**Attention**

**This document is a working copy of the Cape Cod Village Club Bylaws. Below, the left-hand column contains the current (2015) version of these articles. The right-hand column contains a draft of the proposed changes.**

**Proposed changes are in RED. Comments and questions are in the column furthest to the right. Please utilize the comment functionality to ask questions or propose changes. Please DO NOT alter the text of the original or proposed bylaws. Instructions on how to make comments of your own may be found in the first comment on the next page.**

**You will also find that text has been formatted in order to align sections and subsections of both versions with each other. Content begins on the next page.**

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| By-lawsofCape Cod Village Club, Inc.A Not-For-Profit Corporation organized under the laws of the State of New York, adopted by the membership at the meeting of the Corporation September 5, 2015  Purpose of the CorporationSection 1.3. The purpose of the corporation shall be:A. To provide a non-profit recreational residential community, consisting of thirty two (32) single family residences, having community access and certain rights as follows:(1) To use the Association’s Beach Areas.(2) To use recreational areas and playgrounds in Cape Cod Village Club, Inc.(3) To use the Club House.(4) To use the boat docks and swim platforms owned by the Corporation.B. To purchase, hold and maintain in good condition all corporate property.C. To maintain the water supply system in proper operating condition for the use of members for a period commencing weather permitting, Mid-May and ending Mid-October, or later at the discretion of the Board of Directors. The Corporation must have available a person qualified to operate the water system as required by law.D. To establish, impose and enforce regulations with respect to the use of all corporate facilities.E. To cooperate with the Lake George Park Commission, the New York State Department of Environmental Conservation and the State of New York and other state and local agencies for the preservation of the waters of Lake George and the lands and waterways adjoining the same.F. To operate Cape Cod Village Club, Inc., in accordance with the laws of the State of New York and the Town of Hague, especially with respect to the water system and sanitary facilities.G. To promote cooperation among owners in Cape Cod Village Club, Inc. ARTICLE VIIDuties and Power of The Board of DirectorsSection 7.1.The Board of Directors shall have general charge and management of the affairs, funds and property of the Corporation, and it shall carry out the purposes of the Corporation according to the Certificate of Incorporation and Bylaws. Board members are required to act in good faith and in the best interest of all members, to determine whether the conduct of any member violates the rules and regulations of the Corporation and to fix the penalty for such misconduct or any violation of the Bylaws or Rules and Regulations as defined in Section 7.3 set forth below.Section 7.2.In addition to any other duties imposed upon the Board of Directors by this Article or any Article of the Bylaws, the Board of Directors shall have the duty and responsibility of:(a) making rules and regulations for the conduct of members, their families and guests and for the use of corporate property and facilities and equipment and defining and limiting the rights and privileges of members, their families and guests, not inconsistent, however, with anything contained in the Bylaws. Such rules shall be approved by a two-thirds (2/3rds) of all voting members present in person or by proxy of the Corporation at a regular or special meeting thereof, before they shall become effective.(b) making and levying assessments against owners of residences or real property in Cape Cod Village for the purpose of paying taxes on corporate property and expenses for the management and operation of the Corporation and the maintenance and repair of its property. (c) the Board of Directors shall prepare and submit at each annual meeting, a budget which shall be approved by a majority vote of the members entitled to vote as provided in subdivision (4) of Section 1.2 of Article I hereof. Such budget shall constitute the normal operating budget for taxes, repairs, maintenance and administration expenses for the ensuing year.  (d) maintaining and preserving the official records of the Corporation in a safe and protected location.(e) Any capital improvement or repair in excess of THREE THOUSAND ($3000.00) DOLLARS shall be a separate item in the budget and except in an emergency must be approved with the proposed method of financing by a majority of the voting members of the Corporation at a regular meeting or at a special meeting called for the purpose of considering such capital improvement and the method of financing it.(f) arranging for Officers and Directors insurance and adequate insurance against the damage or destruction of corporate property by fire or other casualty and for the protection of the corporate property and the members of the Corporation against any liability arising out of the use of corporate property or facilities.(g) contracting for personnel to perform services required for the proper maintenance and operation of corporate property and the administration of the Corporation and its facilities and affairs.ARTICLE VIIIDuties of OfficersSection 8.1.The President shall be the chief executive officer of the Corporation and shall preside at all meetings of the Corporation and of the Board of Directors and shall appoint such Committees as the President or the Corporation shall consider expedient or necessary. Committee members shall serve for a period of two (2) years. In addition to the above mentioned duties and any other duties delegated to the President by the Bylaws, the President shall have the following duties:(a) shall present at each annual meeting a report concerning the affairs of the Corporation; shall ensure that all reports as required by law are properly filed, maintained and retained, and shall be one of the officers in addition to the Treasurer who may sign checks on behalf of the Corporation.(b) shall be a member, ex officio, of all Committees, except the Nominating Committee.Section 8.2.In the absence or disability of the President, the Vice President shall perform such duties and may exercise all of the rights, powers and privileges conferred upon the President by the Certificate of Incorporation or the Bylaws. In the absence of both the President and Vice President, the Treasurer shall preside and assume the duties of the President. The Vice President’s duties shall include dock master responsibilities.ARTICLE XArchitectural CommitteeSection 10.1.The Architectural Committee shall be composed of at least three (3), but no more than five (5) members, as determined by the chairman, who shall be appointed for a term of two (2) years. No member of said Committee shall be entitled to any compensation for services rendered as a member of such Committee.Section 10.2.The Architectural Committee shall review proposed alterations to existing residences and the design of new residences to provide for continuity of the character and integrity of Cape Cod Village and the continued aesthetics and harmony existing therein.ARTICLE XICriteria for Architectural CommitteeSection 11.1. How the Architectural Change Process works: (1) Any member planning construction of a new home, a major remodel, renovation, or an addition or plans to construct or renovate any structure will be required to submit a set of plans to the Architectural Committee for review.  Examples of structures include but are not limited to sheds, carport, garage, fuel storage tank, fence, generator or any other man made artifact. The member may be required to appear or to have their architect/builder present at an Architectural Committee hearing/meeting and a Board of Directors meeting for the purpose of explaining in detail, using their prepared plans, the following: size and overall dimensions, external structure and design changes, character, balance, scale/proportion and symmetry with the existing community and surrounding area. All plans must comply with the member’s individual deed restrictions (one of the three forms of deed restrictions attached, appendices A – C).(2) A member must submit plans to the Architectural Committee and must get Board of Director’s approval before seeking town approval.(3) The Architectural Committee shall review proposed alterations to existing residences and the design of new residences to provide for continuity of the character and integrity of Cape Cod Village and the continued aesthetics and harmony existing therein. They will review the proposed application to see if they meet the requirements set forth in the Bylaws.1. The Architectural Committee shall respond to the member who submitted the plans within 30 days, indicating all information required per the Bylaws has been received or letting the member know what additional information is required. If additional information is required, the Architectural Committee will have an additional 30 days to respond to the member once the additional information is received.
2. Once the Architectural Committee has received the information required per the Bylaws, the Architectural Committee shall notify the general membership, provide details of the proposed plans, and solicit members’ input and concerns about the plans within 60 days.
3. The Architectural Committee will present all information for the plans, including members’ input and concerns, with their recommendation to the Board of Directors within 30 days of completing the solicitation of member’s input. The Board of Directors will review the plans and members’ concerns, and will clarify any issues with applicant.
4. The Board of Directors will approve or reject the plans within 30 days of the receipt of the information from the Architectural Committee. Written notification of the decision will be supplied by the Board Of Directors to the applicant.
5. If the Architectural Committee and Board of Directors deny the building request of a member, said member has the right to appeal the decision to the general membership at the next scheduled meeting or special meeting. A final decision rendered by a two thirds vote of the membership present and proxy shall rule.

