



BY-LAWS
of
CEDAR MESA
RANCHES
HOMEOWNERS
ASSOCIATION,
INC.

These are the amended By-Laws which were amended by a majority vote of the Cedar Mesa Ranches Homeowners Association, Inc. Board of Directors on July 16, 2022.

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BY-LAWS
of
CEDAR MESA RANCHES HOMEOWNERS' ASSOCIATION,
INC.

A Non-Profit Corporation

ARTICLE I: DEFINITIONS

- 1). “**Association**”: shall mean and refer to CEDAR MESA RANCHES HOMEOWNERS' ASSOCIATION, INC., its successors and assigns, a not-for-profit Colorado corporation.
- 2). “**OWNER**”: shall mean and refer to the record owner, whether one or more persons or entities, of a fee simple title for any lot/tract which is a part of the Cedar Mesa Ranches subdivisions as shown on the Plot map of Cedar Mesa Subdivision as recorded in the office of the County Clerk of Montezuma County, Colorado, Plot book 13, page 138 including contract sellers, but excluding those having such interest merely as security for the performance of an obligation.
- 3). “**General Common Facilities**”: shall mean and include all roads as shown on the subdivision plot except County Roads, which are publicly owned and maintained roads.
- 4). “**Common Areas**”: shall mean and refer to those areas on the recorded plot designated as common areas, if any.
- 5). “**Common Expenses**”: means and includes expenses of administration, operation and the expenses of maintenance, repair or replacement of the general common elements; expenses declared common expenses by provisions of the By-Laws of the Association; and all sums lawfully assessed against the general common elements.
- 6). “**Member**”: shall be each lot/tract owner in the Cedar Mesa Ranches subdivisions.
- 7). “**Lot**”: a lot or tract which is a part of the Cedar Mesa Ranches subdivision as shown on the plot map of Cedar Mesa Subdivision as recorded in the office of the County Clerk of Montezuma County Colorado, plot book 13, page 138.
- 8). “**Written Ballot**”: Any ballot provided to a member by the Association that states a proposed action and provides an opportunity to vote for or against each proposed action or allows a Member to vote for a candidate for Director. A Written Ballot includes an electronic version of the ballot sent via email or other electronic means.

ARTICLE II: OFFICE

Principal Office: The principal office for the transaction of the business of the Association is hereby fixed and located by the Board of Directors of the Cedar Mesa Ranches Homeowners, Inc.

ARTICLE III: MEMBERSHIP AND VOTING RIGHTS

Section 1. The owner of each lot shall be a member of the Association. Membership shall be appurtenant to and may not be separated from ownership of any of the lots.

Section 2. The Association shall have only one class of voting membership which shall consist of all lot owners and said owners being entitled to one vote for each lot.

Section 3. Every member of the Association shall be subject to the provisions of the Articles of Incorporation and these By-Laws. The foregoing is not intended to include persons or entities who held an interest merely as security for the performance of an obligation.

Section 4. The membership held by any owner of a lot shall not be transferred, pledged or alienated in any way, except upon the sale so the purchaser of such lot, or upon the encumbrance of each lot. Any attempt to make a prohibited transfer is void and will not be reflected upon the books and records of the Association. In the event the Owner of any lot should fail or refuse to transfer the membership registered in his name to purchaser of such lot, the Association shall have the right to record the transfer upon the books for the Association and shall issue a new certificate to the purchaser, and thereupon the old certificate outstanding in the name of the seller shall be null and void as though the same had been surrendered.

Section 5. Membership in this Association shall automatically terminate when such member sells and transfer his lot.

Section 6. In its discretion, the Board of Directors of the Association may, but need not, issue appropriate membership certificates evidencing membership in the Association.

Section 7. Each lot/tract member shall pay annual fees in the amount of \$550.00 which is due on January 30. An alternative payment option is available as follows: one-half (\$275) is due on January 30, with the balance of a lump sum payment of (\$275) due on April 30. The annual fee shall be reviewed, established and modified as needed, at each annual meeting. In the event that the amount accumulated in the treasury is inadequate to defray anticipated or incurred costs, a majority of the membership shall have the power to assess members for such costs. Each member in the Association shall be personally liable for the payment of such regular assessments, and special assessments and that such levy must be applied in a uniform manner among all members. To change or add to the amount of the annual fee (dues) and all other assessments will require a majority vote of the membership either at the annual meeting or any other general membership meeting. The only exception to this is the Minor assessments as stated in section 8 of Article III.

Section 8. Assessments and their respective due date shall be voted on by a majority of the members of the Association. Minor assessments of \$25.00 or less shall be voted on by the Board of Directors, without Association approval. If the assessments are not paid by the last day of the following month, a penalty interest on the amount thereof shall accrue at a rate of 9% annually. Each such assessment, together with such interests, costs, and reasonable attorney's fees, shall be the personal obligation of the person who was a member of the Association at the time the assessment fell due. Liability of individual members of the Association with respect to such assessment shall be in accordance with their percentage interest in general common elements as of the date of the assessments. The personal obligation of a member shall not pass to his successors in interest unless expressly assumed by them. All assessments plus interest must be paid by the January annual meeting. Any payment under this section shall be considered received by the Association on the date it is actually received by the Treasurer.

