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**OAK HILLS PROPERTY OWNERS ASSOCIATION**

**Board of Directors, Officers, Dues & Website**

**Association By-Laws**

**Association Rules**

**Any changes to telephone numbers, email addresses or homeowners; please contact or email the Treasurer. Thank you.**

**OAK HILLS PROPERTY OWNERS ASSOCIATION**

**BOARD OF DIRECTORS**

The Board member terms will be elected on rotating 4-year terms. Each year at the general membership meeting one board position will be up for vote and the newly elected member will begin their 4-year term.

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| Jim JakewaySue AtwellMark EhlertFrank Bolak |

**OFFICERS**

Effective June 20, 2020 (2 year term)

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| President | Jim Troska  |
| Vice President | Art Winzenried |
| Treasurer | Bonnie Black  |
| Secretary | Pam Guthrie  |

**ASSOCIATION DUES**

Due by March 1 of each year

(refer to By-Laws, Article III: Dues)

Current Dues $75

**Oak Hills Property Owners Association Website**

[www.oakhillspropertyowners.com](http://www.oakhillspropertyowners.com)

**OAK HILLS PROPERTY OWNERS ASSOCIATION**

**BY-LAWS**

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| **ARTICLE I: PURPOSE** |
| **Section 1: Name of Organization** |
|  | The name of the organization shall be Oak Hills Property Owners Association (OPOA). |
| **Section 2: Boundaries** |
|  | Boundaries of OPOA shall be defined as follows:PLAT OF “OAKHILLS”: A PART OF S1/2, SW1/4 SEC. 17 AND A PART OF N1/2, NW1/4 SEC. 20, T5S-R2E. CAMBRIDGE TWP. LENAWEE CO. MICHIGAN AS RECORDED OCTOBER 18, 1955.PLAT OF “ADDITION TO OAK HILLS”: A PART S1/2, SW1/4 SEC 17 AND A PART OF N1/2, NW1/4 SECTION 20 T5S-R2E. CAMBRIDGE TOWNSHIP, LENAWEE COUNTY, MICHIGAN AS RECORDED AUGUST 20, 1956.PLAT OF “WILLOW GROVE”: A PART OF S1/2, SW1/4 SECTION 17 AND A PART OF N1/2, NW1/4 SECTION 20 T5S-R2E. CAMBRIDGE TOWNSHIP, LENAWEE COUNTY, MICHIGAN AS RECORDED FEBRUARY 24, 1965.PLAT OF “PATE SUBDIVISION” PART OF THE NW1/4, SECTION 20, T5S-R2E. CAMBRIDGE TOWNSHIP, LENAWEE COUNTY, MICHIGAN AS RECORDED AUGUST 18, 1980. |
| **Section 3: Purpose of OPOA** |
|  | The purposes for which OPOA is organized are:1. To provide an open process by which all members of the neighborhood may involve themselves in the affairs of the neighborhood.
2. To establish and collect Association dues.
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| **ARTICLE II: MEMBERSHIP** |
| **Section 1: Membership Qualifications** |
|  | Membership in OPOA shall be open to any person who owns any real property within the recognized boundaries of OPOA. |

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| **Section 2: Membership Voting** |
|  | All property owners located within OPOA boundaries shall have one vote to be cast during attendance at any general or special meeting provided their association dues are paid in full. (See Article XIII for definition of “One Vote”) |
| **ARTICLE III: DUES** |
|  | Dues may be established as deemed necessary by membership. Association Dues are to be paid by March 1, 2003 and thereafter on March 1 of each year. |
| **ARTICLE IV: MEMBERSHIP MEETINGS** |
| **Section 1: General Membership Meetings** |
|  | There shall be at least one (1) general membership meeting yearly. The meeting date will be determined by the officers. Notice of minimum two (2) weeks will be given. |
| **Section 2: Special Membership Meetings** |
|  | Special meetings of the membership may be called by the President or the Board of Directors as deemed necessary. Twenty-four (24) hours’ notice will be given and this meeting is open to all members. |
| **Section 3: Agenda** |
|  | Subject to the approval of the Board of Directors, an agenda shall be prepared for general and special meetings of the membership. Any person may add an item to the agenda by submitting the item in writing to the Board of Directors at least seven (7) days in advance of membership meeting. |
| **Section 4: Quorum** |
|  | A quorum for any general or special meeting of OPOA shall be the number of members in attendance. Unless otherwise specified in these by-laws, decisions of OPOA shall be made by a majority vote of those members present at any meeting. |
| **ARTICLE V: OFFICERS OF ASSOCIATION** |
| **Section 1: Officers** |
|  | The officers shall be President, Vice President, Secretary and Treasurer. |

