

*Community Park Association
2400 North First Lane, Summit, WI*

Welcome to the Davis Fields subdivision on Upper Nemahbin Lake, located in the Village of Summit. This is a not-for-profit organization. We are not a neighborhood association, only a lake association that has been given a trust—not deeded lake access. I have noticed a majority of our members have enjoyed this special little beach, and it has made our neighborhood a place where we can look out for one another. Thank you to all those who donate their time, making this beach safe and fun for us all to enjoy. We have had quite a turnover this past year as families have moved in and out of the neighborhood and some have received their angel wings. That being said, Spring is in the air and it is once again time to volunteer to clean up the property. So, if you have some spare time, grab a rake and a friend and head down to the lake access and enjoy some fresh air! Put all debris in the burn pile and CPA will do a burn.

Due to COVID-19, we ask that you still follow the social distancing guidelines. Our Spring meeting has been postponed, and we will be keeping members up to date on when we will meet and vote. Right now the plan is to clean up the beach, put in the pier, change the locks, and have the Porta-potty delivered around Memorial Day. Members can pay dues and receive a key and pass anytime after April 25, 2020. Meanwhile, visit our new Upper Nemahbin CPA Facebook page for info and updates.

Enclosed:

Directors and officers contact information

Revision CPA rules

Bylaws

Fall 2019 minutes

Spring 2020 agenda

Thank you.

Amy Underberg, CPA treasurer/secretary

Community Park Association (CPA)

E-mail: commparkassoc14@gmail.com

Directors and officers:

President- Peter Fortier (262) 569-1026

Vice President- Evan Underberg (262)844-9946

Treasurer/secretary- Amy Underberg (202)269-5155

Trustee- open

Community Park Association (CPA) Rules

1. No Dogs Allowed.
2. No Glass Bottles or Glass Containers of any kind.
3. Community Park Association membership card will be issued annually upon payment of dues. The card is to be displayed on the dashboard of your vehicle when launching a boat or parking in the lot. ANY VEHICLE WITHOUT THE CARD DISPLAYED WILL BE TICKETED AND/OR TOWED AT THE OWNERS EXPENSE.
4. Dues are \$60.00 per household. \$20.00 for seniors 62+, as voted upon our annual meeting. It is important that you pay these dues promptly each year, so we can keep our facility in good condition and complete projects in a timely fashion. A \$50.00 reinstatement fee will be applied for any missed dues, in addition to payment of all past-due membership dues.
5. Gas Grills (non-charcoal) are permitted in the park. No brush pile fires are permitted in the park without permission from one of the members of the Board of Directors.
6. Beverages and food are allowed, however, NO GLASS bottles or containers of any kind are permitted on the premises. To keep maintenance cost low, **take trash home for disposal.**
7. Do not throw cans, bottles, or other trash in the water.
8. Bicycles are not allowed on the beach. They are to be parked at the BIKE RACK.
9. No vehicles are beyond the gate except when launching or taking boats out of the water. Including ATV's.
10. When launching boats, care should be taken when swimmers and picnickers are present.
11. Boats are not to be left unattended, either at the pier or anchored in the beach area, When tying your boat to the pier, please have the

courtesy to leave room so others may launch. Boats may not be tied to the swimming area side of the pier.

12. No Diving or waterskiing off the Pier.
13. Children are to be instructed not to play in the boat launch area or near any moored boats. Parents are responsible for their children's actions. Parents are not to leave children unattended on the property.
14. Any member wishing to bring a large group of people should notify one of the CPA officers, with the date and number of persons. A member must remain with its guests.
15. Boats are not to motor up on trailers this causes damage to our launch.
16. Please refrain from vulgar language as this is a family beach and children are present.

If you are **NOT A MEMBER** in good standing or accompanied by a member, please leave now, you are trespassing! Thank you.

**Bylaws of Community Park Association
Waukesha, Wisconsin**

1. Name

The name of such corporation shall be Community Park Association and its location and principal place of business shall be in the town of Summit, Waukesha County, Wisconsin.

