# FIRST AMENDED BYLAWS OF SUMMERLANE VILLAGE HOMEOWNERS ASSOCIATION, INC.

# ARTICLE I NAME AND LOCATION

The name of the corporation is SUMMERLANE VILLAGE HOMEOWNERS ASSOCIATION, INC., hereinafter referred to as the "Association." The principal office of the corporation shall be c/o Advance HOA Management, PO Box 370390, Denver, CO 80237, but meetings of members and directors may be held at such places within the State of Colorado as may from time to time be designated by the Board of Directors of the Association ("Board of Directors" or "Board").

### ARTICLE II PURPOSE

The purpose for which the Association is formed is to govern the Lots, exercise the rights, power and authority, and fulfill the duties of the Association, as provided in that certain Declaration of Covenants, Conditions and Restrictions Summerlane Village, and any amendments and supplements thereto, recorded or to be recorded in the office of the Clerk and Recorder of Jefferson County, Colorado ("Declaration") (terms which are defined in the Declaration shall have the same meanings herein unless otherwise defined), and those certain Articles of Incorporation of Summerlane Village Homeowners Association, Inc., and any amendments thereto, filed in the office of the Secretary of State of the State of Colorado, as amended ("Articles of Incorporation"). All present and future Owners, tenants, occupants, and any other Person who may use the Lots, the Common Elements, or any portion thereat or any facilities or appurtenances thereto or thereon, in any manner, shall be subject in all respects to the covenants, conditions, restrictions, reservations, easements, regulations, and all other terms and provisions set forth in the Declaration, Articles of Incorporation and these Bylaws. The mere acquisition, rental or occupancy of any Lot, or any portion thereof, shall signify that all terms and provisions of the Declaration, Articles of Incorporation and these Bylaws are accepted, ratified and shall be complied with.

## ARTICLE III MEETING OF MEMBERS

- Annual Meetings. A regular annual meeting of the Members shall be held each year on such date and time, and at such location, to be designated by the Board of Directors from time to time. At each annual meeting, the members shall elect directors to fill vacancies and conduct such other business as may properly come before the meeting.
- 2. <u>Special Meetings</u>. Special meetings of the Members may be called at any time by the President or by a majority of the Board of Directors or by Owners having at least twenty percent (20%) of the votes of the Association.

3. Notice of Meetings. Written notice of each meeting of the Members shall be given by, or at the direction of, the Secretary of the Association or Person authorized to call the meeting. Not less than ten (10) nor more than fifty (50) days in advance of such meeting, the Person giving such notice, as aforesaid, shall cause notice of the meeting to be hand delivered, sent prepaid by United States mail to the mailing address of each Lot or to any other mailing address designated in writing by the Owner, or via electronic mail if the owner has consented to receipt of notices by electronic mail. The notice of any meeting must state the time and place of the meeting and the items on the agenda, including the general nature of any proposed amendment to the Declaration or Bylaws, any budget changes, and any proposal to remove an officer or member of the Board of Directors.

#### 4. Quorum.

- a) With respect to matters affecting the Community as a whole and the General Common Elements which are required by the Declaration or the Act to be submitted to the vote of all the Owners, a quorum is deemed present throughout any meeting of the Association if Persons entitled to cast twenty percent (20%) of the votes, which may be cast for election of the Board of Directors, are present, in person or by proxy, at the beginning of the meeting.
- b) Unless otherwise specifically provided by the Declaration, the Articles of Incorporation, these Bylaws or by statute, all matters coming before a meeting of Members at which a proper quorum is in attendance, in person or by proxy, shall be decided by the vote of a majority of the votes validly cast at such meeting.

#### 5. Proxies.

- a) If only one of the multiple Owners of a Lot is present at a meeting of the Association, such Owner is entitled to cast the vote allocated to that Lot. If more than one of the multiple Owners is present, the vote allocated to that Lot may be cast only in accordance with the agreement of a majority in interest of the Owners, unless the Declaration expressly provides otherwise. There is majority agreement if any one of the multiple Owners casts the vote allocated to that Lot without protest being made promptly to the Person presiding over the meeting by any of the other Owners of the Lot.
- b) The vote allocated to a Lot may be cast pursuant to a proxy duly executed by an Owner. If a Lot is owned by more than one Person, any Owner of such Lot may register protest to the casting of a vote by any other Owner of such Lot through a duly executed proxy; but each Lot shall only have one vote allocated to it, as provided in the Declaration. An Owner may not revoke a proxy given pursuant to this Section except by actual notice of revocation to the Person presiding over a meeting of the Association.

A proxy is void if it is not dated or purports to be revocable without notice. A proxy terminates eleven (11) months after its date unless it provides otherwise.

