# BYLAWS

OF

# Old School Townhomes Association

# Index


I Name and Purpose---------- 1

II Address----------1

III Definitions---------- 1

IV Powers & Duties of the Association----------1

V Members----------2

VI Meetings----------3

VII Officers----------3

VIII Duties of Officers----------4

IX Unit Owner Obligations ----------5

X Rental of Unit----------6

# ARTICLE I

## Name and Purpose

The name of the association is Old School Townhomes, hereafter referred to as the Association. The Association is unincorporated and not-for-profit. Its' purpose is to ensure the Association functions smoothly and maintains the property value.

# ARTICLE II

## Association Address

Old School Townhomes

109 Pearl St.

Balsam Lake, WI 54810

# ARTICLE III

## Definitions

The definitions in the Declaration of Condominium Ownership and Easements, Restrictions, and Covenants for the Old School Townhomes of Balsam Lake as recorded in Volume 993 in the office of the Register of Deeds for Polk County, Wisconsin are hereby adopted by reference as definitions for use in these bylaws.

# ARTICLE IV

## Powers and Duties of the Association

### Powers

IV 1. Adopt and publish rules and regulations governing the use of common areas, the personal conduct of members and their guests, and to establish penalties for the infraction thereof.

IV 2. Suspend the voting rights and the right to use the recreational facilities during any period in which any member shall be in default in the payment of any assessment levied by the Association. Such rights may also be suspended after notice and hearing by the Association for a period not to exceed 60 days for infraction of published rules and regulations.

IV 3. Request/order the removal of pets within 30 days, to the owners not complying with Article IX

IV 4. Exercise all powers, duties and authority vested in or delegated to this Association and not reserved to the membership by other provision of these bylaws or the Declaration.

### Duties

IV 5. Fix the amount of the annual dues against each unit at the annual meeting. These dues shall be paid to the Treasurer on monthly, or numerous monthly basis as chosen by a member.

IV 6. Maintain liability insurance as approved by the Association.

IV 7. Cause the common area to be maintained as assigned by the President of the Association.

## Article V

### Members

V 1. All unit owners are automatic members of the Association, however only one vote per unit is allowed. Developers of property that is for sale are not members of the Association, they shall however pay the full amount of Association dues to maintain the common grounds and vacant lots.

V 2. Members have the option of naming another voting member, in writing, as their proxy for voting purposes, during meetings they are unable to attend and shall advise the Secretary of the same.

## Article VI

## Meetings

**VI 1. An annual meeting of the Association shall be held no later than July 30th at a time agreed upon by all members with notice thereof given by the Secretary.**

**VI 2. Special meetings of the members may be requested in writing of the President at any time by any member of the Association or upon written request of a majority of the members who are entitled to vote. The President may grant or deny the request and state the reason for the denial.**

**VI 3. Written or email notice of all meetings shall be given or sent to each unit no less than 10 days prior to the date of the meeting and shall include the date, time, location and the reason for the meeting.**

**VI 4. A quorum for the transaction of business at any meeting shall consist of the present members and/or named proxies, entitled to vote.**

## Article VII

## Officers

**VII 1. The officers of this Association shall be President, Secretary and Treasurer who shall be members of the Association at all times.**

VII 2. The officers of this Association shall be elected annually by the Association and shall hold the office for one year. An officer may be re-elected twice by the Association and then is ineligible to run for the same office for the next three (3) years.

VII 3. The Association may elect such officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Association may determine.

VII 4. Any officer may be removed with or without cause by the Association. Any officer may at any time resign by giving written notice to the president or secretary. Such resignation shall take effect on the date as specified there in. The acceptance of such resignation shall not be necessary to make it effective.

VII 5. A vacancy of any office may be filled by appointment by the Association. The member appointed to such vacancy shall serve the rest of the term of the officer replaced.

VII 6. No compensation shall be paid to any officer for donated time and talent spent carrying out their assigned duties.

VII 7. The offices of secretary and Treasurer may be held by the same person. No person shall simultaneously hold more than one of the other offices except in the case of special offices created pursuant to section four (3) and six (5) of this article.

## Article VIII

### Duties of Officers

VIII 1. The President shall reside at all meetings of the Association, shall see that all orders and resolutions of the Association are carried out, sign

all documents, contracts, and agreements of the Association, approve or deny requests for special meetings and designate or assume all duties in the absence of another officer.

VIII 2. The Secretary shall notify all Association members of the date, time, location and subject of all meetings ten (10) days prior to any meeting. The Secretary shall record all who are present and absent and make known any proxies of the absentees, shall record the events of the meetings and distribute a copy to all units within ten (10) days after the meeting. The Secretary shall have charge of the Associations records and in general perform all duties incident to the office of the Secretary.

VIIII 3. The Treasurer shall be responsible for the collection, and disbursement of the Association funds and maintaining a record of the same. A copy of the annual Treasurer report shall be distributed to all members at the annual meeting. A proposed budget for the following fiscal year must also be included in the annual report. All records and receipts shall be available for review by any member at the Treasurer's convenience.

## Article IX

### Unit Owners Obligation

IX 1. All pets shall be kept leashed and under the control of their owner whenever they are outside the unit and shall not be allowed to otherwise interfere with the rights, comfort or the convenience of other residents. The animal droppings must be cleaned up.

IX 2. No resident shall make or permit unreasonable noise or anything that will disturb or annoy other residents or permit anything to be done that will interfere with the rights of other residents.

IX 3. Quiet hours are from 11 p.m. to 8 a.m. with the exception of holidays.

## Article X

### Unit Rental

X 1. No unit shall be let for less than 4 months.

X 2. The unit owner shall notify the President of the Association in writing that the unit will be tenant occupied and complete the necessary form to complete the transaction.

X 3. The unit owner shall be responsible for the Association Dues during the rental period.

## Article XI

### Maintenance, Repairs & Alterations

XI 1. Maintenance of the inside of units, windows, doors, planting beds adjacent to the unit is the owner responsibility.

XI 2. No interior or exterior alterations may be made to any unit which may affect the structural integrity of the unit.

XI 3. Maintenance, repair and replacement of common elements expenses are paid from the Association funds or special assessments.

Rewritten March 2021