

ECHO LAKE COMMUNITY CORPORATION

Constitution and By-Laws

The Constitution and By-Laws of Echo Lake Community Corporation are set forth, in a legal manner, for the purpose of organizing the working methods of our community. The Constitution and By-Laws have been amended many times over the years. All residents should read and have a working knowledge of the Constitution and By-Laws, so that they may better understand and take part in the community.

ARTICLE I: Name

The name of the corporation shall be Echo Lake Community Corporation (hereafter referred to as “the Corporation”).)

ARTICLE II: Purpose

The purpose for which the Corporation is formed is to provide an association for the property owners of Echo Lake to collectively: maintain the lake, community center, park, beach and community entrances; organize community activities; and provide rules and regulations for use of the collective property of the subdivision known as Echo Lake in Ela Township, Lake County, Illinois.

ARTICLE III: Board of Directors

1. The Management of the Corporation shall be vested in a board of eight (8) Directors, who shall normally serve as Officers and Commissioners of the Corporation, who are members in good standing of the Corporation and who shall be elected by the Members of the Corporation at the Regular Spring Meeting of such members. At the Regular Spring Meeting of the Corporation, all Directors shall be elected for a period of three (3) years. In years evenly divisible by three, the President, Secretary, and Rental Commissioner will be elected. The following year, the Vice President, Lake Commissioner, and Building Commissioner will be elected. The following year, the Treasurer and Park Commissioner will be elected. At each Regular Spring Meeting, a sufficient number of Directors will be elected to fill all vacancies that may occur by reason of expiration of term of office.
2. In case of any vacancy on the Board of Directors (hereafter referred to as “the Board”), by reason of death, resignation, refusal, or inability to act, the remaining Directors by an affirmative vote of a majority thereof, may appoint a successor to hold office for the unexpired portion of the term and until the election of a successor.

In the event of failure to hold an election as directed herein, all Directors will hold office until their successors are elected. Officers and Directors may not succeed themselves for more than two (2) terms (a total of six years in office).

3. Regular meetings of the Board shall be held monthly. It shall be the duty of each Director to attend these meetings. The majority of the Board shall constitute a quorum. No decision may be reached or action taken by the Board without the agreement of the quorum.
4. Special meetings of the Board may be called by the President upon a one-day notice, or such meetings may be held at any time by unanimous consent of the Directors.
5. At Board Meetings, business shall be transacted in such order as the Board may determine. The President of the Corporation shall preside and the Secretary of the Corporation shall act as Secretary at all meetings of the Board. In the absence of the President, the Vice President will preside. In the absence of both, the Treasurer, then the Secretary, shall preside.
6. Elected Directors named in Article IV who attend a minimum of eight (8) total meetings, including Board Meetings and Community Meetings during the year, shall have their annual dues for the following year waived. The Financial Secretary shall also qualify for this exemption, provided he or she attends monthly Board meetings and provides monthly financial reports.

ARTICLE IV: Officers and Commissioners

1. Officers and Commissioners are elected for a specific office by members of the Corporation at the Annual Spring Meeting.
2. The Offices of the Corporation consist of: President, Vice President, Secretary and Treasurer.
3. The Commissioners of the Corporation consist of: Lake Commissioner, Building Commissioner, Park Commissioner and Rental Commissioner.
4. President – Duties

The President shall preside at all Board of Directors and Community Meetings. The President may call Special Meetings of the Board. In addition, the President shall:

- a. Coordinate projects of all Board Members
- b. Develop Board policies and procedures
- c. Address legal issues

- d. Organize Community Meetings
- e. Appoint all Chairpersons of permanent and temporary committees.