6. <u>Security Interest Holders of First Security Interests.</u> Each Security Interest Holder of a First Security Interest shall have the right to designate a representative to attend all meetings of Members.

7. Voting by Mail. The Board may decide that voting of the Owners on any matter required or permitted by the statutes of the State of Colorado, the Declaration, the Articles of Incorporation or these Bylaws shall be by mail. In case of a vote by mail, the Secretary shall mail written notice to all Owners at the Owner's address as it appears in the records of the Association. The notice shall include: (a) a proposed written resolution or other action setting forth a description of the proposed action; (b) a statement that Owners are entitled to vote by mail for or against such proposal; and (c) a date at least thirty (30) days after the date such notice has been given on or before which all votes must be received at the office of the Association at the address designated in the notice. Voting by mail shall be acceptable in all instances in which the Declaration, the Articles of Incorporation or these Bylaws requiring the vote of Owners at a meeting.

## ARTICLE IV BOARD OF DIRECTORS - SELECTION - TERM OF OFFICE

- 1. <u>Number</u>. The affairs of this Association shall be managed by a Board of Directors of not less than three (3) directors nor more than seven (7) directors. Directors shall be Members which, in the case of corporate Members, may include the officers and directors of each such corporate Member. Owners, by a vote of sixty-seven percent (67%) of the Association votes cast by Persons present and entitled to vote at any meeting of the Owners at which a quorum is present, may vote to increase or decrease the number of directors to an amount not less than three (3) nor more than seven (7).
- 2. <u>Term of Office.</u> At each annual meeting, the Members shall elect the same number of directors as there are directors whose terms are expiring at the time of each election, for terms of two years.
- 3. Removal. The Owners, by a vote of sixty-seven percent (67%) of the Association votes cast by Persons present and entitled to vote at any meeting of the Owners at which a quorum is present, may remove any member of the Board of Directors with or without cause. In the event of death, resignation or removal of a director, his or her successor shall be selected by a majority of the remaining members of the Board of Directors, whether or not such remaining members constitute a quorum, and shall serve for the unexpired term of the director being replaced.
- Compensation. No director shall receive compensation for any service rendered to the Association.
  However, any director may be reimbursed for actual expenses incurred in the performance of the director's duties.
- 5. Action Taken Without a Meeting. The directors shall have the right to take any action in the absence of a meeting which they could take at a meeting by obtaining the written approval of all of the directors or as otherwise permitted by law. Any action so approved shall have the same effect as though taken at a meeting of the directors.

#### ARTICLE V NOMINATION AND ELECTION OF DIRECTORS

- 1. <u>Nomination</u>. Nomination for election to the Board of Directors may be made by the Board of Directors or by a nominating committee if such a committee is appointed, from time to time, by the Board of Directors. Nominations may also be made from the floor at any Member meeting.
- <u>Election</u>. Election to the Board of Directors shall be by secret written ballot. At such election the
  Members or their proxies may cast, in respect to each vacancy, as many votes as they are entitled to
  exercise under the provisions of the Declaration. The persons receiving the largest number of votes
  shall be elected. Cumulative voting is not permitted.

#### ARTICLE VI MEETINGS OF BOARD OF DIRECTORS

- 1. <u>Regular Meetings</u>. Regular meetings of the Board of Directors shall be held not less often than quarterly, without notice, at such place and hour as may be determined from time to time by the Board.
- 2. <u>Special Meetings</u>. Special meetings of the Board of Directors shall be held when called by the president of the Association, or by any two directors, after not less than three (3) days' notice to each director, which notice may be given by phone or other form of wire or wireless communication, by mail, by private carrier, or by electronic mail.
- 3. Quorum; Actions of Board of Directors. A quorum is deemed present throughout any meeting of the Board of Directors if persons entitled to cast fifty percent (50%) of the votes on the Board of Directors are present at the beginning of the meeting. Every act or decision done or made by a majority of the directors present at a duly held meeting at which a quorum is present shall be regarded as the act of the Board of Directors.
- 4. Meetings; Open Attendance; Executive Sessions. All regular and special meetings of the Board of Directors, or any committee thereof, shall be open to attendance by all Members or their representatives. Executive sessions may be held by the Board of Directors, subject to the express provisions set forth in C.R.S. 38-33.3-308 of the Act. No rule or regulation of the Board of Directors, or any committee thereof, shall be adopted during an executive session. A rule or regulation may be validly adopted only during a regular or special meeting or after the Board of Directors goes back into regular session following an executive session. The minutes of all meetings at which an executive session was held shall indicate that an executive session was held, and the general subject matter of the executive session.

