

**D R A F T**  
**London Towne Property Owners' Association, Inc.**  
**Section 2-Standing Rules**

**Article 1. Name and Purpose**

**Section 1.**

The name of the organization shall be LONDON TOWNE PROPERTY OWNERS' ASSOCIATION SECTION 2 hereinafter referred to as the Section. The London Towne Property Owners' Association, Inc. shall hereafter be referred to as LTPOA.

The London Towne Property Owners' Association, Inc. Bylaws supersede Section 2 rules as needed.

**Section 2.**

The purpose of the Section shall be to further and protect the interests of the members of the Section by utilizing their united efforts for the improvement and maintenance of the shorelines, beach, picnic areas, playground, roads, parkways, parking lots, docks, boating facilities and waterways; maintaining order, promoting social activities; and for related activities in the general welfare of the members of the Section.

**Article 2. Membership and Voting Privileges**

**Section 1.**

Membership will be composed of any person or entity that is a member of LTPOA and is not presently a member of any other LTPOA section (LTPOA membership is defined in Article 3 "MEMBERSHIP" of the LTPOA Bylaws revised October 2015).

The Secretary will resolve any question concerning membership.

**Section 2.**

Property owners shall be entitled to one vote in any meeting of the Section. In the event of co-ownership of a property, the property shall be entitled to a maximum of two votes. In the event of ownership of a property by a partnership, a corporation, a limited liability company, a trust or any other entity, the property shall be entitled to one vote to be cast by an authorized representative of the entity. The entity shall notify the Section in writing concerning the identity of the authorized representative and any changes in the authorized representative. Voting by proxy or absentee ballot is not allowed.

**Section 3.**

Members can vote when attending the second meeting in the same calendar.

**Section 4.**

Members that violate the Section 2 Standing Rules or the LTPOA Bylaws will be subject to the following disciplinary actions.

1. First infraction  
Verbal warning by the Section president or dock master (if pertaining to pier or slip)
2. Second infraction  
Written warning by the Section president
3. Third infraction  
Suspension of Section privileges not to exceed one (1) year

### **Article 3. Meetings**

#### **Section 1.**

Regular meetings shall be held during the months of March through October at 7:30 P.M. on the third Tuesday of the month. There are no regularly scheduled meetings during the months of November, December, January and February. Regular meetings shall be held at the Clubhouse, or a place designated by the President.

#### **Section 2.**

The President at his discretion may call special meetings, or they may be called on the written request of five members that have attended at least half the meetings held during the current calendar year. If a special meeting is to be held, fifteen days notice must be given to all members who have attended a meeting during the past year. Notice of such special meeting shall be in writing and sent to the member's e-mail address as it appears in the record of the Section Secretary. The purpose and object of the special meeting shall be stated in the notice, and no other business shall be transacted at the special meeting.

#### **Section 3.**

Five members, including the president, shall constitute a quorum at any regular or special meeting of the Section. Should there be an absence of a quorum; the said meeting shall be adjourned to a time and place to be designated by the President.

#### **Section 4.**

In event of absence, or inability of both President and Vice-President to act, the Section shall elect a President Pro-tem who shall preside at that meeting.

#### **Section 5. Order of Business**

Unless the membership agrees otherwise, the order of business will be follows:

Registration of members attending meeting  
Call to order  
Reading of minutes of preceding meeting  
Reading of correspondence  
Treasurer's Report  
Presentation of bills  
Committee reports  
Nominating Committee –

Appoint in July and Report in August  
Unfinished Business  
New Business  
Good and Welfare  
Elections (in September )  
Installations of Officers (in October)  
Adjournment

**Section 6.**

In any question of conduct of meeting, propriety of discussion, elections, etc., which is not specifically covered by these Standing Rules or the Bylaws of the LTPOA, shall be governed by “Roberts Rules of Order-Newly Revised.”

**Article 4. Election of Officers**

**Section 1.**

At the regular meeting in July of each year, the President shall appoint a Nominating Committee consisting of not less than 2, nor more than 5 members. The duty of the Nominating Committee is to make recommendations to the Section at the regular meeting in August for President, Vice-President, Secretary, Treasurer and delegates to serve as committee representatives and/or as Directors of the LTPOA, provided, however that each shall be a member of the Section.

**Section 2.**

At the regular meeting in August of each year, the Nominating Committee shall make its recommendations to the section for the Officers set forth in Article 4, Section 1. Any member in attendance at this meeting may nominate any member (including himself/herself) and the person so nominated shall be a candidate for office. The Secretary shall then read the names of each candidate for elective office. Voting shall be by secret ballot, unless there is only one candidate for a particular office. No member may vote by absentee ballot or proxy. The candidate receiving a majority of the votes from among the members present and voting shall be declared elected.