The Association may at its option, bring an action at law against the member personally obligated to pay the assessments, and there shall be added to the amount of such assessment a late charge, the costs of preparing and filing the complaint of such action, and in the event a judgement is obtained, such judgement shall include said interest and reasonable attorney fees, together with the costs of action. Each member vests in the Association or its assigns, the right and power to bring all actions at law against such member or other member for the collection of such delinquent assessment. No action shall be commenced against a member for the collection of such delinquent assessments unless and until fifteen (15) days prior written notice of said delinquency shall have been furnished to said member by certified mail, return receipt requested, addressed to the owner of record of the lot to which said assessment pertains at his address as reflected in the books and records of the Association. Proof of mailing shall be established by one of the following:

(1) a receipt signed by the member or his agent, (2) the return of the notice to the Association reflecting the acceptance of said notice was refused by the member or his agent, or (3) the affidavit of the party mailing the notice.

ARTICLE IV.: MEETING OF MEMBERS

Section 1. All meetings of members shall be held at the principal office of the Association, or at such other place in the County of Montezuma as may be fixed from time to time by resolution of the Board of Directors.

Section 2. The annual meeting of members of the Association shall be held each January, at a day and time selected by the Board.

Section 3. Special meetings of the members may be called at any time by the President, or by a quorum of the Board of Directors, at a time and place designated by the parties upon 72 hour notice served personally by mail, telephone, or email. The notice for the Special meeting must include an agenda that states the specific topics for the meeting, and will include in-person and electronic (video conferencing) capability.

Section 4. Written notice of annual meetings shall be given to each member entitled to vote, either personally or by sending a copy of the notice through the mail, postage pre-paid, or e-mail to his/her address appearing on the books of the Association or supplied by him/her to the Association for the purpose of notice. All such notices shall be sent to each member entitled thereto not less than ten (10) days nor more than sixty (60) days before each meeting, and shall specify the place, the day and the hour of such meeting which will include in-person and electronic (video conferencing) and in case of special meetings, the general nature of the business to be transacted.

Section 5. The presence in person, via Written Ballot, or by proxy of the holders of a majority of the membership then in existence shall be requisite and shall constitute a quorum for the transaction of all business at any annual or special meeting. The acts approved by a majority of the members present at a meeting at which a quorum is present shall constitute the acts of the members except when approval by a greater number of members is required by the Articles of Incorporation, or these By-Laws. The members present at a duly called or held meeting at which a quorum is present may continue to do business until adjournment, notwithstanding the withdraw or departure of certain members, leaving less than quorum present. Any Written Ballot submitted by the Association shall be accompanied by materials that indicate the number of responses needed to meet the quorum requirements, state the percentage of approvals necessary to approve each matter other than election of directors, state the time by which a ballot must be received by the Association in order to be counted, and be accompanied by written information sufficient to permit each Member casting such ballot to reach an informed decision on the matter.

Section 6. Every member entitled to vote shall have the right to do so either in person, via a Written Ballot, or by an agent or agents authorized by a written proxy executed by such member or his duly authorized agent and filed with the Secretary of the Association; provided that no such proxy shall be valid after the expiration of eleven (11) months from the date of its execution. Those Members that do not have access to submit a Written Ballot should notify the Secretary so that arrangements can be made to have assistance provided to the owner to allow for voting.

ARTICLE V.: DIRECTORS

Section 1 - Powers: Subject to the limitation of the Articles of Incorporation, these By-Laws, and of the Colorado Corporation Code as to action to the authorized or approved by the members, and subject to the duties of the directors as prescribed by these By-Laws, all corporate powers shall be exercised by or under the authority of, and the business and affairs of the Association shall be controlled by the Board of Directors. Without prejudice to such general powers, but subject to the same limitations, the directors are vested with and shall have the following powers, to-wit:

(a) To select, appoint, and remove all officers, agents, and employees of the Association, to prescribe such powers and duties for them as may be consistent with law, with the Articles of Incorporation and these By-Laws. To fix their compensation and to require from them security for faithful service when deemed advisable by the Board. Any management body or agency selected prior to the first annual election shall be employed to manage only until the first annual election after initial organization, at which time the continuance of the same or the selection of another body or agency shall be determined by a majority vote.

(b) To conduct, manage and control the affairs and business of the Association and to make and enforce such rules and regulations therefore consistent with law with the Articles of Incorporation and these By-Laws, as the Board may deem necessary or advisable.

(c) To change the principal office for the transaction of business of the Association from one location to another within the County of Montezuma, as provided in Article II hereof; to designate any place within said County for the holding of any annual or special meeting or meetings of members, to adopt and use a corporate seal, and to prescribe the form of certificate of membership if any, and to authorize the issuance of memberships to such persons as shall be eligible for membership, as provided to Article III of these By-Laws.

(d) To borrow money and to incur indebtedness for the purpose of the Association, and to cause to be executed and delivered therefore, in the Association's name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, or other evidence of debt and security therefore. This will require a majority vote of the membership.