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| **Section 2: Elected** |
|  | Officers of the association shall be elected from and by the general membership at the annual meeting. The officers shall hold office until their successors shall have been duly elected and shall have qualified, or until their death, or until they shall resign, or shall have been removed in the manner hereinafter provided. |
| **Section 3: Duties of Association Officers** |
|  | 1. President: The President shall be the principal officers of the association and shall, in general, supervise and control all the business and affairs of the association. The President shall preside at all meetings of the general membership and shall perform all duties incident to the office.
2. Vice President: In the President’s absence or inability to act, the Vice President shall perform the duties of and be subject to all the restrictions upon the President. The Vice President shall perform such other duties as, from time to time, may be assigned by the President or by the Executive Committee.
3. Secretary: The Secretary shall keep the minutes and written records of all meetings; shall be responsible for all correspondence of OPOA; shall make records of OPOA available for inspection.
4. Treasurer: The Treasurer shall make records of OPOA available for inspection. The Treasurer shall be held accountable for all funds and shall give an accounting at each general meeting; shall receive, safe keep and disburse OPOA funds.
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| **Section 4: Vacancy due to Resignation or Removal** |
|  | An officer may resign at any time by giving written notice to the highest-ranking officer. Any officer may be removed from office upon that officer’s unjustified absences from three (3) consecutive meetings. Any vacancies so occurring shall be promptly filled for the balance of the term, subject to the approval by the membership at the next general meeting. |
| **ARTICLE VI: BOARD OF DIRECTORS** |
| **Section 1: Number of Board Members** |
|  | The Board of Directors shall consist of at least the officers and up to four (4) representatives. The four representatives will be elected by the general membership for a rotating 4 year term until the next general membership election and such elected representatives cannot be a family member of a currently serving officer. If a board member resigns from their position at any time the replacing member will inherit the remainder of the term of the resigning party. |

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| **Section 2: Duties of Board Members** |
|  | The board shall manage the affairs of OPOA in the interim between general meetings. The board shall represent the membership; shall seek the views of those affected by any proposed policies, before adopting any recommendation on behalf of OPOA; and shall strictly comply with these by-laws. |
| **Section 3: Board Meetings** |
|  | The board shall meet twice annually. These meetings shall be open sessions; however, only board members shall be entitled to vote. A quorum for board meetings shall be all the board members in attendance; decisions shall be made by majority vote. Directors shall be notified of board meetings in writing or by telephone in advance of the board meeting. A majority of board members may call a board, general or special meeting. Notice of meeting will be given two (2) weeks in advance. |
| **Section 4: Committees** |
|  | Chairpersons of committees shall inform the board and OPOA of all activities of their respective committees before any action is taken. |
| **ARTICLE VII: COMMITTEES** |
| The board shall establish both standing and ad hoc committees, as it deems necessary. Committees shall make recommendations to the board for board actions. Committees shall not have the power to act on behalf of the organization without specific authorization from the board. |
| **Section 1: The Executive Committee** |
|  | The Executive Committee shall consist of the officers, the immediate past President and three (3) standing committee chairs. Members of Standing Committee Chairs shall be appointed by the President and shall hold office for a period of one (1) year. |
| **Section 2: Standing Committees will be** |
|  | Block/Safety Leader Committee: Shall consist of two (2) members and the President. Shall meet after association meeting to ensure safety for community and work with the Community Police.Cleanup Committee: Shall consist of two (2) members and the President. Will work with the Community Policing Officer to initiate cleanup weekends.Community Action Committee: Shall consist of two (2) members and the President. Shall assist any action related to the community. |

