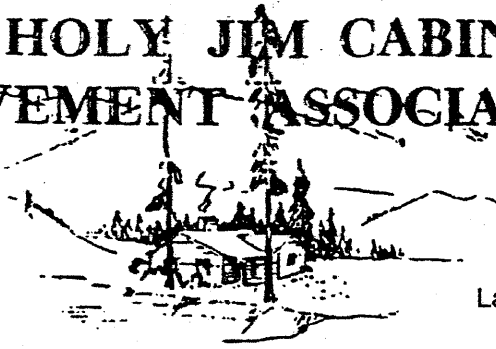


TRABUCO & HOLY JIM CABIN OWNERS IMPROVEMENT ASSOCIATION



Last Revised Jan. 1990

Trabuco & Holy Jim Cabin Owner's Improvement Association, Inc.

By Laws

Article I (Meetings)

Section 1: This Association shall regularly meet semi-annually in the Trabuco and Holy Jim Special Use Tract, Cleveland National Forest.

Section 2: These regular meetings shall be held on the third Sunday in May and first Sunday in November. (Amended 1969)

Section 3: Special meetings may be held at such times as deemed necessary by the President or a majority of the Executive Committee. Written notice of the time and place of such special meetings, together with a copy of the agenda, shall be sent by United States mail to all such members by the Secretary of the Corporation, and shall be sent to said members at their respective addresses as shown upon the books of the Trabuco and Holy Jim Cabin Owner's Improvement Association, inc., and shall be sent to said members at least seven days before the holding of such meeting.

Section 4: Voting. Proxy votes are to be in writing and signed by the leaseholder and are to be furnished to a member in good standing prior to the annual meeting. Proxy voting forms are to be mailed to all members with notification of that annual meeting. (Amended 1990)

Article II (Dues)

Section 1: No member shall be considered in good standing who is delinquent in payment of any dues or assessments.

Section 2: New members of this Association shall be made by recommendation of a member in good standing, followed by approval of the Board of Directors and payment of the prescribed dues. (Amended 1993)

Section 3: An initiation fee of \$10.00 shall be paid by any applicant not a member of this Association for the previous fiscal year. (Amended 1987)

Section 4: The annual dues of each regular member of this Association shall be the sum of \$20.00 payable to the Treasurer on or before June 30th of each year.

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**Article III
(Election of Officers)**

Section 1: The Officers of the Association and the Executive Committee shall be elected by ballot and installed at the annual meeting of the Association or at a special meeting and shall hold office for one year after their election or thereafter until their successors have been duly elected and installed.

**Article IV
(Executive Committee)**

Section 1: The Executive Committee shall consist of the officers of the corporation and three (3) additional members, one to represent Trabuco Canyon, one to represent Holy Jim Canyon, and one to be the Trabuco and Holy Jim Fire Chief. (Amended 1976)

Section 2: Meetings of the Executive Committee shall be called by the Secretary upon request from the President or from a majority of the Executive Committee or from the Supervisor of the Cleveland National Forest.

Section 3: The Executive Committee shall meet only in the Trabuco and Holy Jim Special Use Tract. (Amended 1998)

Section 4: The Secretary of the Association shall be the Secretary of the Executive Committee. (Amended 1976)

Section 5: The Treasurer of the Association shall be the Treasurer of the Executive Committee. (Amended 1976)

Section 6: The Executive Committee shall be allowed an operating budget for the term of its office, not to exceed the amount collected in dues, assessments, contributions, and auction proceeds collected during the previous fiscal year, but not to exceed \$2500.00. (Amended 1987)

Section 7: Executive committee members with prior approval from the committee for expenditures, are limited to a \$50.00 expenditure limit. Any amount over \$50.00 requires the President's approval and a quorum of the Executive Committee with the exception of an emergency. Under an emergency situation, the President can make an expenditure of up to \$500.00 without Executive Committee approval. (Amended 1998)

Section 8: The Executive Committee shall, prior to the semi-annual meetings, elect an auditing committee of at least two members in good standing for the purpose of auditing the Association's books and reporting to the general meeting.

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**Article V
(President)**

Section 1: It shall be the duty of the President to preside at all meetings, to supervise the work of the Association and direct the work of its officers. He/She shall approve and countersign all checks for the expenditure of money for the Association and shall perform all the duties that revolve upon such office. (Amended 1998)

**Article VI
(Vice President)**

Section 1: The Vice President shall perform all duties of the President in the absence of the President, in the event of his inability to act, or upon his disqualification.