(e) To fix and levy from time to time assessments upon the members of the Association as described in Article III, Sections 7 and 8; to determine and fix the due date for the payment of such assessments, and the date upon which the same shall become delinquent; provided, however, that such assessments shall be fixed and levied only to provide for the payment of the expenses of the Association and of taxes and assessments upon real or personal property owned,

controlled or occupied by the Association for general common elements, or for labor rendered or materials or supplies used and consumed, or equipment and appliances furnished for the maintenance, improvement or development of such general common elements or for the payment of any and all obligations in relation thereto, or in performing or causing to be performed any of the purposes of the Association for the general benefit and welfare of its members, and the Board of Directors is hereby authorized to incur any and all such expenditures for any of the forgoing purposes and to provide adequate reserves for replacements as it shall deem to be necessary or advisable in the interest of the Association or welfare of its members. Should any member fail to pay such assessments before delinquency, the Board of Directors in its discretion is authorized to enforce the payment of such delinquent assessments as provided in Article III, Section 8 of the By-Laws.

(f) To enforce the provisions of these By-Laws or other agreements of the Association and covenants as recorded in the Office of the County Clerk of Montezuma County, Colorado.

(g) To maintain such policy or policies of Insurance as the Board of Directors of the Association deems necessary or desirable in furthering the purpose of and protecting the interests of the Association and its members;

(h) To contract for and pay maintenance, gardening, utilities, materials and supplies, and services relating to operations of the project, including legal and accounting services. To contract for and pay for improvements and common expenses;

(i) To establish and maintain, in the discretion of the Board of Directors, a working capital and contingency fund in an amount to be determined by the Board of Directors of the Association;

(j) To delegate its powers according to law and subject to the approval of the members, to adopt these By-Laws.

Section 2 - Number and Qualification of Directors: The number of directors of this Corporation shall be seven provided that the number of members on the Board of Directors may be changed from time to time by a majority vote of the membership. A director must be a landowner in the subdivision and not be delinquent in the payment of any annual dues or assessments.

Section 3 – Nominations for Election of Directors: The process for selecting nominees for the Board of Directors shall be performed in an electronic manner by the Secretary if possible. A Member shall provide current email addresses to be used by the Association to send the form Request for Nomination for the Board of Directors for the Association. Members that notify the Secretary that they prefer a paper nomination form mailed to them will receive a nomination form by mail. Nomination forms will be emailed, or mailed if paper nomination forms have been requested to a Member not more than 80 days prior to the annual meeting date and no less than 60 days prior to that date. The deadline for nomination submissions to be submitted to the Secretary shall be 40 days prior to the annual meeting date. Incomplete or untimely nomination forms will not be accepted, and those members will be notified by the Secretary.

Section 4 - Election and Term of Office: The directors shall be elected at each annual meeting of members as stated in Article IV, Section 2, but if any such annual meeting is not held, or if the directors are not elected thereat, the directors may be elected at any special meeting of members held for that purpose.

The Association will send Written Ballots to Members thirty (30) days before the annual meeting date at the email address provided by the Member. If a Member has notified the Secretary that they are not able to receive a Written Ballot via email, a Written Ballot will be mailed to the Member's home address on file with the Association. In addition to the information required in Article 4, Section 5 above, a Written Ballot shall contain information regarding the voting instructions and director candidate information. Each Member shall be instructed that, if the Member wishes to vote, the ballot shall be marked and submitted in accordance with voting instructions.

Written Ballots must be returned no later than ninety-six hours prior to the start of the annual meeting.

Members wishing to vote in person may do so at the annual meeting. This balloting will begin one hour before the actual start of the Annual Meeting, and will conclude twenty minutes before the actual start of the Annual Meeting.

The Association may utilize an electronic voting system so long as the system: accurately presents the ballot and records the Member's vote, provides anonymity to the Member; does not allow multiple entries from the same Member; and allows a Member to write in Candidates for Director.

Except as specified below in this section, all directors shall serve a two-year term.

In the event that an annual or special meeting is not held for the purposes of electing directors, the directors that have completed their term shall continue to serve until their respective successors are elected.

In order to minimize disruption to the association, election for directors positions shall be staggered with three directors elected in odd number years and four directors elected in even number years. For purposes of clarity, three directors will be elected at the annual meeting in 2023. Four directors will be elected at the annual meeting in 2024. After that, the cycle will remain in effect so that on odd year elections there will be three directors positions up for election; on even year elections there will be four directors positions up for election.

Nominations for directors will be requested two months before the annual meeting and the slate of candidates will be e-mailed to the membership no later than one month prior to the annual meeting. This procedure is to be carried out by the Board. A quorum of 50% of the membership must be present or present by proxy to elect the Board. The candidates with the largest amount of votes will be elected as Board members.

There will be an eight (8) year maximum lifetime limit imposed upon all nominees for the position of director. After eight years of service, whether continuous or periodic, a nominee cannot be considered for the Board of Directors. This term limit will begin with the nominations process in November 2022 for the 2023 director elections. Anyone that submits themselves for nomination, starting with the November 2022 nominations process, must meet the eight year term limit rule.

