

Cape Cod Village Club



9. **BYLAWS of CAPE 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 on May 28, 2022.

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ARTICLE I - CORPORATION

Section 1.1 Name of Corporation

This corporation shall be known as CAPE COD VILLAGE CLUB, INC. also referred to as CCVC.

Section 1.2 Definitions

For the purposes of this document, the following terms and their corresponding definitions shall apply:

1. "Cape Cod Village Club Inc. (CCVC)" shall be the name of the Homeowners Association which is referenced within these Bylaws.
 - a. CCVC Bylaws within this document shall apply to the property shown within the yellow boundary in the reference document "CCVC County Tax Maps" and lots listed in the Cape Cod Village Governance Packet reference document "Cape Cod Village Club CC&R Liber and Page by Tax Map Parcel "
 - b. Each lot will be equal to one (1) CCVC membership.
 - c. CCVC is comprised of 33 lots. Each lot represents a single membership and holds a single vote.
 - d. A membership can be represented by one (1) or several members who together hold a single vote.
2. "Owner" shall mean a person or entity that holds title to real property in Cape Cod Village Club, Inc. An owner can be an individual or individuals, a partnership, a trust, a limited liability company, a corporation, or any legally titled entity.
3. "Member" shall mean:
 - a. All individual(s) listed on the deed of the real property/lot within CCVC.
 - b. All partners in a partnership which owns real property/lot within CCVC.
 - c. All trustors and trustees of a trust which owns real property/lot within CCVC.
 - d. All corporate officers of a corporation which owns real property within CCVC.
 - e. All the members of a limited liability company which owns real property/lot within CCVC.
 - f. All legal owners of any legally titled entity of real property/lot within CCVC.



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4. "The Membership" shall refer to the legal representatives of all 33 properties in CCVC, as shown on the attached map and list of lots.
 - a) Each property/lot has one (1) membership.
 - b) Each membership is entitled to one (1) vote.
 - c) Any single member from a membership shall be entitled to vote at corporate meetings.
 - d) A current list of CCVC memberships shall be maintained by the secretary.
5. A "membership in good standing" is a membership that is current for all dues and special assessments and is in full compliance with the Governance Packet and Bylaws of Cape Cod Village Club, Inc., its attachments, the Covenants, Conditions & Restrictions (CC&Rs), rules and regulations, policies and procedures as established by the Board of Directors and approved by the membership.
6. "Rights and Privileges" of membership are described in the individual deeds, the Certificate of Incorporation, and these Bylaws as listed below:

Rights:

1. Each membership has the right to the use of: CCVC beach areas;
CCVC recreational areas and playgrounds;
CCVC workshop;
CCVC owned boat docks and swim platforms;
CCVC roads;
2. Each membership has the right to an adequate water supply for domestic use from MidMay to Mid-October.
3. Each membership has the right to use any of the services provided in the Caretaker contract. Some services may incur additional charges which are the responsibility of the homeowner. (a copy of the contract can be found in the CCVC Governance Packet)



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4. Privileges:

1. Each membership has the privilege to vote at corporate meetings
2. Each membership has the privilege to be a Board member
3. Each membership has the privilege to join a committee or have a family member join a committee.

Section 1.3 Purpose of the Corporation (from the Certificate of Incorporation and individual property deeds)

The purpose of the corporation shall be:

1. To provide a safe non-profit swimming and boating place at Cape Cod Village, Hague, NY, on Lake George.
2. To establish, equip, maintain and operate recreational areas and playgrounds for children at Cape Cod Village.
3. To purchase, hold, and maintain in good condition all CCVC property.
4. 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.
5. To establish, impose and enforce regulations with respect to the use of all corporate facilities.
6. 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.
7. To operate Cape Cod Village Club, Inc. in accordance with the laws of the State of New York, Warren County, and the Town of Hague, especially with respect to the water system and sanitary facilities.
8. To promote cooperation among owners in Cape Cod Village Club, Inc.



