

Cuyahoga Manor Recreation Association

Incorporated

Code of Regulations

(Revised 2024)

ARTICLE 1

Name of Association:

CUYAHOGA MANOR RECREATION ASSOCIATION INCORPORATED

Organized and incorporated as a non-profit corporation under and by virtue of the State of Ohio on September 25, 1959.

ARTICLE 2

Object:

The purpose for which said corporation is formed is to acquire, develop, and maintain a parcel of real estate to provide recreational facilities exclusively for the lot owners of the CUYAHOGA MANOR Number 2 Subdivision, located in the city of Cuyahoga Falls, Ohio, and to do all things necessary and incident thereto.

ARTICLE 3

Members:

Section I - Qualifications

Membership in the corporation shall be limited to the owners of lots in the Cuyahoga Manor Number 2 Subdivision as established by the records in the Summit County Recorder's Office. Membership shall be by lot number and shall not be assignable to any other lot except:

1. Where an owner-member sells one lot in the Cuyahoga Manor Number 2 Subdivision, they may elect to transfer their membership from one lot to the other provided there is no existing membership on the purchased home.
2. When the lot owner does not reside on the lot, the resident may participate in the recreational activities of the Association for as long as they are a non-owner resident in the Cuyahoga Manor Number 2 Subdivision and pay an annual fee set for said resident

on the recommendation of the Board of Trustees and approved by the general membership. Any such lot owners may become a member upon application in the form determined from time to time by the Board of Trustees, signing the membership roll, and agreeing to be bound by the Articles of Incorporation, The Code of Regulations, and the rules of the Association, all as in force. Membership shall be assignable consistent with qualifications for membership.

Section II - Classification of Members:

The classification of membership defined below is attributable to the financial standing of the lot per the treasury records of the Corporation:

1. **ACTIVE MEMBERS:** Those who pay their yearly dues and the special annual assessment for annual property maintenance dues. They are eligible to use the pool and participate in social functions.
2. **MAINTENANCE MEMBERS:** Those who pay the special annual assessment for pool maintenance. They are eligible to participate in social functions ONLY.
3. **INACTIVE CERTIFICATE HOLDERS:** Those who have neither paid their dues nor the annual assessment for pool maintenance but hold certificates. They are not eligible for any pool function. Suspended or expelled members belong to this category. An inactive certificate holder may become active by paying to the Corporation an assessment to be decided by the Board of Trustees and may then assume all rights and privileges of an active member. In case of lot transfer, reinstatement is to be decided by the Board of Trustees.
4. Homes in CMRA that are used for Air BnB, VRBO, and like companies of short term rentals do not have pool privileges for the guests.

Section III - Initiation Fees and Dues:

1. This initiation fee will be based on the recommendation of the Board of Trustees. The initiation fee shall be approved by the general membership at the annual meeting or at a special meeting called for that purpose.
2. The Board of Trustees shall establish annual dues of members. The amount may be determined from time to time by a majority vote of the members at the annual meeting or any meeting called for the purpose of establishing dues. Such dues shall be payable no later than May 1 of each year.
3. The dues shall be used for the operation and maintenance of corporate recreational properties or facilities, and retirement of debts incurred through capital expenditures. Unless special arrangements have been made between the Association and the concerned parties pertaining to the payment of such dues beyond the May 1 deadline, the Association has just cause for suspension from membership.
4. A special annual assessment shall be made for pool maintenance.
5. No free or in-kind membership shall be granted.
6. All new families moving into the Cuyahoga Manor Number 2 Subdivision will pay a certificate transfer fee amounting to \$25. This fee will cover the transfer cost of the

certificate. However, the seller MUST have a certificate in good standing (all dues, fees, and/or assessments MUST be paid IN FULL).

Section IV - Compliance with Regulations:

Members shall abide by and conform to the Code of Regulations and all other rules established by the Board of Trustees governing the use and enjoyment of the Association's recreational properties and facilities.

Section V - Suspensions and Expulsion of Members:

Any member may be suspended by the Board of Trustees for failure to pay dues thirty days after the same shall be due and payable. Failure to pay dues in full after an additional sixty days may result in expulsion, unless adequate reasons for not expelling have been given to the Board of Trustees. Any member may be suspended or expelled by the Board of Trustees for violation of the Code of Regulations, the Articles of Incorporation, or rules established by the Board of Trustees from time to time governing the use or maintenance of Association facilities, or for conduct unbecoming a member. Before any member is suspended or expelled, they shall be notified in writing by mail at their last known address of the charges against them and of the time and place of the Board of Trustees meeting at which the same are considered, at least five days before said meeting; and shall be given an opportunity to defend, and shall have the right to appeal from the decision of the Board of Trustees to the members. And at their request, the secretary shall call a special meeting of the members to consider said appeal. A two-thirds majority of the full membership of the Board of Trustees is required for expulsion. The Board of Trustees shall have the right to review any suspensions or expulsions and take whatever action they deem appropriate including reinstatement. If suspension or expulsion is due to non-payment of dues, or fees, the reinstatement will be considered only when FULL payment is received plus a ten percent simple interest penalty.