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| **ARTICLE VIII: PROCEDURE FOR CONSIDERATION OF PROPOSALS** |
| **Section 1: Submission of Proposals** |
|  | Any person or group, inside or outside of the boundaries of OPOA and any city agency may propose in writing items for consideration and/or recommendation to the board. The board shall decide whether proposed items will appear on the agenda of either the board, standing, or special committees, or general or special meetings. |
| **Section 2: Notification** |
|  | The proponent and members directly affected by such proposals shall be notified of the place, day, and hour the proposal shall be reviewed. |
| **Section 3: Attendance** |
|  | The proponent may attend this meeting to make a presentation and answer questions concerning the proposal. |
| **Section 4: Dissemination** |
|  | The OPOA shall submit recommendations and dissenting views as recorded from the meeting to the proponent and other appropriate parties. |
| **ARTICLE IX: PROCEDURES** |
|  | The OPOA shall follow Robert’s Rules of Order (Revised) in all areas not covered in the by-laws. |
| **ARTICLE X: NON-DISCRIMINATION** |
|  | OPOA must not discriminate against individuals or groups on the basis of race, religion, color, sex, sexual orientation, age, disability, national origin, income or political affiliation in any of its policies, recommendations or actions. |

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| **ARTICLE XI: ADOPTION AND AMENDMENT OF BY-LAWS** |
|  | 1. Adoption of and amendments to these by-laws shall require a two-thirds (2/3) vote by the members present at a general meeting or special meeting.
2. A copy of each amendment to the by-laws shall be available to every member of the Association after adoption; provided, however, that any amendment to these by-laws that are adopted in accordance with this Article shall be binding upon all members irrespective of whether such property owners actually receive a copy of the amendment.
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| **ARTICLE XII: DISSOLUTION** |
|  | The dissolution of the Oak Hills Property Owners Association (OPOA) shall require the written vote of two-thirds (2/3) of the members. Upon dissolution approval, the corporation shall only distribute its net assets after payment of debts to organizations qualifying for tax-exempt status under Internal Revenue Code § 501 (c)(3) and as qualified organizations under the laws of the State of Michigan to receive distributions from non-profit corporations. |
| **ARTICLE XIII: DEFINITIONS** |
|  | “One Vote” means regardless of how many properties are owned within OPOA boundaries, a property owner is entitled to one vote only. |
| **ARTICLE XIV: MISCELLANEOUS** |
| The following documents become part of the OAK HILLS PROPERTY OWNERS ASSOCIATION (OPOA) BY-LAWS:1. The OAK HILLS PROPERTY OWNERS ASSOCIATION RULES
2. The docking rights of OAK HILLS PROPERTY OWNERS as outlined on the document “ACCESS OF THE OPOA MEMBERS TO DEWEY LAKE” attached.
* OAK HILLS PROPERTY OWNERS docks that are accessed from OPOA Park Areas need to be approved by the OPOA by written request to the OPOA Board. Your approval does not extend to any new OPOA Owner. In order to dock on any association property owner must be current on all dues including current year and all previous years.
* Each owner on “Lot 11” has an 1/8 interest and each owner on “Hill” has an 1/11 interest therefore everyone as to be in agreement as to docking space since not everyone can have a dock on these properties and it is not on a first come basis.
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**Revised and approved at the June 8, 2019 General Meeting**

**ACCESS OF THE OPOA MEMBERS TO DEWEY LAKE ARE OUTLINED BELOW.**

**THIS IS TO ELIMINATE ARGUMENTS AND PUTTING DOCKS ON OTHER’S PROPERTY/ACCESS.**

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| **All of these individuals are on the channel/lake frontage and dock their boats/rafts associated with said property.** |
| **Oak Hills Dr** | **W Beach** | **E Beach** | **Willow Court** | **Park Lane** |
| 659 Brady661 Dluzen685 Elders806 Gizowski837 Atwell | 803 Kestelott 805 Smigielski809 Jakeway811 Byrd815 Nelson817 Schultheis | 810 Gizowski 814 Korte 816 Godlewski818 Armstrong | 821 Ahleman824 Schrader833 Fogarty-Sawyer | 645 Troska647 Stier651 Guthrie | 503 Ehlert527 Czmer |

