

**CLOVERFIELDS PROPERTY OWNERS ASSOCIATION, INC.  
BYLAWS**

**ARTICLE I            NAME**

The name of this organization shall be Cloverfields Property owners Association, Inc. hereinafter referred to as The Associaton.

**ARTICLE II           OFFICES**

The principal office of the corporation shall be located at Stevensville, Maryland at the Cloverfields Club House.

**ARTICLE III         OBJECT**

The object of The Association, as successor to the original developer of the Cloverfields Community, shall be:

1. To take title to and operate the recreational facilities of the Cloverfields community as more particularly described in a deed between B. Bentley Bell and Associates, Inc., and Cloverfields Improvement Association, Inc. dated March 30, 1965 and recorded among the Land Records of Queen Anne's County at Liber C.W.C. 14, Folio 499.
2. To be and act as an association of all purchasers and owners property in the Cloverfields community to which all such purchasers and owners have expressly agreed to join, to maintain membership in and to accept and abide in all rules and regulations for the conduct of the corporation as more fully provided in a deed among Guaranteed Realty Corporation, Aurora Federal Savings and Loan Association, Federated Corporation of Maryland and Helen B. Ryan dated March 26, 1959 and recorded among the Land Records of Queen Anne's County at Liber T.S.P. 46, Folio 529.
3. To promote and protect the general welfare and interests of the property owners of the development known as Cloverfields on Kent Island, Queen Anne's County, Maryland, including the right to affiliate with other civic organizations for the benefit of said property owners.

## ARTICLE IV MEMBERS

Section 1. Membership in The Association shall consist of two types: Full and Associate memberships. A full member must be an owner of property in Cloverfields and must comply with the bylaws of The Association and be current in fees. Owners of (single or) multiple lots titles in two or more names are limited to two memberships from among those named as owners. (Full membership privileges, including the right to vote and the use of recreational facilities, are not transferable.) There shall be no voting by proxy. **Revised 4/20/97**

An associate member must be a resident, but not a property owner, in Cloverfields, must be presented for membership to the Board of Directors by a full member and accepted by majority vote. Associate members have no voting rights and cannot be elected to office but may serve as member of a committee. No more than two associate members will be eligible from a single property.

Section 2. In addition to the provisions for suspension or revocation of membership interests for the failure to pay annual assessments when due as provided in Article IX, the Association may suspend or revoke the privilege of using and enjoying the recreational facilities extended to any full member, associate member, family member or guest pursuant to the following procedure:

A. Demand. Written demand to cease and desist from an alleged violation shall be served upon the alleged violator specifying: a.) the action required to abate the violation; and b.) a time period, not more than ten days, during which the violation may be abated without further sanction, if such violation of the same rule may result in the imposition of sanctions after notice (and/or) hearing if the violation is not discontinued. Revised 4/20/97

B. Notice. Within fifteen days of such demand, if the violations continue past the period allowed in the demand for abatement, or if the same rule is subsequently violated, the Board shall serve the violator with written notice that his or her use privileges for the recreational facilities have been suspended (for a period up to ONE YEAR). Revised 4/18/21

C. Hearing. A hearing for violator's possible presentation MAY be conducted by the Board of Directors for a suspension OF thirty days or more. Revised 4/18/21

D. Violations of posted recreational facility rules may result in above procedural actions and/or suspension of privileges as determined by the Board of Directors. Revised 4/18/21

E. Illegal or violent acts committed on CPOA recreational facility property will not be tolerated and are subject to immediate revocation of privileges without consideration of above procedural actions. Revocation will be imposed for a period to be determined by the Board of Directors. Revised 4/18/21

Section 3. In addition to keeping all lots maintained, grass must NOT exceed (6) six inches in length. If the grass reaches (6) six inches in height, a letter will be mailed to the OWNER of the lot stating a date by which the grass must be cut. If the

grass is not cut by this date, CPOA will have the right to hire a grass cutting service to cut the grass. The cost of this service and an additional (\$25.00) twenty-five dollar penalty per cut will be added to the OWNER'S annual assessments. **4/17/2011**

