

COZYLAKERS, INC.  
BYLAWS  
Last Revision April 2024

MISSION STATEMENT

The Mission of CozyLakers, Inc. is three-fold:

First: To maintain and preserve Cozy Lake, all properties belonging to CozyLakers, Inc., and the environment within the community known as Cozy Lake in good condition for the continued safe use and enjoyment of the members of CozyLakers, Inc.

Second: To represent the CozyLakers community in the best interest of the membership of CozyLakers, Inc. to nonmembers, Jefferson Township, and the greater surrounding community.

Third: To administer the bylaws, rules, regulations and financial responsibilities of CozyLakers, Inc., in good faith and in the best interest of the voting membership.

ARTICLE I: MEMBERSHIP

A. Requirements for Membership

1. All owners of real property within the geographic limits of the Cozy Lake Community, the boundaries of which are: North to Laurel Drive: South to Wildwood Road: East to Cozy Lake Development: and West to Cozy Lake Road, including Brookside and Field Court areas are eligible for Charter Membership.
2. Tenants of improved property in the Cozy Lake community are eligible for Temporary Membership.
3. All applicants for Membership must submit an application to the Membership Committee for Membership approval.
4. All applicants must agree to abide by the Bylaws of CozyLakers, Inc.

B. Types of Membership

1. Charter Membership is required of all Full members and is obtained when the initiation fee of \$750.00 and operating dues for the qualifying year are paid.
2. Full Membership is obtained upon payment of annual operating dues and annual installments of at least \$75.00 towards Charter Membership for ten years.
3. Temporary Membership is available to tenants and is obtained upon payment of annual operating dues and surcharges.
4. Complimentary Membership may be awarded to an individual of the family of a member upon approval of the general membership.
5. Sponsored Membership is a membership given to someone outside of the community who is sponsored by a Full or Charter member and pays operating dues for a membership year. The Sponsored member shall have use of the lake, the beach and the pavilion, and shall be entitled to be a member of a committee.

C. Transferability of Membership

1. Charter Membership must be transferred upon sale of real property and the new owner must be approved by the Membership Committee.
2. Full Membership may be transferred upon the sale of real property and the new owner must be approved by the Membership Committee.
3. Temporary, Sponsored or Complimentary Memberships are not transferable.

D. Loss of Membership

1. When a member ceases to own property or vacates premises which are leased, his membership automatically terminates.
2. Violation of the bylaws or the rules and regulations of CozyLakers by a member, or his or her family, or guests, shall be cause for and may result in revocation of membership by the Membership Committee.

E. Privileges of Membership

1. All members in good standing and their guests shall be entitled to the use of all lake facilities and to participate in all activities.

2. No nonmember resident of the Cozy Lake Community may be the guest of a member, except for a single, introductory visit for a new resident.

## ARTICLE II: MEETING OF MEMBERS AND AGENDA

### A. Meetings

1. There shall be two regular business meetings per year; one on the last Sunday in April and the other on the third Sunday in October. The budget shall be submitted for approval at the September meeting, but the fiscal year shall begin on January 1<sup>st</sup> of each year.
2. Special Meetings may be called by the President.
3. Notice of the time and place of all official and scheduled meetings (Special Meetings are an exception) shall be mailed to the membership of the Association at least three weeks prior to the meeting date. Mailing of such notice to the member's last address in the records of the Association shall constitute sufficient notice. Notification shall also state the agenda of the meeting. Any concerns raised by the members present may be voted on during the meeting at which introduced.

### B. Voting Rights

1. Each Full or Charter Membership is entitled to one vote. A proxy to vote at an Association meeting may be given by any Full member in good standing to someone in their immediate family or any other Full member of the Association in good standing. The proxy shall be registered with the Secretary prior to the transaction of any business at the meeting or shall otherwise be considered invalid. The number of proxy votes carried to the meeting by any one membership shall be limited to two.
2. Temporary, Sponsored and Complimentary Membership have no voting rights.
3. The Full or Charter members attending, either in person or by proxy, at any properly announced and noticed meeting shall constitute a quorum of the membership.

### C. Agenda

1. Reading of the minutes of the last regular meeting and any subsequent special meetings.
2. Report of officers.
3. Reports of standing committees.
4. Unfinished business.
5. New Business.
6. Election of officers (at official meetings).

