

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40

**BY-LAWS**  
  
**OF**  
  
**HOLIDAY LAKE COMMUNITY SERVICES DISTRICT**

**I**  
  
**PRINCIPAL OFFICE**

Section I. The principal office or meeting place for the transaction of business of the HOLIDAY LAKE COMMUNITY SERVICES DISTRICT is fixed and located at Shingle Springs, El Dorado County, California. The Board of Directors may at any time, or from time to time, change the location of the principal office or meeting place from one location to another in Shingle Springs.

**II**  
  
**PURPOSES**

Section 1. These By-Laws set for the terms and conditions and general rules governing HOLIDAY LAKE COMMUNITY SERVICES DISTRICT, which hence shall be known as H.L.C.S.D. and shall be deemed as By-Laws.

**III**  
  
**MEETINGS**

Section 1. The annual meeting of the members of the H.L.C.S.D. shall be held on the second week of April of each year, the date to be determined by the availability of the meeting place. Notice of the annual meeting must be in writing not less than seven (7) nor more than (60) days prior to the date of said meeting and such notice shall specify Reasonable date, place and hour for said annual meeting. Written notice must be delivered personally or by deposit in the United States mail, or E-mail, postage prepaid To each voting member (sans E-mail) of the H.L.C.S.D.; said letter to be addressed to said party at his address as

1 shown on the records of the H.L.C.S.D., or it is not readily ascertained, at the place where  
2 the meeting is regularly held. Notice shall also be posted in at least two conspicuous  
3 places designated by the Board.  
4

5 Section 2. Special meeting of the members of the H.L.C.S.D. for any  
6 purpose or purposes may be called at any time by the President of the H.L.C.S.D. or by  
7 any two Directors.  
8

9 Section 3. Written notice of the time and place of a special meeting of  
10 the members shall be given in the same manner as for a general meeting for the members.  
11

12 Section 4. The transactions of any meeting of the Board of Directors of  
13 the H.L.C.S.D., however called and noticed, shall be as valid as though at a meeting held  
14 after regular call and notice if a quorum is present, and if either before or after the  
15 meeting, each of the voting members not present signs a written waiver of notice, or a  
16 consent to hold this meeting, or an approval of the minutes of the meeting. All the  
17 waivers, consents or approvals shall be filed with the H.L.C.S.D. records or be made a  
18 part of the minutes of the meeting.  
19

20 Section 5. The Directors and Officers of the H.L.C.S.D. shall make a  
21 written report to each and every lot owner and the same shall be furnished to said lot  
22 owner at the address set forth in the records of the H.L.C.S.D. Said annual report shall  
23 specify all activities and management acts of the H.L.C.S.D. and its Officers and  
24 Directors during the year immediately said preceding said date; and in the event an  
25 annual independent examination or audit should be determined to be necessary shall  
26 include a copy of the same This report shall be furnished to the lot owners thirty (30)  
27 days or less after completion  
28

## 30 IV

### 31 BOARD OF DIRECTORS

32  
33  
34  
35  
36 Section 1. **NUMBER OF DIRECTORS.** The Board of Directors shall  
37 consist of five (5) members.  
38

39 Section 2. **QUORUM.** Three (3) Members of the board of directors  
40 shall constitute a quorum for the transaction of business.  
41

42 Section 3. **POWER OF DIRECTORS.** Subject to the limitations of  
43 laws governing community services districts, all District powers shall be exercised by or  
44 under the authority of, and the business and affairs of the District shall be controlled by,

1 the Board of Directors. Without prejudice to such general powers, but subject to the same  
2 limitations, it is hereby expressly declared that the Directors shall have the following  
3 power to wit:

- 4 (a) To select and remove all the officers, agents and employees of the H.L.C.S.D.,  
5 prescribe such powers and duties for them that may not be inconsistent with the  
6 law, or the By-Laws.
- 7 (b) To conduct, manage and control the affairs and business of the H.L.C.S.D., and  
8 to make rules and regulations consistent with California State law.
- 9 (c) To adopt regulations binding upon all persons to govern the use of its facilities  
10 and property, including regulations imposing reasonable charges for use thereof.
- 11 (d) To enter into contracts for any and all purposes necessary and convenient for the  
12 full exercise of its power.
- 13 (e) To perform any and all acts necessary to carry out fully the provisions of the  
14 powers hereinabove set forth, in the government code.