## **ARTICLE V            OFFICERS**

Section 1.        The officers of The Association shall be a President, a first Vice President, a second Vice President, a Recording Secretary, a Corresponding Secretary, a Treasurer, Financial Recorder, and Member-at-Large I, Member-at-Large II, Member-at-Large III, Member-at-Large IV. **Revised 4/20/97**

Section 2.        At the April Board of Directors meeting a Nominating Committee of five full members shall be elected. It shall be the duty of this committee to nominate candidates for offices to be filled at the annual meeting. Candidates must state their willingness to serve if elected. The committee shall submit the list of nominees to the Board of Directors at the August meeting for inclusion in the Call to the annual meeting. **Additional nominations for any position may be made in advance of the annual meeting by presentation to the Recording Secretary of the declaration of intent to be a candidate signed by the candidate and two sponsoring full members, all in good standing. Revised 4/19/98**

Section 3.        The officers shall be elected by ballot at the annual meeting of The Association. A majority vote shall elect. In the event of three or more candidates running for an office, no one of whom receives a majority, there shall be a run off between those two candidates receiving the most votes. Should there be only one candidate for each office the Recording Secretary may be instructed by a two thirds vote to cast the ballot for The Association.

Section 4.        All officers shall be elected to serve a two year term, or until their successors are elected. During odd calendar years the following officers will be elected: President, Second Vice President, Financial Recorder, Corresponding Secretary, Member-at-Large I and Member-at-Large II. During even calendar years the following officers will be elected: First Vice President, Treasurer, Recording Secretary, Member-at-Large III, and Member-at-Large IV. During the 1997 calendar year the following will be elected for one year: First Vice President, Treasurer, Recording Secretary, Member-at-Large III and Member-at-Large IV. **Revised 4/20/97**

Section 5.        Officers, with the exception of the Treasurer and Financial Recorder, shall begin their office the day after the annual meeting at which they were elected. The term of the Treasurer and financial Recorder shall begin November 1 in the year in which they are elected and shall end October 31 of the next election year. **Revised 4/20/97**

Section 6. In case of a vacancy in the office of President, the first Vice President shall assume that office. The Board of Directors shall elect a new First Vice President. In the case of a vacancy among the other offices, the Board of Directors shall elect a person to serve until the next election. **Revised 4/20/97**

## **ARTICLE VI DUTIES OF OFFICERS**

Section 1. The officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Association.

Section 2. The president shall preside at all meetings of The Association, and shall be its chief executive officer, responsible for the general management and direction of the business of The Association within the scope of general policy established by the general membership and the Board of Directors. He/she shall appoint the chairman and member of all committees, except the members of the nominating committee. He/she shall be a member ex-officio of all committees except the nominating committee. He/she may co-sign checks and shall co-sign all legal binding documents.

Section 3. In absence of the President, the Vice Presidents in their order shall perform the duties pertaining to that office. They shall perform such other duties as assigned by the President. They may co-sign checks. **Revised 9/17/04**

Section 4. The Recording Secretary shall publish in the community newsletter the minutes of all Board and special meetings with the final outcome of all motions adopted and a listing of significant topics discussed. Also to be included is a listing of income and expenditures from the previous report to date.

Section 5. The Corresponding Secretary shall be custodian of The Association seal, shall notify board members of meetings, and shall conduct such correspondence as may be requested by the President or The Association. He/she may co-sign checks.

Section 6. The Treasurer shall receive all funds of The Association and deposit same in a financial institution approved by the Board. He/she shall disburse these funds subject to the budget approved by the General membership provided that no bill shall be paid until approved by the Board of Directors. He/she may sign checks, which shall be co-signed by any one of the other officers so designated. He/she shall keep accurate records of all receipt and disbursements.

Reports shall be submitted to the regular meeting of the Board of Directors and The Association.

The Treasurer's accounts shall be reviewed each November by a person or persons appointed by the Board.