## ARTICLE III: OFFICERS

### A. Term of Office

1. The President, Vice President, Second Vice President, Secretary and Treasurer shall each serve for a term of two years or until their successors are selected. Any officer may be removed by a motion in an Executive Board meeting as outlined in Article III, Section E. All officers shall be full or charter members of the Association.
2. A ballot for the election of officers will be mailed out with the notice of the official meeting. Officers will be elected every two years and ballots counted at the official meetings.
3. Terms of office may be consecutive; an officer may succeed himself or herself for consecutive terms until replaced.
4. Voting may be by a ballot submitted to the Secretary prior to the official meeting.

### B. Eligible Officers must be resident charter or full members in good standing.

### C. Duties of Officers

1. All officers will be accountable to the membership for their actions at all times while performing in their official capacity.
2. The President shall be Chief Executive Officer.
3. The Vice President shall assume the duties of the President in his or her absence.
4. The Second Vice President shall be chairman of the Bylaws and Membership Committees.
5. The Secretary shall take minutes of all meetings, serve all notices, be custodian of records and the corporate seal, and shall keep an accurate list of all members.
6. The Treasurer shall have custody of all funds and securities, and keep full and accurate records of all monies received and paid. A financial statement shall be made and presented at each official meeting.
7. Should any elected officer be unable or unwilling to complete his or her term of office for any reason, or should any officer be removed under Article III, Section E, the highest officer other than the departing officer shall appoint, with the approval of the remaining elected officers, an individual to serve in the departing officer's capacity until the end of that officer's term. In the event that the President shall be unable to continue his or her duties, the first Vice President shall take over these duties.

D. Reimbursement for Expenses: Any officer who has expended money for an approved expense of the Association shall be reimbursed for such expenses upon presentation of a receipt for the expense.

E. Removal of Officers and/or Committee Members: An Officer and/or Committee Member may be removed from office by a majority of Executive Board members present and voting for negligence, misconduct, violation of the Bylaws or rules and regulations of the Association or any committee thereof, violation of duties to the Association or its membership, or any action or inaction that could have a material adverse effect on the Association. As a result of the removal, such person shall become ineligible to be an Officer and/or Committee Member permanently, or for such lesser period as may be specified.

### ARTICLE IV: EXECUTIVE BOARD

A. Composition: The President, Vice President, Second Vice President, Secretary and Treasurer shall make up the Executive Board.

B. Duties and Powers: The Executive Board shall make decisions on the management and operations of CozyLakers; adopt procedures governing its own meetings that do not violate the parliamentary authority, bylaws, certificate of incorporation or applicable law; make recommendations to the membership; and perform other duties as specified in these bylaws. Powers of the membership, as provided in these bylaws, may not be delegated to the Executive Board.

C. Presiding Officer: The President of the organization shall preside over all Executive Board meetings. If the President is absent, the first Vice President shall preside. If both the President and first Vice President are absent, the second Vice President shall preside.

D. Secretary: The Secretary of the organization shall record the minutes for all Executive Board meetings. If the Secretary is absent, the President shall appoint another Executive Board member to serve as Secretary pro tem.

E. Official Meetings: The Executive Board shall have a scheduled meeting in between regular scheduled business meetings of the Members held under Article II, Section B, Sub-section 1. The dates and places of these meetings shall be decided by the President and shall be sent to all members at least three weeks in advance.

F. Special Executive Board Meetings: Special meetings may be called by (1) the President or (2) by written request by three other Executive Board members. Notice shall be sent to all Executive Board members at least two weeks in advance.

G. Electronic Meetings: The Executive Board may conduct any Executive Board Meeting electronically. Additionally, the Executive Board may adopt procedures pertaining to conduct in any board meetings held electronically.

H. Quorum: The quorum shall be a majority of the members of the Executive Board.

#### ARTICLE V: COMMITTEES

- A. Bylaws: This Committee shall be headed by the Second Vice President and shall include at least two additional voting members in good standing. This Committee shall be convened on an as-needed basis.
- B. Finance: This Committee shall consist of all officers and three other voting members in good standing. They shall be concerned with dues, budgets, assessments, debts and other financial matters such as insurance premiums, lifeguard salaries, improvements, fundraising, lake treatment and other costs necessary for maintaining the lake.
- C. Membership: This Committee shall consist of the Second Vice President and six voting members in good standing. They shall review all applications for membership to be sure that the applicants meet the conditions set forth in the bylaws, and adopt and amend Beach and Lake rules and regulations. They shall review complaints and violations and take necessary action as set forth in the bylaws.
- D. Recreation and Activities: This Committee shall consist of no fewer than two members in good standing. Its duties shall be to encourage and promote community, social, recreational and athletic activities and regulate the same. All activities scheduled shall be subject to approval by the Association officers.
- E. Nominating: This Committee shall consist of no fewer than five members in good standing appointed by the President. Its duties shall be to prepare a ballot of candidates to be elected by the general Membership.

