



Lake Thunderbird Association

Rules of Order

Copies of Rules of Order can be obtained from the LTA Office or from the LTA web site

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Lake Thunderbird Association

RULES OF ORDER

Adopted by the Board of Directors

The following rules were adopted as guidelines for the duties of the Officers, Board of Directors, Committees, and employees of Lake Thunderbird Association.

These rules and regulations are meant to interpret and clarify the existing By-Laws of Lake Thunderbird Association effective December 8, 1974.

In addition to these Rules of Order, please read and be familiar with the Amended and Restated Declaration of Covenants and By-Laws, which empower the Association with the authority to create and enforce these Rules of Order. The Covenants and By-Laws cover the organization of the Association, which have been recorded in the recorder's office of Bureau County and Putnam County, are binding upon title to, and the Owners of, all Lots in the Development. All of the Covenants and By-Laws are incorporated by reference and made part of these Rules of Order. In the event of any conflict between the Covenants and By-Laws and these Rules of Order, the Covenants will first control, and then the By-Laws will control, except with respect to definitions of specific terms. (eff. 5-20-17)

I. OFFICERS

The Officers of the Association as prescribed in the by-laws shall be the President, one or more Vice-Presidents, Secretary, Treasurer and such other Officers as the Board may from time to time elect by majority vote.

The powers and responsibilities of each Officer shall be those specified in the Association By-Laws and as follows:

A. PRESIDENT

1. The President shall be the Executive Officer of the Association and shall preside over all Board and Annual Meetings.
 - a. The President shall conduct all meetings in accordance with "Roberts Rules of Order Revised", the by-laws and rules passed by the Board.
 - b. The President shall have the power to call for a closed executive meeting as defined in the Open Meetings Act in addition to regularly scheduled meetings.
 - c. The President has the responsibility to prepare an agenda for each meeting.
 - d. A Consent Agenda may be presented by the president at the beginning of a meeting. Items may be removed from the Consent Agenda at the request of any one Board Member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the Consent Agenda or placed later on the agenda at the discretion of the Board. (eff. 01/01/2023)

SAMPLE AGENDA

The order of business shall be as follows:

1. Pledge of Allegiance & Call to order
 2. Roll call / Establishment of quorum
 3. Approval of the Agenda
 4. Comments by Members regarding Agenda Items
 5. Approve minutes of Previous Meeting(s)
 6. Secretary's Report
 7. Treasurer's Report
 8. President's Report
 9. Lake Manager's Report
 10. Building & Grounds Supervisor's Report
 11. Office Manager's Report
 12. Advisory Committees & Commissions Report.
 13. Report of Special Commissions
 14. Unfinished (Old) Business
 15. Petitions and Resolutions by Board members
 16. New Business
 17. Announcements
 18. Comments by Members (Three Minutes per Member)
 19. Adjournment
-
2. The President shall have the power to call for formation of present and future advisory and special committee/commissions and appoint a Chairman thereof. The Chairman of that Commission shall select his commission members.
 3. The President shall be Chairman of the Wage Commission and appoint the members of this Commission. The President shall be ex-officio, a member of all committees **or** commissions except, the Rules Commission and the Nominating Commission.
(eff. 10-17-09)
 4. The President shall have the power to authorize immediate repairs up to \$4,000.00 cost on any one (1) incident without the consent of the Board. These items must be presented to the Board at the first regular meeting following such authorization.
(eff. 11-16-13)
 5. The President shall sign checks in accordance with the check signing policy as described in these Rules of Order. (eff. 10-17-09)
 6. The President shall have the duty and responsibility to bring before the Board of Directors for approval any major new improvement desirable to the Common Property.
 - a. A major improvement shall be any improvement expenditure over \$4000.00.
(eff. 10-17-09)
 - b. All major improvements should be accompanied by three (3) bids, where possible. If other than the low bid is accepted, the reason must be recorded in the Board minutes.
 7. The President shall be the chief liaison working with the Lake Manager.

The Lake Manager shall be accountable to the President. In absence of the President, the Vice-President shall assume that duty. In the absence of the Vice-President, the accountability shall rest with the Board member with the most seniority.

