

**CRYSTAL LAKES ROAD AND RECREATION ASSOCIATION  
BYLAWS  
February 25, 2017**

**ARTICLE I  
NAME**

The name of the corporation shall be CRYSTAL LAKES ROAD AND RECREATION ASSOCIATION hereafter also referred to as the “Association”.

**ARTICLE II  
OBJECTIVES**

The purpose for which the non-profit Association is formed is to promote the health, civic and general welfare of its members and in pursuance thereto, to construct, own, maintain and operate roads, buildings, recreational and other facilities, together with such incidental objects as are appropriate in the conduct of its activities in the County of Larimer and State of Colorado, for the use of its members, their families, and such others as are approved by the Board.

**ARTICLE III  
GOVERNMENT**

**SECTION 1. MANAGEMENT.** The Association shall be managed by a Board of five (5) directors, each of whom must be a member in good standing of the Crystal Lakes Road & Recreation Association.

**SECTION 2. TERMS OF DIRECTORS.** The membership shall elect Directors from among themselves by written ballot, for terms of three (3) years, to fill vacancies of those Directors whose terms of office have expired. If there are an equal number of candidates or less, running for election as the number of Director vacancies to be filled, the Board shall appoint the candidate(s) to fill the vacant Director position(s). Said Directors shall hold office until their successors are elected and qualified.

**ARTICLE IV  
BOARD OF DIRECTORS**

**SECTION 1. DUTIES.** Consistent with these Bylaws, the Board of Directors shall:

- a. Transact all Association business, and make and amend rules for the regulation of the use of the Association’s property. It may appoint and remove a manager and such non-elected officers and agents as it may deem necessary, and may fix their duties and compensations.
- b. Fix, impose and collect penalties for violations of the Declaration of Unified Covenants, Articles of Incorporation, Bylaws and rules of the Association.
- c. Elect from the Board, a President, Vice President, Secretary, and a Treasurer.
- d. Create, if necessary, the office of Assistant Treasurer and others deemed necessary, and appoint one or more persons, who need not be members of the Association, to such office.

- e. Constitute and appoint committees and define the powers and duties of same.
- f. Fill any vacancy in the membership of the Board from among the members to serve until the next election of directors.
- g. Establish annual assessments which shall not be changed without a majority vote of the members voting by written ballot, in accordance with CRS §38-33.3-303(a), which assessments, together with other funds of the Association, may be disbursed in such manner as the Board deems proper and in accordance with these Bylaws and applicable statute.
- h. Establish any rules and regulations necessary to promote the health, civic and general welfare of the membership.

**SECTION 2. DEPOSITORY.** The Board shall designate the bank or banks in which the funds of the Association shall be invested and deposited in compliance with Colorado Revised Statutes and shall determine the manner in which checks, drafts and other instruments for the payment of funds of the Association shall be executed. The Board shall require one (1) signature from a Board member, the manager, or designated staff member on checks up to and including five thousand dollars (\$5,000.00), and two (2) signatures from Board members, the manager or designated staff member on checks exceeding five thousand dollars (\$5,000.00) up to and including ten thousand dollars (\$10,000.00). On all checks exceeding ten thousand dollars (\$10,000.00), two (2) signatures are required, one from the manager or designated staff member and one from a Board member. As to signatures by members of the Board, the Association's Treasurer is the preferred second signer; however, if the Treasurer is not available, any Board member may be the second signer. Outgoing Board members shall not be able to sign checks after the election. Incoming Board member names shall be added to bank signature cards by the July Board meeting following the election. The Treasurer or other Board member shall review the Association's check register no less than quarterly, and preferably monthly, to verify conformance to the policy, and to verify all check numbers are accounted for. Also, this Board member will check invoices against checks issued on a random basis.

**SECTION 3. ANNUAL AUDIT.** The Board shall cause the books of the Association to be audited annually by an auditor selected by the Directors, who, unless said audit is conducted by a certified public accountant, shall not be a member of the Association. The prepared report shall be available to members of the Association.

**SECTION 4. MEETINGS.** The Board shall meet at least semi-annually and may meet at such other times as it may deem necessary. The Board also may meet in executive session to discuss certain topics that are specified in Colorado law. In an emergency situation the Board may conduct a phone meeting if a legitimate effort is made to contact every Director and the quorum requirement is met. Each Director contacted must cast an affirmative vote for the action to pass. A Board member shall be deemed to have automatically resigned after three (3) unexcused absences in a fiscal year from regular Road and Recreation Board meetings. The Board may review this automatic resignation to determine if extenuating circumstances warranted "excused" or "unexcused" absences.