2. Purpose

- a) The business and purposes of such corporation shall be to acquire and hold lands, parks, and commons for the use of its members.
- b) Said corporation is organized without capital stock and is not organized for pecuniary profit, and no dividends or pecuniary profit shall accrue or be declared to the members thereof.

3. Membership

- a) Every person owning any part of, or interest in, any of the lands deeded and conveyed by Susan Livingston Mann to Charles R. Davis and Samuel M. Field by deed dated March 15, 1927, recorded in the office of the Register of Deed for Waukesha County, Wisconsin in Volume 204, Page 412, shall be entitled to become a member of this corporation on payment of such annual dues as the Board of Directors may fix, and the Secretary shall issue a written certificate of membership to each member, which certificate shall be a form prescribed by the Board of Directors.
- b) Property owners, and not renters, shall be responsible for payment of annual dues.
- c) Any property owner delinquent in dues must pay all back dues plus a \$50.00 reinstatement fee in order to a member in good standing.
- d) Honoree Member: An honoree membership (for one year) may be awarded to a person who has rendered notable service to the CPA. Honorary members do not pay dues, vote, or hold office. Honoree membership must be recommended by the Board and approved by a majority of membership at a meeting.
- e) Courtesy Member: A courtesy membership (for one year) may be awarded to a person owning a property lying east of the lands deeded in part (a) and west of Upper Nemahbin Lake. Courtesy membership must be recommended by the Board and approved by a majority of membership at a meeting. The purpose is to provide boat launching facilities.

4. Annual Dues and Fees

- a) Annual dues shall be set by a majority vote of the membership upon the recommendation of the BOD and shall be from April to April.
- b) Dues shall be paid directly to the Secretary / Treasurer at the April meeting, or to the appropriate Trustee. Members must provide addresses in order to receive minutes of meetings.
- c) If all members of a household are at or above age 62, annual dues shall be reduced by an amount to be determined by a majority vote of the membership at the April meeting.

- d) Board members are excused from paying dues in compensation for services rendered.
- e) One key to the CPA property gate shall be distributed to each dues-paying household. Lost keys may be replaced at the recipient's cost.
- f) The lock on the gate to the CPA property shall be changed at the conclusion of the April meeting.

5. Officers

- a) The general officers of the CPA shall be President, Vice President, and a Secretary/Treasurer.
- b) A total of three trustees shall be nominated by the BOD for 1st Lane, 2nd Lane, and 3rd Lane, subject to approval by the membership.
- c) The principal duties of the general officers shall be as follows:
 - a. The President shall be the chief officer. The President plans the agenda for and conducts meetings, directs and supervises all projects. Co-signs checks over \$50 with Secretary / Treasurer. Term of office is one year, following one year of service as Vice President.
 - b. The Vice President shall assist the President and shall conduct meetings in the President's absence. Replaces the President after one year of service.
 - c. The duties of the Secretary/Treasurer shall be to keep minutes of the meetings of the members and directors, makes deposits and maintains financial records of the CPA, maintain a list of members, count absentee ballots, and to present an annual financial statement to the membership. Co-signs checks with President.
 - d. The Trustees shall serve as assistants to the Secretary/Treasurer, and aid in the collection of dues and distribution of keys. The Trustees shall submit collected dues and lists of residents contacted and lists of members to the Secretary/Treasurer.

6. Board of Directors

- a) The Board of Directors shall consist of the President, Vice President, and Secretary / Treasurer. The Board of Directors shall conduct the general management of the Community Park Association.
- b) Trustees are not members of the BOD or officers of the CPA.

7. Election of Officers

- a) The term of office of the officers shall be two years. One officer shall be elected at the conclusion of the April meeting each year by a simple majority of the regular members present, and shall take office following the end of the meeting. The elected Board member shall serve one year as Vice President, then one year as President, followed by one year as Past President (an advisory position).
- b) The President and Vice President may not serve consecutive terms.