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ARTICLE II – MEMBERSHIP

Section 2.1 Membership Registration

Membership shall be limited to those persons identified in Section 1.2. sub-section (3) who meet the following conditions:

1. All **new owners** must register with the CCVC secretary by filling out and signing the following forms supplied by the CCVC secretary and paying the required fees at time of transfer of real property.
 - a. **CCVC Governance Packet Acknowledgment Form** which states all new property owners have received the CCVC Governance Packet and will abide by them.
 - b. **CCVC Owner/Membership Registration Form** which lists all property owners and their contact information.
 - c. Pay a **one-time Membership fee in the amount of 100% of current annual dues**, excluding transfers between family members.

If either the forms or fee is not submitted within 30 days of change of ownership, the membership could lose its status as a membership in good standing. This will be at the discretion of the Board.

The new owners are responsible to pay all current dues, special assessments and delinquent dues or fees.

2. All **current owners** must register with the CCVC Secretary by filling out and signing the following forms supplied by the CCVC Secretary and pay all fees owed at time of transfer of real property.
 - a. **CCVC Governance Packet Acknowledgment Form** which states the owner has received the current CCVC Governance Packet and will abide by them.
 - i. CCVC Governance Packet Acknowledgement Form must be filed whenever the Bylaws are revised.
 - b. **CCVC Owner/Membership Registration Form** which lists all property owners and their contact information.



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- i. A new CCVC Owner/Membership Registration Form must be filed whenever the deed to the property is changed.

- c. All owners are responsible to **pay all current dues, special assessments and delinquent dues or fees.**

If either one of the forms is not submitted within 30 days of change of ownership or revisions of Bylaws, the membership could lose its status as a membership in good standing. This will be at the discretion of the Board.

Section 2.2 Transfer of Real Property and Seniority

1. In the event of the sale of real property, the seller or sellers shall be automatically terminated as a member. The purchaser or purchasers of such residence or property becomes a member on the day of closing as long as the terms set-forth in Article II Section 2.1 are met.

2. Seniority, with two exceptions, will be determined by the date that a deed transfers ownership in CCVC.

Exceptions:

- a. When an existing owner exchanges for a different property within CCVC, his/her seniority will not change.

 - b. When ownership is transferred or modified and the previous owner remains an owner on the new deed, the seniority will not change.
3. Upon the death of a member, any remaining owners on the deed will retain their seniority.

 4. The CCVC secretary will compile a list of owner's seniority and provide copies annually.



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ARTICLE III - GOVERNMENT

Section 3.1 Board of Directors

The general management of the affairs, funds and property of the Corporation, and the safety, health and welfare of members, as it relates to their use of CCVC common assets, will be vested in the Board of Directors, who will be elected pursuant to Article V of these Bylaws.

The total number of Directors shall not be less than three (3) and not more than ten (10). At least three of these Directors must be officers. All board members shall be elected. The goal is to have a minimum of seven (7) Directors.

The selection of Directors is defined by the Certificate of Incorporation. (the “CCVC Certificate of Incorporation” can be found in the CCVC Governance Packet)

Section 3.2 Officers

The officers of the Corporation shall consist of a President, a Secretary, and a Treasurer. An optional fourth officer will be a Vice President.



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ARTICLE IV – MEETINGS/PARLIMENTARY AUTHORITY

Section 4.1 Meeting Schedule

The Board of Directors will conduct at least one (1) Association meeting annually. The meeting will be held on the first Saturday after Labor Day. The meeting may be held in-person or through virtual methods (e.g., Zoom, Webex, etc.) or a combination of both. The Board may schedule additional general meetings.

The date of the annual Association meeting may be changed by the Board of Directors with notice to the membership. The new date shall not be more than fourteen (14) days from the date fixed for the meeting in the Bylaws.

Section 4.2 Special Meetings

Special meetings must have a membership quorum. At a special meeting, only the business specified in the notice of meeting will be considered and no other business unless all of the voting members present in person, or by proxy, consent. This meeting should be held within 30 days of the request.

A Special Meeting can be called by

- the **President** at any time
- upon request of **four (4) members of the Board of Directors**
- upon request of **nine (9) voting members, in good standing**, made to the Board of Directors in writing. Such notice shall list the 9 voting members, state the reasons for the meeting and any details of the business to be transacted.