**SECTION 5. REQUIREMENTS FOR BOARD APPROVAL.** All motions or resolutions of the Board which will be considered to be in effect must be approved by a majority of the Directors present and voting once a quorum is established. The President may vote on any issue whether or

not the vote is needed to make a difference. All Directors present, other than the President, must vote on each issue unless a conflict of interest is shown. The Board will determine if there is such a conflict and whether disclosure or abstention is the proper action.

**SECTION 6. QUORUM.** A majority of the Board shall constitute a quorum.

**SECTION 7. BOARD MEETINGS.**

- a. The Board shall hold its first meeting following the annual meeting of the members each year within 45 days after the annual meeting.
- b. The Board may, by resolution, establish from time to time a schedule of its meetings and rules for the conduct thereof.
- c. The President, his/her designee, or a majority of the Board may call a Special meeting of the Board when deemed necessary. Notice of Special Meetings of the Board shall be given by written or verbal notice to all members of the Board at least three (3) days prior to the date of the meeting. The three (3) day requirement may be waived with the approval of the Board members when they are notified.
- d. The Board shall annually establish and publish a schedule of anticipated dates and times for regular Road and Recreation Board meetings

**SECTION 8. REMOVAL OR RESIGNATION.** Any member of the Board may be removed from office by a three-fourths (3/4) majority vote of the members in accordance with these Bylaws. In the event that any member of the Board shall permit his/her membership to lapse or shall resign, said Director shall automatically be removed from the Board. The Board shall appoint a member of the Association to serve until the next annual election of directors.

**ARTICLE V**  
**BOARD OFFICERS**

**SECTION 1. OFFICERS.** The officers of this Association shall be President, Vice President, Secretary, and Treasurer. If deemed necessary by the Board, an Assistant Secretary and Assistant Treasurer may be appointed. The President, Vice President, Secretary and Treasurer shall be elected annually by the Board from among its members and shall hold office until the end of the first meeting of the Board following the next annual meeting of the Association. The Assistant Secretary and Assistant Treasurer shall be appointed by the Board and hold office at its pleasure.

**SECTION 2. DUTIES OF PRESIDENT.** The President shall preside at the meetings of the Association and of the Board. He/she shall be the administrative officer of the Association. He/she shall appoint, subject to confirmation by the Board, all standing and special committees, designating the chairperson thereof. He/she shall be an ex-officio member of all committees.

**SECTION 3. DUTIES OF VICE PRESIDENT.** The Vice President, in the absence of or disability of the President, shall act in his/her stead. He/she shall be an exofficio member of all committees.

**SECTION 4. DUTIES OF SECRETARY.** The Secretary shall ensure that the notices of the meetings of the Association are sent, that minutes are kept, and that corporate records are maintained. The Secretary shall attend to correspondence pertaining to the office as may be required by the Board, and sign the minutes of the meeting after approval by the Board.

**SECTION 5. DUTIES OF THE TREASURER.** The Treasurer shall ensure that the books of accounts of the Association are maintained; notices of dues payable are issued and dues are collected; funds of the Association are deposited in the name of the Association and disbursed at the direction of the Board. He/she shall be a member of the Finance Committee and shall act as liaison between the Board and the Finance Committee, and shall report on the financial condition of the Association at the regular meetings of the Board and at the annual or special meetings of the Association. The Treasurer, President and Board Members executing checks shall be bonded.

**SECTION 6. DUTIES OF THE ASSISTANT SECRETARY/ASSISTANT TREASURER.** The Assistant Secretary and Assistant Treasurer shall perform such duties as may be assigned to them by the Secretary or Treasurer, respectively, or by the Board.

## **ARTICLE VI**

### **MEMBERS AND GUESTS**

**SECTION 1. MEMBER AND MEMBERSHIP DEFINED.** Each person or entity who is the recorded owner of a lot in Crystal Lakes' subdivision shall be a member of the Association and entitled to one vote per membership unit as hereinafter defined. In the event that any lot is owned by two (2) or more persons or entities, whether in joint tenancy, tenancy in common, or otherwise, said ownership shall constitute one membership unit - also referred to as a "membership". In the case of ownership by association, partnership, corporation, or other entity, said entity must designate to the Association Secretary in writing up to two (2) individuals to act as a membership unit on its behalf. Fishing privileges shall be extended to members upon such terms and conditions as are established by the Crystal Lakes Road and Recreation Board of Directors and the current Fishing Regulations.

**SECTION 2. ACTS OF MEMBERSHIP.** Any legal owner may act for and bind, or obligate, that membership in regard to its rights, obligations and duties.

**SECTION 3. REQUIREMENTS OF MEMBERSHIP.** In order to become and maintain a membership in the Association, a member representing said membership shall own land or interests in land in the subdivision known as Crystal Lakes Subdivision, and shall pay all annual dues and assessments.

