

**R**unyan  
**L**ake  
**H**eights  
**A**ssociation  
**I**ncorporated

**Bylaws**  
Version 8.0

**05/31/09**

## **Preamble**

We, the individual property owner of Runyan Lake Heights and Runyan Lake Heights #1 resolve that, in order to have a healthier, safer, and more desirable area in which to live, do hereby form a residents organization to maintain jointly owned lake frontage, lake access, roads and property. This nonprofit organization will be known as RLHAI (Runyan Lake Heights Association Incorporated), a corporation in the state of Michigan. The purpose of RLHAI will be to administer the following set of bylaws:

## **ARTICLE I – Membership**

### **Section 1**

All free holders of one or more parcels of real property located within the territory platted as Runyan Lake Heights and Runyan Lake Heights #1 shall be members of RLHAI by virtue of such ownership. The above territory is further documented by the attached plats of Runyan Lake Heights and Runyan Lake Heights #1. Rights, privileges, benefits and obligations associated with said Membership are governed by this document. The term “Member” is defined as person(s) owning property associated with a Tyrone Township tax identification. All RLHAI dues and voting rights will be based upon tax identification numbers as maintained by Tyrone Township. A max of two votes and one billing for each identified Township tax lot number will be allowed. If a Member owns multiple lots with multiple tax identification numbers, they will receive a billing and have voting privileges for each lot owned on which RLHAI dues are paid up. Every owner within the Territory shall automatically be and must remain a Member of RLHAI in good standing. Per these by-laws, a Member is considered in good standing if they have no unpaid dues, fines, late charges, interest, legal fees and/or any other RLHAI agreed upon assessment.

## **ARTICLE II – Officers**

### **Section 1**

- A. A five member RLHAI Board of Trustees will be elected by the membership. RLHAI trustees will be assigned a number from 1 to 5. Elections for trustee numbers 1, 3 and 5 will be held in odd number years and elections for trustee number 2 and 4 will be held in even number years.
- B. Any member may hold up to one (1) RLHAI Board position and one (1) RLI (Runyan Lake Incorporated) office at the same time.
- C. The term of office for RLHAI Board of Trustees will be a minimum of two years. The term of office for RLI Trustees will be governed by the bylaws of that organization.
- D. All RLHAI Trustees must be owners of platted property in Runyan Lake Heights or Runyan Lake Heights #1.
- E. Currently elected RLHAI Trustees are empowered to select new Trustee to complete the unexpired term of any retiring Trustee by a majority vote. They also have the option of calling a special meeting of the general membership to fill vacant positions.

### **Section 2**

- A. Duties of the Trustees are as follows:
  - 1. Act as chairmen at all RLHAI board and membership meetings. Oversee all RLHAI business.
  - 2. Responsible for establishing and communicating RLHAI board and membership meeting dates, agenda and communication.
  - 3. Document minutes at all meetings. Keep financial records. Handle all communication.
  - 4. Takes charge of all roads and drainage ditches in the Heights. Contracts for all work done. Organizes work crews for routine maintenance.
  - 5. Oversees anything affecting the beach, parks, or any other community owned property.
  - 6. RLI Trustee – Represents RLHAI, also know as Area 1, at RLI Meetings. Reports RLI actions to RLHAI.

## **ARTICLE III – Meetings**

### **Section 1**

- A. RLHAI will hold two membership meetings per year. These meetings will be held at the RLHAI Park/Beach per the following schedule:
  - First Sunday following Memorial day at 3 pm.
  - First Sunday following Labor day at 3 pm.
1. At each meeting the following items will be included in the agenda:
  - a) Prior meeting minutes
  - b) Treasurer’s report
  - c) Proposed fiscal budget (Spring meeting only)
  - d) Planned projects/status
  - e) Any other business
2. Nominations for the election of RLHAI Trustees (as needed) will be conducted during the Spring meeting and up to 1 week prior to the Fall meeting, and voted on in the Fall meeting.

