

STANDING RULES
of
THE LAKE SUMMERSET ASSOCIATION

(See Article V, Section 1, Paragraph (e) of the By-Laws of the Lake Summerset Association)

ARTICLE I
Definitions

All definitions in Article II, Section (d) of the Lake Summerset Association By-laws shall apply. Additions to those definitions as approved by the "Board" shall be included in the Standing Rules.

- (a) "Standing Rules" means the Standing Rules of the Association, which are supplemental to but DO NOT supersede the By-Laws.
- (b) "LSA" means Lake Summerset Association.
- (c) "OCLUD" means Otter Creek Lake Utility District.

ARTICLE II
Association Membership Privileges

Supplemental to Article II, Section 1, Paragraph (e) of the By-Laws, and in accordance with 805ILCS 105/107.75 (Illinois Statutes) relating to the accessibility of books and records to members of a not for profit corporation, i.e. LSA, members of the association shall be granted access to LSA documents, records or files (except official membership lot files) only in strict adherence to the Document Control Procedures as outlined herewith:

Board records:

1. The board shall maintain the following records of the association and make them available for examination and copying at convenient hours of weekdays by any member or unit owner in a common interest community subject to the authority of the board, their mortgagees, and their duly authorized agents or attorneys:
 - (a) Copies of the recorded declaration, other community instruments, other duly recorded covenants and bylaws and any amendments, articles of incorporation, annual reports, and any rules and regulations adopted by the board shall be available.
 - (b) Detailed and accurate records in chronological order of the receipts and expenditures affecting the common areas, specifying and itemizing the maintenance and

repair expenses of the common areas and any other expense incurred, and copies of all contracts, leases, or other agreements entered into by the board shall be maintained.

(c) The minutes of all open meetings of the board, which shall be maintained for not less than 7 years.

(d) With a written statement of a proper purpose, ballots and proxies related thereto, if any, for any election held for the board and for any other matters voted on by the members, which shall be maintained for not less than one year.

(e) With a written statement of a proper purpose, such other records of the board as are available for inspection by members of a not-for-profit corporation pursuant to Section 107.75 of the General Not for Profit Corporation Act of 1986 shall be maintained.

(f) With respect to units owned by a land trust, a living trust, or other legal entity, the trustee, officer, or manager of the entity may designate, in writing, a person to cast votes on behalf of the member or unit owner and a designation shall remain in effect until a subsequent document is filed with the association.

2. Where a request for records under this subsection is made in writing to the board or its agent, failure to provide the requested record or to respond within 30 days shall be deemed a denial by the board.
3. A reasonable fee may be charged by the board for the cost of retrieving and copying records properly requested.
4. If the board fails to provide records properly requested under paragraph (1) of this subsection (a) within the time period provided in that paragraph (1), the member may seek appropriate relief and shall be entitled to an award of reasonable attorney's fees and costs if the member prevails and the court finds that such failure is due to the acts or omissions of the board of managers or the board of directors.
5. The board shall have standing and capacity to act in a representative capacity in relation to matters involving the common areas or more than one unit, on behalf of the members or unit owners as their interests may appear. (Source: P.A. 96-1400, eff. 7-29-19; 97-605, eff. 8-26-11; 97-1090, eff. 8-24-12.)
6. Information regarding employee benefits as outlined in the LSA Employee Policy Manual shall be made available.
7. A certified Board of Directors Candidate may request in writing to the LSA General Manager a membership list of mailing labels for the purpose of campaign solicitation

only. The cost of this list shall cover the cost of time and material for preparation. Abuse of this privilege shall not be tolerated. Proven abuse of this privilege will result in a fine of \$200. Abuse shall be defined as use of this list for other than a candidate's campaign solicitation.

8. The LSA General Manager will provide a procedure, subject to Board approval, that will assure an orderly process that both the Association and member will follow when progressing through the record release process.
9. As it is the policy of the Board of Directors to follow state statutes as they apply to the Lake Summerset Association, any decisions made by the LSA General Manager or other employees of the Association to otherwise proceed must first be approved by the Board of Directors. All other decisions that are required in order to comply with state statutes will be reported at the next regular meeting of the board.