Section 5 - Vacancies:

(a) Vacancies on the Board of Directors may be filled by a majority of the remaining directors, though less than quorum, and each director so elected shall hold office until his successor is elected at an annual meeting of members, or at a special meeting called for that purpose.

(b) A vacancy or vacancies shall be deemed to exist in case of death, resignation, or removal of any director. If the members shall increase the authorized number of directors but shall fail to elect the additional directors so provided for at the meeting at which such increase is authorized, or at an adjournment thereof, or in the case the members fail at any time to elect the full number of authorized directors, a vacancy or vacancies shall be deemed to exist.

(c) The members may at any time elect directors to fill any vacancy not filled by the directors and may elect the additional directors at the meeting at which an amendment of the By-Laws is voted authorizing an increase in the number of directors.

(d) If any director tenders his resignation to the Board of Directors, the Board shall have power to elect a successor to take office at such time as the resignation shall become effective. No reduction of the number of directors shall have the effect of removing any director prior to the expiration of his term of office.

(e) Any director may be removed without cause by concurrences of two-thirds (2/3) of the votes of the entire membership at an annual meeting or a special meeting called for such purpose. Any vacancy created by such removal shall be filled in accordance with the procedures set forth in this Section 4.

Section 6 - Place of Meeting: All meetings of the Board of Directors shall be held at the principal office of the Association or at any other place or places within the County of Montezuma designated at any time by resolution of the Board or by unanimous written consent of the Board. The Board of Directors shall hold at least three meetings a year that the membership can attend, not including the Annual Member Meeting, and not including the Board meeting after the Annual Member Meeting which decides the new officers. All voting done by the Board should be done at a meeting where the membership can attend. The exception to this would be in the case of an emergency meeting where the time for a decision is crucial.

Section 7 - Organization Meetings: Following each annual meeting of members, the Board of Directors shall hold a regular board meeting for the purpose of organization, election of officers (President, Vice President, Secretary, and Treasurer) and the transaction of other business. Notice of such meeting is hereby dispensed with.

Section 8 – Regular and Special Meeting - Notices: All regular Board meetings that members attend shall be announced and noticed at least 1 week (7 days) prior to that meeting. Special meetings of the Board of Directors for any purpose may be called at any time by the President, or if any are unable to or refuse to set, by a quorum of the Board. Written notice of the time and place of special meetings shall be delivered personally to the directors or sent to each director by letter or by e-mail, postage or charges prepaid, addressed to him/her at his/her address as it is shown upon the records of the Association 72 hours prior to the meeting. The notice must include an agenda that states the specific topics to be discussed at the meeting.

Section 9 - Notice of Adjournment: Notice of adjournment of any directors' meeting, either regular or special, need not be given to absent directors, if the time and place are fixed at the meeting adjournment.

Section 10 - Waiver of Notice: The transaction of any business at any meeting of the Board of Directors, however called and noticed, or wherever held, shall be valid as though had at a meeting duly held after regular call and notice, if a quorum be present.

Section 11 - Quorum: A majority of the number of directors as fixed by the Articles of Incorporation or these By-Laws shall be necessary to constitute a quorum for the transaction of business, except to adjourn as hereinafter provided. Every act or decision made or done by majority of the directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board of Directors.

Section 12 - Adjournment: A quorum of the directors may adjourn any directors' meeting to meet again at a stated day and hour; provided, however, that in the absence of a quorum, a majority of the directors present at any director's meeting, either regular or special, may adjourn from time to time until the time fixed for the next regular meeting of the Board.

Section 13 - Consent of Board Obviating Necessity of Meeting: Notwithstanding anything to the contrary contained in these By-Laws, any action required or permitted to be taken by the Board of Directors may be taken without a meeting if all members of the Board of Directors shall individually or collectively consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board. Such action by written consent shall have the same force and effect as a unanimous vote of such directors.

Section 14 - Fees and Compensation: No director, or officer shall receive any salary for his services as such officer or director. Nothing herein contained shall be construed to preclude any director or officer from serving the Association as agent, council, or in any capacity other than as such director or officer, and receiving compensation thereof.

Section 15 - Presiding Officer: The President is elected by the Board of Directors at the first meeting after the Board is elected and will serve as the Chairman of the Board of Directors at all meetings. In his absence, the Vice President will assume this duty. The Secretary shall record the minutes of all meetings of the Board of Directors and the members.

ARTICLE VI.: OFFICERS

Section 1 - Officers: The officers shall be President, Vice President, Secretary, and Treasurer. These officers shall be elected by and hold office at the pleasure of the Board of Directors. Each of the officers except the President and Vice President may, but need not, be a member of the Board of Directors.

Section 2 - Subordinate Officers: The Board of Directors may appoint such other officers as the business of the Association may acquire, each of whom shall hold office for such period, have such authority and perform such duties as are provided by the By-Laws or as the Board of Directors may from time to time determine.