15  
16 Section 4. **ELECTION AND TERM OF OFFICE.** Except as  
17 provided below for the initial term of the Directors, the term of office of each Director  
18 of the H.L.C.S.D. shall be for four (4) years or until a successor is elected or appointed.  
19 Successors of Directors whose terms of office are then expiring shall be elected on the  
20 first Tuesday after the first Monday in November in odd numbered years in accordance  
21 with §61201 of the state code.

22  
23 Section 5. **VACANCIES.** Vacancies on the Board of Directors Shall be  
24 selected by a majority of the remaining Directors then in office, even though less than a  
25 quorum or by the sole remaining Directors. A successor Director so elected shall serve  
26 for the unexpired term of his predecessor. Prior to voting in a vacancy on the Board of  
27 Directors, and appointing a successor, the following government codes Sections 1770 to  
28 1782 must be observed.

29  
30 Section 6. **PLACE OF MEETING.** Regular meetings of the Board of  
31 Directors shall be held at any place that has been designated from time to time by  
32 resolution of the Board by oral or written consent of all members of the Board.

33  
34 Section 7. **ORGANIZATION MEETING.** Immediately following  
35 each annual meetings of the members, the Board of Directors shall hold a regular meeting  
36 for the purpose of organization, and the transaction of other business if necessary.

37  
38 Section 8. **REGULAR MEETINGS.** Other regular meeting of the  
39 Board of Directors shall be held with out call on the second week of the following  
40 months: January, March, May, September and November, the date to be determined by  
41 the availability of the meeting place, and at an agreeable time.

42  
43 Section 9. **SPECIAL MEETINGS.** Special meeting of the Board of  
44 Directors for any purpose or purposes may be called at any time by the president or by  
45 any two directors to represent the inhabitants of the Service District on District problems  
46 as may arise, with various regulatory County agencies, bodies or departments. Written

1 notice of time and place of special meetings shall be given personally to each Director or  
2 sent to each Director by mail or by other form of communication, charges pre-paid  
3 addressed to him at his address as it is shown on the records of H.L.C.S.D. or if is not  
4 shown on the records or is not readily ascertainable, at the place at which the meeting of  
5 the Directors is regularly held. The notice shall be mailed at least three (3) days before  
6 the time of the holding of the meeting. Transactions of any meeting of the Board of  
7 Directors, however called and noticed and wherever held, shall be as valid as though had  
8 at a meeting held after regular call and notice, if a quorum is present and if either before  
9 or after the meeting each of the Directors not present signs a written waiver of notice or a  
10 consent to hold the meeting or an approval of the minutes. All such waivers, consents, or  
11 approvals shall be filed with the H.L.C.S.D. records or made a part of the minutes of the  
12 meeting.

13  
14 Section 10. **ACTION WITHOUT A MEETING.** Any action by three  
15 (3) members of the Board of Directors may be taken without a meeting if all members of  
16 the board individually or collectively consent in writing to this action . Such written  
17 consent or consents shall be filed with the minutes of the proceedings of the board.

18  
19 Section 11. **REMOVAL--COMPENSATION.** Directors may be  
20 removed from office, for cause, any Director missing two (2) consecutive meetings in  
21 succession without cause will be voted out and replaced by the vote of a majority of the  
22 Directors. Directors shall receive no compensation for their services as Directors.

23  
24 Section 12. **SEATING OF DIRECTORS.** All elected Directors shall  
25 take office at noon on the first Friday in December. At the next following meeting, an  
26 election between the Board of Directors shall be held to choose Officers.

27  
28 Section 13 **MEETING PROTOCOL.** Any home owner may enter  
29 into the discussion by standing or raising his hand, to be recognized by the president. He  
30 shall not waiver from the subject and may be limited to the time of his discussion, by the  
31 chair. He will be allowed to speak once, and once only on each motion. All other  
32 discussions will be allowed at the appropriate time, also limited to time dependent on the  
33 importance and quality of the discussion to be determined by the chair. There will be no  
34 discussion between homeowners until after adjournment.

35  
36  
37 **V**

38  
39  
40 **OFFICERS**

41  
42  
43 Section 1. **OFFICERS.** The officers of the H.L.C.S.D. shall be a  
44 President, Vice President, Secretary and Treasurer, and such other officers as the board

1 of Directors may appoint. One person other than the President may hold more than one of  
2 these offices.