ARTICLE 4

Board of Trustees:

Section I - Definition:

The Board of Trustees shall consist of seven elected members to include: President, Vice President, Secretary, Treasurer, Maintenance & Grounds Chairperson, Membership Chairperson, and Social Chairperson.

Section II - Elections:

Treasurer shall be elected for a two-year term. Treasurer can be elected to 3 consecutive terms. All other positions shall be elected every two years for unlimited terms.

2 Residence of same household can be on the board with the exception of:

1. President
2. Vice-President
3. Treasurer

The Board of Trustees for the remainder of the un-expired term shall fill any vacancies created during the year. Nominees for election to the Board of Trustees shall be presented in the form of a slate from the Rules Committee. Additional nominations may be made from the floor during the annual or special meeting provided consent of the nominee is obtained or indicated.

Section III - Powers of the Board of Trustees:

The Board of Trustees shall have full charge of the affairs, funds, property, management, and control of the Association, subject only to the action of the members. Consistent with these regulations, it may adopt by-laws or rules, and enforce the same, governing the use of the property and privileges of the Association. The decision of the Board of Trustees on any question concerning interpretation of these regulations shall be final, subject only to the action of the members.

Section IV - Officers:

A reorganization meeting shall be conducted during the first Board meeting in October for the purpose of acquainting elected officers with the responsibilities of their respective positions. The officers of the Association shall be a President, Vice-President, Secretary, and Treasurer. Said officers shall be chosen by the members by a majority ballot and shall hold office for two years until their successors are elected and qualified. Said officers can serve unlimited terms if members vote to do so. This is for all officers except the Treasurer. Treasurer shall be elected and hold office for two years. The Treasurer can hold office for 3 consecutive terms. Said officers shall be members of the Board of Trustees.

Section V - Duties of Officers:

A. **President:** The President shall preside at all meetings of the members and Trustees, sign the records thereof, and perform generally all the duties usually performed by Presidents of like associations, and such further and other duties as may be from time to time required of him/her by the members of the Board of Trustees. The President shall have no right to vote, except to break a tie.

B. **Vice-President:** The Vice-President shall perform all duties of the President in case of the absence or disability of the latter. In cases where both the President and Vice-President are absent or unable to perform their duties, the members or the Board of Trustees, as the case may be, appoint a President Pro-Tempore.

C. **Secretary:** The Secretary shall be custodian of all records of all the Proceedings of the members and the Board of Trustees of this association and maintain a proper record of the same, which shall be attested by him/her, and generally perform such duties as may be required of him/her by the members of the Board of Trustees.

D. **Treasurer:** The Treasurer shall receive and have in charge all moneys belonging to the association and shall disperse the same as may be ordered by the Board of Trustees. He/she shall keep an accurate account of the moneys received and dispersed by him/her with the use of a double entry bookkeeping system. The Treasurer will present the accounting of all moneys monthly at the board meeting, and a year-end statement at the annual meeting. And shall

generally perform such duties as may be required of him/her by the members of the Board of Trustees. On the expiration of his term of office, he/she shall turn over to his/her Successor, or the Board of Trustees, all moneys and properties of the Association, in his/her hands. The Treasurer only needs to sign all checks. A second signature is required, Treasurer being one of the signatures, for all checks over \$500. The second signature must come from another current standing board member.

Section VI - Chairperson of Standing Committees:

The Board of Trustees from among their members shall appoint the Chairperson of the standing Committees. The President shall not serve on any committee and other members shall not serve on more than one committee.

Section VII - Reports from the Board of Trustees:

The Board of Trustees shall issue an annual report subsequent to the closing of the pool in September, and others as deemed necessary concerning the activities of the Association.

Article 5

Standing Committees:

The following Standing Committees must consist of at least three members who are not members of the Board of Trustees, selected by the Chairperson and approved by the Board of Trustees, within thirty days after the election of the Board of Trustees.

Section I- Membership Committee:

This committee shall work to obtain new members within the qualifications outlined in Articles 3 and 9 of the Code of Regulations.

Section II - Rules Committee:

This committee shall study conditions concerning the use of the recreational facilities and recommend changes, as they are needed from time to time. This committee shall study the needs of the Board of Trustees and of the general membership and recommend changes to the Code of Regulations when needed. This committee shall serve as the Nominating Committee and shall present a slate of six members to fill the expired terms of the Board of Trustees at each annual meeting. Such slate shall be mailed to the membership at least seven days prior to the annual meeting. No person's name shall appear on this slate without his/her consent. The election of Trustees at the annual meeting shall be the responsibility of this committee. This committee shall hire staff as deemed necessary for the safe operation of the pool. This staff is responsible to the Chairperson of this committee.

Section III - Pool and Building Committee:

This committee shall be in charge of continuing maintenance of the pool and related functional facilities. This committee shall be in charge of acquiring equipment to keep the pool in good repair and functional condition.

