



# 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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### I. 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.

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)

II.

## **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. Notice of meetings shall be the responsibility of the President. Written notice and the agenda for all open meetings shall be posted on the Clubhouse windows within the time limits stated in the By-Laws. (Eff. 01/01/2026)
  - e. 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)
- 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

## 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. Correspondence by Secretary
7. Financial Report by Treasurer
8. President's Report
9. Lake Manager's Report
10. Facilities Report
11. Office Manager's Report
12. Advisory Committees & Commissions Report.
13. Report of Ad hoc Special Commissions
14. Unfinished Business
15. 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 Ad hoc committee/commissions and appoint a Chairperson thereof. The Chairperson of that Commission shall select their commission members.  
(Eff. 01/01/2026)
3. The President shall be Chairperson of the Wage Committee and appoint the members of this Commission. The President shall be ex-officio, a member of all committees or commissions (Eff. 01/01/2026)
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 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.
6. 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.

7. 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.
8. The President must be a Board member and as such shall have full voting power on all matters.
9. 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.
10. 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.
11. The President shall be the final judicial authority regarding parliamentary procedures during Association meetings. (eff. 10-17-09)

### III.

#### **B. VICE PRESIDENT**

1. In the absence of the President, or in the event of their 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 they are out of the Development and reasonable effort has failed to reach them by electronic means and that it is believed they will not be reached in time to carry out their responsibilities. (Eff. 01/01/2026)
  - b. The President shall be considered unable to act because of illness, or when other issues demand their immediate attentions. (Eff. 01/01/2026)
2. Should the President resign their office, the Vice President shall serve out the remainder of the term as President, unless the Board removes the President 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. (Eff. 01/01/2026)
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.

### IV.

#### **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 may 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 their vote be recorded. (Eff. 01/01/2026)
  - b. All formal committee/commission reports may be attached to the minutes.

2. The Secretary shall be responsible to handle all general correspondence concerning Board matters. (Eff. 01/01/2026)
  - a. All specific correspondence and contracts shall be handled as directed by the Board. A copy of such correspondence shall be filed with the secretary. (Eff. 01/01/2026)
  - 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. 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.
3. The Secretary shall be responsible **for** of the Corporate Seal, minutes, Association audio and video recordings, correspondence, and records, plus a list of members and their addresses. (Eff. 01/01/2026)
4. 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. (Eff. 01/01/2026)
5. The Recording Secretary may be a Board member or someone hired by the Board of Directors.

V.

#### **D. TREASURER**

1. The Treasurer may be a Board member or someone appointed by the Board of Directors.
2. The Treasurer can be an administrator of the LakeThunderbird's Quick Books program.
3. Treasurer will attend all Board and Association meetings when possible. It shall be their duty to present a current Association financial statement.
4. The Treasurer will, in cooperation with the Lake Manager, present the monthly bills to the Board for payment authorization.
5. The Treasurer shall sign checks in accordance with the check signing policy as described in these Rules of Order. (eff. 10-17-09)
6. Quarterly and yearly payroll reports shall be prepared and filed by the accountant. The accountant will be responsible for recording monthly, in the proper accounts, funds for State and Federal employee withholding taxes. (Eff. 01/01/2026)
7. The Treasurer should cooperate with the Secretary and appointed committees to determine eligible members regarding voting rights and rights to other Association privileges.
8. The Treasurer will be responsible for cooperating with any accounting personnel retained by the Association. The duties of such accountant 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.
9. The Treasurer shall be responsible to see that income tax forms for Federal and State taxes are timely filed.
10. The Treasurer will be responsible for monitoring the bank duties.
11. The Treasurer can be an administrator of the LakeThunderbird's Quick Books program.
12. 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.

**E. CHECK SIGNING POLICY**

1. All checks shall be co-signed any two members of the Board. (Eff. 01/01/2026)

**F. RESERVE FUND POLICY (Eff. 01/01/2026)**

**Section 1: Purpose**

The purpose of this resolution is to ensure the financial sustainability of the Association by establishing a long-term reserve funding policy to cover future capital improvements, major repairs, and replacements of common elements.

**Section 2: Establishment of Reserve Fund**

The Association shall maintain a dedicated Reserve Fund separate from the operating budget, for the purpose of funding future capital improvements and major repairs, and replacements of common elements. This fund shall not be used for routine maintenance or operational expenses.

