



SSBPOA BY-LAWS

ARTICLE I – NAME

Section 1. The Association shall be known as the Sound Shore Bluffs Property Owners Association, Inc.

ARTICLE II – PURPOSES

Section 1. The purpose of the Association is to further and protect the mutual interests of its members, and to advance the common welfare of the residents of Sound Shore Bluffs, only in connection with the two pieces of community property.

Section 2. The objective of this Association is social in nature and is formed for the pleasure and recreation of its members.

ARTICLE III – MEMBERSHIP

Section 1. Voting Members: Any person owning land at Sound Shore Bluffs, in the town of Huntington, Suffolk County, New York, or any person of the immediate family of such owner or vendee designated by such person to be a member in his or her place or stead, shall be eligible to become a voting member of the Association as provided hereinafter in Article IV, Section 1.

Section 2. Property encompassed by the map of Sound Shore Bluffs, Town of Huntington, County of Suffolk, State of New York, shall comprise valid membership in the Association.

ARTICLE IV - ANNUAL DUES

Section 1. The annual dues to be paid by each voting member shall be payable in June of each year. Any member who shall be in arrears of his/her annual dues will not be considered a member in good standing and hence not entitled to vote on dues or any other matter pertaining to the Association. A member is considered in good standing if they have paid their dues in full or have entered into a Board of Director-approved payment plan.

Section 2. Subject to ratification by the members, as hereinafter provided, the Board of Directors may, at a meeting by a two-thirds vote of all the Directors, propose to change the dues amount. At the next meeting of the members, after the two-thirds vote to change the dues by the Board of Directors, the members shall vote upon the ratification of the Boards' action. Notice of such dues change proposal shall be distributed three weeks in advance of this meeting. The dues increase will be ratified by a three-quarters affirmative vote at this meeting in which a quorum must be present.



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Section 3. Owners of more than one lot: Any property owner of more than one lot shall be assessed the same annual dues as the owner of one lot, providing that only one home is constructed. For each home that is built on each lot an additional assessment shall be made and the owner shall be entitled to an additional vote.

Section 4. Any additional monies needed to cover additional expenses as proposed in the budget shall be in the form of an assessment. Assessments are to be decided by the Board of Directors and brought before the Members for ratification by a three-quarter vote of the entire membership either by direct vote or referendum vote. Such assessment, if passed, shall become payable 30 days after passing the budget.

Section 5. Members in arrears shall be subject to civil prosecution and denied use of the facilities constructed or erected by those members in good standing.

Section 6. Reasonable cost of attorney fees for the collection of said dues from members not in good standing shall be deemed a part of the liquidated damages in addition to said dues in arrearage.

ARTICLE V - OFFICERS/DUTIES

Section 1. Officers: The officers of this Association shall be President, Vice President, Financial Secretary, Corresponding Secretary, Recording Secretary, Treasurer and Beach Commissioner.

Section 2. Duties of Officers: The President is the chief administrative officer of the Association and it shall be his/her duty to enforce all By-Laws of this Association and all rules of the Board of Directors. The President shall be a member ex-officio of all departments.

The Vice President shall assume all duties of the President in his/her absence.

The Recording Secretary shall keep the minutes of the Association.

The Corresponding Secretary shall issue all required notices and attend to all correspondences of the Association.

The Financial Secretary shall collect all dues, rentals and receipts, make entry thereof in a record approved by the Finance Committee for that purpose, and pay all funds received by him/her to the Treasurer, who will receipt therefore. He/she shall keep a separate record showing



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the condition of each member's account with the Association. He/she shall furnish such bond as the Board of Directors may require. The premium of the bond shall be paid by the Association.

The Treasurer shall have charge of the funds of the Association and pay all debts contracted upon it, upon the action and approval of the Association and the Board of Directors. He/she shall furnish such bond as the Board of Directors may require. The premium on the bond shall be paid by the Association. He/she shall keep a record of his/her receipts and disbursements classified in accordance with their source. The Board of Directors is authorized to engage a public accountant at the end of the fiscal year to make entries and close the books and present a balance sheet and all other necessary financial statements and reports. The fee of the accountant is to be paid by the Association. The Treasurer of the Board of Directors will provide a financial report for the Association's fiscal year. This report shall be made available upon request by December 1st of each year.