**SECTION 4. REFUND OF MEMBERSHIP ASSESSMENTS:** No membership Assessment shall be refundable.

**SECTION 5. TRANSFER FEES.** Upon the sale of a lot, the Association shall charge a transfer fee.

**SECTION 6. USE OF THE FACILITIES OF THE ASSOCIATION.** All members of the Association shall be accorded the equal use of the facilities of the Association subject to the Association rules and regulations, which shall be posted on the premises and available to all members. User fees for any recreational facility, or water or sewer user fees, may be levied and charged in an equitable manner at the discretion of the Board.

**SECTION 7. GUESTS.** Members shall provide their guests with permission letters, which include the guest's name, dates guests may access the property, the Filing and Lot number, if guests may purchase guest fishing passes and shall include the owner's printed name and signature. Members and guests must comply with the current Fishing Regulations for guest privileges. If members expect several guests, the members shall provide the office with a list of their guests' names for use to check-in at the Security Checkpoint. The Board shall, by rules, fix the term and conditions upon which guests may use facilities of the Association. Guest fees and privileges shall be determined by the Board.

**SECTION 8. GUESTS OF THE ASSOCIATION.** The Board, at its discretion, may extend the privileges of the Association to any person or persons upon such terms and conditions as the Board deems proper.

## **ARTICLE VII**

### **DUES, ASSESSMENTS AND FEES**

#### **SECTION 1. DEFINITIONS.**

- a. Annual Assessments: Charged uniformly to all members.
- b. Special Assessments: Charges for special purposes as have been determined by the Board and approved by written ballot.
- c. Fees: Paid by memberships for specific services.

**SECTION 2. ASSESSMENTS.** Prior to the beginning of each fiscal year the Board shall establish, subject to the provisions of Article IV, Section 1.g. of the Bylaws, annual assessments and/or other special assessments in accordance with CRS §§38-33.3-302 and 38-33.3-303(3). Only persons whose accounts are current shall be entitled to use any of the Association's facilities or services. Assessments shall be sufficient to provide for the necessary operating expenses of the Association, and the maintenance and improvement of its property. (This information has been moved to Delinquencies Section 3 below and reformatted.) No assessments or part thereof shall be refunded in the event that any of the operations of facilities are suspended for any period.

**SECTION 3. DELINQUENCIES.** On all past due accounts of any assessments, fees or fines, the imposition of late fees and collection of said past due accounts shall be governed by the Association's Collection Policy that shall comply with all requirements of the Colorado Common Interest Ownership Act.

**SECTION 4. LIABILITIES.** Members shall be responsible for the payment of all charges and liabilities that may be imposed or incurred by guests to whom privileges have been extended.

**SECTION 5. TAXES.** All membership fees and other charges mentioned herein are exclusive of any excise or other taxes.

**ARTICLE VIII**  
**MEMBERSHIP MEETINGS**

**SECTION 1. ANNUAL MEETINGS.** The annual meeting of the Association shall be held the second Saturday of June of each year at such place and time as the Board may determine. The annual meeting shall be for the purpose of presenting committee reports, and for the transaction of other business as may be indicated in the notice or which may be properly brought before it.

**SECTION 2. SPECIAL MEETINGS.** Special meetings of the Association may be called by the Board or upon written request of 75 memberships given to the Association Secretary stating the purpose thereof. Said meeting shall be held no sooner than 30 days after written notice has been given to the memberships and not more than 75 days after the written request was received by the Association Secretary.

**SECTION 3. NOTICE.** Whenever notice to the membership shall be required by these Bylaws, the Articles of Incorporation or otherwise, said notice shall be determined properly given and adequate when it is addressed to the membership at the address which appears in the records of the Association, and is deposited in the United States mail, postage prepaid. Notice to any member of a membership shall constitute notice to the entire membership. Each membership shall be responsible to provide the Association with its correct address.

**SECTION 4. VOTING AT MEETINGS.** Only members who pay membership assessments and whose annual membership assessments (and interest if applicable) are not delinquent shall be entitled to vote at meetings of the Association or by written ballot. Each membership shall be entitled to one (1) vote for each lot owned where dues are paid. That vote may be exercised by any member of the membership unit. It shall be the responsibility of the membership voting unit to confirm that their annual membership assessments are paid. Voting on administrative business at meetings will be verbal or by written ballot, as provisioned in the Colorado Sate Revised Statutes. Voting by proxy is not authorized.