8. The President or Vice-President shall, after Board approval, be empowered to sign all legal documents and contracts which shall be attested by the Secretary and the Corporate Seal shall be affixed thereto.
9. The President must be a Board member and as such shall have full voting power on all matters.
10. The President and the Lake Manager shall have the primary responsibility for contact with retained legal counsel in behalf of the Association and Board of Directors.
11. The President shall have the authority in an emergency to authorize any expenditure or perform any business transaction or carry out any other act normally empowered to the Board of Directors, provided that:
 - a. The verbal approval of the majority of the Board Members be obtained and
 - b. Notice of such action should be acknowledged by every Board Member in writing at a meeting following the action.
12. The President shall be the final judicial authority regarding parliamentary procedures during Association meetings. (eff. 10-17-09)

B. VICE PRESIDENT

1. In the absence of the President, or in the event of his inability to act or refusal to act upon any item approved and directed by the Board, the Vice President is empowered to act and shall thereupon be vested with the power and duties of the President.
 - a. The President shall be considered absent only when it is full knowledge of the Board that he is out of the Development and reasonable effort has failed to reach him by telephone and that it is believed he will not be reached in time to carry out his responsibilities.
 - b. The President shall be considered unable to act because of illness, or when other issues demand his immediate attentions.
2. Should the President resign his office, the Vice President shall serve out the remainder of the term as President, unless the Board removes him from that office. If the Vice President declines to be President, the Board may elect a new President for the remainder of the resigning President's term.
3. If there is more than one Vice President, then they shall be designated as first, second, third, etc. Vice President. They shall assume power in the order of rank that is if the President and the first Vice President are absent, then the second Vice President shall assume the powers of the President.
4. In the absence of the President and Vice President then the Board shall elect a director to serve as President Pro-tem. This office shall terminate with the adjournment of the meeting or with the election of a new President Pro-tem.
5. The Vice President shall sign checks in accordance with the check signing policy as described in these Rules of Order. (eff. 10-17-09)

C. SECRETARY

1. The Secretary of the Association shall keep the minutes of the Board and the Association meetings.
 - a. The minutes shall contain only formal motions with the name of the individual making the motion and the disposition of the motion.

- 1) Discussion of the motion shall not be included.
- 2) Only in event of a roll call vote shall names be recorded, or in the event a Board member specifically asks that his/her vote be recorded.
- b. All formal committee/commission reports shall be attached to the minutes.
2. The Secretary shall be responsible to handle all general correspondence concerning Board matters.
 - a. All specific correspondence shall be handled as directed by the Board. A copy of such correspondence shall be filed with the secretary.
 - b. The Board may appoint recording and correspondence assistants.
 - c. He/she shall mail, or cause to be mailed, all notices required under the By-Laws.
 - 1) Mailing of Association meetings, either annual or special shall be the responsibility of the Secretary. Written notice as outlined in the By-Laws, Article VI, Directors, Section 7, is required.
 - 2) Notice of meetings of the Board of Directors shall be the responsibility of the Secretary.
 - 3) Above written notice and the agenda for all open meetings shall be posted on the Clubhouse front window within the time limits stated in the By-Laws.
3. The Secretary shall have custody of the Corporate Seal, minutes, Association audio and video recordings, correspondence, and records, plus a list of members and their addresses. (eff. 10-17-09)
4.
 - a. The Secretary shall attest and affix the Corporate Seal to all legal documents and contracts.
 - b. Files shall be kept in the Association Office in a locked cabinet with the key to be held by the Secretary. The minutes shall be open to all members in good standing when request is made with the Secretary. This privilege shall not be used to the abuse of the Secretary.
 - c. The Recording Secretary may be a Board member or someone hired by the Board of Directors.
5. The Secretary shall sign checks in accordance with the check signing policy as described in these Rules of Order. (Eff. 10/20/2018)

D. TREASURER

1. Treasurer will attend all Board and Association meetings when possible. It shall be his/her duty to present a current Association financial statement.
2. The Treasurer will, in cooperation with the Lake Manager, present the monthly bills to the Board for payment authorization.
3. The Treasurer shall sign checks in accordance with the check signing policy as described in these Rules of Order. (eff. 10-17-09)
4. Quarterly and yearly payroll reports shall be prepared and filed by the bookkeeper. The bookkeeper will be responsible for depositing monthly, in the proper accounts, funds for State and Federal employee withholding taxes.
5. The Treasurer should cooperate with the Secretary and appointed committees to determine eligible members regarding voting rights and rights to other Association privileges.
6. The Treasurer will be responsible for cooperating with any bookkeeping personnel retained by the Association. The duties of such bookkeeper shall be:
 - a. Record all income and disbursements, and prepare monthly and year-to-date financial statements.
 - b. Prepare monthly deposits for employee withholding taxes.