#### ARTICLE VI: FINANCES

- A. Budget: A budget for the ensuing year shall be presented by the Association officers and shall be considered, by the membership for approval or disapproval at the yearly official meeting in September.
- B. Limitations of Expenditures: Expenditures shall not exceed ten percent (10%) over the budgeted amount unless approved by a special meeting of the membership. The Treasurer shall advise the remaining officers that such an overage is anticipated at the time of its discovery.
- C. Audit: An audit shall be conducted by the Finance Committee yearly.
- D. Dues and Assessments
1. The Charter Membership initiation fee of \$750.00 may be paid in ten consecutive annual installments of \$75.00. Charter Membership may also be paid in full or in larger installments for fewer years. [Full Members, as of December 31, 1990, shall be subject to the prior Charter Membership fee of \$500.00.]  
  
With the approval of the President or First Vice President, the Treasurer may waive the consecutive yearly installment requirement and allow a prior full member to pick up Charter Membership payment after skipping Membership payment for up to three years. After three consecutive years of non-payment, prior Charter Membership initiation fees shall be forfeited and the full Charter Membership initiation fees shall be forfeited and the full Charter Membership initiation fee of \$750.00 shall become due as described in ARTICLE V, PARAGRAPH 1 above. Full members as of December 31, 1990, shall not be subject to the forfeiture provision as long as they consecutively own a residential property within Cozy Lake as described in Article I, Paragraph 1.
  2. Operating dues for each year shall be set by the Finance Committee.
  3. The surcharge for Temporary Membership will be determined by the Finance Committee.
  4. Guests of members may be assessed for specific activities as recommended by the Recreation and Activities Committee and approved by the general Membership.

5. Members in good standing shall pay their annual operating dues within the period from January 1<sup>st</sup> through June 1<sup>st</sup>. Non payment of dues during this period shall be considered as being in arrears and subject to late charges, as recommended by the Finance Committee. Charter Membership initiation fee installments are expected to be paid during the same period.

6. Applications for full Membership who apply after June 1<sup>st</sup> and before Labor Day are responsible for annual operating dues and first installment of initiating fee, unless transferred by the previous owner or the applicant is a tenant. After Labor Day, applicants are responsible for one-eighth of the operating dues.

#### ARTICLE VII: SPECIAL PROVISIONS

- A. Notices: Notices shall be deemed to have been sent if addressed to and mailed in the U.S. mail to the last known address of a member at least three weeks in advance of the meeting for which they are sent.
- B. Seal: The Association shall have a corporate seal indicating “COZYLAKERS, INC., NONPROFIT. NEW JERSEY” and shall include the date of official incorporation.
- C. Charter Membership: Upon final payment of the initiation fee of \$750.00, a full member has reached Charter Membership and will be issued a one-share certificate as evidence of ownership in CozyLakers, Inc. Once this certificate is issued, Charter Membership will not be forfeited if full Membership is not continued, although charter members shall not be permitted to vote at meetings if their full Membership yearly dues are not paid up to date.
- D. Liquidation: In the event of dissolution of the Association, all funds remaining in the treasury, after payment of any outstanding debts and proceeds from the sale of properties owned by CozyLakers, Inc., shall be divided equally among all charter members in good standing.

#### ARTICLE VIII: AMENDMENTS - Submissions and Approvals

- 1. All Amendments to and revisions of the Bylaws shall be submitted in writing to the Second Vice President.
- 2. The Second Vice President shall review and report his or her recommendations to the Bylaws Committee.
- 3. The Committee, the Second Vice President, and the person or persons suggesting the Amendment shall meet and present the proposed Amendments, along with their recommendations, in writing, to the current full members of CozyLakers, Inc. A current list shall be maintained and provided by the Secretary or Treasurer.
- 4. Voting on the proposed change shall take place at the next properly called membership meeting. Discussion will be held and possible change to the proposed revision may be made. A motion must be made stating the revision and properly seconded stating the proposed revision. A two-third majority vote of the membership represented is required to change the Bylaws.

#### ARTICLE IX: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the Association and any special rules of order the Association may adopt.