**Section 3: Reserve Fund Financial Priority**

- Investment of Reserve funds shall have two priorities of equal importance:
  - (a) The security of the invested funds.
  - (b) Maximizing the return of invested funds.

**Section 4: Reserve Study Requirement**

- The Board of Directors shall commission a professional reserve study at least once every 5 years to assess the condition of common property/assets and project future capital expenditures.
- The reserve study shall include:
  - a. An inventory of all major assets.
  - b. Estimated remaining useful life of each asset.
  - c. Projected replacement costs.
  - d. Recommended annual contributions to the Reserve Fund.

**Section 5: Annual Contributions**

- With input from the Reserve Study, the Board shall include in the annual budget a contribution for each designated reserve fund asset category.
- Contributions to the Reserve Fund shall be considered “designated funds” and assigned to specific capital improvement asset categories, based on input from the most recently commissioned Reserve Study.
- Contributions shall be made on a yearly basis, usually in August, and shall be funded through assessments.

**Section 6: Asset Categories**

- The Board shall define categories of assets that align with the sections of the Reserve Study.
- One additional category, labeled “Contingency”, will be funded each year. This Contingency reserve may be used to supplement an asset’s designated reserve fund if it is

underfunded for the repairs or replacement of a designated asset before its normally scheduled replacement time according to the Reserve Study.

### **Section 7: Use of Reserve Funds**

- Reserve Funds may only be used for capital improvements, replacements of assets, or major repairs of common element, according to previously designated reserve fund categories, limited to the respective accumulated reserve fund balance.
- Any expenditure from the Reserve Fund requires approval by a majority vote of the Board of Directors at a properly called Board of Directors meeting. The motion for using the designated Reserve Funds must be included in the agenda.
- Reserve Funds are not to be “borrowed from” to supplement any annual operating budget, either present or future.

### **Section 8: Transparency and Reporting**

- The Board Treasurer shall provide a monthly report to the membership detailing:
  - a. Total Reserve Fund balance as well as the individual designated reserve fund asset balances.
  - b. Contributions made during the fiscal year.
  - c. Expenditures during the fiscal year from each designated asset fund.
  - d. The Board shall maintain a running spreadsheet indicating funding of each Reserve Study capital improvement by year, as well as documentation of reserve funds spent on specific long term capital improvements by year.

### **Section 9: Compliance and Review**

- This policy shall be reviewed annually by the Board to ensure compliance with applicable state laws and best financial practices. (Eff. 01/01/2026)

## **G. ACCOUNTS PAYABLE / RECEIVABLE RESOLUTIONS**

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)

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 presentation to the Board and constitute the only exception to the requirement of prior presentation. These bills must be reported to the Board at the meeting following their payment. (eff. 1-17-15) (revised 01/01/2026)

## **VI. 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.

VII.

**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

#### **Board members:**

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 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 Board Members will adhere to Code of Ethics. (Eff. 01/01/2026)

## **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, 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 chairperson. (Eff. 01/01/2026)
- 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 by the end of January for Board review at the February BOD meeting. (Eff. 01/01/2026)
    - 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 chairperson's name. (Eff. 01/01/2026)
      - 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. 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. (Eff. 01/01/2026)
    - b. The committee/commission wishes to request funds from the Board.
    - c. The committee/commission that wishes to change or amend the rules affecting the Association should submit the proposed changes to the Rules Committee. Rules governing working committee/commissions and affecting the Association must be approved by the Board of Directors. (Eff. 01/01/2026)
    - 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. Recommendations for budgeting should be presented to the Board by June 1<sup>st</sup>. of each year. (Eff. 01/01/2026)
- D. Chairpersons of advisory committees/commissions shall be appointed annually by the President. (Eff. 01/01/2026)
  - 1. The chairperson of each advisory committee/commission shall either be reconfirmed as Chairperson or a new Chairperson shall be appointed after the regularly scheduled Board of Directors meeting in November. (Eff. 01/01/2026)
  - 2. Should a Chairperson resign midterm, it shall be the duty of the committee/commission to elect a new Chairperson or request the President to do so. (Eff. 01/01/2026)
- E. Committee/commissions shall conduct themselves in accordance with "Robert's Rules of Order", Lake Thunderbird Covenants, By-Laws, and the listed guidelines.
- F. When possible, each committee/commission may report its activities to the Lake Thunderbird Chair Tree for publication. (Eff. 01/01/2026)
- G. 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.
  - c) Establish annual calendar of events. (Eff. 01/01/2026)
- 4. Water Safety:**
  - a) Define rules for boat operation.
  - b) Define rules for swimming.
  - c) Enforce above rules.
- 5. Newsletter / Chair Tree:**