### **Section 2**

- A. The RLHAI Board of Trustees may call special meetings of the general membership on fourteen- (14) days written notice to all members at their last known address.
- B. Notice of special meeting will be posted near the Runyan Lake Heights mailbox area.

### **Section 3**

- A. It shall be a legal meeting when a simple majority of the General Membership is present, or two (2) duly elected Trustees and ten (10) general members are present.
- B. Voting may be conducted by mail providing the above (Article III, Section 3, A) legal meeting requirements are met. Only signed ballots of members in good standing may be counted.

### **Section 4**

- A. Only verified members in good standing may vote on RLHAI matters. An RLHAI member is considered in good standing if current year dues are not in arrears by more than 30 days (based on current by-laws dues are considered in arrears after May 31<sup>st</sup>). Voting will be carried out using voting cards distributed by Trustees
- B. Two votes will be allowed for each piece of property or set of contiguous lots. An individual may have a maximum of two votes, regardless of the amount of property owned.
- C. Members not attending a meeting may vote by proxy. Proxies must be submitted in writing to any Trustee before the meeting. The Trustee will enter them into the minutes of the meeting.

## **ARTICLE IV – Finance**

### **Section 1**

- A. The fiscal year will be from July 1 to June 30.
- B. Annual dues are payable after April 1 and due by May 1.

### **Section 2**

- A. RLHAI will rent a post office box in Fenton, Michigan for the convenience of conducting business.
- B. The post office box number will appear on all association stationary.

### **Section 3**

- A. RLHAI shall maintain a checking account in Fenton, Michigan for the deposit of all corporate funds collected.
- B. Disbursements over \$100 shall require the signature of two Trustees.
- C. Individual disbursements over \$500 shall require the approval of the General Membership, unless funds to be disbursed are assessed for a specific purpose.

## **ARTICLE V - Assessments**

### **Section 1**

Annual dues shall be approved by the Membership based upon a proposed budget presented by the Trustees for the upcoming year. The budget will be presented for consideration to the Membership and voted upon each year at the Fall (September) meeting. The proposed budget will differentiate potential dues based on operating budget, current special assessments and proposed projects for the upcoming year.

No other assessments may be levied at any time for any purpose except by prior written notice and majority approval from the general membership using a legal vote.

### **Section 2**

Annual dues and special assessments become delinquent 30 days after their due date (May 1 for annual dues) and shall become a lien upon the land of the delinquent member as authorized in the State Charter under Section 21.769 of Public Acts 137. This lien is to include a lien cost fee of \$50.00 upon filing.

## **ARTICLE VI – Public Courtesy and Law**

### **Section 1**

- A. All property owners will adhere to building codes and restrictions of Tyrone Township and Livingston County.
- B. It is the duty of each member to maintain property so as not to infringe upon the rights of his/her neighbor.
- C. Each member agrees to protect all animal, bird, and fish life on, around, or in the lake or subdivision and its vicinity in accordance with the laws of the State and County.
- D. Association member's dogs, cats, and other pets should follow Tyrone Township, Livingston County, and State of Michigan laws regarding freedom, treatment and care.

### **Section 2**

- A. All problems relating to public courtesy and law are the responsibility of township, county, and state government. Complaints for violations should be addressed with appropriate governmental agencies.
- B. RLHAI will address matters governed by township, county, or state law only when necessary and agreed upon by majority vote of the general membership.

### **Section 3**

- A. All grievances directly pertaining to RLHAI related items are to be submitted in writing to the RLHAI Board of Trustees for consideration. Only those items submitted in writing will be considered. In addition, only members considered in good standing have the right to submit signed grievances for consideration.

## **ARTICLE VII - Restrictions**

### **Section 1**

- A. The MAXIMUM speed limit on all roads within the boundaries of the association is 15 miles per hour.
- B. Drivers of vehicles within the boundaries of this association must adhere to all township, county, and state laws and abide by the spirit of common courtesy.
- C. Road maintenance equipment and activities will always maintain the right-of-way within the association boundaries.

