
✓ FLA  
PO Box 631  
South Lyon, MI 48178

Gabriella L. Garlock  
Notary Public  
Livingston County, Michigan  
Comm Expires 08/30/2019  
Acting in \_\_\_\_\_  
County, Michigan