

HONOCO INC.  
PO Box 168  
Aurora, NY 13026

## BYLAWS OF HONOCO INCORPORATED HOMEOWNERS' ASSOCIATION

### ARTICLE I. MEMBERSHIP

- A. Membership into HONOCO INC. (herein referred to as the Road Association) is predicated on ownership of land on Honoco Road, Aurora, NY (either in the Towns of Ledyard or Genoa) according to tax parcel number on Cayuga County Records. There can be multiple memberships per an owner, resulting in a multiple vote privilege.
- B. The purpose of the Road Association is to provide a continuing equitable means of sharing the cost of road maintenance among members of the Road Association in an equitable manner.
- C. Upon sale or conveyance of a lot, the purchaser thereof will automatically become a member of the homeowners association (known as HONOCO INC.), with the rights, privileges, and responsibilities as outlined in these Bylaws.
- D. Property owners are responsible for complying with all village, town, county, state, and/or federal regulations and restrictions, including the Army Corps of Engineers and the Department of Environmental Conservation. The Road Association assumes no liability for individual compliance.
- E. Acceptance of a deed to a lot that includes any part of Honoco Road obligates each homeowner to pay such assessments and dues as agreed upon at each annual meeting by the Road Association membership.
- F. The Road Association shall be bonded and shall obtain and pay the cost of appropriate levels of liability insurance.
- G. New property owners will be sought out and welcomed by a designee(s) as appointed by the President. New members will be advised of the existence of the Road Association and given a copy of these By-Laws.

### ARTICLE II. DECLARATION OF EASEMENTS

- A. Honoco Road consists of properties starting at Lake Road (Town of Ledyard) to Town Line Gully and then into Town of Genoa to 1043 Honoco Road, a distance of approximately 4 miles.
- B. These homes are sites for vacation or permanent homes. Since Honoco Road is a major private road (i.e., more than three families), each site is required to provide an easement/right-of-way (refer to individual property deed) across the property with a width of at least 12 feet.
- C. Maintenance of ingress and egress and easement/right-of-way will be maintained by each respective property owner. In the event the property owner does not maintain his/her section of the roadway in an appropriate manner, the road may be repaired as needed by the Road Association (HONOCO INC.)

- D. Honoco, Inc. has the right and standing to enter onto the properties of the landowners to maintain the road for the easement holders to the same level of maintenance that portion of the roadway had previously been maintained.
- E. Honoco, Inc. can also carry out work necessary and reasonable to fulfill the purpose of the easement (passable road) to fix bridges, culverts, drainage pipes, water courses and other appurtenances, so long as they do not unreasonably interfere with the landowner's rights to have their property preserved as they have always enjoyed it or as close to as possible.
- F. The landowners do not have the right to cause an interference with the maintenance and use of the road.
- G. Homeowners who choose to rent their parcel are responsible for the renters to oblige to these easement rules to maintain the safety 12-foot right-of way (example: parking).

#### ARTICLE III. DUES

- A. Membership in HONOCO INC. Road Association requires annual payment of dues assessed on each tax parcel per Cayuga County records to help offset expenses incurred by the Road Association. All property owners are mandated to pay such dues annually.
- B. Dues are voted on each year at the annual meeting.
- C. Dues are payable on January 1 of each year and are considered delinquent on May 31 of each year.
- D. The annual assessment period will be January 1 to December 31 of each year.
- E. Checks should be made payable to HONOCO INC. and may be handled personally to the Board Member (President, VP/Secretary, Treasurer), placed in the HONOCO INC. mailbox at the end of the road, or mailed to: PO Box 168, Aurora, NY 13026.
- F. Members are not eligible to serve on the Board of Directors if their dues have lapsed in the past five years.

#### ARTICLE IV. LEADERSHIP

- A. The property, affairs, business, and concerns of the Road Association shall be overseen and managed by a Board of Directors consisting of three (3) members: President, VP/Secretary and Treasurer.
- B. Newly elected members of the Board will take over their duties on June 1<sup>st</sup> as outlined in these By-Laws.
- C. Two (2) members of the Board of Directors shall constitute a quorum for the transaction of Board business.
- D. Officers shall be elected to staggered three (3) year terms following the election procedures outlined in these By-Laws.
- E. New members must be in good standing for the preceding 2 years prior to being eligible for the nomination for the Board of Directors.

#### ARTICLE V. OFFICERS

- A. The President shall:
  - 1. Preside at all meetings of the Road Association and the Board of Directors.