### **Section 2**

- A. Use of park and beach is restricted to members and their guests only. All guests must be accompanied by members while using park and/or beach.
- B. No motor powered boats will be allowed in the park swimming area.
- C. No motor powered boats are allowed to pull up to the swim dock to pick up members.
- D. No motor powered vehicles will be allowed in any association platted parks, except when conducting association business.
- E. All pets in park and/or beach area must be leashed and/or controlled and picked up after.
- F. No glass containers allowed in park or beach area.
- G. No foul language allowed in park or beach area.
- H. Noise level at park or beach must be kept to a minimum after sunset. Anyone violating this rule will be asked to leave.
- I. Any garbage, trash or litter brought into park or beach area must be picked up and taken with member.
- J. No climbing or playing on park fence or gate allowed.

### **Section 3**

- A. Members have agreed upon standard mailboxes.

## Revision Control Log

<b>Date</b>	<b>Change</b>
<b>09/18/04</b>	<p><b>Article V, Section 3, Item A</b>  <b>Changed from:</b>                      “Annual dues and special assessments become delinquent 90 days after their due date (May 1 for annual dues) and shall become a lien upon the land of the delinquent member as authorized in the State Charter under Section 21.769 of Public Acts 137. This lien is to include the cost for the lien action.”  <b>To:</b>                      “Annual dues and special assessments become delinquent 90 days after their due date (May 1 for annual dues) and shall become a lien upon the land of the delinquent member as authorized in the State Charter under Section 21.769 of Public Acts 137. This lien is to include a lien cost fee of \$50.00 upon filing.”</p> <p><b>Article VI, Section 3, Item A</b>  <b>Changed from:</b>                      Non-existent.  <b>To:</b>                      “All grievances directly pertaining to RLHAI related items are to be submitted in writing to the RLHAI Board of Trustees for consideration. Only those items submitted in writing will be considered. In addition, only members considered in good standing have the right to submit signed grievances for consideration.”</p> <p><b>Article II, Section 1, Item A</b>  <b>Changed from:</b>                      “A five member RLHAI Board of Trustees will be elected by the membership.”  <b>To:</b>                      “A five member RLHAI Board of Trustees will be elected by the membership. RLHAI trustees will be assigned a number from 1 to 5. Elections for trustee numbers 1,3 and 5 will be held in odd number years and elections for trustee number 2 and 4 will be held in even number years.”</p>
<b>07/16/00</b>	<p><b>Article III, Section 4, Item A</b>  <b>Changed from:</b>                      “Only verified members in good standing may vote on RLHAI matters. Voting will be carried out using voting cards distributed by the Trustees.”  <b>To:</b>                      “Only verified members in good standing may vote on RLHAI matters. An RLHAI member is considered in good standing if current year dues are not in arrears by more than 90 days (based on current by-laws dues are considered in arrears after July31st). Voting will be carried out using voting cards distributed by the Trustees.”  <b>In order to reflect clarification of member in good standing.</b></p>
<b>09/15/02</b>	<p><b>Article III, Section 1, Item A</b>  <b>Changed from:</b>                      “RLHAI will hold three membership meetings per year. These meetings will be held at the RLHAI Park/Beach from 5 p.m. to 7 p.m. on the following days:</p> <ul style="list-style-type: none"> <li>• Third Sunday in May</li> </ul>