Section 4.3 Quorum Definition

At all meetings of the Corporation, regular or special, a majority of all memberships in good standing, present in person or by-proxy, shall constitute a quorum.



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Section 4.4 Adjournment Conditions

If a quorum is not present at any meeting the presiding officer may adjourn the meeting to a specific day and hour, but such adjourned date shall not be more than fourteen (14) days from the date fixed for the meeting in the Bylaws. If the meeting is a regular meeting and not more than seven (7) days from the date fixed for such meeting by the notice, the meeting will be a special meeting.

Section 4.5 Meeting Notices

All notices of regular and special meetings, together with a proxy, shall be mailed or emailed by the Secretary to all member's addresses as they appear in the membership directory at least fifteen (15) days but not more than thirty (30) days before the date of the meeting.

If more than one person is an owner of a real property in Cape Cod Village Club, Inc., only one (1) notice will be sent to the owners of the real property.

Members will specify their preference between mailing or emailing for Cape Cod Village Club, Inc. correspondence. In the event no preference is specified, e-mail will be used. The secretary will maintain a mailing preference list.

Section 4.6 Question Procedure

All questions, where answers are not given in the Bylaws, shall be decided by a majority of all the memberships in good standing, present in person or by proxy.

Section 4.7 Officer Ballot Procedure

Election of officers and directors shall be by written secret ballot if there is more than one candidate. Write-in candidates will be considered.

Section 4.8 Voting Procedure

At any regular or special meeting, if a majority of all members in good standing, present in person or by proxy approve, any question may be voted upon in the manner provided for the election of officers and directors as specified in Section 4.7 of this Article IV. Voting may also be conducted in accordance with Roberts Rules of Order for open outcry.



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Section 4.9 Proxy

A member of CCVC who is entitled to vote at a meeting as provided in Section 1.2, subsection 4 of Article I, may vote by proxy. A proxy shall be in writing and is revocable at the pleasure of the member executing it. The proxy will be invalid after sixty (60) days from the date of its execution unless the duration of the proxy is specified otherwise.

Section 4.10 Order of Business

The order of business shall be as follows at all the meetings of the Corporation and Board of Directors:

1. Calling of the Roll.
2. Proof of Notice of Meeting or Waiver of Notice.
3. Reading of minutes.
4. Receiving of Communications.
5. Election of Officers.
6. Reports of Officers.
7. Reports of Committees.
8. Unfinished Business.
9. New Business.

Any question as to priority of business shall be decided by the President or the presiding officer without debate.

The order of business may be altered or suspended at any meeting by a majority vote of the members present who are entitled to vote as specified in Section 1.2, subsection 4 of Article I.

Section 4.11 Board of Directors Meetings

Meetings of the Board of Directors shall be held at a time and place as determined by a majority of the members of the Board. Notice of regular or special meetings of the Board shall be given by the President or Secretary to each member, at least three (3) days prior to the date fixed for the meeting. The notice may be given verbally, or in writing.



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Section 4.12 Board of Directors Quorum

A majority of all Board of Director members, present in person, or virtually (e.g. electronic conference, phone, video, Facetime) shall constitute a quorum.

Section 4.13 Board of Directors Voting Procedure

At a meeting of the Board of Directors, each Director in good standing shall be entitled to one (1) vote. Votes must be cast in person or virtually. Votes may not be cast by proxy.

If more than one member from a single membership sits on the Board at the same time, they will only be allowed one (1) vote per membership.

A maximum of two members from the same membership are allowed to serve on the Board at the same time.

Section 4.14 Meeting Governance / Robert's Rules

The rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern the Cape Cod Village Club, Inc., in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the CCVC Governance Packet and any special rules of order the Corporation may adopt.



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ARTICLE V – ELECTION OF OFFICERS AND DIRECTORS

Section 5.1 Term

The Officers and Directors of the Corporation will be elected by the membership at the annual meeting for a two (2) year term, effective upon adjournment of the annual meeting. Each candidate for office must be a member in good standing of the CCVC and shall be nominated from the floor by recommendation of the Nominating Committee or by a member in good standing. Each voting member in good standing shall be entitled to one (1) vote for each officer position and one (1) vote for each director. The candidates receiving a majority of the votes cast will be declared elected. The total number of directors will not be less than three (3) and not more than ten (10). At least three of these Directors will comprise the President, Secretary and Treasurer. The goal is to have a minimum of seven (7) Directors.