- c. Prepare State and Federal payroll reports quarterly.
 - d. Balance bank statements.
 - e. Prepare year-end payroll reports.
 - f. Cooperate with and assist auditors.
 - g. Cooperate with the Lake Manager and Board of Directors in preparing the Association budget.
7. The Treasurer shall be responsible to see that income tax forms for Federal and State taxes are timely filed.
 8. The Treasurer will be responsible for monitoring the bank duties.
 9. The Treasurer, President, Vice President, and Lake Manager shall have access to the safety deposit box located at the bank. Two of the above must be present to gain access to this box.
 10. The Treasurer may be a Board member or someone appointed by the Board of Directors.
 11. The Treasurer can be an administrator of the LakeThunderbird's Quick Books program.

E. CHECK SIGNING POLICY

1. All checks shall be co-signed any two members of the Board. In addition, all checks over \$2000.00 require Board authorization. (eff. 7-21-18)

F. RESERVE FUND POLICY

1. The Association shall contribute to the Reserve Fund in such amounts as determined by the approved budget.
2. The Reserve Funds are set aside for those revenues for any emergency replacement, and to preserve and keep in good repair all our common property assets and amenities.
3. The reserve shall be explicitly identified as reserve funds in Association financial statements, and maintained in accounts separate from all other Association funds.
4. Any other use of the reserve funds shall be executed only at the direction of the Board of Directors.
5. Investment of reserve funds shall have preservation of capital as its primary objective. Maximization of investment return shall be a secondary objective. (eff. 8-15-10)
6. When transferring money from the Reserve Fund to the Operating Fund to pay for expenses as defined in paragraph 2 of this section, the Treasurer will obtain approval from the Board of Directors at the next Board Meeting prior to performing the transfer. The Treasurer shall indicate which vendor invoice(s) are to be paid from the Reserve Fund upon receiving approval for the transfer.

G. ACCOUNTS PAYABLE / RECEIVABLE RESOLUTIONS

1. Whereas, The Association has determined that due to new rules for paying certain Payroll Taxes electronically;

Now therefore, be it resolved, that the Lake Thunderbird Association Lake Manager be allowed to create an electronic banking account with the Lake's current financial institution for this use;

AND

Resolved, That for the purpose of this resolution, only the Payroll Taxes commonly known as Federal Income Taxes, Social Security/Medicare Taxes, (SS-MC) and Federal Unemployment Taxes (FUTA) will be paid electronically; AND

Resolved, That the signature of (2) two Lake Thunderbird Association officers that would normally sign checks, shall sign the proper forms or work sheets before payment is made;

AND

All other payments not specified above will be paid by check as is the current policy. (eff. 1-19-13)

2. Whereas, The Association has determined that due to the Debt Collection Improvement Act of 1996 which requires that most Federal payments be made by electronic transfer after January 2, 1999;

AND

Whereas, the Lake Thunderbird Association cannot meet the hardship requirements of the Debt Collection Act of 1996;

Now therefore, be it resolved, that the Lake Thunderbird Association be allowed to receive electronic payments to the Lake's current financial institution for any Federal or State payment;

AND

All other payments not specified above will be paid by the current policy at this time. (eff. 1-19-13)

II. BOARD OF DIRECTORS

This section shall clarify the powers and duties of the Board of Directors as defined in the Association By-Laws, and as they relate to other rules of the Association.