(4) Any building or any part thereof, constructed, altered or improved shall conform to the Bylaws as well as those rules and regulations as set forth by the Town of Hague and Warren County building codes and/or ordinances.Section 11.2. How To Apply:(1) Applicant submits plot plans with a survey showing lot with all structures visible. Examples of structures include but are not limited to tanks, generators, garages, carports, fences and any other man made artifact.(2) Applicant must submit architectural drawings showing all exterior views with measurements. The views should include doors, windows, trim, siding and colors. Section 11.3. Criteria to meet:(1) Height 22 feet measured from top of existing foundation with minimum of 8 inches from existing grade to top of roof peak.(2) The square footage of first floor may not exceed a total of 1400 square feet. The following are considered part of the footprint: porches, decks, bays and covered areas. (4) Consistent with the harmony, balance, scale, proportion, consistency and character as determined by the Board of Directors.(3) Changes to the applicant footprint require that setbacks be maintained as specified by the deed restrictions.Section 11.4. Existing Structures: (1) Structures in existence on August 1, 1993, that do not conform to the architectural restrictions imposed herein shall be allowed to exist. If, however, said nonconforming structures are removed from the property voluntarily or are destroyed by fire or some other casualty, the replacement structure shall be designed to conform with the architectural standards set forth in these Bylaws. Section 11.5. Restrictions: (1) There is to be no major construction which would be disruptive to the peace/tranquility and character of the other homes and property during the months of July and August. This restriction may be exempt when the home or property requires immediate work due to fire, weather or other unforseen events that expose the home or property to further damage. Approval to exempt this restriction requires a majority vote by the Board of Directors.(2) Work in general on grounds or external home repair, cannot begin before 8:00 A.M. and must end by 8:00 P.M.Section 11.6. Changes:(1) There shall be no changes in the plans once they have been approved unless the member and / or architect/designer/builder appears before the Architectural Committee and the Board of Directors to provide a clearly defined description of change(s). Changes are then approved by the Board of Director. A written notice of change(s) will be prepared by Board of Directors and distributed to general membership.  ARTICLE XIICape Cod Village Club Inc.Rules And Regulations - Land UseSection 12.1.(g) Boating space is assigned by Dock Committee based on seniority. (h) Only watercraft up to 16 feet can be launched at Club launch areas. If the watercraft is launched by a vehicle it must be 4 wheel drive capable. Only members that are listed on the LGPC Launch Agreement may launch trailered boats from the CCVC launch ramp. (i) Boats are not to be used as sleeping quarters.(j) The Club House is available for adult functions only. The Club House Lounge is available for adults and children. Keys to the Club House are available from members of the Board of Directors.APPENDIX ACovenants – Glenn Barnes – Liber 399 Page 2711. No residence, garage, or out buildings, of any type shall be erected on the said land within twenty (20) feet of any of the roads or road-