Mission Statement: to inform membership of updates from commissions/committees including changes to rules and regulations, monthly Board activities and office announcements, as well as to inform membership of updated lake activities and community events. (Eff. 01/01/2026)
- 6. Security:**

The Lake Thunderbird Security Commission is committed to serving the property owners and the Lake Thunderbird Association (LTA), and enforcing Lake Thunderbird Rules. We are here to assist the people of Lake Thunderbird. During our regular patrols, we correct situations, or notify the proper person or agency when storm/weather damage, vandalism, open doors, downed trees, damaged roads etc. are observed. (Eff. 01/01/2026)
- 7. Events And Amenities:**
  - a. Establish annual calendar of events. (Eff. 01/01/2026)
  - b. Promote goodwill among Lake Thunderbird members.
- 8. Planning:**

Prepare long-range plans for capital expenditures and future development of Lake Thunderbird using the input from the reserve studies. (Eff. 01/01/2026)

**9. Wage :**

- a. Review wage ranges and recommend changes to Board.
- b. The President shall be the Chairman Chairperson 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 their family shall be a member of this Commission. (Eff. 01/01/2026)

**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 chairperson shall find 5 members in good standing to count the election ballots. Board members or members of their families cannot be members of the Teller Commission. (Eff. 01/01/2026)

**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, nurture and maintain trees donated to the commission for the enjoyment of members and wildlife. (Eff. 01/01/2026)

**14. Finance Commission:**

The purpose of the LTA Finance Commission **is** to provide financial expertise and oversight of the financial operations of the **Association** and provide recommendations to the LTA Board regarding financial matters.

The Commission is composed of 2 LTA Board members, one of whom would be the Treasurer, and 2 LTA non-board members. The Finance Commission will ensure that the necessary financial expertise and oversight would continue year to year, regardless of Board composition. The Finance Commission will recommend how to fund the Reserve Study. (Eff. 01/01/2026)

**15. Human Resource Commission:**

The purpose of the Human Resource Commission would be to review current benefit packages being offered by other lake associations and local employers, comparing those to the Association’s current package and suggest to the Lake Manager and the Board changes. (Eff. 01/01/2026)

**16. Rules Committee:**

The purpose of this committee is to research, write and edit all governing documents to comply with Federal, State and county laws. (Effective 12/21/2024)

**17. Ad Hoc Lake Water Management Commission:**

**Mission Statement**

This committee will help design and maintain a comprehensive lake water and watershed management plan for the use of the Board of Directors and Lake Manager.

(Eff. 01/01/2026)

**18. Water System Commission**

The Water System Commission will yearly review the Water System Protection Report, Water System Confidence Report, and all EPA notices and surveys. There shall be three

members: one Lake Thunderbird Association board member, one LTA member at large and one member of Test Inc. (Eff. 01/01/2026)

**VI. Newsletter / Chair Tree Guidelines:**

Mission Statement: to inform membership of updates from commissions/committees including changes to rules and regulations, monthly Board activities and office announcements, as well as to inform membership of updated lake activities and community events.

Lake Thunderbird Association staff retains responsibility for content and production of the Chair Tree. Submit content to [office@lakethunderbird.us](mailto:office@lakethunderbird.us).

- Articles, letters and pictures will be reviewed prior to publication.
- Board meeting minutes will be printed as approved.
- Commission/committee minutes will generally be printed as submitted.
- Condolences, get well wishes and thank you notes will be printed in the next edition to the extent possible.
- Letters to the Editor will not be published.

Staff is responsible for facilitating the sale of advertisements.

- Advertisements may be refused for products deemed illegal or undesirable for membership.
- Public service advertisements may be published for free.
- Political ads are not permitted.
- Unpaid advertisements will not be published. (Eff. 01/01/2026)

**VIII. Rules of Order Distribution.**

A copy of the Rules of Order is to be given to each Board Member, Lake Manager, Secretary to the Board, Accountant, 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.