Section 3 - Removal and Resignation: Any officer may be removed, with cause and by the vote of a majority of all the Directors then in office at any regular meeting of the Board at which a quorum is present.

Section 4 - President: The President shall be the Chief Executive Officer of the Association and shall, subject in the direction of the Board of Directors, have general supervision, direction and control of the business and officers of the Association. He shall be ex-officio member of all standing committees. If any, and shall have the general powers and duties of management usually vested in the office of President of a corporation, and shall have such other powers and duties as may be prescribed by the Board of Directors or these By-Laws.

Section 5 - Vice President: In the absence or disability of the President, the Vice President shall perform all the duties of the President, and when so acting, shall have all the powers of, and be subject, to all the restrictions upon the office of President. The Vice President shall have such other powers and perform such other duties as from time to time may be prescribed for him by the Board of Directors or By-Laws.

Section 6 - Secretary: The Secretary shall keep or cause to be kept a book of minutes and correspondence to / from the Board of Directors at the principal office or such other place as the Board of Directors may order, of all meetings of directors and members, with the time and place of the holdings of same, whether regular or special if special, how authorized, the notice thereof given, the names of these present at Directors' meeting, the number of membership present or represented at members' meetings and the proceedings thereof.

The Secretary shall keep, or cause to be kept, at the principal office a membership register showing the following: (1) the names and addresses of all members of the Board of Directors, (2) the names of the members and their addresses, (3) the property in which each member resides, (4) the number of votes represented by each member, (5) the number and date of membership certificates issued, if any, and (6) the number and date of cancellation of membership certificates, if any.

The Secretary shall give, or cause to be given, notice of all meetings of the members and of the Board of Directors required by the By-Laws or by law to be given, and shall keep the seal of the Association in safe custody, and shall have such other powers and perform such duties as may be prescribed by the Board of Directors or by these By-Laws.

Section 7 - Treasurer: The Treasurer shall keep and maintain or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the Association. The books of account shall at all reasonable times be open to inspection by any Directors or by any Member.

The Treasurer shall deposit all monies and other valuables in the name and to the credit of the Association with such depositories by the Board of Directors. He/She shall disburse the funds of the Association as may be ordered by the Board of Directors, shall render to the President and Directors, whenever they request it, an account of all transactions as Treasurer and the financial condition of the Association, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or these By-Laws.

ARTICLE VII.: MISCELLANEOUS

Section 1 - Amendments, changing or adding to the By-Laws: The Board of Directors may with a majority vote amend, change or add to the By-Laws except as stated in parts (a), (b), (c) and (d) of Section 1, Article VII.

- (a) The provisions of Article V, Section 2, relating to the Number of Directors;
- (b) The provisions of Article III, Section 1, 2, 3, 4, and 5, relating to Number of Members, Qualification of Members, Transfer of Membership, and Termination of Membership.
- (c) The provision of Article III, Section 2, 7 and 8 relating to Voting, Assessments, and Enforcement of Payment of Assessments.
- (d) Article VII, Section 1.

Section 2 - Record of Amendments: Whenever an amendment or new By-Law is adopted, it shall be placed in the book of By-Laws in the appropriate place. If any By-Law is repealed, the fact of repeal, with the date of the meeting at which the repeal was enacted or written was filed, shall be stated in the said book.

These 2022 By-Laws were modified and added to by a majority vote of the Board of Directors of the Cedar Mesa Ranches Homeowners Association, Inc. on July 16, 2022.

APPENDEIX A: By-Law Additions:

Article I. Definitions. #7. "Lot": a lot or tract which is a part of the Cedar Mesa Ranches subdivision as shown on the plot map of Cedar Mesa Subdivision as recorded in the office of the County Clerk of Montezuma County Colorado, plot book 13, page 138 (added to 2005 By-Laws on October 25, 2005, Board of Directors in 2005: Jim Bignell, Gary Brodhagen, Bryan Johnson, Greg Kemp, John Lyren and Sean McCall).

Article V. Directors. Section 1(f): (missing in 1998 By-Laws, added to 2005 By-Laws on unknown date, Board of Directors in 2005: Jim Bignell, Gary Brodhagen, Bryan Johnson, Greg Kemp, John Lyren and Sean McCall).

ARTICLE III.: MEMBERSHIP AND VOTING RIGHTS Section 7. Each lot/tract member shall pay annual fees in the amount of \$550.00 which is due on January 30. An alternative payment option is available as follows: one-half (\$275) is due on January 30, with the balance of a lump sum payment of (\$275) due on April 30. Added to By Laws on March 19, 2022, Board of Directors in 2022: Allen Giannakopoulos, Roy Wilkinson, Bob Sanders, Phil Mayor, Sherry Nigteagle, Stephanie Morton, Charles Osburn.

ARTICLE IV.: MEETING OF MEMBERS Section 2. The annual meeting of members of the Association shall be held each January, at a day and time selected by the Board. Added to By Laws on March 19, 2022, Board of Directors in 2022: Allen Giannakopoulos, Roy Wilkinson, Bob Sanders, Phil Mayor, Sherry Nigteagle, Stephanie Morton, Charles Osburn.