1. By-Laws, Article VI, (Section 1, h) gives the Board of Directors, by resolution, the power to appoint advisory committees/commissions. This power shall also be granted to the President as prescribed in these rules.
2. Directors shall be members of the Association.
3. Members in good standing may petition for and be elected to the Board of Directors. Whenever there are fewer petitioners than Board vacancies, the new Board of Directors shall have the power to appoint an Association member in good standing to fill those vacancies.
4. The Board shall meet at least quarterly, on the third (3rd) Saturday of January, April, and July at 9:00 a.m. at the Clubhouse. If any of these meetings should fall on a National Holiday, the Board may, by resolution, reschedule the date and hour of the meeting. (eff. 11-18-17)
 - a. The above meetings shall be open to members in good standing.
 - b. The Board may, by resolution, or at the request of the President, hold closed meetings. Board members, Officers, and guests invited by majority Board vote only may attend these meetings.
 - c. Closed meetings shall be held in addition to, but not in place of, the regularly scheduled meetings.
5. Any vacancy created in the Board shall be filled in accordance with the By-Laws, Article VI, Directors, Section 10.
6. The Lake Thunderbird Association Board of Directors shall have the sole responsibility to elect Officers by Majority Vote. This should be done at the Annual Meeting or in a meeting called within thirty (30) days after the Annual Meeting. The Board of Directors shall also have the power to dismiss any Officer by a Majority Vote. For dismissal of an Officer, abstentions do not reduce the number of votes required to carry the motion. (eff. 11-21-15)

7. The Board shall have the responsibility to employ a full time Lake Manager. After interview by the Board, a 2/3 ballot vote of the entire Board shall be required for approval of an applicant. A 2/3 ballot vote of the entire Board shall be required to dismiss the Lake Manager.
8. No Board member may vote by proxy at a Board meeting from which he is absent.
 - a. A Board member shall have the right to vote for or against an issue.
 - b. He/she may also abstain from voting and may call for further discussion.
 - c. A motion shall be decided by a simple majority of the votes cast.
9. The Board shall have the responsibility of retaining an attorney or attorneys as legal consultants for the Association. The President shall be the primary contact with the legal counsel, and the Board by resolution may request the presence of counsel at a future Board meeting.
10. The Board shall determine all wage ranges for employees and shall determine the number of employees the Association with the recommendation the Wage Committee and the Lake Manager.
11. The Board shall discuss and may approve payment of all bills and expenses at each meeting.
 - a. Bills not approved may not be paid.
 - b. Association bills and debts must be presented to the Board by the Treasurer, Lake Manager or the Office Manager for discussion and approval for payment. Bills for electric service to Association property, telephone, payroll, employee withholding taxes, FICA taxes, heat, Bureau County Republican, Cardmember Services, Princeton Post Office (Chair Tree), Test Inc., Blue Cross Blue Shield, USA Blue Book and Utility Equipment Co., Accident Fund, (work man's comp insurance), West Bend Insurance, and Cincinnati Insurance may be paid on a due date prior to presentment to the Board and constitute the only exception to the requirement of prior presentment. These bills must be reported to the Board at the meeting following their payment. (eff. 1-17-15) (revised 10/20/2018)

III. CANDIDACY AND ELECTION OF BOARD MEMBER

(See By-Laws, Article VI, Directors, Section 4, Election of Directors)

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IV. Code of Ethics

Code of Ethics for Lake Thunderbird Association Board Members and Employees

Board members and employees shall:

Strive at all times to serve the best interests of the association as a whole regardless of their personal interests.

Use sound judgment to make the best possible business decisions for the association, taking into consideration all available information, circumstances and resources.

Act within the boundaries of their authority as defined by law and the governing documents of the association.

Provide opportunities for residents to comment on decisions facing the association.

Perform their duties without bias for or against any individual or group of owners or non-owner residents.

Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the association.

Conduct open, fair and well-publicized elections.

Always speak with one voice, supporting all duly-adopted board decisions even if the board member was in the minority regarding actions that may not have obtained unanimous consent.

Board members and employees shall not:

Reveal confidential information provided by contractors or share information with those bidding for association contracts unless specifically authorized by the board.

Make unauthorized promises to a contractor or bidder.

Advocate or support any action or activity that violates a law or regulatory requirement.

Use their positions or decision-making authority for personal gain or to seek advantage over another owner or non-owner resident.

Spend unauthorized association funds for their own personal use or benefit. Accept any gifts—directly or indirectly—from owners, contractors or suppliers. Misrepresent known facts in any issue involving association business.

Divulge personal information about any association owner or employee that was obtained in the performance of board duties.

Make personal attacks on colleagues, staff or members.

Harass, threaten or attempt through any means to control or instill fear in any board member, employee or contractor.