**SECTION 5. ACTION BY WRITTEN OR ELECTRONIC BALLOT.** The need to change or create a membership matter may be identified at any regular, annual or special meeting of the Members and must be voted on by written or electronic ballot. The Association is required to deliver a written or electronic ballot to every Member entitled to vote on the matter. A written or electronic ballot shall set forth each proposed action and provide an opportunity to vote for or against each proposed action. All solicitations for votes by written or electronic ballot shall indicate the number of responses to meet the quorum requirements, state the percentage of approvals necessary to approve each matter other than election of directors, specify the time by which a ballot must be received by the Association in order to be counted, and be accompanied by written information sufficient to permit each Member casting such ballot to reach an informed decision on the matter. A written or electronic ballot may not be revoked. Voting by proxy is not authorized.

**SECTION 6. ELECTION OF DIRECTORS.** An election to fill positions on the Board of Directors shall be conducted pursuant to written ballot unless there are not more candidates running for election than the number of vacant positions to be filled, in which case the Board shall appoint the candidate(s) to fill the vacant director position(s). The following procedures shall apply to conducting the election of Directors and to the election of any other Association elected officer:

- a. Voting shall be by written ballot only, except as set forth above.
- b. Election to fill each vacant or open position will be conducted on one ballot. When more than one (1) position is to be filled, the number of candidates equal to the number of vacancies, having the most votes will be elected. If positions with different terms are filled, the candidate(s) with the highest number of votes will choose which position he or she desires to fill.
- c. All ballots submitted, excluding blank ballots, will be counted, including write-ins. A blank ballot is defined as one which does not contain the name of a member in good standing who is eligible to serve as a Director.
- d. Candidates may voluntarily withdraw their names from the election at any time.
- e. Voting by proxy is not authorized.

**SECTION 7. QUORUM.** Fifty memberships, in good standing, present in person shall constitute a quorum at all Association meetings.

**SECTION 8. REQUIREMENTS FOR MEMBERSHIP APPROVAL.** Unless a greater percentage is required by other sections in these Bylaws, it shall require at least a majority vote of approval of those voting by written ballot for the memberships to pass any motion.

**SECTION 9. RULES OF PROCEDURE.** The conduct of all meetings shall be in accordance with the Provisions of Colorado Law; the Crystal Lakes Road & Recreation Association's Unified Covenants, Bylaws, Articles of Incorporation; and Robert's Rules of Order, newly revised, only when Robert's Rules of Order do not conflict with the provisions of the Law or the other documents.

## **ARTICLE IX** **COMMITTEES**

**SECTION 1. COMMITTEES.** All committees shall have a written and approved charter. The Board shall establish ad hoc committees as it deems necessary and appropriate, and appoint members accordingly.

**SECTION 2. EXISTING COMMITTEES.** Existing committees are: Architectural Control Committee, Finance, Fire Pit Inspection, Fishing Board, Greenbelt Management, Hearing Panel, Newsletter, Policy and Documents, Recreation and Hiking, Road, and Security.

## **ARTICLE X** **MISCELLANEOUS**

**SECTION 1. INDEMNIFICATION OF OFFICERS.** Each person who acts as a Director or

officer of the Association, or any agent of the Association given privileges by the Board, shall be indemnified by the Association against expenses actually and necessarily incurred by him/her in connection with the defense of any action, suit or proceeding in which he/she is made a party by reason of his/her being or having been a Director or officer of the Association, except in relation to matters as to which he/she shall be adjudged in such action, suit or proceeding to be liable for gross negligence or willful misconduct in the performance of his/her duties.

The right of indemnification provided herein shall ensure to each Director or officer or other person referred to in (a) whether or not he/she is a Director or officer at the time such costs or expenses are imposed or incurred, and in the event of his/her death shall extend to his/her legal representatives.

**SECTION 2. INTERPRETATION.** Any question as to the meaning or proper interpretation of any provisions of these Bylaws shall be determined by the Board.

**SECTION 3. AMENDMENTS AND REVISIONS.** These Bylaws may be amended or revised by a two-thirds (2/3) vote of the membership present at any meeting of the Association providing at least ten (10) days notice of such proposed amendment or amendments shall have been given to each member. These Bylaws may also be amended by two-thirds (2/3) vote of the total membership of the Board, with readings of the amendment or revision at two consecutive monthly Board meetings.

### **CERTIFICATION**

The undersigned, being the duly elected and acting Secretary of the Crystal Lakes Road and Recreation Association (the "Association") certifies that the foregoing Bylaws were approved by the vote of at least two-thirds (2/3) majority of the Association's Directors at a meeting of the Association's Board of Directors held on February 25, 2017.

The "First Reading" took place at the CLRRA Board meeting on January 28, 2017.

The "Second Reading" took place at the CLRRA Board meeting on February 25, 2017.

### **CRYSTAL LAKES ROAD AND RECREATION ASSOCIATION:**

February 25, 2017	Casey Meadows	//Signed//
_____	_____	_____
Date	Print Name	Signature