ARTICLE III Dues and/or Assessments

Section 1. Supplement to Article III, Section 1 of The By-Laws: Dues and/or assessments levied against a member or their property by the Association shall be paid in full for all lots owned before membership cards and vehicle stickers will be issued.

ARTICLE IV

Section 1. Supplemental to Article IV, Section 2 of the By-Laws, the regular December Board meeting will be on Monday following the Annual Meeting.

ARTICLE V The Directors

Section 1. Supplemental to Article V, Section 1, Paragraph (e) of the By-Laws, all Lake Summerset Board of Directors' meetings in all matters not covered by its Constitution, By-Laws, and Standing Rules shall be governed by Robert's Rules of Parliamentary Procedure.

- (a) Items to be included on the monthly agenda shall be submitted to the LSA General Manager by noon the Friday prior to the monthly meeting. The submission will include a brief explanation describing the reason the request should be approved by the board.
- (b) Unless otherwise determined by a majority vote by the Board of Directors, regular monthly meetings will adjourn at 10 pm.

Section 2. Supplemental to Article V, Section 1, of the By-Laws, the Board will meet monthly at a time and date determined by the Board.

Section 3. Supplemental to Article V, Section 4, of the By-Laws:

C (2) To insure that all candidates have a fair opportunity for first place on the ballot, all candidates or their representatives must file their statement of candidacy together with endorsements during posted open association office hours at the association office.

If the association's secretary is not available in the office at the time of filing, any association office staff member may accept the statement of candidacy and endorsements from the candidate or their representative.

The petition of endorsements will immediately have the date and time and signature of the accepting office staff member entered on it.

The position of the candidates printed on the ballot (1st, 2nd, etc.) will be determined by the date and time noted on the candidates petition of endorsements that was accepted at the LSA office during normal posted open office hours.

If more than one candidate and/or candidates representative is waiting when the LSA association office opens and there is a disagreement as to who arrived first, a lottery will take place between these candidates at the next regularly scheduled LSA Board meeting in the presence of any and all members wishing to attend.

Upon receipt of each return, the Secretary or his/her designee shall immediately stamp the outside of the envelope with the date of receipt and file in numerical order by lot. The Secretary or his/her designee shall then immediately place it (the ballot) in a safe or other locked place until the day fixed by the Board for the counting of such ballots. On that day, the external envelopes containing the "Ballot" envelopes shall be turned over, unopened, to an Election Committee consisting of the Secretary, the then existing Board of Directors or their appointees, and a representative of each candidate for the office of Director. The Election Committee shall then accept a procedure, which shall establish:

1) That the signature of the member on the outside envelope is genuine. When a signature of a member on the outside of an envelope is to be verified, the Election Committee Chairman shall request an office staff member to remove the membership application from the member's file. The Chairman shall then verify the signatures by a random selection of one percent of the total ballots. If one or more of these signatures are determined to be invalid a second random selection of 1% shall be verified. If one or more of these signatures are determined to be invalid a random selection of 10% shall be verified. If 5 or more of these ballots are determined to be invalid all ballot signatures shall be verified. The candidate's representatives will be allowed to be in close enough proximity to see (without touching) as the chairman verifies signatures.

Committee members not involved in the process of counting of ballots will be allowed to sit where they can observe the ballot counting, a candidate for election to the board or such

candidate's representative shall have the right to be present at the counting of ballots at such election. Only members of the committee involved in the vote count process are permitted to touch the ballots.

Ballots marked with an X or check mark inside the box will be accepted.

Beginning in 1996 a voter's registration card will replace the membership application for voter's verification only. It will be kept in a separate file designated 'voters signature cards'. The procedure will begin in 1996 by mailing the card out with the annual membership dues statement and returned with ones dues payment. It will be updated every five years or with new membership applications as they occur; and,

2) That such member is a member in good standing. The office staff shall verify those members who are in good standing just prior to the opening of the envelopes by checking a current print out of balances due. The envelopes of lots that have a balance due shall be handed to the Election Chairman to be left unopened.