5. Vice President – Duties

The Vice President shall, in case of the absence or disability of the President, perform the duties of the President. In addition, the Vice President shall serve as:

- a. Liaison with all Committees
- b. Chairman of Block Captains
- c. Chairman of Welcoming Committee
- d. Chairman of Special Projects

6. Secretary – Duties

The Secretary shall keep the records of the Corporation and books of account. The Secretary shall have custody of the seal of the Corporation. The Secretary shall also perform the following duties:

- a. Take minutes at all meetings
- b. Type communications
- c. Prepare and maintain project folders
- d. Collect mail from the Corporation's P.O. Box
- e. Maintain records of all community property, equipment, legal documents and other assets in a secure location.

7. Treasurer – Duties

The Treasurer shall have custody of the monies and securities of the Corporation. The Treasurer shall keep regular books and accounts. All checks shall be countersigned by the President and Treasurer, or by any authorized Member of the Board in the event of the absence of the President or Treasurer. \$1,000 is the maximum amount of any one check that may be drawn without the consent of the majority of the Board Members. In addition, any expenditure that exceeds \$1,000 must be approved by a majority vote of the Board Members. The Treasurer shall also perform the following duties:

- a. Keep records of receipts and disbursements; issue periodic reports.
- b. Make payments on income tax, real estate tax, tornado insurance, liability insurance, fire insurance or other obligations.
- c. Maintain liaison with the bank.
- d. Ensure that there is a minimum balance of \$1,000 in the ELCC savings account.
- e. A Financial Secretary reporting to the Treasurer may be appointed by the Board of Directors for a two-year term. The Financial Secretary is

responsible for the billing and collection of membership dues statements as follows:

- i. Mail dues statements (initial, follow-up and final); keep records of dues payments and issue membership identification in accordance with and as defined in ARTICLE VII, Sections 3, 4, 5, 6 and 7.
 - ii. Keep records of receipts and bank deposits and issue monthly reports to the Treasurer.
 - iii. Maintain accurate and current listings of property owners and tenants and publish a Community Directory.
 - iv. The Financial Secretary will have no power of disbursement over Corporation funds.
- f. If a Financial Secretary is not appointed, the above duties will revert back to the Treasurer.

8. Lake Commissioner - Duties

- a. Establish a plan to control weeds and lake obstructions.
- b. Maintain lake fence, dam, inlets and outlets
- c. Monitor and control fishing in Echo Lake
- d. During the swimming season, obtain a monthly report from the Lake County Health Department to test the water quality of Echo Lake
- e. Maintain lake equipment (raft, swimming ropes, and piers).

9. Building Commissioner – Duties

- a. Ensure that the Community Center is maintained and available to rent on an ongoing basis (including but not limited to) electrical, furnace, water, septic system, carpeting and tile.

10. Park Commissioner – Duties

- a. Maintain park, driveway and parking area
- b. Maintain playground equipment
- c. Maintain and improve subdivision entrances

11. Rental Commissioner – Duties

- a. Act as rental liaison with the rental community members who rent the Community Center. A rental interaction fee of \$25.00 per rental shall be paid to said Rental Commissioner for overseeing the cleanliness and neatness of the Community Center and completion of the Rental Checklist following each use and execution of the rental agreement.

ARTICLE V: Members

1. Each and every person who is an owner of any property in Echo Lake Subdivision, or any person(s) who shall have an interest therein by reason of any agreement shall be eligible for Membership in the Corporation, and upon payment of the current annual dues shall be entered on the books of the Corporation as a member in good standing. Good standing shall be maintained by continued payment of annual dues and by abiding by the Constitutions and By-laws of the Corporation.
2. All members in good standing shall have the following privileges and rights of the Corporation:
 - a. To attend, address, and vote on items brought before General Meetings.
 - b. To hold office as a Director or become a member of any committee.
 - c. Rental of the Community Center in accordance with ARTICLE IX, Sections 1, 2 and 3.
 - d. Attend all Community events.
 - e. Use of Community property (park, lake and Community Center).