Section 7. The financial Recorder shall work with the Treasurer as required. In November of each year the current County Tax records for that year must be reviewed to assess current owners of all lots. Association records shall be adjusted accordingly. He/she shall keep accurate records of all association members and names and addresses of lot owners in the sub-division of Cloverfields. He/she shall bill all lot owners for Association assessments in January of each year.

Section 8. No two (2) owners of a property may serve on the Board of Directors at the same time.

Section 9. All officers and Member-at-Large will serve on at least one standing committee as member or chairperson as designated by the President. **Revised 4/20/97**

## **ARTICLE VII GENERAL MEMBERSHIP MEETINGS**

Section 1. The general membership meeting of The Association shall be held the third Sunday of April and the third Sunday of September unless otherwise ordered by the Board. Notice of these meetings shall be sent at least ten days prior to the meeting.

Section 2. The general membership meeting in September shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Section 3. Special meetings may be called by the President or the Board of Directors and shall be called upon with the written request of twenty five percent of the members in good standing of The Association. The purpose of the meeting shall be stated in the Call. Except in cases of emergency at least ten days notice shall be given.

Section 4. Fifteen full members of The Association shall constitute a quorum.

## **ARTICLE VIII BOARD OF DIRECTORS**

Section 1. The officers of The Association shall constitute the Board of Directors.

Section 2. The Board of Directors shall have all power and authority over the affairs of The Association during the interim between the meetings of The Association, except that of modifying any action taken by The Association other than amendments to the budget, and be responsible for all operations involving financial obligation on the part of The Association.

Section 3. The regular meeting of the Board shall be on the second Tuesday of each month unless otherwise ordered by the President.

Special meetings of the Board may be called by the President, and shall be called upon the written request of three members of the Board.

Section 4. Whenever a Board member is absent from three consecutive meetings he/she may be dropped from the Board and a successor elected as specified in the bylaws.

Section 5. Six members of the Board shall constitute a quorum, except for special Board meetings when five members shall constitute a quorum.

## **ARTICLE IX ANNUAL MEMBERSHIP ASSESSMENT**

Section 1. Each owner of any lot in Cloverfields by Acceptance of a deed therefore, whether or not it shall be so expressed in such deed, is deemed to covenant and agree to abide by and follow the rules and regulation of The Association.

Section 2. An annual membership assessment shall be imposed upon each property owner in Cloverfields by The Association in the amount of \$120.00 per property owner, regardless of the number of lots owned. This annual membership assessment shall be in addition to the annual recreation fee imposed upon all lot owners pursuant to the deed referred to in Article III, Section 2 of these bylaws. **Revised 4/20/97 to \$50.00, Revised again 9/20/98 to \$60.00, Revised 9/2001 to \$80.00, Revised to \$100.00 9/17/2004., Revised to \$120.00 9/17/2006, Revised to \$140.00 9/20/2009. Revised to \$160.00 9/16/2012** An additional late fee of \$11.00 per month until paid in full.

All such assessments, together with charges, interest, costs and reasonable attorney's fees, in the maximum amount permitted by law shall be a charge on the lot and shall be a lien upon the lot against which each assessment is made. an additional late fee of \$10.50 per month until the fine is paid in full Such amounts shall be the personal obligation of the person who was the owner of such unit at the time when the assessment fell due. Each owner shall be liable for his/her portion of each assessment coming due while he/she is the owner of a lot and his/her grantee shall be jointly and severally liable for such portion thereof as many be due and payable at the time of conveyance.

Failure to pay the annual assessment within thirty days of the date shall result in immediate suspension of all community recreational privileges as well the member's good standing in the community. **Revised 4/20/97**

In addition to the annual membership assessment, a fine of \$50.00 may be imposed by the Board of Directors on property owners who fail to comply with the established Construction Guidelines and/or violate the standards set forth in the Queen Anne's County Nuisance Ordinance, pursuant to the provisions of Article IV, Section 2. Continued failure to comply with these provisions will result in an additional late fee of \$10.50 per month until the fine is paid in full and/or the violation is abated. **Revised 9/17/04**

Section 3. The fiscal shall begin November 1 and end October 31.