Section 8. Supplemental to Article V, Section 8 of the By-Laws: Board Member proxies for the Board of Directors Meetings shall not be allowed.

Section 10. Supplement to Article V, Section 4 of the By-Laws: Discussions of individual performance that will result in a decision to reprimand, demote, or remove an individual from their position will be conducted in Executive Session. Board action to reprimand, demote, or remove an individual from the position will be taken by motions made and voted on in open session. That individual will be given an opportunity to meet with the board in executive session to discuss their situation. The reasons for board action will not be discussed in open session. Discussion in open session will be limited to board members.

Section 11. Supplement to Article V, Section 1(f) of the By-Laws:

- A. Every budgeted Capital Expenditure of \$100,000.00 or more must be approved by:
 - a) a majority vote of the Board of Directors at a meeting attended in person or electronically by all members of the Board, or
 - b) a majority of the Directors in attendance at any subsequent meeting after the matter has been laid over at the meeting at which it is first proposed.

- B. If the item is \$100,000.00 or more and also 15% or more of the current year approved budget, it must be approved by
 - a) a 2/3 supermajority vote of the Board of Directors of a meeting attended in person or electronically by all members of the Board, or

- b) by a 2/3 supermajority vote of the Directors in attendance at any subsequent meeting after the matter has been laid over at the meeting at which it is first proposed.
- C. Every non-budgeted expenditure of \$50,000.00 or more must be approved by:
- a) a 2/3 supermajority vote of the Board of Directors of a meeting attended in person or electronically by all members of the Board, or
 - b) by a 2/3 supermajority vote of the Directors in attendance at any subsequent meeting after the matter has been laid over at the meeting at which it is first proposed.
- D. In the event of an emergency, the foregoing Section A, B and C may be waived by the unanimous consent, in person or electronically, of all of the members of the Board of Directors.

ARTICLE VI The Officers

Section 1. Supplemental to Article VI, Section 1 of the By-Laws:

- (a) All officers of the Association (i.e. of the Board) shall resign their offices annually with the resignations to be effective at the time:
 - (1) A replacement is elected; or
 - (2) The officer is re-elected.

All offices not specifically filled during the election of officers will be considered terminated. The offices of President, 1st Vice-President, 2nd Vice-President, Treasurer, and Secretary must be filled.

- (b) The election of all officers shall take place at the first regularly scheduled meeting of the Board following the Annual Meeting of the Association. (See Article IV, Section 2 of the By-Laws). The election of officers, as is necessary on an individual basis, may take place at any regularly scheduled meeting of the Board.
- (c) The election of officers shall be the 2nd item on the Agenda of the first regularly scheduled meeting of the Board following the Annual Meeting of the Association; the first item being approval of the minutes of the previous month's Board meeting which had been attended by the outgoing Board.

(d) A President Pro-Tem for the election of officers shall be appointed specifically for that purpose at the last regularly scheduled meeting of the Board prior to the Annual Meeting of the Association. Should the appointed President Pro-Tem be unable to attend, the President of the Board will assume the position of President Pro-Tem. The Recording Secretary of the Board will assume the position of Secretary Pro-Tem for the purposes of the election of officers.

(e) The President shall chair all Board of Directors meetings. In the event that the President is unable to chair the Board meeting the 1st Vice-President then 2nd Vice-President shall chair the meeting. In the event that the Vice-president is unable to chair the board meeting the Treasurer shall chair the meeting. In the event that the Treasurer is unable to chair the Board meeting the board member with the most time served on the Board of Directors and the highest chronological age shall chair the meeting.

Section 4. Supplemental to Article VI, Section 4 of the By-Laws:

Secretary. Upon approval of the Board, the position of Secretary as described in the By-Laws may be filled by more than one person with the duties of the Secretary divided between them, i.e.;

(a) The Recording Secretary shall keep the minutes of the Board of Directors' meetings and record other matters transacted at the meetings of the Board.