ARTICLE VI: Meetings

1. A Regular Meeting of the Members of the Corporation shall be held two (2) times a year (spring and fall) on a day to be designated by the Board. The Secretary shall at least ten (10) days prior to such meeting, post notice of such meeting. In an emergency, Special Meetings of the Members may be called by the President with the approval of the Board, with 48 hours notice.
2. At all Meetings of the Members, Regular or Special, a quorum will be constituted when fifteen (15) members and two (2) Officers are present. No meetings shall be considered in session and able to conduct community business unless and until such a quorum exists.
3. No proxy votes are permitted
4. For purposes of arriving at a quorum, a husband and wife, as long as their annual dues have been paid for the current year, will be counted as individual members, and in voting each will be counted as having a right to vote. No family may have more than two (2) votes.

ARTICLE VII: Budget and Dues

1. The Board, prior to the Annual Spring Meeting of the Members of the Corporation, will prepare a budget for the expenditures to be made for the ensuing fiscal year (May 1 through April 30). This budget shall be submitted to the Members at the Annual Spring Meeting for their approval.
2. The Board may enter into such contracts as may be necessary to carry out the purpose of the Corporation, and shall have the power to borrow money whenever necessary, and shall create, make and issue notes or bonds for the repayment thereof, and may do every other act and thing necessary to effect same. No project involving a total expenditure of more than \$1,000 may be initiated without approval of the Community. This amount shall be separate and distinct from the Corporation Reserve Fund.
3. On or before April 15, the Financial Secretary shall mail an invoice to every Echo Lake property owner advising each owner of the amount of annual dues to be paid. The dues must be paid by either paying the total amount on or before May 15 of the same year, or by paying at least one-half of the total amounts no later than May 15 of the same year, and the remaining amount by June 15 of the same year. Persons 65 years of age or older will be billed 50 percent of the normal rate upon such owner providing the Corporation with proof of eligibility.
4. Annual dues amounts are to be determined by the Corporation and its Members in good standing at any General or Special Meeting. However, ten (10) days written notice must be delivered to said Members before any change to said dues can be made.
5. Any unpaid dues shall become a lien on the property against which they are charged and the Board is authorized to pursue collections of unpaid dues by civil action or through other legal remedies. Any expense involved in servicing the lien, or collecting the same, shall be charged to the delinquent property owner. Interest at the rate of one percent above the prime interest rate will be charged on all unpaid dues as of July 1, 1982, and thereafter.
6. Each owner shall pay current dues on each home owned. Homeowners shall not be assessed dues on vacant lots adjoining their homes.
7. Property owners of vacant lots not adjoining their homes shall pay dues at a rate of 50 percent of the current rate per vacant lot.

ARTICLE VIII: Committees and Representatives

1. Any Member in good standing of the Corporation shall be eligible for appointment to any committee, temporary or permanent, and as local government representative.
2. Temporary committees shall be appointed from time to time by the President at any Regular or Special Meeting of the Directors.

ARTICLE IX: Community Center Rental

1. Only members in good standing will, upon agreeing to the rules and payment of rental fees set by Members at any Regular or Special Meeting of the Corporation, be eligible to rent the Community Center.
2. The Board shall be responsible for approving applications and scheduling the use of the Community Center. Community events shall take precedence over resident events. Only non-profit events will be approved. No event considered detrimental to the community will be allowed. No event is to extend beyond 1:00 a.m.
3. The Corporation does not provide any form of liquor liability insurance. Renter agrees to obey State of Illinois liquor and other local laws.
4. This rental application covers use of the Community Center only. The adjacent park and beach may be used but will still be available to Echo Lake residents during the renter's event.
5. The rental fee is due at the time of application. In the event of cancellation with 14 days notice, the rental fee will be refunded in full. Cancellation with less than 14 days notice is subject to a \$25 administration fee. Renter will submit a security deposit as determined by the Board prior to receiving access to the Center. This deposit is refundable if the Center and adjoining property are found to be in good condition, free of damage, and the Event Conclusion Checklist has been satisfactorily completed.
6. Based on Section 1008.00 Occupancy Load of the 1993 BOCA National Building Code, or any revision thereof, the maximum occupancy for the Community Center is 100. A minimum aisle width of 44 inches shall be maintained when serving more than 50 individuals. Outdoor structures of any kind (i.e., moonwalk, tent, and bandstand) require prior Board approval. An additional \$50 fee per structure will be charged.
7. The Board is charged with amending the terms of the rental application in order to protect, as needed, the interests and property of the community.

