

Bylaws of the Witches Woods Tax District, Woodstock, Connecticut

Approved by District Voters at General Meeting 17 May 2013

Article I - Name and Description

Section 1 - This organization shall be called WITCHES WOODS TAX DISTRICT which herein shall be referred to as the "District". This District shall have all the powers and duties available to legally chartered districts under the provisions of Chapter 105 of the Connecticut General Statutes, as the same now or may hereafter exist and those powers and duties invested in the District as successor to the Witches Woods Homeowners Association, Inc. Such powers and duties shall apply to the property in the Town of Woodstock, Connecticut within the boundaries of the Witches Woods Lake Tax District as described in the records of the Town of Woodstock.

Article II - Purpose

The purpose of this District is to protect the interests of all owners of property and or residents in the District by maintaining and improving Witches Woods Lake and its environs, administering and enforcing the statutory powers of the District and the provisions of the Declaration of Covenants and Restrictions. To accomplish this purpose the District shall levy taxes and other charges reasonably necessary for the accomplishment of these ends, adopt rules and regulations and take other legal actions as may be authorized for such district within the powers of the Connecticut General Statutes.

Article III – District Voters

The term Voter(s) as applied to those eligible to vote within the District shall have the meaning set forth in Connecticut General Statute Section 7-6 as it may be amended from time to time as follows: **“Sec. 7.6. Eligibility to vote.** At any town meeting other than a regular or special town election or at any meeting of any fire, sewer or school district or any other municipal subdivision of any town incorporated by any special act, any person who is an elector of such town may vote and any citizen of the United States of the age of eighteen years or more who, jointly or severally, is liable to the town, district or subdivision for taxes assessed against him on an assessment of not less than one thousand dollars on the last-completed grand list of such town, district or subdivision, or who would be so liable if not entitled to an exemption under subdivision (17), (19), (22), (23), (25) or (26) of section 12-81, may vote, unless restricted by the provisions of any special act relating to such town, district or subdivision.”

Article IV - Officers

The officers shall consist of President, Vice-President, Clerk and Treasurer. They shall be elected at the annual meeting for a term of one (1) year by a majority vote. Each officer shall hold office until the annual meeting when his/her term expires and until his/her successor has been elected and qualified. The officers shall have all of those powers described in Chapter 105 of the Connecticut General Statutes.

Article V - Duties of Officers

Section 1 - The President shall be a member of the Board of Directors and shall preside over all meetings of the Voters of the District and of the Board of Directors, and enforce observance

the District's Declaration of Restrictions and Covenants, Ordinances, Bylaws and Rules and Regulations. The President shall be a member ex-officio of all committees. The President shall have the right to resolve a tie vote when necessary. Not less than ninety (90) days prior to the annual meeting of the District the President shall appoint a Nominating Committee to propose a slate of officers and directors for positions scheduled to be elected at the meeting.

Section 2 - The Vice-President shall preside over meetings of the District and have all of the powers of the President while the President is absent and shall be a member of the Board of Directors.

Section 3 - The Clerk shall:

- a) Record the minutes of all meetings of the District and conduct the correspondence of the District
- b) Present at each meeting the minutes of the preceding meeting.
- c) Submit at the Annual Meeting a written summary report, which may be furnished by Committee Chairpersons, of the District's significant activities during the preceding year
- d) Maintain a list of property owners, as received from the Assessor's Office, Town of Woodstock.
- e) The Clerk shall be a member of the Board of Directors.

Section 4 - The Treasurer shall have charge of the collection and payment of all monies of the District under such rules and regulations as may be prescribed by the Board of Directors, and shall prepare the annual budget which shall be reviewed by the Board of Directors and transmitted with the Board's comments and recommendations to the Annual Budget meeting of the District for adoption. The Treasurer may function as the Tax Collector for the District and in such capacity shall be responsible for the preparation of tax bills and shall to the extent permitted under the general statutes be responsible for the collection of taxes and special assessments, for filing liens and for such other duties as may be prescribed under the general statutes. The Board of Directors or the District's Voters may vote to separate the duties of the Treasurer and Tax Collector for the District, in which case the Tax Collector shall be responsible to and supervised by the Treasurer. The Treasurer and Tax Collector, if so designated, shall be ex-officio non-voting members of the Board of Directors. The Treasurer shall be bonded by good and sufficient surety bond to the District in the amount of \$100,000.00.