A scenic photograph of a sunset over a body of water, with silhouettes of trees and a distant shoreline. The sky is filled with vibrant orange, red, and pink hues, transitioning into a darker blue at the top. The water reflects the colors of the sky.

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ARTICLE VI – VACANCIES IN OFFICE

Section 6.1 Board of Directors Vacancy

If a vacancy occurs among the officers or in the Board of Directors, the vacancy shall be filled for the unexpired term by the Board of Directors from the membership directory.



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ARTICLE VII – DUTIES AND POWER OF THE BOARD OF DIRECTORS

Section 7.1 Overall Duties

The Board of Directors shall have general charge and management of the affairs, funds and property of CCVC, and it shall carry out the purposes of CCVC according to the Certificate of Incorporation and CCVC Governance Packet. 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 CCVC Governance Packet or rules and regulations as defined in Section 7.3 of these Bylaws.

Section 7.2 Specific Duties

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, renters and guests relating to the use of corporate property and facilities and equipment; and defining and limiting the rights and privileges of members, their families, renters, and guests in the CCVC Governance Packet. Such rules shall be approved by two-thirds (2/3) of all memberships in good standing at a regular or special meeting 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 CCVC and the maintenance and repair of its property.
3. Reviewing and submitting a capital and operating budget for taxes, repairs, maintenance and administration expenses for the next year at the annual meeting to the membership for a vote to ratify the budgets. The budgets will be ratified with a majority vote of the memberships in good standing entitled to vote as provided in Article 1 Section 1.2, #4.
4. Maintaining and preserving the official records of CCVC in a safe and protected location.
5. Proposing any capital improvement, expense or repair in excess of FIVE THOUSAND (\$5,000.00) DOLLARS as a separate item in the budget. This budget item must be approved with the proposed method of financing by a majority of the voting members at a



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regular meeting or at a special meeting called for the purpose of considering such capital improvement and the method of financing it. In an emergency the board has the authority to budget and expend to remedy the emergency.

6. Arranging adequate insurance
 - for Officers and Directors
 - for damage or destruction of corporate property by fire or other casualty and
 - for liability protection over the corporate property and the members of CCVC relating to 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 CCVC and its facilities and affairs.
8. Appointing 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, and coordinate dock repairs.

Section 7.3 Emergency Powers

The board will have the authority to enact or cancel temporary rules and regulations relating to the use of CCVC common assets in the event of an emergency. The enactment or cancellation of these temporary rules and regulations will align with policies set by Federal, State and Local government and will remain in place until the state of emergency is lifted or at the discretion of the board. These temporary rules and regulations will require a two-thirds vote of all the Board of Directors.

Section 7.4 CCVC Governance Packet Violations

In the event of a violation of the CCVC Governance Packet the following process will be used for enforcement.

- **Enforcement:** If a member is in violation of, or does not conform to, the Bylaws and Rules and Regulations of CCVC in the CCVC Governance Packet, notice of the violation will be submitted to the Board of Directors by any member. If the Board of Directors has reason to believe there may be a violation, written notice of the violation, providing reasonable detail of the nature of the violation will be forwarded to the member and



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delivered personally or by certified mail with return receipt. The member will, within ten (10) days of receipt of this notice, either resolve or initiate a solution to the alleged violation or request a hearing before the Board of Directors.