ARTICLE IV.: MEETING OF MEMBERS Section 3. Special meetings of the Board of Directors may be called at any time by the President, or by a quorum of the Board of Directors, at a time and place designated by the parties upon 72 hour notice served personally by mail, telephone, or email. The notice for the Special meeting must include an agenda that states the specific topics for the meeting, and will include in-person and electronic (video conferencing) capability. Added to By Laws on March 19, 2022, Board of Directors in 2022: Allen Giannakopoulos, Roy Wilkinson, Bob Sanders, Phil Mayor, Sherry Nigteagle, Stephanie Morton, Charles Osburn.

ARTICLE IV.: MEETING OF MEMBERS Section 4. Written notice of meetings, annual or special, shall be given to each member entitled to vote, either personally or by sending a copy of the notice through the mail, postage pre-paid, or e-mail to his/her address appearing on the books of the Association or supplied by him/her to the Association for the purpose of notice. All such notices shall be sent to each member entitled thereto not less than ten (10) days nor more than sixty (60) days before each meeting, and shall specify the place, the day and the hour of such meeting which will include in-person and electronic (video conferencing) and in case of special meetings, the general nature of the business to be transacted. Added to By Laws on March 19, 2022, Board of Directors in 2022: Allen Giannakopoulos, Roy Wilkinson, Bob Sanders, Phil Mayor, Sherry Nigteagle, Stephanie Morton, Charles Osburn.

ARTICLE V.: DIRECTORS Section 3 - Election and Term of Office: The directors shall be elected at each annual meeting of members as stated in Article IV, Section 2, but if any such annual meeting is not held, or if the directors are not elected thereat, the directors may be elected at any special meeting of members held for that purpose.

Except as specified below in this section, all directors shall serve a two-year term.

In the event that an annual or special meeting is not held for the purposes of electing directors, the directors that have completed their term shall continue to serve until their respective successors are elected.

In order to minimize disruption to the association, election for directors positions shall be staggered with three directors elected in odd number years and four directors elected in even number years. For purposes of clarity, three directors will be elected at the annual meeting in 2023. Four directors will be elected at the annual meeting in 2024. After that, the cycle will remain in effect so that on odd year elections there will be three directors positions up for election; on even year elections there will be four directors positions up for election.

Nominations for directors will be requested two months before the annual meeting and the slate of candidates will be e-mailed to the membership no later than one month prior to the annual meeting. This procedure is to be carried out by the Board. A quorum of 50% of the membership must be present or present by proxy to elect the Board. The candidates with the largest amount of votes will be elected as Board members.

There will be an eight (8) year maximum lifetime limit imposed upon all nominees for the position of director. After eight years of service, whether continuous or periodic, a nominee cannot be considered for the Board of Directors. This term limit will begin with the nominations process in November 2022 for the 2023 director elections. Anyone that submits themselves for nomination, starting with the November 2022 nominations process, must meet the eight year term limit rule. Added to By Laws on March 19, 2022, Board of Directors in 2022: Allen Giannakopoulos, Roy Wilkinson, Bob Sanders, Phil Mayor, Sherry Nigteagle, Stephanie Morton, Charles Osburn.

ARTICLE V.: DIRECTORS Section 5 - Place of Meeting: All meetings of the Board of Directors shall be held at the principal office of the Association or at any other place or places within the County of Montezuma designated at any time by resolution of the Board or by unanimous written consent of the Board. Board meetings may or may not be attended by the membership at the discretion of the Board. The Board must hold meetings at regular intervals that the membership can attend. The Board of Directors shall hold at least three meetings a year that the membership can attend, not including the Annual Member Meeting, and not including the Board meeting after the Annual Member Meeting which decides the new officers. All voting done by the Board should be done at a meeting where the membership can attend. The exception to this would be in the case of an emergency meeting where the time for a decision is crucial. Added to By Laws on March 19, 2022, Board of Directors in 2022: Allen Giannakopoulos, Roy Wilkinson, Bob Sanders, Phil Mayor, Sherry Nigteagle, Stephanie Morton, Charles Osburn.

ARTICLE V.: DIRECTORS Section 8 - Special Meeting - Notices: Special meetings of the Board of Directors for any purpose may be called at any time by the President, or if any are unable to or refuse to set, by a quorum of the Board. Written notice of the time and place of special meetings shall be delivered personally to the directors or sent to each director by letter or by e-mail, postage or charges prepaid, addressed to him/her at his/her address as it is shown upon the records of the Association 72 hours prior to the meeting. The notice must include an agenda that states the specific topics to be discussed at the meeting. Added to By Laws on March 19, 2022, Board of Directors in 2022: Allen Giannakopoulos, Roy Wilkinson, Bob Sanders, Phil Mayor, Sherry Nigteagle, Stephanie Morton, Charles Osburn.

ARTICLE I.: Definitions Section 8 – Written Ballot: A Written Ballot includes an electronic version of the ballot sent via email or other electronic means. Added to By Laws on July 16, 2022, Board of Directors in 2022: Allen Giannakopoulos, Roy Wilkinson, Phil Mayor, Sherry Nigteagle, Stephanie Morton, Charles Osburn.