2. In conjunction with another Board member, approve major road projects and repairs.
3. Receive and handle concerns and questions from the members.
4. Form committees as s/he or the Board consider expedient or necessary.
5. Designate a Road Association member(s) to seek out new property owners, obtain their contact information, advise them of the existence of the Road Association, and give them a copy of these Bylaws.
6. In consultation with other officers, prepare the annual meeting agenda at least two (2) weeks prior to the annual meeting.
7. Make deposits, sign checks, and/or disburse funds on behalf of the Road Association in the absence of the Treasurer.
8. Oversee the work of the VP/Secretary and the Treasurer.
9. Monthly review and send bank statement with the copy of deposits and withdrawal documents to the bookkeeper
10. Ultimately be responsible for all business of the Road Association.
11. Be compensated, on or about June 1 of each year, 1% of the proceeding year's dues collected by HONOCO INC.

B. The VP/Secretary shall:

1. Keep the minutes of all meetings of the Road Association and of the Board of Directors.
2. Prepare and mail out (USPS or email) notices and/or agendas of meetings.
3. Hold for safekeeping all official records of the Road Association.
4. Keep an accurate and updated list of Association members and their contact information. Convey these changes to the member over the website.
5. Review the website directory annually and provide corrections to the website member.
6. Prepare and distribute annual membership list/phone directory each summer as needed.
7. Preside over meetings and assume the duties of the President in the absence of the President.
8. Send out annual dues and reminder notices (via email or USPS).
9. Periodically review the bookkeeper's records and accounts.
10. Make deposits, sign checks, and/or disburse funds on behalf of the Road Association in the absence of the Treasurer.
11. Receive and process all mail for HONOCO INC.
12. Be compensated, on or about June 1 of each year, 1% of the proceeding year's dues collected by HONOCO INC.

C. The Treasurer shall:

1. Have charge of all receipts and monies of the Road Association.
2. Prepare and make bank deposits in the name of the Road Association.
3. Disburse funds as ordered and authorized by the Board of Directors.
4. Keep accurate records of all members' payments of annual dues.
5. Maintain all financial accounts in conjunction with bookkeeper.
6. Distribute and discuss the summarized financial statement at the annual Road Association meeting. Itemized statements will be available on request.

7. Sign checks and withdrawals on behalf of the Road Association.
8. Be bonded.
9. Be compensated, on or about June 1 of each year, 1% of the preceding year's dues collected by HONOCO INC.

#### ARTICLE VI. TERMS OF OFFICE

- A. Each term of office will be for three (3) years, from June 1 to May 31 of the respective years.
- B. Terms for each office shall be staggered by one year, such that no two Board positions will come up for election in the same year, with the exception of a Board vacancy during a term.
- C. At the end of each term, nominees are accepted for the position.

#### ARTICLE VII. CONDUCTING BUSINESS

- A. The fiscal/operating year of the Road Association shall be January 1 – December 31.
- B. Roberts Rules of Order (latest edition) shall be the basis for determining procedures for debate and general conduct of business.
- C. HONOCO INC. shall hold one annual meeting in May of each year.
- D. A quorum shall be 10% of the current paid membership.
- E. A majority vote of a quorum will carry a motion.
- F. One vote may be cast for each paid membership.
- G. Property owners must be present at the meeting to vote.
- H. Votes may be made by acclamation or show of hands, unless any member requests a secret ballot.

#### ARTICLE VIII. MEETINGS

- A. There shall be an annual meeting of the Road Association on a Saturday in May each year for the election of the Board of Directors, for receiving annual reports, and for transaction of other business.
- B. Special meetings may be called by the President whenever deemed necessary or by written request of at least five members. Notice for any special meeting shall be given in the same manner as for the annual meeting.
- C. Notice of each meeting shall be mailed/emailed by the VP/Secretary to the last recorded address/email of each member at least two weeks and not more than 40 days before the time appointed for the meeting. The notice will include the location, date, and time, and the purpose or agenda of the meeting.
- D. The agenda shall be set by the President in consultation with other officers and shared with members at least two (2) weeks prior to the annual meeting.
- E. Open discussion shall follow each agenda item. This will permit members an opportunity to be recognized by the President and to make comments regarding specific agenda items being discussed.

- F. Those members wishing to address the Road Association may be placed on the agenda by contacting the President or the VP/Secretary three (3) weeks prior to the scheduled meeting.
- G. To be eligible to vote, members must be in good standing and current on their dues.
- H. Road Association meetings are open only to members and invited guests.