- **Hearing:** A hearing can be held in person or virtually, whichever is most appropriate. If the Board, following the hearing, determines that no violation has occurred, the member will be notified in writing and the matter will be discontinued. If, however, the Board determines that a violation has occurred, it will deliver personally or by certified mail with return receipt, notice of its finding to the member. The notice will specify in detail the finding of the Board, the reason for its determination, the steps it will require the member to take to cure the violation, and a reasonable timeframe for the member to cure the violation.
- **Curing of Violation:** If the violation continues after the time allowed for remediation has elapsed, CCVC, through its agents, may choose to suspend the offending member's voting rights and membership privileges, exercise the Right of Abatement, as defined in Section (2) below, and/or seek appropriate civil remedies.
- **Suspension of Rights:** If the violation continues after the time allowed for remediation has elapsed, CCVC, through its agents, may choose to suspend the offending membership's status of a membership in good standing.
- **Right of Abatement:** The Right of Abatement is the right of CCVC, through its agents, to take the actions specified in the notice to the member to abate, extinguish, remove, or repair the violation or take any other steps permitted by law to ensure that violations are corrected. The cost of this action, including reasonable attorneys' fees, together with interest will be a binding personal obligation of the violating member.
- **Civil Remedies:**
In the event the matter or the violation is pursued civilly through the courts and the member is found to have violated the CCVC Governance Packet, CCVC will be entitled to recover the total cost of disbursements including attorney's fees incurred in the litigation of this matter.



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ARTICLE VIII – DUTIES OF OFFICERS

Section 8.1 President

The President will be the chief executive officer of CCVC and will preside at all meetings of the corporation and of the Board of Directors and will appoint such Committees as the President or CCVC will consider expedient or necessary. Committee members will 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 will have the following duties:

1. shall present at each annual meeting a report concerning the affairs of CCVC;
2. shall ensure that all reports as required by law are properly filed, maintained and retained;
3. shall be one of the officers, in addition to the Treasurer, who may sign checks on behalf of CCVC;
4. shall be a member, ex officio, of all Committees, except the Nominating Committee

Section 8.2 Absence of President

In the absence or disability of the President, the Vice President will 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 will preside and assume the duties of the President.

Section 8.3 Vice President

The vice president will act as a substitute for the president should they be unavailable for whatever reason. In cases of the president's absence, the vice president will oversee the rest of the board and association to ensure it continues to run smoothly.



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Section 8.4 Secretary

The Secretary will keep the minutes of all meetings of CCVC and of the Board of Directors and will give notice of all meetings of CCVC and of the Board of Directors in accordance with Article IV of the Bylaws. The Secretary will be the official custodian of all records and of the seal of the Corporation. In addition to the above duties and any other duties delegated to the Secretary by the Certificate of Incorporation or the Bylaws, the Secretary will have the following duties:

1. present to the membership at each membership meeting and at each meeting of the Board of Directors, any and all communications addressed to CCVC or any member of the Board of Directors.
2. attend to all correspondence of CCVC and perform all duties incident to the office of Secretary.

Section 8.5 Treasurer

The Treasurer will:

1. have the care and custody of all monies and securities of CCVC
2. deposit, in a financial institution designated by the Board of Directors, all monies received on behalf of CCVC
3. sign checks drawn on the corporate accounts
4. render to the Board of Directors and membership an accounting and report of the year's operation at the end of each fiscal year. The fiscal year is January 1 to December 31.
5. perform all other duties incident to the office of Treasurer

Section 8.6 Directors

Directors are elected to govern the common interest of the CCVC membership. The primary responsibilities of the Directors are to work with the Officers (also Directors) to manage the



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common areas, enforce the governing documents, manage the association's finances, and set policies to assist the operation of the association. These responsibilities must be performed in good faith, in a manner such director believes to be in the best interest of CCVC, including reasonable inquiry. Each director will also be assigned as a committee liaison to the Board.

Section 8.7 Signature Authority

The President, Vice President or Treasurer shall, on being so directed by the Board of Directors, sign on behalf of CCVC, all contracts or other instruments in writing.

Section 8.8 Monetary Compensation

No officer or Director shall by reason of such office be entitled to receive any salary or compensation from CCVC, but nothing herein contained shall be construed to prevent an officer or Director from receiving from CCVC compensation for services performed in a capacity other than as an Officer or Director.



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ARTICLE IX – FEES, DUES AND ASSESSMENTS

Section 9.1 Fees, Dues and Assessments

The Board of Directors may assess the owners of real property in Cape Cod Village Club, Inc., for the purpose specified in Section 7.2 of Article VII.