ways, referred to herein, or within twenty (20) feet of any side or read area, except within the area occupied by the present building. |  | BylawofCape Cod Village Club, Inc.A Not-For-Profit Corporation organized under the laws of the State of New York, adopted by the membership at the meeting of the Corporation September 3, 2016. Purpose of the CorporationSection 1.3. The purpose of the Corporation shall be:1. To provide a non-profit recreational residential community consisting of thirty-three (33) single family residences, as filed with the CCVC Secretary, having community access and certain rights as follows:
	1. To use the Association’s Beach Areas.
	2. To use recreational areas and playgrounds in the Club.

~~(3) To use the Club House~~* 1. To use the boat docks and swim platforms owned by the Club.
1. To purchase, hold, and maintain in good condition all Club property.
2. To maintain the water supply system in proper operating condition for the use of members for a period commencing weather permitting, Mid-May and ending Mid-October, or later at the discretion of the Board of Directors. The Corporation must have available a person qualified to operate the water system as required by law.
3. To establish, impose and enforce regulations with respect to the use of all corporate facilities.
4. To cooperate with the Lake George Park Commission, the New York State Department of Environmental Conservation and the State of New York and other state and local agencies for the preservation of the waters of Lake George and the lands and waterways adjoining the same.
5. To operate Cape Cod Village Club, Inc., in accordance with the laws of the State of New York and the Town of Hague, especially with respect to the water system and sanitary facilities.
6. To promote cooperation among owners in Cape Cod Village Club.