Article VI - Board of Directors

Section 1 - The Board of Directors (the "Board") (1) shall consist of the officers and five (5) property owners within the District. Election of Board members shall occur at each annual meeting of the Board of Directors in accordance with Chapter 105 of the Connecticut General Statutes. The terms of directors shall be staggered. Board members shall serve three-year terms with one-third of the Directors (2 Directors) elected at each annual meeting. Each director shall hold office until the annual meeting when his/her term expires and until his/her successor has been elected and qualified; and (2) shall have those powers enumerated in Chapter 105 of the Connecticut General Statutes including the authority to apply for grants for the benefit of the District; and (3) shall meet not less than quarterly (4) shall establish Rules and Regulations for the District that are beneficial for the protection and safety of property and owners within the District. Interim vacancies on the

Board or among Officers may be filled by a majority vote of the remaining Board members.

Section 2 - The Board of Directors shall approve all contracts or other District action between the annual District meetings. The Board's approval shall be required prior to any expenditure by the officers of \$250.00 or more.

Section 3 - No contract or obligation that is not otherwise authorized in the District's annual budget which involves an emergency expenditure in an amount equivalent to 10% or more of the annual budget in any one year shall be made by the Board of Directors, unless same is specifically authorized by a vote of the District, nor shall the directors borrow money without like authority.

Section 4 - The Board of Directors shall designate committees and subcommittees, both standing and temporary, to assist in the conduct of the Board's business. The Board shall define the duties, powers and time limitations for those temporary or ad-hoc committees the Board deems advisable to appoint. Unless otherwise provided herein committee members may or may not be members of the Board of Directors but shall be Voters of the District. The Board shall hear all appeals brought by Voters from actions or decisions made by a Committee.

Section 5 - Committees shall be limited to the expenditure during one (1) fiscal year of two hundred fifty (\$250.00) dollars. Expenditures exceeding that shall be subject to the approval of the Board.

Section 6 - Appointment of Standing Committees:

a) The Board of Directors annually shall appoint District Voters to the following Standing committees:

- 1) Road and Right of Way Committee
- 2) Lake and Beach Committee
- 3) Safety, Rules, and Regulations Committee
- 4) Building and Zoning Review Committee
- 5) Communications Committee

Each Standing committee shall be chaired by one of the members of the Board of Directors, which member to be appointed by the Board. Each of these committees shall consist of up to four (4) members who shall serve at the pleasure of the Board. They shall act without pay except for necessary expenses as voted by the Board of Directors and paid by the Treasurer. Any contracts recommended by any committee with outside contractors shall be specifically approved and executed by the Board.

b) The Road and Right of Way Committee shall report regularly to the Board of Directors the conditions of all roads of the District, shall recommend to said Board any road, drainage or right of way improvements, repairs and alterations, shall be the negotiating committee on all contracts concerning construction, maintenance and repair, and shall annually submit to the Board a budget proposal of costs of road maintenance or repairs.

c) The Lake and Beach committee shall report regularly to the Board of Directors on the conditions of the lake, dam and spillways, shall recommend to the Board any improvements or repairs to the lake or its appurtenances, and shall annually submit a budget proposal of costs of such improvements, maintenance or repairs.

d) The Safety, Rules, and Regulations Committee shall have the power to recommend to the Board of Directors persons for appointment as enforcement officials of the District, shall recommend and report to the Board on all matters pertaining to safety, rules, and regulations within the limits of the District, shall, subject to the direction of the Board of Directors, have authority to enforce all safety, rules and regulations promulgated by the District within the limits of the District. The Committee shall recommend changes in rules and regulations and shall report regularly to the Board of Directors. The Committee shall annually submit a proposal of costs of maintaining necessary safety protection and all other expenses of the Committee for each ensuing year. Said Committee shall make inspection of the property around the lake and report to the Board those lot owners who have a dangerous accumulation of brush and other inflammable material on their property or are otherwise in violation of District Rules and Regulations. The Committee shall recommend to the Board the adoption of such rules and regulations as shall be beneficial for the protection and safety of property and owners within the District. The Committee shall annually submit a budget proposal of expenses for each year. The committee shall publish maintain and enforce the District Rules and Regulations. The Committee shall hear appeals from the enforcement of Rules and Regulations.