The owners of real property shall be liable for a proportionate share of such assessment, and if more than one person owns real property, such owners shall be jointly and severally liable for a proportionate share of such assessment.

The assessment shall be due and payable to Cape Cod Village Club, Inc. and sent to the Treasurer on such date as directed in the Notice of Assessment as sent to each owner.

Assessments paid fifteen (15) days late will be assessed a ten (10%) percent penalty. After sixty (60) days, the rights and privileges of a member may be suspended or revoked upon notification by the Treasurer of their delinquent status. However, if the Treasurer is notified by a member of personal hardship, no penalty may be assessed; but the member shall be expected to pay at a mutually agreed reasonable time. The Board of Directors shall be notified within ten (10) days if a member is in arrears.



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ARTICLE X – CCVC COMMITTEES

Section 10.1 Creating Committees

The CCVC President is responsible for identifying committees necessary to assist with the maintenance and operation of the CCVC community. The Board will charter these committees with their mission statement or purpose, budget, roles and responsibilities, decision-making abilities, limits of authority and timeframe if appropriate. Committees can be ad-hoc, assembled for a specific purpose and disband after that purpose is achieved or standing committees, that have constant tasks to fulfill and will exist for an indefinite period of time.

Section 10.2 Committee Structure

Each committee chartered by the Board must be composed of members or their family members who are in good standing. Each committee will have a chairperson who presides over committee meetings and handles the committee agenda, and a secretary who is in charge of taking and publishing the minutes of every meeting. These roles can be played by the same member and are assigned by the Board of Directors. Committee size will be determined by the nature of the committee work and available volunteers unless specified in the Bylaws. Committee members are volunteers from the CCVC community. The Board may remove members at their discretion. Each Committee will have a Board member who will act as a liaison to the CCVC Board of Directors.

Architectural Committee Composition: shall be composed of at least three (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 10.3 Standing and Ad-hoc Committees

1. Bylaw Committee – Standing Committee

Purpose: ensure that the Governance Packet contains the fundamental principles that outline the purpose, structure and limits of CCVC, providing a foundation upon which the organization operates, clarifying the purpose of the organization and outlining the basic structure of the organization. The CCVC Governance Packet governs the internal affairs of CCVC and are an



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expansion of the Bylaws. They describe in detail the procedures and steps the organization must follow in order to conduct business effectively and efficiently. The committee reviews the CCVC Governance Packet to modernize language, modify/add content to ensure it is consistent with existing policies & procedures and to change language with changing guidance from the Board of Directors. The committee presents recommendations for CCVC Governance Packet changes to the Board who decide what to bring forward to the membership for a vote.

2. Budget/Finance Committee – Standing Committee

Purpose: reviews and finalizes the operating and capital budget in collaboration with the Board of Directors and recommends the budget for approval by the full Board. The Committee monitors the implementation of the budget and ensures that CCVC has a capital structure, including financing strategy and financial policies, that are efficiently optimized to cover CCVC expenses and cover financial risks.

3. Architectural Committee – Standing Committee

Purpose: reviews 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. The committee presents the proposal with a recommendation to the Board to approve or deny the application.

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 as outlined in the property deed and expanded on in the CCVC Governance Packet document “CCVC Architectural Rules and Change Guidance”.

4. Dock Committee – Standing Committee

Purpose: maintain, remove for winter and install in the spring all docks and dock related equipment. The Docks Committee/Dock Master assigns Docks to CCVC members and ensures all members using the docks adhere to all CCVC rules and regulations.

5. Building, Grounds, Water and Maintenance Committee – Standing Committee

Purpose: ensure grounds maintenance of all the CCVC common areas, roads, buildings, and water supply. Actively advise and assist the Board of Directors in fulfilling its responsibility to



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maintain the common areas, continuously improve service level and quality while optimizing operational reliability, efficiency and effectiveness.

6. Communications and Website Committee – Standing Committee

Purpose: responsible for developing, updating and monitoring CCVC communications policies, social networking accounts, websites, as well as recommending new ways to communicate with its members and other interested parties through alternative media. The committee may distribute general information announcements, publish newsletters, maintain the CCVC website and work with the board of directors on email blasts that support the mission, values and strategic goals of CCVC.

