

Caroline Crossing Association Bylaws

Purpose Statement:

The Caroline Crossing Association was created for the residents of Caroline Crossing to maintain our road and our common land. Since our road is a private road, we receive no services from the town of Hollis. The association shall fund all needed and agreed upon maintenance items relating to our road and common land. Examples of maintenance items include plowing, shoulder gravel, fallen tree removal etc. These are only examples and are not considered to be all inclusive list of maintenance items.

Membership:

All homeowners of Caroline Crossing are required to participate in the Caroline Crossing Road Association. Homeowners shall make their best effort to attend meeting and treat all members with respect.

Dues:

Dues are \$600.00 annually (\$150.00 quarterly). Dues are collected at our quarterly meetings by Treasurer. Dues maybe adjusted up or down if approved by the majority (3 or more of the 5 residences) of the association. If dues are more than 1 year late, a lien maybe placed upon the property in question by the Association for the amount of dues that are owed plus any legal fees that maybe occurred during this process. All dues must be current and paid through the end current quarter prior to the sale of a property. New owners will be responsible for the remainder of the quarterly dues for that year and all dues going forward.

Officers:

The roles of President and Treasurer shall rotate between houses counterclockwise every two years (January of even years). The roles will be handled by the household. In this manner the roles are evenly shared between all households in the Association. The duties of the officers maybe shared between the adult members of the said household.

If the officer household moves from Caroline Crossing a meeting of the association will be called to discuss how this will be handled on an incident by incident basis prior to the new resident(s) moving in.

Duties of Officers:

President shall conduct all Association meetings. President shall be proactive in bringing items that involve the maintenance of the road to the meetings. The Association will authorize president to place a Lien on any property that is more than 1 year late in Dues. The President will obtain or delegate the acquisition of quotes on any maintenance or improvements of Caroline Crossing. Anything over \$250.00 will need to be approved by the by majority association members.

The Treasurer shall make sure all bills are paid on time. Treasurer will be responsible for the Association checkbook, collecting and deposition of dues, balancing and maintenance of check register and bank statements etc. Treasurer is also responsible for taking minutes of each meeting of the Association meetings and placing them in the Caroline Crossing files as well distributing them to each household by email.

At any time, any member of the Association may ask to review the books of the Association. The Treasurer has 24 hours to produce the check register and current bank statement. If the Treasurer is unable to produce these items, an emergency meeting shall be held and the Treasurer shall explain why he/she cannot produce such items.

The President and Treasurer (or their delegates) shall oversee contacting contractors and service providers that will be maintaining the road. No other members shall make arrangements for work to be done on the road without approval from The President and Treasurer.

If the majority of the Association members agree that the President and /or the Treasurer have not fulfilled their roles they may be removed and a new officer picked for the remainder of their term.

Voting:

Should a vote be required for any issue a simple majority will decide the issue.

Each household will have 2 votes in any items that require voting of the Caroline Crossing Association. Majority rules.

By Laws may be reviewed and amended at any time by the association members by only by majority vote.

Meetings:

Meetings and Dues are to be held/collected(January, April, July, and October). If there are no items to discuss the actual meeting maybe cancelled by the President. However, the membership dues will still be collected by the Treasurer at these times.

Meeting minutes are to be taken by the treasurer and be kept for future reference.

If the Treasurer or the President cannot be present at the meeting, they will delegate another association member to fulfill their role at the meeting.

If a household cannot be present at a meeting where voting is required, they can make absentee votes with the President.

It is expected that all households will participate in Caroline Crossing Association meetings. Households need to be represented by at least one member of each household.

Approved 9/14/2020