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| **The following owner’s property runs down to the Channel and is deeded as such.** |
| Hillcrest Dr564 Mitchell 598 Kapanowski 610 Shingledecker  | Oak Hills Dr586 Wade 643 Bolak |

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| **Lot 11 between Bolak’s and Troska’s on Willow Court****These individuals all have to be in agreement as to individuals putting their boat and dock on said property.** |
| Lot 11, Willow Grove, according to the plat thereof, as recorded in Liber 15 of Plats, Pages 27 and 28, Lenawee County Records; EXCEPTING THEREFROM all that part of Lot 11, Plat of Willow Grove, aforesaid, described as beginning at the Northeast corner of Lot 41 of Plat of Oak Hills, as recorded in Liber 12 of Plats, Pages 45 and 46, Lenawee County Records, and running thence North 77 degrees 10’ East along the South line of Willow Court 72.67 ft; thence South 12 degrees 50’ East 29.21 feet; thence South 43 degrees 54’ West 77.02 feet; thence North 58 degrees 14’ West 35.94 feet; thence North 7 degrees 42’ East 49.36 feet to the place of beginning.The above described property hereby dedicated and deeded to the above Grantees (individuals listed below) for use as a park with a permanent easement running with the land for landowners of said lots 1 through 11 to use for ingress and egress purposes to Dewey Lake. |
| **N Hawkins Hwy** | **Oak Hills Dr** | **Hillcrest Dr** |
| 9875 Knotek | 758 Gassert 770 Harris 776 Woods784 DeJonghe 790 Kelley  | 740 O’Hara 746 Brown |

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| **Quick Claim Deed was done on January 4, 2001 to the following properties mentioned below (100 feet to the right of the Boat Ramp). These individuals all have to be in agreement as to individuals putting their boat and dock on said property.** |
| Cambridge Township Oak Hills (292) Lot: Out B Block: Oakhill Parcel: Parcel #1:Approximately 0.07 Acres between the Northerly line of Oak Hills Drive and the edge of water of Willow Lagoon. |
| **Oak Hills Dr**600 Witt (Oak Hills Dr Blk)622 Troyer652 Mullin 706 Boven | **Hillcrest Dr**600 Collins (Oak Hills Dr Blk) 628 Kasparian 634 Cadigan (Formerly Resst) 636 Ramus 656 Wing 660 DesJardins ??????664 Tarver  |

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| **These properties are Oak Hills Property Owners Association (OPOA)Park locations:** |
| Individuals are granted use of these areas for docking their boats/rafts only as long as they remain the land owner, must be current with all association dues, and have been approved by OPOA (these are not deeded access). The OPOA does not extend the approval to future landowners without a request and approval of OPOA. |
| **Oak Hills Park between W and E Beach Dr** | **Oak Hills Park between Bolak and Boat Ramp** | **Oak Hills Park (Peninsula)** |
| Oak Hills Dr676 Fauver688 Shrader | Oak Hills Dr652 Mullin 660 DesJardins ????? | Oak Hills Dr667 McCloskey | Park Lane500 Winzenried504 Winzenried510 Antcliff518 Budd | Hillcrest Dr550 Kanitz |

\*This is an OPOA park between Bolak and the Boat Ramp.