Reveal to any owner, resident or other third party the discussions, decisions and comments made at any meeting of the board properly closed (i.e., executive session). All employees and Board Members will adhere to Code of Ethics. (Eff; 12-15-12)

V. ADVISORY COMMITTEES/COMMISSIONS

- A. All Committees/Commissions shall provide an agenda for each meeting to the office which will be posted on the Clubhouse doors, Tens and on the Lake Thunderbird web page 48 hours before the meeting date and time. (Eff. 01/01/2024)
- B. All committee/commission meetings are open to all members except for the Hiring and Wage Commissions. Non committee/commission members may attend to hear the discussion but cannot participate unless asked to by the chairman. (Eff. 01/01/2024)
- C. Committees/Commissions shall make written minutes/reports to the Board.
 - 1. Each standing committee/commission shall make a formal written report to the Board of Directors annually during the month of February.
 - a. This report should summarize the activities of the committee/commission during the past year and outline its plan for the coming year. These needs shall then be considered by the Board for budget approvals.
 - b. The report should list the names of persons serving on the committee/commission during the year.
 - 1) It should indicate the chairman's name.
 - 2) It should indicate names of currently active members.
 - c. This report shall include an itemized financial statement of all income and expenditures incurred by the committee/commission during the year.
 - d. The report shall be submitted to the Secretary 10 days in advance of the meeting. The Secretary shall forward a copy of each report to each Board member with notice of the meeting.
 - e. This report shall be published in the Chair Tree.
 - 2. All committee/commissions should present written reports to the Board whenever:
 - a. The board has referred a specific question to the committee/commission. Such referral is to be made in writing by the Secretary and forwarded to the committee/commission chairman.
 - b. The committee/commission wishes to request funds from the Board.
 - c. The committee/commission wishes to change or amend the rules affecting the Association. Rules governing working committee/commissions and affecting the Association must be approved by the Board of Directors.
 - d. A special committee/commission has completed the task assigned to it. The Board should formally dismiss the committee/commission after presentation of its report.
 - e. The committee/commission wishes to request changes in Association rules or practices.
 - f. It is the normal and proper thing for the committee/commission to report its activities.
 - g. Recommendations for budgeting should be presented to the Board by July 1 of each year.
- D. Chairmen of advisory committee/commissions shall be appointed annually by the President.
 - 1. The chairman of each advisory committee/commission shall either be reconfirmed as Chairman or a new Chairman shall be appointed after the regularly scheduled Board of Directors meeting in November. (eff. 10-17-09)
 - 2. Should a chairman resign midterm, it shall be the duty of the committee/commission to elect a new chairman or request the President to do so.
- E. Committee/commissions shall conduct themselves in accordance with "Robert's Rules of Order", Lake Thunderbird By-Laws, Covenants, and the listed guidelines.
- F. When possible, each committee/commission shall report its activities to the Lake Thunderbird Chair Tree for publication.

- G. Committee/commission minutes/reports submitted to the Board shall be:
1. Read by either the Chairman or Secretary.
 2. Attached to the minutes of the Board Meeting.
- H. Responsibilities of the advisory committee/commissions shall be generally as follows:
1. **Conservation:**
 - a. Define rules for fishing, etc.
 - 1) Perform an annual review of a Qualified Fish Survey and implement stocking recommendations.
 - 2) Review, update and enforce Fish Creel Limits.
 - 3) Establish annual calendar of Fundraising Fishing Tournaments events.
 - 4) Create and maintain an annual Fish Habitat program. Any Habitat placement must only be done with the Conservation Commission and the Lake Management knowledge and approval. Placement without approval will be a violation issued by the LTA Board of directors.
 2. **Architectural Control Committee (ACC):**
 - a) Define rules and regulations to be met for any and all new construction, revisions, Shoreline Protection, Septic Systems, cutting of trees and/or burning of any wood which will require a water spigot and/or water source, and improvements of member's property Environmental controls will be instituted, including, but are not limited to, Erosion (See #3 above.), Sedimentation, Septic Systems, and Lake Water conditions. Any violation that may occur on private property, and which may result in detrimental or Public Health issues on other private, and/or common properties/ravines adjacent to the lake will be investigated.
 - b. Additional rules, forms, and fees for homeowners and contractors are available in the ACC Building Packet. (eff. 6/16/2018)
 3. **Campground:**
 - a) Report wishes of campers to Board.
 - b) Define and enforce rules for campground.
 4. **Water Safety:**
 - a) Define rules for boat operation.
 - b) Define rules for swimming.
 - c) Enforce above rules.
 5. **Newsletter / Chair Tree Guidelines**
 - a) Mission Statement
 - 1) The newspaper's primary obligation is to inform the readers about events in the community and of issues of national or international importance which directly affect the membership.
 - a) The Chair Tree staff should provide a variety of issues which appeal to the interests of all groups within or about the community.
 - b) The Chair Tree staff should also promote involvement by these groups in the newspaper and in Lake Thunderbird events.
 - c) Deadlines for any submitted materials shall be published in every issue of the Chair Tree.
 - 2) The newspaper will provide:
 - a) A community service.
 - b) A channel for community comments at the discretion and approval of the staff.
 - c) A source of entertainment.
 - 3) The newspaper recognizes its rights and responsibilities under the First Amendment.