Section IV - Grounds Maintenance Committee:

This committee shall be responsible for the regular care of lawn, shrubbery, walkways, and structures in the pool grounds area. This committee shall be responsible for acquiring and maintaining equipment necessary for grounds and building care. This committee shall be responsible for planning and executing all future landscaping and/or construction of new structures.

Section V - Social Committee:

This committee shall be responsible for planning social functions and activities to promote good fellowship and an active community spirit.

Section VI - Finance Committee:

A Finance committee will be selected in addition to the membership elected Board of Trustees. This committee will study financial needs, prepare an annual budget, and report to the Board of Trustees and general membership. This committee shall recommend changes in initiation fees and annual dues as deemed necessary. The Treasurer shall be a member of this committee. All budgets, expenditures, or commitments shall be submitted to the Finance Committee for their review and recommendation to the Board of Trustees. This committee along with the Board of Trustees will oversee a special fund minimum of Eight Thousand Dollars, to be used for Pool repairs and/or MAJOR replacement costs (pool heater, pump, painting of the interior of the pool, etc.). Both the Board of Trustees and the Finance Committee MUST approve any expenditure from the reserve fund.

Article 6

Special Committee:

Section I - Auditing Committee:

The Auditing Committee will be appointed by the President from the general membership and shall exclude members of the Board of Trustees and other standing committees. Said committee must consist of at least two members and shall be selected at least thirty days prior to the annual meeting so that an audit of the Treasurer's books may be conducted no later than September 30th of each fiscal year.

Section II - Committees:

Any additional committees deemed necessary to carry out the functions of this Association shall be appointed by the President, with the approval of the Board of Trustees and shall report to the President.

Article 7

Parliamentary Authority:

All parliamentary procedures shall be based upon ROBERTS RULES OF ORDER.

Article 8

Meeting of Members:

Section I. - Annual Meeting:

The annual meeting of the members of this Association shall convene on the SECOND Sunday in September of each year at 6:00 P.M., a site to be determined by the Secretary.

Section II - Special Meetings:

Upon the written request of ten members, or of the Board of Trustees, the Secretary shall call a special meeting of the members. The request and also the notice for such meetings shall state the nature or object of such meeting and no business shall be transacted except as specified therein. A special meeting may be called.

Section III - Board Meetings:

The Board of Trustees shall meet at least once a month. These meetings shall be held regularly at the convenience of the Board of Trustees and shall be open to all members. The place and time of such meetings may be obtained from the secretary.

Section IV - Notice of Meetings:

The Secretary shall email/mail notice of all meetings of the members to each member at least seven days prior to the date of such meeting. With reference to rule changes, these should be submitted seven days prior to the meeting.

Section V - Quorum:

Seventeen separate Household members present shall constitute a quorum for the transaction of any business at any called meeting of this Association.

Section VI - Order of Business:

Unless changed by majority vote, all members' meetings, the order of business shall be as follows:

1. Reading of the Minutes
2. Reading of the Reports and Statements
3. Unfinished Business
4. Election of Trustees
5. New or Miscellaneous Business

Article 9

Amendments

Section I - Procedures:

Proposed amendments or rule changes shall be presented in writing to the Rules Committee.

Section II- Notice:

Notice of any amendments to these Regulations shall be emailed/mailed to the membership fourteen days prior to the meeting at which they will be considered.

Section III- Voting Procedure:

These Regulations may be amended or repealed by the written or verbal assent of two-thirds of the voting members of the Association.

Section IV - Additional Memberships:

The following membership groups have been added to the already existing membership of the Association:

1. Two Member Certificate Household: These members are entitled to use the pool and participate in all social functions. They will pay a reduced membership fee because there are only two persons residing within the household. These members hold current C.M.R.A. Certificates of Membership.
2. One Member Certificate Household: This member is entitled to use the pool and participate in all social functions. They will pay a reduced membership fee because there is only one person residing within the household. These members hold current C.M.R.A. Certificates of Membership.
3. Sponsored Members: These members are entitled to use the pool and participate in all social functions. They do not have voting privileges, nor can they hold elected office within the Association. Their annual dues shall be adjusted annually by the Board of Trustees, but may never exceed (150%) One Hundred Fifty Percent (1 1/2 times) the annual dues of a Full Pool Membership. These members do NOT hold a C.M.R.A. Certificate of Membership and must be sponsored by a full pool memberships. Their membership within the Association is to be reviewed annually, or as often as deemed necessary by the Board of Trustees.

Section V - Voting Privileges:

The following members of the Association shall be granted the power to vote an Association business:

1. Full Pool Members
2. Two Member Certificate Household
3. Maintenance Members
4. One Member Certificate Household

The following members of the Association shall not be granted the power to Vote on Association Business:

1. Inactive Certificate Holders
2. Sponsored Members

Section VT – Right to Hold Office:

The following members of the Association shall be granted the privilege to seek elected office of the Board of Trustees.

1. Full Pool Members
2. Two Member Certificate Household
3. One Member Certificate Household

The following members of the Association shall be excluded from the privilege of seeking elected office to the Board of Trustees.

1. Maintenance Member
2. Inactive Certificate Holder
3. Sponsored Members

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