### ARTICLE VII POWERS AND DUTIES OF THE BOARD OF DIRECTORS

- 1. Powers. The Board of Directors shall have power to:
  - a) adopt and publish rules and regulations governing the use of the Lots, the Common Elements. the Community, or any portion thereof, and any facilities thereon and the personal conduct of the members, their guests and other Persons thereon, and to establish penalties for the infraction thereof;
  - suspend the voting rights of a Member during any period in which such Member shall be in default in the payment of any assessment levied by the Association. Such rights may also be suspended after notice and hearing, for a period not to exceed sixty (60) days, for infraction of these Bylaws or published Association rules and regulations;
  - c) enter into, make, perform or enforce contracts, licenses, leases and agreements of every kind and description; provided, however, that the foregoing rights with respect to contracts and leases shall be subject to the express limitations, if any, contained in the Act;
  - d) provide for direct payment of assessments to the Association from Owner's checking, credit or other accounts;
  - e) exercise for the Association all powers, duties and authority vested in or delegated to the Association and not reserved to the membership by other provisions of these Bylaws, the Articles of Incorporation or the Declaration;
  - f) declare the office of a member of the Board of Directors to be vacant in the event such member shall be absent from two (2) regular meetings of the Board of Directors during any one year period; and
  - g) employ a manger, an independent contractor, or such other employees as they deem necessary, and prescribe their duties.
- 2. <u>Duties</u>. It shall be the duty of the Board of Directors to:
  - a) cause to be kept a complete record of all its acts and corporate affairs and present a statement thereof to the Members at the annual meeting of the members, or at any special meeting when such statement is requested in writing by Owners entitled to cast at least one-fourth (1/4) of the votes at such meeting;
  - b) supervise all officers, agents, and employees of the Association, and see that their duties are properly performed;
  - c) as more fully provided in the Declaration, to:
    - 1) determine the amount of the annual assessment against each Lot, from time to time, in accordance with the Association budget, and revise the amount of the annual assessment if such budget is rejected by the Owners; and

- 2) foreclose the lien against any Lot for which assessments are not paid within such time as may be determined by the Board of Directors from time to time, or bring an action at law against the Owner personally obligated to pay the same:
- d) issue, or cause an appropriate officer or authorized agent to issue, upon demand by any Person as provided in the Declaration, a certificate setting forth whether or not any assessment has been paid. A reasonable charge may be made by the Board for the issuance of these certificates;
- e) procure and maintain insurance, as more fully provided in the Declaration;
- f) provide for maintenance, repair and/or reconstruction of the Common Elements, other property, and Improvements, as more fully provided in the Declaration; and
- g) keep financial records sufficiently detailed to enable the Association to comply with the requirement that it prove statements of unpaid assessments.

Any of the aforesaid duties may be delegated by the Board of Directors to any other Person(s) or to the Association's managing agent.

3. <u>Limitation on Powers.</u> The Board of Directors may not act on behalf of the Association to amend the Declaration, to terminate this Community, or to elect members of the Board of Directors or determine the qualifications, powers and duties, or terms of office of members of the Board of Directors, but the Board may fill vacancies in its membership for the unexpired portion of any term.

## ARTICLE VIII RIGHTS OF THE ASSOCIATION

The Association may exercise any and all rights or privileges given to it under the Declaration, the Articles of Incorporation or these Bylaws, or as may otherwise be given to it by law, and every other right or privilege reasonably to be implied therefrom or reasonably necessary to effectuate any such right or privilege.

# ARTICLE IX OFFICERS AND THEIR DUTIES

- 1. <u>Enumeration of Offices</u>. The officers of this Association may be a president and vice-president, a secretary, a treasurer, and such other offices as the Board may from time to time by resolution create.
- 2. <u>Election of Officers</u>. The election of officers shall take place at the first meeting of the Board of Directors following each annual meeting of the Members.
- 3. <u>Term.</u> The officers of this Association shall be elected annually by the Board of Directors and each shall hold office for one (1) year unless the officer shall sooner resign, or shall be removed, or shall otherwise be disqualified to serve.
- 4. <u>Special Appointments</u>. The Board of Directors may elect such other officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Board may, from time to time, determine.
- 5. Resignation and Removal. Any officer may be removed from office, with or without cause, by the Board of Directors. Any officer may resign at any time by giving written notice to the Board of Directors, the president, or the secretary. Such resignation shall take effect on the date of receipt of such notice or at any later time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
- 6. <u>Vacancies</u>. A vacancy in any office may be filled by appointment by the Board of Directors. The officer appointed to such vacancy shall serve for the remainder of the term of the officer replaced.
- 7. <u>Multiple Offices</u>. The offices of president and secretary may not be held by the same person. However, any person may simultaneously hold two or more of any of the other offices subject to any applicable requirements or limitations contained in the Declaration, Articles of Incorporation, these Bylaws or law.
- 8. <u>Duties</u>. The duties of the officers, which are delegable to other persons or the managing agent, are as follows:
  - a) <u>President:</u> The president shall preside at all meetings of the Board of Directors and Members; shall see that orders and resolutions of the Board are carried out; shall sign all leases, mortgages, deeds and other written instruments; and shall cosign or authorize a designated agent to co-sign promissory notes and checks of the Association.
  - b) <u>Vice-President:</u> The vice-president shall act in the place and stead of the president in the event of the president's absence, inability, or refusal to act, and shall exercise and discharge such other duties as may be required of the vice-president by the Board of Directors.