3  
4 Section 2. **ELECTION.** Following the rules set forth by the election  
5 board of El Dorado County all Officers of the H.L.C.S.D. shall be elected for terms of  
6 two years,(2) or until their successors are elected and qualified.

7  
8 Section 3. **VACANCIES.** A vacancy of office because of death,  
9 resignation, removal, disqualification, or otherwise shall be filled by the Board of  
10 Directors.

11 Section 4. **PRESIDENT.** Subject to the control of the Board of  
12 Directors, the President shall have general supervision, direction, and control of the  
13 business and affairs of the H.L.C.S.D. He shall preside at all meetings of the members of  
14 the members and Directors and shall have such other powers and duties within the  
15 guidelines set forth by the By-laws as may be prescribed from time to time by the Board  
16 of Directors.

17  
18 Section 5. **VICE PRESIDENT.** In the absence or disability of the  
19 President, the Vice President shall perform all the duties of the President and in acting  
20 shall have all the powers of the President. The Vice President shall have such other  
21 powers and perform such other duties as may be prescribed from time to time by the  
22 Board of Directors.

23  
24 Section 6. **SECRETARY.** The Secretary shall keep a full and  
25 complete record of the proceedings of the Board of Directors and at annual meetings and  
26 handle correspondence as may be required in the regular course of business, shall make  
27 service of such notices as may be necessary or proper, shall supervise the keeping of the  
28 records of the H.L.C.S.D., and shall discharge such other duties of the office as  
29 prescribed by the Board of Directors. The minutes shall be completed and ready no later  
30 than ten (10) days following the regular meeting

31  
32 Section 7. **TREASURER.** The Treasurer shall receive and safely keep  
33 all monetary records of the H.L.C.S.D., and handle the disbursement of all funds for the  
34 H.L.C.S.D. Those funds shall be paid out only on the signature of two of the three  
35 authorized signatures. The Treasurer shall have other powers and perform other duties as  
36 may be prescribed from time to time by the Board of Directors.

37  
38  
39 **VI**

40  
41 **APPOINTED POSITIONS**





1                   Section 3. **NOTICE OF ELECTION.** Notice of District election shall  
2 be published once a week for a week for two successive weeks prior to the election, as set  
3 forth in §6066 of the government code of the State of California.  
4

5  
6                   Section 4. **CANCELLATION OF ELECTION.** If on the fiftieth day  
7 prior to a general District election one person only has been nominated for each of the  
8 positions of director to be filled at that election, or if no person has been so nominated for  
9 any one or more said offices, any petition signed by five percent of the voters requesting  
10 that the election to be held has not been presented to the Board, the election shall not be  
11 held. In such case the publication heretofore provided for shall instead of calling an  
12 election, state that no election is to be held and that the Board of Supervisors will appoint  
13 any qualified person or persons.

14 ////  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35



1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44

Changes to these By-Laws were proposed and voted on at the Board of Directors meeting held at Buckeye School on April 06, 2006, by a majority vote of the H.L.C.S.D., Board of Directors.

**IN WITNESS WHEREOF**, we being all of the Directors of H.L.C.S.D., have hereunto set our hands this \_\_\_11 th\_\_\_ day of \_\_May\_\_\_\_\_, 2006 to amend the By-laws.

\_\_\_\_\_  
PAUL COWDERY

\_\_\_\_\_  
KEN RODERICK

\_\_\_\_\_  
BILL Mc CARTY

\_\_\_\_\_  
DOUG Mc CAFFREY

\_\_\_\_\_  
SUSAN OTT

**CERTIFICATE OF SECRETARY**

I, the undersigned, do hereby certify:

1. That I am the duly elected and acting Secretary of said H.L.C.S.D.

2. That the foregoing By-Laws comprising eleven (11) pages, constitute the By-Laws of said **HOLIDAY LAKE COMMUNITY SERVICES DISTRICT** as duly adopted at a meeting of the Board of Directors thereof held on the \_\_\_11th\_\_ day of \_\_May\_\_\_\_\_, 2006.

IN WITNESS WHEREOF, I have hereunto subscribed my name this \_\_\_11th\_\_\_ - day of \_\_May\_\_\_\_\_,2006.

\_\_\_\_\_  
SUSAN OTT