(b) The Corporate Secretary shall have the custody of the Corporate Seal and record and maintain a list of the members and their addresses and shall mail, or cause to be mailed, all notice required under the By-Laws.

(c) The Assistant Secretary shall serve in place of either the Recording Secretary or the Corporate Secretary at times when that secretary is unable to perform his/her duties.

Section 5. Supplemental to Article VI, Section 5 of the By-Laws:

Treasurer:

(a) The Treasurer shall have custody of the funds of the Association, collect monies due, pay the obligations of the Association out of its funds, and perform such other duties as are incident to the office of Treasurer. The Board shall require that the Treasurer be bonded for such amount and under such conditions as the Board may require.

(b) The Treasurer will organize and chair the Finance Committee for the purpose of planning the Annual Budget.

ARTICLE VII & VIII, same as IV

ARTICLE IX
Amendments

The Board may name a committee of three Lake Summerset Association Board members to review the Standing Rules and their relationship to the By-Laws and Redbook and suggest changes and/or additions to be approved by the Board. Such changes shall need the approval of a super-majority (5 of 7 members voting to approve) in order to go into effect.

ARTICLE X
Standing Committees

Section 1. All LSA members in good standing may attend and participate in LSA standing committees.

Section 2. All LSA standing committees serve at the direction of the LSA Board of Directors. The Board may create and/or dissolve-standing committees as it determines is appropriate.

Section 3. All LSA standing committees have an advisory function, and committee decisions are not binding upon the Board. (See committee responsibilities in Section 9).

Section 4. All LSA standing committees may:

- (a) Set their meeting dates and locations. When meetings are planned on other than LSA premises, Board approval is required 30 days in advance of each such meeting.
- (b) Elect their own officers (i.e. Chairperson, Co-Chairperson, Vice Chairperson, Secretary, etc.) in a manner consistent with the committee's needs as determined by the committee.
- (c) Determine action (if necessary) for becoming a committee member and for removing committee members with Board approval.
- (d) Submit recommendations and/or suggestions for Board action on subjects or projects, which are appropriate and implied by the committee name. Action will be taken on issues only if included in the Board packet delivered to members; regardless of the day it is delivered.
- (e) Send a designated representative to all regularly scheduled Board meetings to report committee business, requests, and suggestions. (This may be the Board liaison. See Section 6).

(f) Not take direct action (i.e. seek bids, engage in contracts, request inspections, or request research by LSA staff, etc.) without Board permission unless the committee is considering expenditures from self-generated funds.

Section 5. All LSA standing committees are required to meet six (6) times per calendar year and, or at least quarterly or as appropriate for the specific committee and to provide minutes of their meetings which:

(a) Specify the committee name, Chairman, date and location of the meetings. For committees without regularly scheduled meetings, the meeting date, time and location must be posted at least one (1) week in advance.

(b) Record the names of all persons in attendance.

(c) Record all formal motions (naming the person making the motion and the person seconding the motion) and the resulting vote, if any.

Consistent failure to comply with these guidelines will result in the Board's disregarding committee minutes.

Section 6. All LSA standing committees shall include all Board members as member's ex-officio. The Board will specifically designate one (or more) Board member(s) as a liaison to each committee. Members of the Board serving only as ex-officio members of the Environmental Control Committee shall not have voting privileges solely by virtue of such ex-officio membership on the Environmental Control Committee.

Section 7. The Board may adopt additional standing rules for LSA standing committees or revise existing rules, as the Board deems appropriate. Committee chairpersons will receive additions and/or revisions as they are adopted from time to time.

