

2024 TN Charter/Control #
Lake Park Property Owners' Association, Inc.

Board Structure & By-Laws

- I. The business affairs of Lake Park Property Owners' Association, Inc. (herein referred to as "the POA") shall be under the management and control of Lake Park Resort, Inc.
- II. The Chairman of the Board shall be Lake Park Resort, Inc.
- III. Officers shall serve a term of three years or until they are unable to perform duties as assigned or until the corporation is dissolved.
- IV. The POA Board shall consist of no less than five (5) members, and each member shall be delegated to one or more of the following offices:
 1. Chairman of the Board –
 - a. Lake Park Resort, Inc. serves as the Chairman of the POA Board.
 - b. The Chairman of the Board of Directors shall be the Chief Executive Officer.
 - c. The Chairman shall preside at all POA elections.
 - d. The Chairman shall have general and active accounting of the POA business matters.
 2. President –
 - a. The President calls all meetings to order.
 - b. The President serves as the contact point for all POA Board issues.
 - c. The President sets goals and objectives for the POA and ensures that they are met.
 - d. The President ensures that all POA members are involved in committee activities; assigns committee chairs.
 3. Vice President –
 - a. The Vice President shall, in the absence, disability, or in the case of the President's refusal to act, perform the duties and/or exercise the power of the President.
 - b. The Vice President shall perform all other duties as the POA Board shall prescribe.
 4. Secretary/Treasurer –
 - a. The Secretary shall attend and lead all sessions/meetings of the membership and the POA Board.
 - b. The Secretary will record all votes and the minutes of all proceedings in book or digital form to be kept for that purpose.
 - c. The Secretary shall give, or cause to be given, notice of all meetings to the membership.
 - d. The Secretary shall be responsible for publishing and mailing quarterly newsletters.
 - e. The Secretary shall keep an accurate record of owners' contact information and annual assessments.
 5. Treasurer –
 - a. The Treasurer and President shall have the custody of POA funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to LPRI.
 - b. The Treasurer shall deposit all monies and other valuable effects in the name and to the credit of the POA in such depositories as may be designated by the LPRI Board of Directors.
 - c. The Treasurer shall disburse the funds of the POA as may be ordered by the POA Board, and/or take proper vouchers for such disbursements.
 - d. The Treasurer must show an account of all transactions affecting the financial condition of the POA and shall perform such other duties as may be prescribed by the POA Board.
 6. Parliamentarian –
 - a. The Parliamentarian assists in managing meetings and advises on parliamentary procedure.
 - b. The Parliamentarian is also the custodian of all records and receipts of the POA.
 7. Member-at-Large –

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- a. The Member-at-Large is the officer designated by the POA Board to attend and observe LPRI's Board of Directors meetings.
 - b. The Member-at-Large is tasked by the President to perform such other duties as may be prescribed by the POA Board.
- V. The POA membership shall meet no less than quarterly each calendar year.
- VI. A special meeting of the POA Board may be called by any officer and answered with a quorum agreement by any officers.
- VII. If any POA office becomes vacant by reason of death, resignation, retirement, disqualification, or otherwise, the vacancy shall be filled by majority vote of the remaining officers. The nominee is to serve the remaining term or until voted out of office by POA Board majority, whichever may occur first.
- VIII. A majority of the Board, or 3+ officers, shall constitute a quorum for the transaction of business.
- IX. The Chairman of the POA Board is the entity of Lake Park Resort, Inc., whose Member-at-Large shall preside at all POA Board meetings.
- X. In the case of an officer's absence, the POA Board may delegate, temporarily, the powers or duties on any of them provided a majority of the Board concurs therein.
- XI. Any officer absent from a POA Board vote may assign their vote to another officer via signed proxy.
- XII. Any officer or agent may be removed through majority vote by the POA Board with due cause.