Section 4. An additional membership assessment (Renters), in the amount of \$120.00, shall be imposed upon an eligible Associate Member, non-owner resident, and payable by the Associate Member. **Revised 4/20/97 to \$50.00, Revised again 9/20/98 to \$60.00, Revised 9/2001 to \$80.00, Revised to \$100.00 9/17/2004, Revised to \$120.00 9/17/2006, Revised to \$140.00 9/20/2009. Revised to \$160.00 9/16/2012**

## **ARTICLE X COMMITTEES**

Section 1. The Youth Activities Committee shall have the responsibility for the development, supervision and operation of youth activities. **Revised 4/20/97**

Section 2. The Boat Basin Committee shall have the responsibility for supervision, operation and maintenance of the boat basin, ramp and inlet.

Section 3. The Clubhouse Committee shall have the responsibility for supervision, operation and maintenance of the clubhouse.

Section 4. The Community Betterment Committee shall have the responsibility for all matters affecting the welfare of the community (such as zoning, street signs, removal of eyesores, drainage, etc.)

Section 5. The Finance Committee shall prepare a budget for presentation to the Board at the August meeting and to The Association at its annual meeting for adoption.

Section 6. The Pool Committee shall have the responsibility for supervision, operation and maintenance of the pool.

Section 7. The Recreational Facilities Committee shall have the responsibility for the supervision, operation and maintenance of the facilities of The Association except for the boat basin, the beach and the pool.

Section 8. The Beach Committee shall have the responsibility for the supervision and maintenance of the beach area.

Section 9. The construction Review Committee shall have the responsibility for reviewing all site improvements and building plans in accordance with Board policy. **Revised 4/19/98**

Section 10. The Crime Watch Committee shall have the responsibility of the organization, supervision and operation of a Crime Watch Program, within the confines of the CPOA, in conjunction with the Queen Anne's County Sheriff's Department,

Maryland State Police, and The Maryland Department of Natural Resources Police.  
**Revised 4/20/97**

Section 11. Each Vice President will coordinate the activities of four standing committees as designated by the President. **Revised 4/20/97**

Section 12. Such other committees shall be appointed by the President as The Association or the Board deem necessary. **Revised 4/20/97**

## **ARTICLE XI AFFILIATED ORGANIZATIONS (Revised 4/20/97)**

Section 1. The Cloverfields Women's Association (CWA) shall foster fellowship among the residents of Cloverfields by providing for social and fund raising activities in support of The Cloverfields Property Owners Association (CPOA). The CWA shall submit the name of its nominee to The CPOA President who shall appoint that nominee as chairperson of the CWA. The CWA shall elect and/or appoint any additional members to handle the internal business of CWA. It shall promulgate its own rules and regulations so long as they do not conflict with the bylaws and policies of The CPOA.

Section 2. The Cloverfields Men's Association (CMA) shall foster fellowship among the residents of Cloverfields by providing for social and fund raising activities in support of The Cloverfields Property Owners Association (CPOA). The CMA shall submit the name of its nominee to The CPOA President who shall appoint that nominee as chairperson of the CMA. The CMA shall elect and/or appoint any additional members to handle the internal business of CMA. It shall promulgate its own rules and regulations so long as they do not conflict with the bylaws and policies of The CPOA.

## **ARTICLE XII PARLAMENTARY AUTHORITY (Revised 4/20/97)**

The rules contained in the current edition of **Robert's** Rules of Order Newly Revised shall govern The Association in all cases to which they are applicable and in which they are not inconsistent with these by laws and any special rule of order The Association may adopt. **Revised 4/20/97**

## **ARTICLE XIII AMENDMENTS TO THE BYLAWS**

These bylaws may be amended by a two thirds vote at any general membership meeting provided the amendment has been sent to the membership with the Call to the meeting.  
**Revised 4/20/97**