Section 8. Standing committees presently recognized by the LSA Board of Directors are:

Campgrounds (CMP)	Fish Conservation (FCC)
Community Relations (CRC)	Lake Planning (LPC)
Environmental Control (ECC)	Long Range & Facilities Planning (LRFPC)
Finance (FIN)	Security & Special Services (SSS)

The Environmental Control Committee, Security and Special Services Committee, Lake Planning Committee, Long-Range & Facilities Planning Committee are standing committees appointed by the LSA Board of Directors. When an opening for the aforementioned committee exists, LSA members wishing membership will submit resumes to the respective committees and the LSA Board of Directors for their preview prior to appointment. Section 4(c) above does

apply to these committees. Public participation as described in Section 1 above does not apply to ECC. Section 4(b) and (c) does not apply to the Finance Committee.

Section 9. Standing Committee responsibilities:

Campground Committee:

Unlimited membership by participation. Chairman elected from within committee membership.

Function: Recommend campground rules and improvements in conjunction with the appropriate LSA standing committees.

Community Relations Committee:

Unlimited membership by participation. Chairman elected from within committee membership.

Function: 1) Recommend rules and regulations (and revisions of same) in concert with other appropriate committees for approval by the Board of Directors.

2) Review and evaluate property owner complaints and make recommendations.

3) Form the Citation Review Panel to review citation protests (except those related to Dead Trees and mowing/grass issues) and make decisions regarding disposition thereof in accordance with the Citation Review Panel Procedures as approved by the Board of Directors. The BOD shall be notified of all citation review actions.

Environmental Control Committee:

Duties are outlined in Declaration of Restrictions (Bluebook).

Finance Committee:

Unlimited membership by participation. Voting members must have attended two consecutive meetings. The LS Treasurer will organize and chair this committee.

Function: To plan and recommend the proposed annual LSA budget and to recommend the annual membership dues assessment.

1) Establish sub-committees to make recommendations to the full Finance Committee regarding the various areas of the budget.

2) Recommend the annual LSA Budget.

3) Recommend the annual LSA membership dues assessment.

Fish Conservation Committee (Also known as “Fish Club):

Unlimited membership by participation.

Function: Study and make recommendations to maintain and improve fishing conditions at Lake Summerset.

Security and Special Services Committee:

Appointed by LSA Board of Directors; composed of 5 members.

Function: Recommend improvements to maintain and enhance security at Lake Summerset.

Lake Planning Committee:

Not more than eight members appointed by the LSA Board of Directors, to meet at least once each quarter of the year.

Function: To make recommendations to the Board on all matters with respect to the dam, lake, lake shoreline, dredging and watershed.

Long Range and Facilities Planning Committee:

Appointed by LSA Board of Directors; composed of 7 members.

Function: Study and recommend future changes to existing facilities or additions to facilities required to maintain and improve our community.

- 1) To develop on an annual basis five-year and ten-year long-range plans which will be published once a year in the LS News.
- 2) Assist with and/or recommend designs for all new structures and structure modification.
- 3) Recommend major repairs for all Lake Summerset owned parks and property.
- 4) Should meet at least 6 times per year and at least quarterly to draft the plans for each identified period.
- 5) To research and consider special projects.

Lake Summerset News:

The Lake Summerset News is a means of communication authorized by the Board of Directors for the benefit of the membership of the LSA. The main function of the newspaper is to keep property owners informed of Board policies, LSA events, rule changes and generally provide topics of interest to the membership, including advertisements. The LAKE SUMMERSET NEWS is published monthly and mailed to each member to his/her main residence address.

Section 10. Recognized Clubs by the LSA Board of Directors:

LSA Members desiring to use the LSA Lodge and requesting a waiver of lodge rental fees shall apply to the LSA Board of Directors requesting to be recognized as an LSA sponsored club. The application will state the name of the proposed club, anticipated meeting schedule, and the purpose of the club. The Board will require the following:

1. The membership of LSA Clubs will include at least 50% LSA members
2. Club may represent social or special interest groups open to all LS Members
3. The club will have a designated Chairman and LSA Office Liaison
4. Meeting minutes maintained, if applicable (copy to be submitted to office)
5. List of member attendance, to include address (copy to be submitted to office)
6. Meetings be scheduled with the office and included on the LSA Calendar

The LSA General Manager will review in January the minutes, membership and attendance records of each recognized club and recommend at the February board meeting the continued recognition of each club.