7. Rental Committee – Standing Committee

Purpose: process rental applications and advise CCVC members who rent of their responsibilities. The committee, composed of at least one renting member and optionally, non-renting members, will enforce the Covenants and other rules and regulations governing the short-term rentals of residential property.

8. Beach, Playground and Gardens Committee – Standing Committee

Purpose: in charge of overseeing the policies and procedures of the beach, playgrounds and gardens. Make recommendations to the board for equipment improvement and maintenance and beautify the common area with gardens.

9. Reasonable Accommodation Committee – Standing Committee

Purpose: communicate the policy and procedures to be followed and for processing reasonable accommodation requests for a reasonable accommodation due to a substantial medical restriction and/or disability as defined in Federal laws and guidelines.

10. Social/Entertainment Committee – Standing Committee

Purpose: organize social events for the CCVC membership/community. Plan, schedule and report on functions, events and social activities for the enjoyment of all residents and to foster a sense of community.

11. Nomination Committee – Ad-hoc Committee

Purpose: identify individuals qualified to become Board members and to recommend to the Board the director nominees for upcoming elections.



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ARTICLE XI – ARCHITECTURE CHANGE PROCESS

Section 11.1 Architecture Change Process

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 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. The CCVC Governance Packet contains a reference to CC&R Liber and Page for each lot.

A member must submit plans, an architectural application, and deposit to the Architectural Committee. The member may also submit the same plans to the Town of Hague for town approval. Before any work on the Architectural application may begin, the member must have both Board of Director's approval and if required, the Town of Hague's approval for the same submitted plan. If a member begins work on the architectural project before both approvals are granted, the club may cease processing the application and may assess a fine of up to the maximum CCVC architectural application deposit (currently \$2500).



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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. They will review the proposed application to see if it meets the requirements set forth in the Bylaws.

The Architectural Committee shall respond to the member who submitted the plans within 7 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 15 days to respond to the member once the additional information is received and deemed complete.

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.

The Architectural Committee will present all information for the plans, including members' input and concerns, with their recommendation to the Board of Directors within 15 days of completing the solicitation of all member's input. The Board of Directors will review the plans and members' concerns and will clarify any issues with the applicant.

The Board of Directors will approve or reject the plans within 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.

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.

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.

Exterior construction must be completed within two years of start of construction.

If the Architectural Committee and Board of Directors deny the building request of a member, the member has the right to appeal the decision to the general membership at the next

The logo for the Cape Cod Village Club is a horizontal photograph of a sunset over a body of water. The sky is filled with vibrant orange, red, and yellow clouds, with a darker blue area where the sun has set. The water in the foreground is calm and reflects the colors of the sky. In the background, there is a dark silhouette of a forested hillside. The text "Cape Cod Village Club" is overlaid in white, sans-serif font across the upper portion of the image.

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scheduled meeting or a special meeting. A final decision rendered by two thirds vote of the membership present and proxy shall rule.

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.



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ARTICLE XII - AMENDMENT OF CCVC GOVERNANCE PACKET AND BYLAWS

Section 12.1 Process

Proposed governance packet changes shall be presented to the Bylaw committee by membership or committee. The committee will make a recommendation to the Board for presentation to the membership. The Bylaws and Rules and Regulations may be amended or repealed during a meeting by an affirmative vote of not less than two-thirds (2/3rds) of all memberships in good standing, as provided in subdivision (4) of Section 1.2 of Article I of these Bylaws. Governance Packet changes to architectural guidelines, Reasonable Accommodation Rules, Rules and Regulations, and Rental Packet Rules must also be approved by two-thirds of all memberships in good standing.

Section 12.2 Notice

Members shall be given fifteen (15) days notice of any and all proposed changes in the Bylaws in accordance with the provisions of Section 4.5 of Article IV hereof.

Section 12.3 Review Frequency

The Bylaws are to be reviewed every four (4) years.

Section 12.4 Severability

Severability: invalidation of any section of these Bylaws or restrictions by judgment or court order shall in no way effect any other provisions which shall remain in full force and effect.