The Beach Commissioner shall have supervision over the beach and all buildings erected thereon and shall make rules and regulations governing the storage of all boats on the beach, and ANY NECESSARY RULES COVERING THE GENERAL BEHAVIOR of all members on the community properties, subject to the Board's approval. The Beach Commissioner shall have the authority to grant permission to any member in good standing desiring to use the beach/beach park for a beach party. Said party shall be responsible for the cleaning up of the beach/beach park after use. This will be granted only to residents. Children under 16 years of age desiring use of the beach/beach park for a party must have parental supervision. The Beach Commissioner shall also report the need of any repairs to any of its buildings or required new construction work as may be assigned to him/her by the Board of Directors. He/she under the supervision of the Board of Directors shall make recommendations for the development of the community properties.

Section 3. All checks, drafts, notes or orders drawn against the account of Sound Shore Bluffs Property Owners Association, Inc. must be signed by the Treasurer and countersigned by another officer as designated by the President. In the event that another member of the treasurer's household is also a director, he/she cannot be the counter signer. In the event the treasurer is not available to sign a check, any two officers from different households may sign as designated by the President.

ARTICLE VI - BOARD OF DIRECTORS

Section 1. Members: The Board of Directors shall consist of the officers of the Association and one other member in good standing elected from each district or "block," known



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as Block Representatives. The Board of Directors shall divide the Association into six blocks or may change the number of block names as they see fit.

Block Representatives: The Block representative shall be responsible for distribution of all Board of Director correspondence, collection of absentee ballots, where applicable, and liaison between the Board of Directors and their block members.

Section 2. Authority: Subject to special action by the Association, the Board of Directors shall have the authority in the management of the affairs and finances of the Association, and shall have general control of all its properties. All rights and powers connected therewith shall be vested in the Board of Directors.

Section 3. Power to borrow money: Subject to ratification by the members, as hereinafter provided, the Board of Directors may at a meeting by a two-thirds vote of all of the Directors authorize that the Association borrow from any persons, partnerships or corporations such sums of money as may be necessary to carry on the purposes of the Association and authorize the issuance of bonds or other evidences of indebtedness in consideration for said loans, upon such terms and conditions and for such period of time as the Board of Directors in its discretion shall deem for the best interest of the Association. At the next meeting of the members, after the vote to borrow money by the Board of Directors, the members shall vote upon the ratification of the Board's action. Notice of such meeting shall contain mention of the action to be taken. A vote of three-quarters of the entire membership of the Association shall be required to effect ratification.

Section 4. Vacancies: The Board of Directors shall fill vacancies that occur during the term in its own Board. A member appointed shall hold office only for the unexpired term of the position he/she is appointed to fill.

Section 5. Term of Office: All of the Officers and Directors shall be elected at the annual meeting of this Association, and shall hold office for two years running consecutively, from the 1st day of October following the annual meeting and until their successors are elected. In the event the Association President is unable to fulfill two years in office, the Vice President will fill the unexpired term.

Section 6. Quorum: At any meeting of the Board of Directors, a majority of the full Board shall constitute a quorum.

Section 7. Notice: On or before December 1st of each year, each member shall receive a written itemized Budget prepared by the Board of Directors. This Budget shall include annual dues, all current operating expenses, and all proposed long term projects. The Budget shall become effective 21 days after going out to the members.



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Section 8. Meetings: Within one month after the first meeting of the new Board, the time, place and date of Board meeting for the year shall be established and one notice of this information shall be sent to all members of the Association.

ARTICLE VII – ASSOCIATION MEETINGS

Section 1. Annual Meeting: There shall be two meetings in each year. One meeting shall be held in the spring and one in the fall. The fall meeting shall be considered the annual meeting, at which time elections of officers shall be held when necessary. Notice of said meetings will be given no less than 45 days in advance.

Section 2. Special Meetings: Special meetings shall be called by the President, or upon the written request of 15 voting members in good standing. No business shall be transacted at the special meeting except that which is specified in the written request.