	<ul style="list-style-type: none"> <li>• Third Sunday in July</li> <li>• Third Sunday in September”</li> </ul> <p><b>To:</b></p> <p>“RLHAI will hold three membership meetings per year. These meetings will be held at the RLHAI Park/Beach per the following schedule:</p> <ul style="list-style-type: none"> <li>• Third Friday in May at 7 p.m.</li> <li>• Third Saturday in July at 5 p.m.</li> <li>• Third Sunday in September at 3 p.m.”</li> </ul> <p><b>In order to provide a variation in meeting times and dates for additional attendance.</b></p>
<p><b>09/18/04</b></p>	<p>“Annual dues and special assessments become delinquent 90 days after their due date (May 1 for annual dues) and shall become a lien upon the land of the delinquent member as authorized in the State Charter under Section 21.769 of Public Acts 137. This lien is to include the cost for the lien action.”</p>
<p><b>09/18/05</b></p>	<p><b>Article III – Meetings – Section 4</b></p> <p>Current:</p> <p>Only verified members in good standing may vote on RLHAI matters. An RLHAI member is considered in good standing if current year dues are not in arrears by more than 90 days (based on current by-laws dues are considered in arrears after July 31<sup>st</sup>). Voting will be carried out using voting cards distributed by Trustees</p> <p>Proposed:</p> <p>Only verified members in good standing may vote on RLHAI matters. An RLHAI member is considered in good standing if current year dues are not in arrears by more than <b>30</b> days (based on current by-laws dues are considered in arrears after <b>May 31<sup>st</sup></b>). Voting will be carried out using voting cards distributed by Trustees</p> <p><b>Article V – Assessments – Section 3</b></p> <p>Current:</p> <p>Annual dues and special assessments become delinquent 90 days after their due date (May 1 for annual dues) and shall become a lien upon the land of the delinquent member as authorized in the State Charter under Section 21.769 of Public Acts 137. This lien is to include a lien cost fee of \$50.00 upon filing.</p> <p>Proposed:</p> <p>Annual dues and special assessments become delinquent <b>30</b> days after their due date (May 1 for annual dues) and shall become a lien upon the land of the delinquent member as authorized in the State Charter under Section 21.769 of Public Acts 137. This</p>

lien is to include a lien cost fee of \$50.00 upon filing.

**Article I – Membership – Section 1 & 2**

Current:

- A. All owners of one or more lots located within the territory platted as Runyan Lake Heights and Runyan Lake Heights #1 will be members of RLHAI. The above territory is further documented by the attached plats of Runyan Lake Heights and Runyan Lake Heights #1.
- B. All platted roads, parks, and paths will be considered administrative and legal property owned jointly by members of RLHAI.

Proposed:

All free holders of one or more parcels of real property located within the territory platted as Runyan Lake Heights and Runyan Lake Heights #1 shall be members of RLHAI by virtue of such ownership. The above territory is further documented by the attached plats of Runyan Lake Heights and Runyan Lake Heights #1. Rights, privileges, benefits and obligations associated with said Membership are governed by this document. The term "Member" is defined as person(s) owning property associated with a Tyrone Township tax identification. All RLHAI dues and voting rights will be based upon tax identification numbers as maintained by Tyrone Township. A max of two votes and one billing for each identified Township tax lot number will be allowed. If a Member owns multiple lots with multiple tax identification numbers, they will receive a billing and have voting privileges for each lot owned on which RLHAI dues are paid up. Every owner within the Territory shall automatically be and must remain a Member of RLHAI in good standing. Per these by-laws, a Member is considered in good standing if they have no unpaid dues, fines, late charges, interest, legal fees and/or any other RLHAI agreed upon assessment.

**Article V – Assessments – Sections 1 & 2**

Current:

**Section 1**

- A. The following lot assessment classifications will be used for the collection of Runyan Lake Association Funds:

Full Charge – Property owners within the boundaries of this association as described in Article I, Section 1, A. that have a permanent dwelling constructed and occupied and/or rent such dwelling as a full time residency, except lots and permanent dwellings facing Carmer Rd.