Recognized Clubs include the following:

LS Adult Social Club (LSASC). To promote good food, fun and fellowship for the LSA membership.

LS Artist Club (LSAC). To promote plein air and studio painting.

LS Bocce Ball Club (LSBBC). To promote fun & fellowship through game playing.

LS Coffee Hour (LSCH). A social gathering of LS residents.

LS Dance Club (LSDC). To promote ballroom dancing among LS residents of all ages.

LS Fish Club (LSFC). To study and make recommendations to maintain and improve fishing conditions at Lake Summerset.

LS Garden Club (LSGC). To promote interest in gardening and beautification of LS facilities.

LS Gram's Club (LSGC). To promote fundraising events to benefit children nationally and locally.

LS Hand & Foot (LSHF). Gathering of residents to promote friendship and enjoyment of cards.

LS Line Dancing Club (LSLDC). To promote line dancing lessons for the social and physical benefits accrued.

LS Quilt Club (LSQC). To promote discussion and exchange of ideas, design and techniques on all aspects of hand and machine quilting.

LS Square Dance Club (LSSC). To promote square dancing and round dancing for the benefit and pleasure for the LSA membership.

LS Yacht Club (LSYC). To promote sailing activities for LSA membership.

LS L&M Weigh-ins Club (LSLMWIC). To promote losing & maintaining your weight.

LS New Life Women's Bible Study (LSNLWBS). To Study God's word, prayer ministry and Christian fellowship.

LS Red Hat Society (LSRHSC). To provide a social group for any woman to attend and offer outside events.

LS Senior Singles Social Club (LSSSSC). To promote fellowship through social activities for single seniors.

LS Card Club (LSCC). To promote bridge and other card games fun and fellowship for the LS membership.

LS Walking Club (LSWC). To promote cardio exercise for healthy living.

LS Women's Club (LSWC). To welcome new LSA members, provides assistance for Association works (i.e. newspaper mailings, board election ballot counting, etc.)

LET IT BE KNOWN: That all LSA Standing Committees and Clubs should promote positive community relations to all LSA members, associate members, and tenant members acting within the best interests of the Lake Summerset Association.

That all subject matters not within the decision making of or under the auspices of a certain committee or club be referred to the proper LSA committee in charge of such subject matter that is to be discussed.

(Revised 1/20/81 – Article VI, Section 1, (d); Article 10, Section 4 (d))

(Revised 4/12/82 – Unknown Changes)

(Revised 3/15/83 – Unknown Changes)

(Revised 6/18/84 – Article X, Sections 1, 4, 8, 10)

(Revised 2/11/91 – Unknown Changes)

(Revised 8/12/92 – Unknown Changes)

(Revised 4/12/93 – Article II, III & IV added, Article X)

(Revised 3/13/95 – Article II, item 8)

(Revised 5/8/95 – Unknown Changes)

(Revised 4/8/96 – Article V, Section 4 c (2), F (1); Article X Section 1, 5, 5 (a), LP (1), LRG (3) (4))

(Revised 5/13/96 – Article X, LRG (1))
(Revised 12/14/98 – Revisions of Bluebook/By-Laws)
(Revised 9/15/99 – Article X, Section 10)
(Revised 7/14/03 – Article X, (c), Section 10)
(Revised 9/8/03 – Article IV, Section 2)
(Revised 1/8/07 – Article II correct first line)
(Revised 3/10/08 – Article X last paragraph)
(Revised 9/13/10) – Article X Sections 5, 6, 8 & 9
(Revised 3/11/13) – Article II, Article V (a) & (b), Article IX, Article X (Section 10)
(Revised 11/11/13) – Article V, Section 11
(Revised 5/12/14) – Article X, Section 9
(Revised 2/9/15) – Article X, Section 9, CRC 3)