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Park

Prk

Bch

Beach

Park

Park

**OAK HILLS PROPERTY OWNERS ASSOCIATION**

**RULES**

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| (1) | All Property Owners who rent out their properties are required to post the OPOA By-laws and Rules, as the property owner will be responsible for the renter’s noncompliance. Long term rentals with leases greater than 1 year are not permitted. |
| (2) | All lot owners in Oak Hills Subdivision have the use of all roads and beaches. The use of the boat ramp is for Oak Hills Property Owners who ~~have paid their Association Dues for the year.~~  ~~a~~re up to date on their Association Dues. This includes current year and all prior years dues. |
| (3) | No parking on any roads at any time. However, additional parking for guests will be made available in designated areas and OPOA will not be held liable for damage to vehicles. |
| (4) | There is no storage of boats on Association Property Parks at any time. |
| (5) | All docks are to be maintained and kept in good repair or they need to be removed. Docks are not to be stored on Association property. |
| (6) | Any equipment (such as docks, boats, pontoons etc.) left on Association property longer than eight (8) months will be removed at property owner’s expense. Property owners will receive two (2) notices to remove such equipment before action is taken. |
| (7) | It is expected that all property owners maintain their property in a reasonable manner to respect their neighbors. All trees and bushes should be trimmed away from the road to allow for unobstructed visibility.  |
| (8) | The parks and beaches and all their improvements shall only be used by property owners and their guests. Guests must be accompanied by property owner. They are responsible for the actions of their guests, including any cleanup and/or repairs of association properties. |
| (9) | Speed limit on the roads is 15 mph in the subdivision. Due to several small children, please be courteous and abide by this rule. Careless or reckless driving should be reported to the Lenawee County Sheriff’s Dept. Phone # 263-0524. |
| (10) | All CHILDREN shall be PROPERLY SUPERVISED by a parent or consenting adult when using the beach areas. |
| (11) | It is STATE LAW … ALL DOGS ARE TO BE LICENSED AND WEAR A COLLAR. THEY ARE TO BE KENNELED OR ON A LEASH AND NOT ALLOWED TO RUN FREE THROUGH THE SUBDIVISION. This is enforced by the Lenawee County Sheriff’s Dept. Phone # 263-0524. Owners with dogs at the beaches must abide by the law and have their dogs leashed and are required to clean any mess left by the animal. |
| (12) | Absolutely no camping and no tents overnight on Vacant Lots. The homeowners may allow camping on their private property by friends or family for a maximum of 14 days. |
| (13) | Mowing of the parks, roadsides and beaches are on an individual volunteer basis. We welcome and thank all volunteers.The only paid mowing will be at the large park (located between the streets of Oak Hills and Willow Court) and will be done through bids submitted. OPOA will only take bids from members who dues are paid to date. The bid is to be sent to the Treasurer by March 1 of each year and will be voted by the board of directors, who will advise the awarded member prior to April 1. |
| (14) | Any complaints regarding vandalism, property damage, or disturbance by motorcycles, ATV’s, snowmobiles, etc., should be reported to the Lenawee County Sheriff’s Dept. Phone # 263-0524. |
| (15) | Dewey Lake is PRIVATE in that the property surrounding it is privately owned. Anyone having legal access to the water, also has legal access to the lake. |
| (16) | Any swim raft that has been placed into the lake is no longer privately owned. That is anyone has the right to its use unless it is privately licensed by an individual owner. In this case, the owner has the right to restrict swimmers and is responsible for injuries on that raft. |
| (17) | Only one way for boaters on the lake: COUNTERCLOCKWISE!!! This is State Law. HIGH SPEED BOATING HOURS are from 11:00am to 7:30pm daylight savings time. This is enforced by the Lenawee County Sheriff’s Dept. |
| (18) | PLEASE maintain a “NO WAKE” speed on all channels. |
| (19) | Putting chemicals into the water to control weeds must be approved by the Dept. of Natural Resources. |
| (20) | No business shall be run out of a private residence within Oak Hills Subdivision, Dewey Lake. |
| (21) | Ordinance Act 359-p.a. 1941 - Between May 15 and Sept 15 of each year all premises, occupied or unoccupied, in Cambridge Twp. shall cut down all grasses and noxious weeds at least once every three weeks. If not complied with, Twp. Clerk will contract to have them cut and they will bill you for the cost. Further information can be obtained from the Cambridge Twp. Office. |
| (22) | ALL ASSOCIATION MEMBERS ARE RESPONSIBLE TO ENFORCE THESE BY-LAWS AND RULES!!!!!!!. |

**Revised and approved at the June 8, 2013 General Meeting**