- b. Ownership
 - 1) The Lake Thunderbird Association is the Chair Tree publisher, but the responsibilities for content and production of the paper rests with the Chair Tree staff under the auspices of the Lake Thunderbird Board of Directors. The newspaper operates as a community forum where the staff will make all decisions regarding content without undue influence from the Board of Directors, any individual Director, and the membership or its employees.
 - 2) The staff recognizes and appreciates the support of the businesses that help finance the Chair Tree through their advertisements.
- c. General Guidelines
 - 1) Only Association members in good standing may be on the Chair Tree staff.
 - 2) Staff should be as many as wish to participate.
 - 3) No staff member may also be a current member of the Board of Directors.
 - 4) The staff agrees to abide by the Rules and Regulations as established in the By-Laws.
 - 5) The use of profanity, vulgarity and words which have acquired undesirable meanings shall be avoided in published material.
 - 6) The staff shall report news and/or features in an objective manner with the best interest of the community in mind.
 - 7) The staff shall cooperate with the Webmaster of the official Lake Thunderbird website and provide articles as requested.
 - 8) All letters, articles and pictures must be submitted through the Chair Tree for review.
- d. General Submissions
 - 1) All Lake Thunderbird Association Board of Director meeting minutes will be printed as received. The publication of a commissions or club's minutes and reports will be restricted to the activities of that commission or club. The content of minutes and/or reports not relating to that commissions or club's activities is subject to Chair Tree editorial control as defined elsewhere in the Rules of Order. All reports and/or minutes must be e-mailed to the Chair Tree. (eff. 8-16-09)
 - 2) The Chair Tree staff relies on committees/commissions and/or clubs to provide correct information.
 - 3) Columns and cartoons reflect the views of the author and not necessarily those of the Chair Tree staff.
- e. Personal Message Center Policy
 - 1) Obituary – In the event that a current member or relative thereof of the Lake Thunderbird Association passes away, the Chair Tree staff will attempt to include the notice in its next edition. The newspaper will maintain the dignity of the member by striving for accurate and fair coverage of the death.
 - 2) Get Well Wishes – The Chair Tree staff will make every effort as we are notified, to include any get well wishes.
 - 3) Thank You Notes – The Chair Tree staff will make every effort to include thank you notes.
- f. Advertising Policy
 - 1) The Chair Tree staff reserves the right to refuse any business which seeks to advertise any product which is illegal or generally considered unhealthy or undesirable for the membership as determined by the Chair Tree staff.
 - 2) The Chair Tree staff may choose to publish free public service ads at their discretion.
 - 3) The Chair Tree staff will not print political ads.
 - 4) The Chair Tree staff reserves the right to withdraw any ad because of non- payment