ARTICLE VIIDuties and Power of the Board of DirectorsSection 7.1.The Board of Directors shall have general charge and management of the affairs, funds and property of the Corporation, and it shall carry out the purposes of the Corporation according *to* the Certificate of Incorporation and Bylaws. Board members are required to act in good faith and in the best interest of all members, to determine whether the conduct of any member violates the rules and regulations of the Corporation and to fix the penalty for such misconduct or any violation of the Bylaws or Rules and Regulations as defined in Section 7.3 set forth below.Section 7.2.In addition to any other duties imposed upon the Board of Directors by this Article or any Article of the Bylaws, the Board of Directors shall have the duty and responsibility of:1. Making rules and regulations for the conduct of members, their families and guests and for the use of corporate property and facilities and equipment and defining and limiting the rights and privileges of members, their families and guests, not inconsistent, however, with anything contained in the Bylaws. Such rules shall be approved by a two-thirds (2/3rds) of all voting members present in person or by proxy of the Corporation at a regular or special meeting thereof, before they shall become effective.
2. Making and levying assessments against owners of residences or real property in Cape Cod Village for the purpose of paying taxes on corporate property and expenses for the management and operation of the Corporation and the maintenance and repair of its property.
3. The Board of Directors shall prepare and submit at each annual meeting, a budget which shall be approved by a majority vote of the members entitled to vote as provided in subdivision (4) of Section 1.2 of Article I hereof. Such budget shall constitute the normal operating budget for taxes, repairs, maintenance and administration expenses for the ensuing year.
4. Maintaining and preserving the official records of the Corporation in a safe and protected location.
5. Any capital improvement or repair in excess of THREE THOUSAND ($3000.00) DOLLARS shall be a separate item in the budget and except in an emergency must be approved with the proposed method of financing by a majority of the voting members of the Corporation at a regular meeting or at a special meeting called for the purpose of considering such capital improvement and the method of financing it.
6. Arranging for Officers and Directors insurance and adequate insurance against the damage or destruction of corporate property by fire or other casualty and for the protection of the corporate property and the members of the Corporation against any liability arising out of the use of corporate property or facilities.
7. Contracting for personnel to perform services required for the proper maintenance and operation of corporate property and the administration of the Corporation and its facilities and affairs.
8. The Board of Directors will appoint a Dock master and/or dock committee, who will have the duties of assigning members, guests and renters boat slips, oversee dock installation and removal, coordinate dock repairs.

ARTICLE VIIIDuties of OfficersSection 8.1.The President shall be the chief executive officer of the Corporation and shall preside at all meetings of the Corporation and of the Board of Directors and shall appoint such Committees as the President or the Corporation shall consider expedient or necessary. Committee members shall serve for a period of two (2) years. In addition to the above mentioned duties and any other duties delegated to the President by the Bylaws, the President shall have the following duties:1. shall present at each annual meeting a report concerning the affairs of the Corporation; shall ensure that all reports as required by law are properly filed, maintained and retained, and shall be one of the officers in addition to the Treasurer who may sign checks on behalf of the Corporation.

 1. shall be a member, ex officio, of all Committees, except the Nominating Committee.

Section 8.2.In the absence or disability of the President, the Vice President shall perform such duties and may exercise all of the rights, powers and privileges conferred upon the President by the Certificate of Incorporation or the Bylaws. In the absence of both the President and Vice President, the Treasurer shall preside and assume the duties of the President. ~~The Vice President’s duties shall include dock master responsibilities.~~ ARTICLE XArchitectural CommitteeSection 10.1. Architectural Committee CompositionThe Architectural Committee shall be composed of at leastthree (3), but no more than five (5) members, as determined by the chairperson, who shall be appointed for a term of two (2) years. No member of said Committee shall be entitled to any compensation for services rendered as a member of such Committee.Section 10.2. Architectural Committee PurposeThe Architectural Committee shall review proposed alterations to existing residences and structures and the design of new residences and structures to strive for continuity of the character and integrity of Cape Cod Village and the continued aesthetics and harmony existing therein.ARTICLE XICriteria for Architectural CommitteeSection 11.1. The Architectural Change Process:1. Any member planning construction of a new home, a major remodel, renovation, or an addition or plans to construct or renovate any structure will be required to submit a set of plans to the Architectural Committee for review. The member must also submit an Architectural Application form along with a refundable deposit equal to $1.00 per total square foot of new construction with a minimum refundable deposit of $500.00 and maximum of $2500.00. Any expenses the club would incur ~~with either~~ including but not limited to legal fees or site cleanup from construction or damage to club property or other members property are the responsibility of the applicant. Expenses may be deducted from the deposit. Any remaining balance of the deposit will be refunded within 30 days of completion of the project, whose date is determined by the Board of Directors. Any expenses not covered by the deposit shall be due within 30 days of notice to the applicant that the deposit has been exhausted and additional expenses have or shall be incurred.