Part Charge – Property owners within the boundaries of this association as described in Article I, Section 1, A. that have vacant property, or have a permanent dwelling constructed and occupied and/or rent such dwelling as a part time residency, or are one of the three

	<p style="text-align: center;">parcels of property or permanent dwellings facing Carmer Rd.</p> <p>B. Assessment classifications will change from “Part Charge” to “Full Charge” at such time that either a permanent dwelling is constructed for full time residency or a part time resident occupies dwelling on a full time basis. All Carmer Rd. properties will remain “Part Charge”.</p> <p>C. Billing will be controlled, and dues assessed, for each Tyrone Township tax control number within the association boundary as described previously (Article I, Section1, A.). Members will be assessed individually for each taxable area of property owned.</p> <p><b>Section 2</b></p> <p>A. RLHAI Dues will be levied as follows:</p> <p style="padding-left: 40px;">Full Charge - \$200.00/year Part Charge - \$ 85.00/year</p> <p>B. No other assessments may be levied at any time for any purpose except by prior written notice and majority approval from the general membership using a legal vote.</p> <p>Proposed:</p> <p>Annual dues shall be approved by the Membership based upon a proposed budget presented by the Trustees for the upcoming year. The budget will be presented for consideration to the Membership and voted upon each year at the Fall meeting. The proposed budget will differentiate potential dues based on operating budget, current special assessments and proposed projects for the upcoming year and classes of Membership (if any).</p> <p>No other assessments may be levied at any time for any purpose except by prior written notice and majority approval from the general membership using a legal vote.</p>
<p><b>09/17/06</b></p>	<p><b>Changed From:</b></p> <p><b>ARTICLE III – Meetings</b></p> <p><b>Section 1</b></p> <p>A. RLHAI will hold three membership meetings per year. These meetings will be held at the RLHAI Park/Beach per the following schedule:</p> <ul style="list-style-type: none"> <li>• Third Friday in May at 7 p.m.</li> <li>• Third Saturday in July at 5 p.m.</li> <li>• Third Sunday in September at 3 p.m.</li> </ul> <p>1. At each meeting the following items will be included in the agenda:</p> <p style="padding-left: 20px;">a) Prior meeting minutes</p>

	<ul style="list-style-type: none"> <li>b) Treasurer’s report</li> <li>c) Proposed fiscal budget (May meeting only)</li> <li>d) Planned projects/status</li> <li>e) Any other business</li> </ul> <p>Nominations for the election of RLHAI Trustees (as needed) will be conducted during the July meeting and voted on in the September meeting.</p> <p><b>Changed To:</b></p> <p><b>ARTICLE III – Meetings</b></p> <p><b>Section 1</b></p> <p>A. RLHAI will hold <b>two</b> membership meetings per year. These meetings will be held at the RLHAI Park/Beach per the following schedule:</p> <ul style="list-style-type: none"> <li>• Third Sunday in June at 3 p.m.</li> <li>• Third Sunday in September at 3 p.m.</li> </ul> <p>1. At each meeting the following items will be included in the agenda:</p> <ul style="list-style-type: none"> <li>a) Prior meeting minutes</li> <li>b) Treasurer’s report</li> <li>c) Proposed fiscal budget (May meeting only)</li> <li>d) Planned projects/status</li> <li>e) Any other business</li> </ul> <p>Nominations for the election of RLHAI Trustees (as needed) will be conducted during the June meeting and up to 1 week prior to the September meeting, and voted on in the September meeting.</p>
<p><b>09/21/08</b></p>	<p><b>ARTICLE III – Meetings</b></p> <p><b>Section 1</b></p> <p>B. RLHAI will hold two membership meetings per year. These meetings will be held at the RLHAI Park/Beach per the following schedule:</p> <ul style="list-style-type: none"> <li>• Third Sunday in June at 3 p.m.</li> <li>• Third Sunday in September at 3 p.m.</li> </ul> <p>Proposed Meeting schedule verbiage:</p> <p><b>ARTICLE III – Meetings</b></p> <p><b>Section 1</b></p> <p>C. RLHAI will hold two membership meetings per year. These meetings will be held at the RLHAI Park/Beach per the following schedule:</p>

	<ul style="list-style-type: none"><li>• First Sunday following Memorial day at 3 pm.</li><li>• First Sunday following Labor day at 3 pm.</li></ul>