- c) <u>Secretary:</u> The secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board of Directors and of the Members; shall keep the corporate seal of the Association and affix it on all papers requiring said seal; shall serve notice of meetings of the Board and of the Members; shall keep appropriate current records showing the names of the Members together with their addresses; shall prepare, execute, certify and record amendments to the Declaration on behalf of the Association; and shall perform such other duties as required by the Board.
- d) <u>Treasurer:</u> The treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors; shall sign or authorize a designated agent to sign promissory notes and checks of the Association; shall keep proper books of account; shall cause an annual compilation report of the Association books to be made by a Certified Public Accountant at the completion of each fiscal year or, at the option of the Board of Directors or as required by the Declaration, an annual review or audited financial statement may be required; and shall prepare an annual budget to be presented to the membership, and deliver a copy to the Members.
- e) Any officer of the Association may prepare, execute, certify and record amendments to the Declaration on behalf of the Association.

### ARTICLE X <u>DELEGATION OF AUTHORITY TO A MANAGING AGENT</u>

If the Board of Directors or officers of the Association delegate any of their powers of collection, deposit, transfer or disbursement of Association funds to other Persons or to a managing agent, then the following provisions shall be required:

- Fidelity Insurance or Fidelity Bonds. That the other Person or managing agent maintain fidelity insurance coverage or a fidelity bond in an amount of not less than Fifty Thousand and no/100 (\$50,000.00) or such higher amount as the Act or the Board of Directors may require from time to time.
- Separate Funds and Accounts. That the other Person or managing agent maintain all funds and
  accounts of the Association separate from the funds and accounts of other homeowners associations
  that are managed by such other Person or managing agent, and keep and maintain all reserve accounts
  of each such homeowners association so managed separate from operational accounts of the
  Association.
- 3. <u>Annual Accounting</u>. That an annual accounting of the Association funds and a financial statement be prepared and presented to the Association by the managing agent, a public accountant, or a certified public accountant.

#### ARTICLE XI COMMITTEES

The Association may appoint a nominating committee. In addition, the Board of Directors may appoint other committees as it deems appropriate from time to time in carrying out its purposes.

#### ARTICLE XII BOOKS AND RECORDS

The Association shall make available to Owners current copies of the Declaration, Articles of Incorporation, these Bylaws, the rules and regulations, books, records and financial statements of the Association. "Available" shall mean available for inspection, upon request, during normal weekday business hours or under other reasonable circumstances.

#### ARTICLE XIII CORPORATE SEAL

The Association shall have a seal in circular form and within its circumference the words: SUMMERLANE VILLAGE HOMEOWNERS ASSOCIATION, INC.

#### ARTICLE XIV AMENDMENTS

These Bylaws may be amended, at a regular or special meeting of the Members, by a vote of a majority of the votes of a quorum of Members present in person or by proxy.

### ARTICLE XV CONFLICTS OF PROVISIONS

In the case of any conflict between the Articles of Incorporation and these Bylaws, the Articles shall control; in the case of any conflict between the Declaration and these Bylaws, the Declaration shall control; and in the case of any conflict between the Articles of Incorporation and the Declaration, the Declaration shall control.

#### ARTICLE XVI FISCAL YEAR

The fiscal year of the Association shall begin on the first day of January and end on tile last day of December of every year, except that the first fiscal year shall begin on the date of incorporation.

IN WITNESS WHEREOF, we, being all of the directors of SUMMERLANE VILLAGE HOMEOWNERS ASSOCIATION, INC., have hereunto set our hands this 14th day of November, 2016.

I, the undersigned, do hereby certify:

That I am the duly elected and acting Secretary of SUMMERLANE VILLAGE HOMEOWNERS ASSOCIATION, INC., a Colorado non-profit corporation, and

That the foregoing Bylaws constitute the Amended Bylaws of said Association, as duly adopted by a majority of votes of members at a meeting with a quorum present in person or by proxy on the 14<sup>th</sup> day of November, 2016.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of said Association this 14<sup>th</sup> day of November, 2016.

Elizabeth Hofmann, Secretary