**Section 3.**

Elected officers shall consist of President, Vice-President, Secretary, Treasurer and LTPOA Board members.

The Section is entitled to five elected members on the LTPOA Board of Directors. These shall consist of the Section President, the Section representative on the Budget and Legislative Committee (term determined by current LTPOA By Laws), the Section representative on the Park and Planning Committee (term determined by current LTPOA Bylaws), and two additional Board members, elected to one-year terms, needed to ensure a minimum of five (5) members on the LTPOA Board of Directors. A Section member who is one of the four elected officers of

the LTPOA is not counted toward the entitlement of five (5) members on the LTPOA Board of Directors.

#### **Section 4.**

- A. Officers and Directors shall be nominated by a committee or from the floor.
- B. Candidates nominated by the nominating committee, if they are unable to be present at the August meeting, may submit a letter indicating acceptance of the position for which they were nominated. Candidates nominated from the floor must be present at the time of the voting in order to accept their nominated position. Nominations from the floor may only be made at the September meeting.
- C. All voting for the Officers and Directors shall be by written ballot, provided there is more than one candidate for an office.
- D. Except as specifically provided for above, the term of office shall be for 12 months, from the September meeting to the next September meeting.

### **Article 5. Duties of Officers**

#### **Section 1. President**

The President shall preside at all Section meetings and shall have general supervision over the affairs of the Section. In case of an emergency the President may take action in the interest or protection of the Section. The President shall appoint the members and Chairperson of all standing committees and create such other committees from time to time as may be deemed necessary and appoint the members thereto. The President shall serve as a member of all standing and special committees except the Nominating Committee. The President shall be equally responsible with the Treasurer and Secretary for the care of all important documents of the Section.

#### **Section 2. Vice-President**

The Vice-President shall, in the absence of the President, or inability of the President to act, perform duties of the President.

#### **Section 3. Treasurer**

The Treasurer shall receive all funds of the Section. The Treasurer shall promptly deposit all funds remitted, and shall issue a receipt in acknowledgement of all funds of the Section. The Treasurer shall keep books of the financial affairs of the Section, and shall report the condition of said finances to the Section at every regular meeting and such other times as the President may direct. All original bills and receipts shall stay with the Treasurer's records. He/she shall at all time keep the books open for review by the LTPOA Board. The Treasurer shall share with the President and the Secretary the responsibility of the care and custody of all important documents of the Section. At the conclusion of the annual review, the treasurer will forward a copy of the final report completed by the LTPOA Board or their designee to the president, to be filed at the clubhouse.

#### **Section 4. Secretary**

The Secretary shall keep minutes of all meetings, keep a roster of members, resolve any question concerning membership eligibility, record members attending each meeting, notify members of special meetings, handle correspondence and be custodian of all official papers including Section rules and regulations. The Secretary shall ensure that a copy of the approved minutes be forwarded to the secretary of the LTPOA Board of Directors

## **Article 6. Vacancies**

### **Section 1.**

If the office of Section President becomes vacant, the Vice President shall automatically succeed to such office without any further action of the membership. The new Section President shall appoint a new Vice-President who shall serve until the next regular election.

### **Section 2.**

In the event of a vacancy among officers or board members, the Section President will appoint a new officer or board member who will serve until the next annual election.

### **Section 3.**

If any officer or board member fails to fulfill his or her duties or fails to attend three consecutive Section meetings without a valid excuse, a vacancy shall be declared and a new officer or board member appointed by the President who will serve until the next annual election.

### **Section 4.**

If any Board member fails to attend three consecutive Board meetings without a valid excuse, acceptable to the Board, a vacancy will be declared by the LTPOA Board of Directors and a new member appointed within forty-five (45) days by the President of the Section.

## **Article 7. Funds**

### **Section 1. Accounts**

All Section funds shall be kept in one of three separate accounts depending upon their source (checking, savings and escrow). Section funds include, but are not limited to, slip fees, storage racks for non-motorized vessels, donations and profits from fund raising events.

### **Section 2. Disbursements**

Disbursements shall be made by check after having been authorized by a vote of the members. Checks of one thousand dollars (\$1,000.00) or less may be signed by either the Treasurer or President. Checks in excess of one thousand dollars (\$1,000.00) must be signed by both the President and Treasurer.

### **Section 3. Contracts**

The President of the LTPOA must sign all contracts after they have been reviewed by the appropriate LTPOA committee.