Examples of structures include but are not limited to sheds, carport, garage, fuel storage tank, fence, generator or any other man made artifact. The member may be required to appear or to have their architect/builder present at an Architectural Committee hearing/meeting and a Board of Directors meeting for the purpose of explaining in detail, using their prepared plans, the following: size and overall dimensions, external structure and design changes, character, balance, scale/proportion and symmetry with the existing community and surrounding area. All plans must comply with the member’s individual deed restrictions (one of the three forms of deed restrictions attached, appendices A – C).1. A member must submit plans, an Architectural Application, and deposit to the Architectural Committee and must get Board of Director’s approval before seeking town approval. This rule does not preclude a member from consulting with the town for application preparation or questions. In the event a member proceeds with the town process before obtaining club approval the club may cease processing the application and may assess a fee of up to $500, which would be deducted from the application deposit.
2. The Architectural Committee shall review proposed alterations to existing residences/structures and the design of new residences/structures to ensure continuity of the character and integrity of Cape Cod Village and the continued aesthetics and harmony existing therein. They will review the proposed application to see if they meet the requirements set forth in the Bylaws
	1. The Architectural Committee shall respond to the member who submitted the plans within ~~15~~ 7 days, indicating all information required per the Bylaws has been received or informing the member on what additional information is required. If additional information is required, the Architectural Committee will have an additional 15 days to respond to the member once the additional information is received and deemed complete.
	2. Once the Architectural Committee has determined an application is complete, as described in the Bylaws, the Architectural Committee shall notify the general membership within 15 days, providing details in order to solicit all members’ input and concerns. The general membership can provide feedback within 30 days from receiving notification from the Architectural Committee.
	3. The Architectural Committee will present all information for the plans, including members’ input and concerns, with their recommendation to the Board of Directors within ~~30~~ 15 days of completing the solicitation of all members’ input. The Board of Directors will review the plans and members’ concerns, and will clarify any issues with the applicant.
	4. The Board of Directors will approve or reject the plans within ~~30~~ 15 days of the receipt of the information from the Architectural Committee. Written notification of the decision will be supplied by the Board of Directors to the applicant.
	5. The approval will remain valid for a period of two years from date of approval. If construction does not begin within two years of approval, the board may review the plans to see if they adhere to any bylaw changes since approval.
	6. The applicant must meet with at least two board members to discuss the construction process and how it relates to the bylaws before construction can begin.
	7. Exterior construction must be completed within two years of start of construction.

(h) If the Architectural Committee and Board of Directors deny the building request of a member, said member has the right to appeal the decision to the general membership at the next scheduled meeting or special meeting. A final decision rendered by a two-thirds vote of the membership present and proxy shall rule.1. Any building or any part thereof, constructed, altered or improved shall conform to the Bylaws as well as those rules and regulations as set forth by the Town of Hague and Warren County building codes and/or ordinances.

Section 11.2. Architectural Application Process:1. Applicant submits plot plans with a survey showing lot with all structures visible. Examples of structures include but are not limited to tanks, generators, garages, carports, fences and any other man made artifact.

 1. Applicant must submit architectural drawings showing all exterior views with measurements. The views should include doors, windows, trim, siding and colors.

Section 11.3. Criteria to meet:The architectural criteria to meet, depends on the lot location and associated size. Section 11.3.A describes the criteria for all lots, excluding lots 1, 2, 3 and 4 to the west of NY State Route 9N. Section 11.3.B identifies the criteria for lots 1, 2, 3 and 4 to the west of NY State Route 9N. Section 11.3.A. Criteria for development, excluding lots 1, 2, 3, and 4 west of NY State Route 9N (as described in Map of a proposed subdivision for Robert Ragot, Situate in Town of Hague, County of Warren, State of New York, dated 5 February 2013):1. Maximum height of 22 feet. This measurement is made from 8 inches above the existing grade, or the top of the existing foundation (whichever is higher), to the top of the highest roof peak.
2. The footprint (measured using exterior wall dimensions) may not exceed a total of 1400 square feet. The following ARE considered part of the footprint: residence, porches (covered or uncovered), decks (covered or uncovered), covered stoops, bays, bulkhead doors, and all other covered areas (unless specified otherwise). The following ARE NOT considered part of the footprint: sheds, garages, carports, uncovered stoops and ground level patios.