**Addendum to Rules of Order**

**IX. PROCEDURE FOR COUNTING BOARD OF DIRECTOR BALLOTS**

This procedure is established to comply with the Covenants and By-Laws, Article VI, Section 4. Election of Directors.

**Teller Committee**

The Board designates a Chairperson of the Teller Committee annually. The Chairperson will designate six (6) members to comprise the committee. These members:

- must be in good standing, and
- cannot be a director or family member of a director.

## **Timeline**

**30 days prior to Annual Meeting:** Ballots must be postmarked on this date at the latest and sent to members in good standing only.

**Thursday prior to Annual Meeting:** Ballots must be received at the post office to be considered valid.

**Friday prior to Annual Meeting:** Member of Teller Committee to go with a Board member that is not up for re-election to pick up mailed ballots at the Tiskilwa Post Office after 12:00pm.

**Saturday prior to Annual Meeting:** Teller Committee to convene at 9:00am to count ballots and determine the results of the election.

**Annual Meeting (Sunday):** Representative from Teller Committee to report election results.

## **Observers**

Each candidate is allowed to send one observer to represent them during ballot counting. Observers are to watch the ballot counting process.

- Observers must be in clubhouse event room by 9:00am.
- Observers must be at least 10 feet away from the Teller Committee.
- Observers cannot count or handle any of the envelopes or ballots.
- Any challenges by the observers must be made to the Teller Committee Chairperson and/or to the Lake Manager.

## **Procedure for Teller Committee**

### **Friday prior to Annual Meeting:**

The Teller Committee Chairperson, or designee from the Teller Committee, to go with a Board member (who is not up for reelection) to the Tiskilwa Post Office to pick up mailed ballots (P.O. Box 330) after 12:00pm. Place the ballots in the locked vault in the office until ballot counting.

### **Saturday prior to Annual Meeting:**

The Teller Committee will convene at 9:00am. Retrieve the ballots from the vault. The door to the clubhouse event room should be locked while ballots are being counted.

### **Teller Committee members will:**

#### **Escalate any questions prior to or during the counting process below to the Teller Chairperson.**

1. Open outside envelopes. Pull out ballot envelope.
2. Set the outside envelope aside and separate from the ballot envelope.
  - a. If a ballot is not in a ballot envelope, set aside in a separate pile. These ballots are considered invalid and are disqualified. Record as an invalid ballot on tally sheet accordingly.
  - b. If multiple sealed ballot envelopes are included in a single outside envelope, this is acceptable and the ballots are valid (until/unless ballot deemed invalid via the steps below).
3. Open ballot envelopes. Pull out ballot.

- a. If ballot envelope is not sealed, set aside in a separate pile. These ballots are considered invalid and are disqualified. Record as an invalid ballot on tally sheet accordingly.
- b. If more than one ballot is in a single ballot envelope, set aside in a separate pile. These ballots are considered invalid and are disqualified. Record as an invalid ballot on tally sheet accordingly.
4. Put remaining ballots (those not yet deemed invalid) in stacks of 25.
5. Record the total number of ballots.
6. Working in pairs, each of the three pairs will select one stack of 25 ballots.
7. Review each ballot.
8. If ballot appears to be copied (i.e. the ballot is on the wrong color of paper, etc.), set aside in a separate pile. These ballots are considered invalid and are disqualified. Record as an invalid ballot on tally sheet.
9. One member of the pair will read the names voted/selected. The other member records the votes on tally sheet.
10. If a ballot has more candidates selected than the number of positions up for election, set aside in a separate pile. These ballots are considered invalid and are disqualified. Record as an invalid ballot on tally sheet.
11. Those tallied (valid) ballots will be passed on to another pair for recounting. Record the votes on a tally sheet.
12. Both pairs will verify with each other that the tally sheets matched.
13. Select another stack of 25 ballots and perform steps 8-10 again until all ballots are recorded on a tally sheet and verified.

Teller Committee Chairperson will:

1. Review all invalid ballots for accuracy. Separate by invalid category. Record the total number of invalid ballots in each category. Record the total number of invalid ballots.
2. From the tally sheets, determine the number of votes for each candidate.
3. Report the election results to the Lake Manager.
4. Deliver all outside envelopes and ballots to the Lake Manager for retention for a period of one year.

**Annual Meeting - Election Results:**

- A member of the Teller Committee will report the results during the Annual Meeting, including the number of invalid/disqualified ballots and the reason for disqualification.

(Eff. 01/01/2026)