## **Article 8. Committees**

**Section 1. LTPOA Committees**

- A. The Section President shall recommend a member to serve on the following LTPOA committees established by the LTPOA Bylaws:
  - Police Committee
  - House and Grounds Committee
  - Events Committee
  - Credentials and Ramps Committee
  - Erosion Committee
  
- B. A Section member shall be elected to the following positions to serve on the following LTPOA committees for a determined by the LTPOA Bylaws:
  - Park and Planning Committee
  - Budget and Legislative Committee

**Section 2. Section Committees**

- A. The members of the standing committees and the Chairperson of each shall be appointed by the President.
- B. Nominating Committee  
The Nominating Committee of not less than 2 members, shall be appointed by the President and perform the duties set forth in Article 4.
- C. Events Committee  
The Events Committee shall consist of not less than 2 members appointed by the President. One chair person will be appointed by the President and will act as chairperson for all Section events and assist with LTPOA events. The second appointed member will serve as the Section representative on the LTPOA Events Committee. The Events Committee shall be responsible for scheduling and overseeing all Section events such as fund raising events, picnics and other social events.
- D. Pier Committee  
The Section President shall appoint the members of the Pier Committee which shall consist of not less than two members. The President shall appoint the Chairperson of the Pier Committee, who will be known as the Dock Master.

The Pier Committee shall be responsible for the erection, repair and maintenance of docks, mooring facilities, storage racks for non-motorized vessels, bulkheads, dock parking lots and the lights pertaining thereto. It shall be responsible for the erection of new docks, bulkheads, mooring facilities, and the repair or modification of existing facilities. It shall, with the approval of a majority of the Section members, promulgate such rules and regulations as are appropriate for the use of the docks, bulkheads, mooring facilities and dock parking facilities. The Pier Committee shall have authority, under a plan or plans, approved by the section members, to negotiate with contractors, builders, and suppliers in connection with boating and dock facilities.

All dockage fees, all loans from members, and all other income and cash receipts pertaining to the activities of the Pier Committee shall be placed in the designated bank account and be under the care and custody of the Section Treasurer. All disbursements are to be by check. A signed receipt shall be issued in acknowledgement of all funds received, and a copy of such receipts shall be retained as part of the Committee records. All checks and vouchers for the payment of all monies pertaining to the functions and activities of the Pier Committee shall be signed in accordance with Article 7, above.

The Dock Master shall furnish a report on the activities of the Committee at each regular meeting of the Section and shall keep a current record of dockage and non-motorized vessel storage rack holders and their addresses. The Dock Master must provide the President with a copy of such record no later than the second meeting of the year. All changes/updates must be reported during the committee report at the next regular meeting and an updated copy submitted to the President.

Renewal applications for dockage from London Towne property owners (with annual fees) must be received by the Dock Master no later than January 31 of each year. The Section is not obligated to send renewal notices.

- February 1—Applications will be accepted from property owners who were not assigned dock space in the previous year.
- March 1— Applications will be accepted from year round tenants.
- April 1 — Applications from property owners for a second non-renewable dock space will be accepted if vacancies exist.
- On June 1 should a boat owner not have his/her vessel in the assigned space, he/she must submit a hardship request in writing to the Pier Committee, or relinquish the dock space.
- The hardship request will be discussed and voted on at the regular meeting immediately following receipt of formal request.
- Reimbursement for dock space will be done on a prorated basis only. Monies paid toward electric and ice will be forfeited
- The above also apply to non-motorized vessels. However 2 spaces may be held by one member on continual annual basis as long as they are paid for by January 31st
- April 1st-Applications for 3<sup>rd</sup> space will be accepted if available. However this is a non-renewing space annually
- If assigned spaces are not utilized for more than 30 days without notification to the dock master, the spaces will be relinquished and refunded on prorated basis upon request from owner.

#### E. Special Committees

The President shall name the members and Chairperson of any other committees which as the President may from time to time to create.

### **Article 9. Private Events**

All LTPOA members as defined above in Article 2, Section 1 may use the parklands and picnic areas for private events with the approval of the Section members. All requests must be made in person at a regular meeting prior to the event. The request will be presented during new business and voted on by all members present with voting privileges. Any event that will include alcohol must be approved by the LTPOA Board of Directors and comply with all county regulations pertaining to serving alcohol at the event. Member must supply a portable toilet for guests for the duration of all events. Up to twenty parking passes will be provided to the member for guest parking. Parking passes must be displayed in the windshield of guest vehicle.

#### **Article 10. Amendments**

Amendments to these Standing Rules must be submitted in writing at a regular meeting of the Section. The changes shall be voted on at the next meeting and may be adopted by a majority vote of the members present and voting.

#### **Article 11. Procedure**

In any question of conduct of meeting, propriety of discussion, elections, etc., which is not specifically covered by these Standing Rules or the Bylaws of the LTPOA, shall be governed by *“Roberts Rules of Order-Newly Revised.”*

#### **Article 12. Distribution**

A copy of these Standing Rules and of all amendments thereto shall be furnished to each member upon request. These Standing Rules of LTPOA Section 2 were adopted by a majority vote at the regular meeting on Month/Day/YEAR.