(3) Only the 1400 square foot footprint may have living space. No living space is allowed in or above garages, sheds or any other outbuildings.1. The design of new or renovated structures must be consistent with the harmony, balance, scale, proportion, consistency, and character of the existing structures in the Club as determined by the Board of Directors.

(5) Changes to the original footprint must adhere to setbacks as specified by the deed restrictions, even if the original footprint does not adhere to these setbacks.Section 11.3.B. Criteria for development on lots 1, 2, 3, and 4 west of NY State Route 9N (as described in Map of a proposed subdivision for Robert Ragot, Situate in Town of Hague, County of Warren, State of New York, dated 5 February 2013) is shown below. Note: Lot 1 shall also comply with the Ragot agreement, dated 25 March 2013, on file with the Secretary.1. Maximum height of **25** feet. This measurement is made from 8 inches above the existing grade to the top of the highest roof peak.
2. The footprint (measured using exterior wall dimensions) may not exceed a total of 1400 square feet. The following are NOT considered part of the footprint: porches (covered or uncovered), decks (covered or uncovered), stoops (covered or uncovered), bays, bulkhead doors, sheds, garages, carports, patios (ground level or raised) and all other covered or uncovered areas other than the main living structure.
3. Only the 1400 square foot footprint may have living space. No living space is allowed in or above garages, sheds or any other outbuildings.
4. The design of new structures must be consistent with the harmony, balance, scale, proportion, consistency and character of the existing structures in the Club as determined by the Board of Directors.
5. Changes to the original footprint must adhere to setbacks as specified by the deed restrictions, even if the original footprint does not adhere to these setbacks.
6. The lot to be developed must be a minimum size of 1.1 acres.
7. Any structure to be built must adhere to a front, back and side setbacks defined by either the town or deed restrictions, whichever is more restrictive.

Section 11.4. Existing Structures:1. Structures in existence on August 1, 1993 that do not conform to the architectural restrictions imposed herein shall be allowed to exist. If, however, said nonconforming structures are removed from the property voluntarily or are destroyed by fire or some other casualty, the replacement structure shall be designed to conform to the architectural standards set forth in these Bylaws.

Section 11.5. Restrictions:1. There is to be no major construction which would be disruptive to the peace, tranquility, and character of the other homes and property during the months of July and August. This restriction may be exempt when the home or property requires immediate work due to fire, weather or other unforeseen events that expose the home or property to further damage. Approval to exempt this restriction requires a majority vote by the Board of Directors. Major construction includes, but is not limited to excavation work, roofing, siding, masonry work, repetitive interior or exterior nailing or sawing, prolonged pressure washing, major tree work. Construction equipment should be removed from the job site during the months of July and August and the site should be cleaned up. Construction equipment includes, but is not limited to, heavy equipment, construction trailers, scaffolding, and storage containers. Supplies and material should not block neighbors view and should be covered. Normal maintenance procedures such as lawn mowing, weed trimming, hedge trimming, minor landscaping, cutting firewood, short term pressure washing, painting, minor non-repetitive nailing and sawing are permitted.
2. Work in general on grounds or external home repair, cannot begin before 8:00 A.M. and must end by 8:00 P.M.

Section 11.6. Changes to Architectural Applications:1. There shall be no changes in the plans once they have been approved unless the member and / or architect/designer/builder appears before the Architectural Committee and the Board of Directors to provide a clearly defined description of change(s). The Board of Director then approves changes. A written notice of change(s) will be prepared by Board of Directors and distributed to general membership.

ARTICLE XIICape Cod Village Club Inc.Rules and Regulations - Land UseSection 12.1.1. Dock space is assigned by the Dock Committee based on seniority.
2. Only watercraft up to 16 feet can be launched at Club launch areas. If the watercraft is launched by a vehicle it must be 4 wheel drive capable. Only members that are listed on the LGPC Launch Agreement may launch trailered boats from the CCVC launch ramp.
3. Boats are not to be used as sleeping quarters.
4. ~~The Club House is available for adult functions only. The Club House Lounge is available for adults and children. Keys to the Club House are available from members of the Board of Directors.~~

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ways, referred to herein, or within twenty (20) feet of any side or rear area, except within the area occupied by the present building. |