#### ARTICLE IX. ELECTION PROCEDURES

- A. Whenever a vacancy shall occur in the Board of Directors during the course of the three-year term, the position shall be filled without undue delay by the majority vote of the remaining members of the Board. The person chosen shall hold office until the next annual meeting when a full vote of the membership shall take place in accordance with the election procedures in these Bylaws. The newly-elected officer will complete the current term, then be eligible for re-election.
- B. The VP/Secretary will include in the notice of the annual meeting a call for nominations for the Board position becoming vacant. Nominations and self-nominations are due back to the Secretary at least one (1) week prior to the annual meeting.
- C. At the annual meeting, nominations received by the VP/Secretary will be read. The floor will then be opened to additional nominations. The President will then close the nominations.
- D. In the event only one candidate is nominated for a Board position, that candidate may be elected by acclamation.
- E. Should more than one candidate be nominated, each nominee will be given five (5) minutes to address those Road Association members present at the meeting.
- F. Upon completion of nominee's statements, the President will call for a vote.
- G. Votes will be cast by a show of hands. The candidate with the majority of votes will win the election.
- H. Any Road Association member may request a secret ballot rather than a show of hands
- I. The majority winner will be announced and will begin their duties on June 1.
- J. In the event of a tie, written ballots will be cast and signed; one for each paid membership. Majority wins election.

#### ARTICLE X. COMMITTEES

- A. The Board of Directors may establish standing or ad hoc committees as needed.
- B. Committees may be created at the request of the members or any officer.
- C. All members in good standing are eligible to serve on committees. Officers may serve *ex officio* on all committees.
- D. Committee membership may be formed by a call for volunteers, by appointment of the President, or by election of the membership.
- E. Committees will govern themselves with general oversight of the President, and may select their own chairperson.
- F. Each committee will provide a written report of the committee's annual activities to the President prior to the annual meeting. Such reports should include the names of all committee members and accomplishments of the committee.

## ARTICLE XI. ROAD MAINTENANCE COMMITTEE

- A. HONOCO INC. has established a standing Road Maintenance Committee.
- B. Membership on the Road Maintenance Committee is voluntary. At the annual meeting each year, road members will be asked to assist the Road Maintenance Committee in its duties. Ideally, the committee will consist of at least five (5) members. C.

The duties of the committee are:

- 1. Identify problem areas and required work.
- 2. Perform work on the road on a voluntary basis.
- 3. Identify emergency repairs and fix same.
- 4. Solicit bids whenever necessary to complete major road work. At least two bids must be received.
- 5. Keep a load of stone available on the road for Road Association member's use in maintaining their respective section of the road.
- 6. Prepare the road in late spring for summer season heavy usage.
- 7. Work directly with Road Association President to accomplish all jobs.
- 8. A discussion will be held at each annual meeting regarding the work of the Committee.
- D. Road Maintenance Committee members may be reimbursed for equipment use at fair market rates and for services rendered that are deemed by the President to be above and beyond the call for a volunteer. Receipts for consumables and labor are required.
- E. If volunteers are unavailable, the Road Maintenance Committee, with the approval of the President, may pay laborers for their services at independent contract rates. A receipt is required.
- F. The Road Maintenance Committee will fix and repair emergency road problems as needed year-round. Expenses incurred may be billed back to individual homeowners.
- G. At each annual meeting, the Road Maintenance Committee will report on the previous year's work and expenses, and planned projects for the coming year.

## ARTICLE XII. AMENDMENTS

- A. These Bylaws may be amended by quorum, defined as 10% of total membership.
- B. These Bylaws may be amended only the vote of members in good standing. Votes may be cast by proxy members in good standing. One vote per each paid road membership. Proxy votes will be counted if they are postmarked or delivered to a Road Association board member by the date specified on the ballot. If Bylaw changes are approved, members will receive a copy. If Bylaw changes are voted down, an ad hoc committee will be formed to make further revisions.
- C. An ad hoc Bylaws committee will recommend changes to the Board of Directors as needed. Once the revisions are approved by the directors, the proposed changes will be disseminated to the members in good standing for a vote.
- D. If possible, proposed changes to the Bylaws will be shared with the membership 30 days prior to the close of voting (mail/ electronic survey) to allow proper time for review.

Adopted: May 1, 1999

Revised and approved: July 2005, March 2017, December 2024