- c) The Vice President shall be responsible for finding nominees for Vice President, Secretary / Treasurer, then one year as President, followed by one year as Past President (an advisory position).
- d) Nominees may also be made by any regular members with the consent of the nominee.
- e) If any members of the Board of Directors resigns or is otherwise unable to perform his or her duties, the President may appoint a replacement, subject to approval by a majority vote of the BOD.

8. Board Meetings

- a) The BOD will meet at least 21 days prior to each general meeting, on dates determined at the discretion of the BOD, at the place specified by the President, and will determine an agenda for the general meeting. A quorum for a Board meeting shall be constituted when all Board members are present, except any members who have resigned their positions.
- b) All meetings of the Board shall be open to observation only.
- c) Each board member shall have one vote. Only members of the Board shall be eligible to vote in Board meetings.

9. General Meetings

- a) General meetings will be held at the CPA property on the last Saturday in April at 12 noon and the third Saturday in September at 12 noon, unless changed by the BOD at least 21 days in advance. An alternative location shall be specified on the meeting notice in case of rain. Meetings will last a maximum of one hour, subject to amendment.
- b) A quorum for a general meeting shall be constituted when voting members are present.
- c) General meetings will follow an agenda determined by the BOD and distributed to the membership at least 14 days prior to the meeting. Ballots for voting issues in the agenda may be obtained by request from the Secretary / Treasurer. The agenda shall include:
 - The time and date of the meeting
 - The agenda for the meeting
 - Any proposed changes to the bylaws
- d) The order of business for the April meeting shall generally be as follows:
 - Minutes of the previous meeting
 - Unfinished business
 - Treasurer's report
 - Committee reports
 - Presentation of budget
 - New business
 - Election of Vice President, Secretary / Treasurer, and Trustees
 - Adjournment
 - Pier installation and cleanup

- e) The order of business for the September meeting shall generally be as follows
- Minutes of the previous meeting
 - Unfinished business
 - Committee reports
 - New business
 - Adjournment
 - Cleanup and scheduling of pier removal
- f) Visitors may be permitted to address the meetings and participate in debate at the discretion of the BOD.
- g) A member must be at least 18 years old to vote in a meeting.
- h) All decisions reached at a general meeting shall be binding.
- i) There shall be no voting by proxy.
- j) Minutes must be taken at all meetings. Minutes of all general meetings must be approved by the membership at the following meeting.
- k) Meetings of the Board and membership shall be held according to the procedures defined in Roberts' Rules of Order.

10. Committees

The Board may designate one or more committees to serve at the pleasure of the Board. These committees shall serve as advisory bodies, and shall not exercise the authority or power of the Board.

11. Funds

- a) An annual budget shall be presented to the membership by the BOD for approval at the April general meeting. Once approved, this budget authorizes the payment of bills. The budget may include a category for miscellaneous expenses to be administered by the BOD.
- b) A treasurer's report shall be made at the April General Meeting and subject to approval by the membership.
- c) All checks greater than \$50 must be co-signed by the President and Secretary/Treasurer.
- d) Each Treasurer's reports shall be audited by a member not on the BOD appointed by the President and approved by the general membership.

12. Liability

The board members and membership of the CPA shall not be responsible for any liability of any nature whatsoever for accident or injury to any person or property utilizing the CPA facilities.

13. Books and Records

- a) The CPA shall keep correct and complete books of accounts and records and shall also keep minutes of the General Meetings. The records shall be kept in the possession of the Secretary / Treasurer, and shall not be lent to members.
- b) The books of account may be inspected by any member, for any reasonable purpose. The Secretary / Treasurer shall propose a reasonable location and

possible times to review the records. If the member is unwilling to accept the conditions, copies of the documents may be made at the member's cost.

- c) The Secretary/Treasurer shall have minutes of each meeting completed within 7 days of the meeting, and copies shall be available upon request from the Secretary / Treasurer.

14. Revision of Bylaws

- a) Changes to the bylaws shall be made by a two-thirds (2/3s) majority vote of those members present at a general meeting.
- b) Proposed changes to the bylaws shall be distributed to the membership at least 14 days prior to the meeting.
- c) Amendments to bylaws must be immediately appended to copies of the bylaws in the records of the CPA.