ARTICLE IV.: Meeting of Members: Section 5 – Written Ballot: Any Written Ballot submitted by the Association shall be accompanied by materials that indicate the number of responses needed to meet the quorum requirements, state the percentage of approvals necessary to approve each matter other than election of directors, state the time by which a ballot must be received by the Association in order to be counted, and be accompanied by written information sufficient to permit each Member casting such ballot to reach an informed decision on the matter. Added to By Laws on July 16, 2022, Board of Directors in 2022: Allen Giannakopoulos, Roy Wilkinson, Phil Mayor, Sherry Nigteagle, Stephanie Morton, Charles Osburn.

ARTICLE IV.: Meeting of Members: Section 6 – Ballot and Proxy: Those Members that do not have access to submit a Written Ballot should notify the Secretary so that arrangements can be made to have assistance provided to the owner to allow for voting. Added to By Laws on July 16, 2022, Board of Directors in 2022: Allen Giannakopoulos, Roy Wilkinson, Phil Mayor, Sherry Nigteagle, Stephanie Morton, Charles Osburn.

ARTICLE V.: Directors: Section 3 – Nominations: The process for selecting nominees for the Board of Directors shall be performed in an electronic manner by the Secretary if possible. A Member shall provide current email addresses to be used by the Association to send the form Request for Nomination for the Board of Directors for the Association. Members that notify the Secretary that they prefer a paper nomination form mailed to them will receive a nomination form by mail. Nomination forms will be emailed, or mailed if paper nomination forms have been requested to a Member

not more than 80 days prior to the annual meeting date and no less than 60 days prior to that date. The deadline for nomination submissions to be submitted to the Secretary shall be 40 days prior to the annual meeting date. Incomplete or untimely nomination forms will not be accepted, and those members will be notified by the Secretary. Added to By Laws on July 16, 2022, Board of Directors in 2022: Allen Giannakopoulos, Roy Wilkinson, Phil Mayor, Sherry Nighteagle, Stephanie Morton, Charles Osburn.

ARTICLE V.: Directors: Section 4 – Election: The Association will send Written Ballots to Members thirty (30) days before the annual meeting date at the email address provided by the Member. If a Member has indicated they are not able to receive a Written Ballot via email, a Written Ballot will be mailed to the Member’s home address on file with the Association. In addition to the information required in Article 4, Section 5 above, a Written Ballot shall contain information regarding the voting instructions and director candidate information. Each Member shall be instructed that, if the Member wishes to vote, the ballot shall be marked and submitted in accordance with voting instructions.

Written Ballots must be returned no later than ninety-six hours prior to the start of the annual meeting.

Members wishing to vote in person may do so at the annual meeting. This balloting will begin one hour before the actual start of the Annual Meeting, and will conclude twenty minutes before the actual start of the Annual Meeting.

The Association may utilize an electronic voting system so long as the system: accurately presents the ballot and records the Member’s vote, provides anonymity to the Member; does not allow multiple entries from the same Member; and allows a Member to write in Candidates for Director.

Added to By Laws on July 16, 2022, Board of Directors in 2022: Allen Giannakopoulos, Roy Wilkinson, Phil Mayor, Sherry Nighteagle, Stephanie Morton, Charles Osburn.

ARTICLE V.: Directors: Section 8 – Meeting Notices: Changes to read Regular and Special Meeting – Notices. Added to By Laws on July 16, 2022, Board of Directors in 2022: Allen Giannakopoulos, Roy Wilkinson, Phil Mayor, Sherry Nighteagle, Stephanie Morton, Charles Osburn.

APPENDEX B: By-Law Omissions:

Article IV. Meeting of Members. Section 5: The transaction of any business at any meeting of members, either annual or special, however called and noticed, shall be as valid as though had at a meeting duly held after regular call and notice if a quorum of 50 percent of the members are present either in person or by proxy, and if, either before or after the meeting, each of the members entitled to vote, not present or by proxy, signs a written waiver of notice, or a consent to the holding of such meeting or approval of the minutes thereof. All such waivers, consents or approvals shall be filed with the records of the Association or made a part of the minutes of the meeting (removed October 25, 2003, not mentioned in October 25, 2003 meeting minutes).

Article V. Directors, Section 7 - Other Regular Meetings: Other regular meetings of the Board of Directors may be held without call at such place and day and hour as may be fixed from time to time by resolution of the Board of Directors; provided, that should said day fall upon a legal holiday, then the meeting which otherwise should be held on said day shall be held at the same time on the next day thereafter ensuing which is not a legal holiday. Notice of all such regular meetings of the Board of Directors is hereby dispensed with (removed October 25, 2005, Board of Directors in 2005: Jim Bignell, Gary Brodhagen, Bryan Johnson, Greg Kemp, John Lyren and Sean McCall).

Article VI. Officers. Section 2 - Election: The officers of the Association, except such officers as may be appointed in accordance with the provisions of Section 3 or Section 5 of this Article, shall be selected by the members of the Association at their annual meeting and shall hold such office for the term of one year or until their successors are elected (removed on unknown date, labeled as “blank”).