ARTICLE X: Rules and Regulations

1. No motorboats shall be permitted on Echo Lake except electric motors solely powered by battery with a maximum of twelve (12) volts.
2. No motorized vehicles shall be permitted on Echo Lake or the adjacent park without the written permission of the Board.
3. Public roads, easements, pathways, the park area and the lake shall not be obstructed, nor shall garbage, refuse or other offensive matter be deposited thereon.
4. No person shall throw or deposit any offensive matter or carcass of any animal on any street, in the lake or in any adjacent waterway or well.
5. No person shall corrupt or render unwholesome or impure the lake, or any adjacent waterway or well, to the injury or prejudice of others.
6. No person shall obstruct or encroach upon public roads, private ways, easements, streets, alleys, parks or landing places.
7. Property owners shall be responsible for the actions of their guests.
8. The plans for any building to be erected in the subdivision must comply with the permit granted by the Building Department and Zoning Board of Lake County.
9. Parking is permitted only in designated areas.
10. No property owner shall be permitted to carry or pipe water from the lake for any purpose except to extinguish a fire.
11. No persons other than Echo Lake Residents in good standing or their invited guests are allowed to use the park.
12. Picnics are allowed only in designated picnic areas
13. No dogs are allowed in the park without a leash and owners must pick up after their dogs.
14. No fishing is allowed in the designated swimming area
15. Dogs are not allowed to run loose in the Community, according to a Lake County ordinance that states: It is hereby declared to be a public nuisance to suffer, permit

or allow any dog to run at large in the unincorporated areas of the County of Lake which have been subdivided for residential purposes. No owner of a dog shall permit said dog to run at large in the residential areas of the unincorporated parts of the County.

16. No property owner shall be permitted to allow a septic system to drain into the lake.
17. To discourage the reintroduction of carp to Echo Lake, minnows may not be used as bait.
18. The introduction of other species of oversized fish (with respect to the rest of the fish population) is prohibited unless approved by the Lake Commissioner.
19. Echo Lake will be restocked with fish only under the advice and direction of the Lake County Fisheries Biologist or the Lake Consultant. This amendment acknowledges that experts have determined that Echo Lake is best suited for largemouth bass, bluegill, channel catfish and northern pike. Sterile grass carp may be introduced to Echo Lake for weed control purposes in accordance with specifications established by the Lake County Fisheries Biologist.
20. No lifeguard is on duty at the beach; those swimming in the lake do so at their own risk.
21. Park hours are specified as sunrise to sunset.
22. Running on the piers is prohibited.
23. No glass bottles or glass containers are allowed in the park.
24. No playground attendant is on duty; children using the playground do so at their own risk.
25. Children must be accompanied by an adult when using any Echo Lake Community property.

ARTICLE XI: Amendments

The Board shall have the power to make and amend the By-Laws of the Corporation, by a vote of a majority of the Members of the Corporation present at any Regular Meeting of the Corporation. Notice of said amendment changes shall be delivered to all Members in good standing at least ten (10) days prior to such meetings.

ARTICLE XII: Enforcement

It is the express duty of the Directors to enforce the provisions contained in these By-Laws, deed of conveyance or sale agreements, and the laws of Lake County and the State of Illinois, and the Board of Directors shall have full power and authority to expend all necessary sums in connection herewith.

ARTICLE XIII: Meeting Protocol

All meetings will be conducted according to Roberts Rules of Order, as amended.

This Constitution and By-Laws, as amended, supersedes all previous Constitutions and By-Laws, and becomes effective upon acceptance as specified in ARTICLE XI above.

Date of Adoption: April 15, 2013