Section 3. Quorum: At any meeting of the Association, twenty voting members shall constitute a quorum.

ARTICLE VIII - NOMINATION OF OFFICERS AND DIRECTORS

Section 1. At the fall annual meeting, all voting members of the Association, in good standing, may participate in the voting for all officers and directors. All potential candidates for the BOD shall submit their name, address and position to the BOD 30 days in advance, in writing. No nominations will be taken from the floor.

ARTICLE IX - DEPARTMENTS

Section 1. There shall be the following permanent departments consisting of a commissioner and such other members as the President shall designate, who shall take proper action on all matters pertaining to that department, subject to the approval of the Board of Directors: Finance.

Section 2. Appointments to Departments: The President shall appoint the commissioner and the members of various departments as soon after his/her election as practicable.

Section 3. Special Departments: The President shall create such special departments or committees as he/she may deem necessary from time to time.



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ARTICLE X - DEPARTMENTAL DUTIES

Section 1. Finance: Before December 1st each year, this Department shall make a thorough examination of all accounts and financial affairs of the Association for its fiscal year, and submit its report to the Board of Directors and the members.

Section 2. Commissioners: It shall be the duty of the commissioners of the various departments to attend the meetings of the Board of Directors.

ARTICLE XI – VOTING

Section 1. Consistent with the Purpose of the SSBPOA (see Article II), the BOD is tasked with making certain decisions on a regular basis. The Authority of the board to make these decisions is covered in section VI, with limitations detailed throughout the By-Laws. As dictated by the By-Laws, or as determined appropriate by the BOD, voting on certain important issues will be carried out at General Meetings. To enable greater member participation in the General Meeting voting, absentee votes will be accepted as detailed below. An agenda, including a complete list of the items being brought to a vote, will be distributed prior to the meeting to inform members of the items which will go to vote.

Absentee Voting. Absentee ballots will be made available for annual elections, loans, special assessments, By-Law amendments or agenda items as determined by the Board of Directors. An absentee vote may be used only for items stated on a Board of Director agenda and not for revisions or for new business. A member in good standing must obtain the absentee ballot in person, from their block representative or in their absence, from any board member. When completed, the absentee ballot must be returned to the block representative or board member 24 hours prior to the scheduled time of meeting where such vote will take place. An absentee ballot relinquishes a member's right to vote in person on that item.

As the General Meeting voting is for specific important issues, which require research and review, no voting will take place on new issues suggested from the floor. Suggestions made from the floor will be reviewed by the BOD for resolution at the next scheduled BOD meeting. If appropriate, the BOD will add the item to the agenda for vote at the next General Meeting. Alternatively, suggestions for topics to be included in the General Meeting vote can be submitted to your block representative for BOD review at a regularly scheduled meeting, preceding the General Meeting. It will be the BOD responsibility to report and defend their resolution at the following General Meeting should the BOD decide not to present the suggested topic for a vote.



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ARTICLE XII – MISCELLANEOUS

Section 1. Discussion on political or religious subjects shall be prohibited at the meetings of the Association.

Article XIII - Order and Rules of Business

Section 1. At regular meetings the order of business shall be:

1. Roll call of officers and directors
2. Reading of minutes of previous meeting
3. Reading of correspondence
4. Report of Treasurer / Financial Secretary
5. Report of Board of Directors
6. Old Business
7. New Business
8. Adjournment

Section 2. Robert's Rules of Order shall be used as a guide to govern all questions of procedure not covered by these By-Laws.

ARTICLE XIV - FISCAL YEAR

Section 1. The fiscal year of this Association shall begin on October 1st and end on September 30th following.

ARTICLE XV - AMENDMENTS

Section 1. Subject to ratification by the members, as hereinafter provided, the Board of Directors may, at a meeting by a two-thirds vote of all the Directors, propose amendments to the By-Laws.

At the next meeting of the members, after the two-thirds vote to modify the By-Laws by the Board of Directors, the members shall vote upon the ratification of the Boards' action. Notice of such meeting shall contain mention of the action to be taken and shall be distributed to the members at least three weeks in advance. The proposed By-Laws changes will be ratified by a three-quarters affirmative vote at this meeting in which a quorum must be present.