- after 90 days.
- g. Letters to the Chair Tree
 - 1) Participation through letters/e-mails to the staff by all membership and the community is encouraged: letters must be signed.
 - 2) Due to limited space all letters/e-mails should be limited to 500 words. The Chair Tree staff reserves the right to reject, edit or shorten letters.
 - 3) Letters should be submitted in writing to:
 - The Chair Tree, 2 Lake Thunderbird Dr., Putnam, IL. 61560
 - Or via e-mail: chairtree@lakethunderbird.us
 - h. Reporting Policy
 - 1) Members or guests who are interviewed or photographed for any Chair Tree story should be made aware beforehand that their name/picture will be published in the newspaper.
 - 2) Chair Tree staff should make every effort to interview sources in person, not through notes, e-mail or over the telephone. The writer of a story should conduct all of his/her own interviews. If another Chair Tree staff member completes some interviews, he/she must be given credit at the end of the story.
 - 3) If a reporter would like to tape an interview, the source must give permission in advance. (eff. 2-17-08)
 - 6. **Security:**
 - a. Enforcement of Lake Thunderbird rules on Common Property.
 - b. Define rules for Common Property.
 - 7. **Events And Amenities:**
 - a. Promote public relations with neighboring communities.
 - b. Promote good will among Lake Thunderbird members.
 - c. Organization of fund-raising activities.
 - 8. **Planning:**
 - Make long-range plans for future development of Lake Thunderbird.
 - 9. **Wage :**
 - a. The President shall be the Chairman of this Commission and shall appoint the members. There will be not less than three or more than five members. This Commission must consist of lot owners in good standing. Two-thirds or three-fifths of the Commission must be Non-Board members. No employee or member of his family shall be a member of this Commission. (eff. 10-17-09)
 - b. Review wage policy and recommend changes to Board.
 - 10. **DMP Deer Management Program:**
 - Establish a Deer Management Program by defining hunting rules and establish harvest limits with the goal of maintaining a healthy and balanced deer and turkey population at Lake Thunderbird. (eff. 08/05/2019)
 - 11. **Teller:**
 - Commission to follow the “Procedure for Counting Board of Director ballots. The President will appoint a Teller commission Chairperson and the chair person shall find 5 members in good standing to count the election ballots.
 - 12. **Earth Day:**
 - Plant and maintain flowers inside and out at the clubhouse, pool area and the entrances to Lake Thunderbird.

13. **Tree Huggers:**

Plant and nurture and maintain trees donated to the commission for the enjoyment of members and wildlife.

14. **Finance Commission**

The purpose of an LTA Finance Commission would be to provide financial expertise and oversight of the financial operations of the association and provide recommendations to the LTA Board regarding financial matters. Suggested composition would be 2 LTA Board members, one of whom would be the Treasurer, and 2 LTA non-board members. A Finance Commission would ensure that the necessary financial expertise and oversight would continue year to year, regardless of Board composition.

15. **Human Resource Commission**

The purpose of the Human Resource Commission would be to review and recommend appropriate staffing levels, make periodic reviews or creation of position descriptions, and job qualifications, pay ranges, performance bonus structure. In addition, the HRC could outline annual goals for staff, review and recommend employee benefit programs, participate in hiring process for open positions, and create, review and edit SOPs, (Standard Operating Procedures). The makeup of this commission would consist of the Board president as Chairman with.

16. **Technology Commission**

The purpose of this commission is to:

- a. Investigate the various means of having reliable, fast internet, either wireless, fiber optic or satellite for email, streaming and to allow members to work from home without data limits.
- b. Investigate various “zoom” type programs for the Lake to use for monthly board and commission meetings.
- c. Investigate all programs used by the LTA Association as having the most current updates applicable to operating system, are the most reliable and secure for communication with Federal/State/County governments and financial institutions.
- d. Evaluate HOA software vs Quick Books as the software for holding all the HOA member information.

- I. A copy of these rules is to be given to each Board Member, Lake Manager, Secretary to the Board, Bookkeeper, and the Lake Thunderbird Association lawyers. A copy will be at the office of the Lake Manager, members may ask for a copy at the office or it can be downloaded from the LTA web site.

VI. LTA BOARD EMAIL VOTING PROCEDURE

- 1) For security reasons only LTA email addresses shall be used.
- 2) All emails need to be sent to all board of directors and the lake manager.
- 3) After all the discussion and reading of proposals is completed, the following steps need to be followed to have a proper email vote.

- A) A board member makes a motion and emails it to all board members and the lake manager.
- B) A board member reads the motion email and replies to all with their second to the motion.

- C) All board members read the seconded motion and respond to all with their vote.
- D) The lake manager or the board secretary totals all the votes
- E) The lake manager or the board secretary sends an email to all board members with the vote totals.
- F) At the next board meeting, this exact motion, who made it, who seconded it and the vote total via email is read. If everyone agrees, that this is what happened, then the motion is made again, seconded and a roll call vote is taken. Eff. 02/18/2023