e) The Building and Zoning Review Committee shall, subject to the direction of the Board of Directors, have authority to monitor all District land use regulations, shall recommend changes to regulations or appropriate enforcement action relating to land use not otherwise the jurisdiction of the Town of Woodstock to the Executive Board. The Committee shall annually submit a budget proposal of costs of maintaining its functions. The committee shall be responsible for hearing appeals of District land use regulations from property owners.

f) The Communications Committee, subject to the direction of the Board of Directors, shall develop and maintain communication activities with the owners and maintain a current list of all Board and Committee members on the website. The Committee shall promptly mail to each new property owner a copy of the by-laws and any amendments thereto. Amendments are to be mailed within thirty (30) days of the date of such amendments were approved by the District. Communications activities may include, but are not limited to, newsletters, a website, bulletin boards, email notifications, and directories. The Committee shall be composed of a member of the Board of Directors and two District Voters.

Article VII- Meetings

Section 1 - The place of all meetings of the District shall be within the territorial limits of said District or such other place within the Town of Woodstock as the Board of Directors may determine. Notice of the time and place of the annual and special meetings shall, not less than thirty (30) days prior to the Annual Meeting and fifteen (15) days prior to the date of a special meeting, be posted at the public sign posts located within the boundaries of the District and at the Woodstock Town Hall, published in a newspaper published in, or having a circulation in, Woodstock, and sent by mail to the last known address of each property owner. A change in the

place of the meeting shall not be made within 30 days next before the day of the Annual meeting and a notice of any change shall be posted on the public sign posts located within the boundaries of the District and at the Woodstock Town Hall not less than thirty (30) days before the meeting and a notice sent by mail to the last known address of each property owner by the Clerk.

Section 2 - The Annual Meeting of the District shall be held at 7:30 p.m. on the third Friday in the month of May. The voting at all meetings may be viva voce, by standing vote, or any member may demand a count whereupon such vote shall be taken by ballot. A complete list of the individuals entitled to vote at any meeting, arranged in alphabetical order, shall be prepared by the Clerk. When land is jointly owned by two or more persons, only two may vote.

Section 3 - The order of business at the Annual Meetings shall include but not be limited to (1) election of Officers and members of the Board of Directors (2) adoption of the budget (3) setting the tax rate and due dates (4) any other business.

Section 4 - Special meetings of the District for any purpose or purposes may be called by at least three members of the Board of Directors. Business transacted at all special meetings shall be confined to the subjects stated in the call. Special meetings may be called upon petition of twenty (20) individuals eligible to vote within said District, which petition shall state the reason for the calling of such meeting and be in due form for petition as required by the Connecticut General Statutes. Upon receipt of a proper petition, the Board of Directors shall call a special meeting of the Voters within 21 days of receipt of such petition.

Section 5 - A quorum at any meeting of the District shall consist of fifteen (15) individuals entitled to vote. If a quorum be not present at a properly called meeting, the meeting shall be adjourned by those present and a notice of such adjournment shall be sent to all Voters stating:

- 1) The time and place that such adjourned meeting was held.
- 2) The purpose of the meeting.
- 3) That the meeting failed for lack of a quorum, and
- 4) That under the provisions of Section 6 of Article VII, it is proposed to hold the adjourned meeting on a specified date and if a quorum be not present a vote may be carried by a majority of the individuals present who are eligible to vote.

Article VIII - Fiscal Year

Section 1 - The fiscal year of the District shall begin July 1st and end June 30th. The annual audit of the treasury will be conducted by two Voters of the District appointed by the President. The Board in its sole discretion may also periodically order an independent audit of District finances.

Article IX - Amendments

Section 1 - The composition of the District and/or its by-laws may be amended, and ordinances may be enacted, at any duly called regular or special meeting of the District by a majority vote of the individuals present who are eligible to vote provided a quorum is present, or by such procedure and vote as may otherwise be specified by law. Any such proposed amendment or ordinance shall be noticed not less than 60 days prior to the date of the proposed meeting in the same manner as specified for annual meetings in Article 7 Section 5.

This text of the By Laws of the District is enacted as of 17 May 2013

Witches Woods Tax District

By Glen Humes
Its President

A handwritten signature in black ink, appearing to read "Glen Humes", written over a horizontal line. The signature is cursive and extends slightly above and below the line.