Article VI. Officers. Section 5 - Vacancies: A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these By-Laws for regular appointments to such office (removed October 25, 2005, Board of Directors in 2005: Jim Bignell, Gary Brodhagen, Bryan Johnson, Greg Kemp, John Lyren and Sean McCall).

Article VII. Miscellaneous. Section 2: (missing in 1998 By-Laws).

ARTICLE III.: MEMBERSHIP AND VOTING RIGHTS Section 7. Each lot/tract member shall pay annual fees in the amount of \$450.00 which is due at the annual meeting in January. The full amount is due at the annual meeting. An alternative payment option is available as follows: one-half (\$225) is due at the annual meeting with the balance of a lump sum payment of (\$225) due within 90 days. Removed from By Laws on March 19, 2022, Board of Directors in 2022: Allen Giannakopoulos, Roy Wilkinson, Bob Sanders, Phil Mayor, Sherry Nigteagle, Stephanie Morton, Charles Osburn.

ARTICLE IV.: MEETING OF MEMBERS Section 2. The annual meeting of members of the Association shall be held on the second Saturday of January each year at 3:00 p.m. of said day, provided, however, that annual meeting of members shall be held at the same time and place on the next succeeding day which is not a legal holiday. Removed from By Laws on March 19, 2022, Board of Directors in 2022: Allen Giannakopoulos, Roy Wilkinson, Bob Sanders, Phil Mayor, Sherry Nigteagle, Stephanie Morton, Charles Osburn.

ARTICLE IV.: MEETING OF MEMBERS Section 3. Special meetings of the Board of Directors for any purpose may be called at any time by the President, or by the Board of Directors at a time and place designated by the parties upon 24 hour notice served personally by mail, telephone, or e-mail. Removed from By Laws on March 19, 2022, Board of Directors in 2022: Allen Giannakopoulos, Roy Wilkinson, Bob Sanders, Phil Mayor, Sherry Nigteagle, Stephanie Morton, Charles Osburn.

ARTICLE IV.: MEETING OF MEMBERS Section 4. Written notice of meetings, annual or special shall be given to each member entitled to vote, either personally or by sending a copy of the notice through the mail, postage pre-paid, or e-mail to his address appearing on the books of the Association or supplied by him to the Association for the purpose of notice. All such notices shall be sent to each member entitled thereto not less than ten (10) days nor more than sixty (60) days before each meeting, and shall specify the place, the day and the hour of such meeting, and in case of special meetings, the general nature of the business to be transacted. Removed from By Laws on March 19, 2022, Board of Directors in 2022: Allen Giannakopoulos, Roy Wilkinson, Bob Sanders, Phil Mayor, Sherry Nigteagle, Stephanie Morton, Charles Osburn.

ARTICLE V.: DIRECTORS Section 3 - Election and Term of Office: The directors shall be elected at each annual meeting of members as stated in Article IV, Section 2, but if any such annual meeting is not held, or if the directors are not elected thereat, the directors may be elected at any special meeting of members held for that purpose. All directors shall hold office for one year or until their respective successors are elected. Nominations for directors will be requested tow months before the annual meeting and the slate of candidates will be mailed to the membership no later than one month prior to the annual meeting. This procedure is to be carried out by the Board then in power. A quorum of 50% of the membership must be present or present by proxy to elect the Board. The seven candidates with the largest amount of votes will be elected as Board members. Removed from By Laws on March 19, 2022, Board of Directors in 2022: Allen Giannakopoulos, Roy Wilkinson, Bob Sanders, Phil Mayor, Sherry Nigteagle, Stephanie Morton, Charles Osburn.

ARTICLE V.: DIRECTORS Section 5 - Place of Meeting: All meetings of the Board of Directors shall be held at the principal office of the Association or at any other place or places within the County of Montezuma designated at any time by resolution of the Board or by written consent of all members of the Board. Board meetings may or may not be attended by the membership at the discretion of the Board. The Board must hold at least one meeting every tow months that the membership can attend. All voting done by the Board should be done at a meeting where the membership can attend. The exception to this would be in the case of an emergency meeting where the time for a decision is crucial. Removed from By Laws on March 19, 2022, Board of Directors in 2022: Allen Giannakopoulos, Roy Wilkinson, Bob Sanders, Phil Mayor, Sherry Nigteagle, Stephanie Morton, Charles Osburn.

ARTICLE V.: DIRECTORS Section 8 - Special Meeting - Notices: Special meetings of the Board of Directors for any purpose may be called at any time by the Chairman or by the President, or if any are unable tor refuse to set, by the Vice President, or by any two directors. Written notice of the time and place of special meetings shall be delivered personally to the directors or sent to each director by letter or by e-mail, postage or charges prepaid, addressed to him at his address as it is shown upon the records of the Association. Removed from By Laws on March 19, 2022, Board of Directors in 2022: Allen Giannakopoulos, Roy Wilkinson, Bob Sanders, Phil Mayor, Sherry Nigteagle, Stephanie Morton, Charles Osburn.