**Article VII
(Secretary)**

Section 1: The Secretary shall keep the records and minutes of the Association. He/She shall cause the minutes of the semi-annual meeting to be printed and sent to the Association members. He/She shall keep a current list of all paid members and mail to each member once a year, in November, a list of these current paid members. (Amended 1998)

Section 2: He/she shall be responsible for receiving and answering all communications addressed to the Association. (Amended 1998)

Section 3: He/She shall be a member of the Executive Committee and shall be Secretary of said committee. He/She shall perform such other duties as may be assigned to him by the President, the Executive Committee, or the majority vote of the Association. (Amended 1998) *he/she*

**Article VIII
(Treasurer)**

Section 1: The Treasurer shall receive all moneys due the Association and keep a just and accurate account between the Association and its members. (Amended 1998) *not amended*

Section 2: He/She shall issue to each member, upon payment of dues and assessments, a membership card; such card to bear the imprint of the years for which issued. He/She shall furnish the Secretary the names of current paid members. (Amended 1998)

Section 3: He/She shall draw all warrants and checks for expenses of the Association and sign the same provided that in the discretion of the Executive Committee they may require the signature of another officer of the Association to accompany that of the Treasurer. (Amended 1998)

Section 4: He/She shall submit at each meeting, a detailed report of receipts and disbursements, his activities and the condition of his accounts. (Amended 1998)

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Trabuco & Holy Jim Cabin Owner's Improvement Association, Inc.

By Laws

Section 5: He/She shall be a member of the Executive Committee. He shall perform such other duties as may be assigned to him by the President, the Executive Committee, the Executive Committee members, or the majority vote of the Association. (Amended 1998)

Section 6: The Treasurer shall prepare and submit financial reports as required by Government agencies.

Section 7: The books of the Treasurer shall be open for inspection by any member of the Association and the Supervisor of the Cleveland National Forest at any and all times. (Amended 1976)

**Article IX
(Trabuco Canyon Representative)
&
(Holy Jim Canyon Representative)**

Section 1: The representative of said canyon will be the official greeter to new cabin owner's and will introduce all new cabin owner's of said canyon at upcoming Annual or Semi-Annual Meetings.

Section 2: The representative of said canyon will be responsible for the coordination of propane deliveries.

**Article X
(Trabuco & Holy Jim Fire Chief)**

Section I: It shall be the duty of the Chief to preside at all Fire Department meetings, to call special meetings, and to call for the formation of Fire Department sub-committees. The Fire Chief must have the approval of the Trabuco & Holy Jim Cabin Owners' Improvement Association, Inc. before he/she assumes the duties, which shall be to:

1. Take full charge at all fires at which he/she is present until relieved by the presiding fire authority.
2. Arrange fire drills at regular intervals and to maintain a training program.
3. Report fires to the proper authorities as soon as possible.
4. Report any fire hazard to the District Ranger and/or appropriate fire authorities.
5. Record all incidents in the Official Fire Department log journal.
6. The Fire Chief is responsible for filing and recording of the Certificate of Officers and Members of the Fire Department every six months or as mandated by the State Fire Authority.
7. The Fire Chief shall appoint a First Captain and Second Captain who will assume the duties of the Fire Chief in the absence of the Fire Chief.
8. The Fire Chief will report to the Association members at both the annual and semi-annual meeting as to the status of the Fire Department.

Trabuco & Holy Jim Cabin Owner's Improvement Association, Inc.

By Laws

**Article XI
(Amendments)**

Section 1: Amendments to the By Laws may be made only at the semi-annual meetings by a majority vote if a quorum is present. Proposed amendments must be submitted in writing.

**Article XII
(Quorums)**

Section 1: Business of the Association may be transacted at any meeting at which 51% of the total membership is present.

Section 2: A quorum of all members present shall be required for unit expenditures in excess of \$1,000.00. (Amended 1987)

Trabuco & Holy Jim Cabin Owner's Improvement Association, Inc.

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**Article XIII
(Order of Business)**

Section 1: The order of business of any meeting of the Association shall be as follows:

1. Call to order
2. Roll Call
3. Ascertainment of standing of members
4. In memoriam
5. Admission of new members
6. Ascertainment of a quorum
7. Reading of minutes of last meeting
8. Unfinished business
9. Consideration of reports by Secretary, Treasurer and Auditing committee
10. Reading of communications
11. Report of Executive Committee
12. Report of Special Committee
13. Report of Standing Committees
14. Regular business including offering and discussion of resolutions.
15. Election of officers by ballot (ONLY AT MAY MEETING)
16. Installation of new officers (")
17. Election of Committee
18. Adjournment

We, the undersigned, members of the Trabuco & Holy Jim Cabin Owner's Improvement Association, Inc., hereby adopt the attached constitution and by laws of this Association and agree to support the same.