
BYLAWS OF
WESTPORT VILLAGE AT IRONGATE COMMUNITY ASSOCIATION

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**BYLAWS OF
WESTPORT VILLAGE AT IRONGATE COMMUNITY ASSOCIATION**

ARTICLE I. NAME AND LOCATION

1.1. **Name and Location.** The name of the corporation is Westport Village at Irongate Community Association, hereinafter referred to as the "Association." The principal office of the Association shall be located at the Project, or at such other place as may be designated by the Board.

1.2. **Common Interest Development Act.** The Project has been established under a general plan of improvement for the benefit of all the Condominium Units created pursuant to the Davis-Stirling Common Interest Development Act. As the Davis-Stirling Common Interest Development Act (the "Davis-Stirling Act"). (Civil Code Sections 4000 et seq.)

ARTICLE II. DEFINITIONS

2.1. **Incorporation.** The definitions contained in the Declaration are incorporated by reference herein.

2.2. **Declaration.** "Declaration" shall mean and refer to the Declaration of Covenants, Conditions and Restrictions for Westport Village at Irongate, a Condominium Development, applicable to the Project recorded in Alameda County and subsequent Declarations of Annexation and amendments thereto.

2.3. **Director.** "Director" shall mean a Person who has been duly elected or appointed to serve on the Board.

2.4. **Major Components.** "Major Components" shall mean those elements of the Project, including, without limitation, structural elements, machinery and equipment, that the Association is obligated to maintain as provided in Civil Code §§5300(b) and 5550.

2.5. **Managing Agent.** "Managing Agent" shall mean the professional manager or management company employed by the Association as authorized under Section 7.2.A.

ARTICLE III. MEETING OF MEMBERS AND VOTING

3.1. **Annual Meeting.** The first meeting of the Members, whether an annual or a special meeting, shall be held within one (1) year from the date of incorporation of the Association or within forty-five (45) days after the closing of the sale of the Condominium Unit in the Project which represents the fifty-first (51st) percentile interest authorized for sale under the first public report for the Project, whichever occurs first, but in no event later than six (6) months after the close of escrow on the sale of the first Condominium Unit in the Project. The next annual meeting shall be set by the Board so as to occur no later than ninety (90) days after the close of the Association's fiscal year. Subsequent annual meetings of the Members shall be held within thirty (30) days of the same day of the same month of each year thereafter at such time as the Board directs. If the day for the annual meeting of the Members is a legal holiday, the meeting will be held at the same hour on the first day following, which is not a legal holiday (excluding Saturday and Sunday).

3.2. **Special Meetings.** Special meetings of the Members shall be promptly scheduled at any time by the Board in response to the vote of a majority of the Board of Directors, or in response to a request by the President or Vice-President, or upon written request of the Members representing five percent (5%) of the total voting power of the Association. If the Association is the obligee under a bond or other arrangement to secure performance of the commitment of the Declarant to complete Common Area improvements which have not been completed prior to the close of escrow of the sale of the first Condominium Unit, and the provisions of Section 10.11 of the Declaration are applicable, a special meeting of Members may be called in accordance with the provisions of Section 10.11 of the Declaration, which provisions are incorporated by reference herein. If the Association is the obligee under a Bond or other arrangement to secure performance of the commitment of the Declarant to pay Assessments on Condominium Units owned by Declarant, and the Assessments are delinquent for thirty (30) days,

and the provisions of Section 10.12 of the Declaration are applicable, a special meeting of Members may be called in accordance with the provisions of Section 10.12 of the Declaration, which provisions are incorporated by reference herein.

3.3. Notice and Place of Meetings. Written notice of each meeting of the Members, annual or special, shall be given by, or at the direction of, the Secretary or the Project's manager, by personal delivery or mailing a copy of such notice, first-class mail, postage prepaid, or by electronic transmission to Members who have consented to receiving such electronic transmission in accordance with Civil Code §§ 4040, 4045, 4050 and 4055, at least ten (10) but not more than ninety (90) days before such meeting to all Members, addressed to the Member's address last appearing on the books of the Association, or supplied by such Member to the Association for the purpose of notice, and to each First Lender requesting notice. Such notice shall specify the place, day and hour of the meeting, the means of electronic transmission by and to the Association (California Corporations Code Sections 20 and 21) and, in the case of a special meeting, the purpose of the meeting. If action is proposed to be taken at any meeting for approval for any of the following proposals, the notice shall also state the general nature of the proposal. Member action on such items is invalid unless the notice or written waiver of notice states the general nature of the proposal(s): (a) removing a Director without cause; (b) filling vacancies in the Board of Directors by the Members; (c) amending the Articles of Incorporation, Bylaws or Declaration; (d) approving a contract or transaction in which a Director has a material financial interest; and (e) dissolving the Association. Member action on such items is invalid unless the notice of meeting or written waiver of notice states the general nature of the proposal(s). Meetings shall be held within the Project or at a meeting place within Alameda County, as close to the Project as possible.

3.4. Waiver of Notice. The transactions of any meeting of Members, however called and noticed or wherever held, shall be as valid as though taken at a meeting duly held after regular call and notice, if (a) a quorum is present, either in person or by proxy, and (b) either before or after the meeting, each of the persons entitled to vote, not present in person or by proxy, signs a written waiver of notice or consent to holding the meeting, or an approval of the minutes. The waiver of notice or consent need not specify the purpose of the meeting. Notice of a meeting shall also be deemed given to any person who attends the meeting without protesting before or at its commencement about the lack of adequate notice.

3.5. Quorum. The presence either in person or by proxy, at any meeting, of Members entitled to cast fifty-one percent (51%) of the total voting power of the Association (excluding the number of votes as to which voting rights are suspended at the time of the subject meeting), shall constitute a quorum for any action except as otherwise provided in the Declaration, or these Bylaws. If, however, such quorum shall not be present or represented at any meeting, a majority of the Members entitled to vote thereat shall have power to adjourn the meeting to a date not less than five (5) days and not more than thirty (30) days later, without notice other than announcement at the meeting, until a quorum as aforesaid shall be present or be represented.

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 withdrawal of enough Members to leave less than a quorum, provided that not less than twenty-five percent (25%) of the total voting power of the Association remains present in person and/or by proxy, and provided further that any action taken shall be approved by a majority of the Members required to constitute a quorum, and that the only matters that may be voted upon at said adjourned meeting are matters the general nature of which was noticed not less than ten (10) nor more than ninety (90) days before the date of the meeting to each Member entitled to vote at the meeting. If a time and place for the adjourned meeting is not fixed by those in attendance at the original meeting or if for any reason a new date is fixed for the adjourned meeting after adjournment, notice of the time and place of the adjourned meeting shall be given to Members in the manner prescribed for annual meetings.

Notwithstanding anything herein to the contrary, for purposes of obtaining membership approval of Special Assessments or increases in Regular Assessments as may be required by Section 4.3 of the Declaration, a "quorum" means the Members representing more than fifty percent (50%) of the total voting power of the Members of the Association. No quorum shall be required for any vote by the Members for election of Directors pursuant to Sections 5.1 and 5.2.

3.6. **Proxies.** At all meetings of Members, each Member may vote in person or by proxy. All proxies shall be in writing and filed with the Secretary before the appointed time of each meeting. Every proxy shall be revocable and shall automatically cease upon conveyance by the Member of his Condominium Unit, or upon receipt of written notice by the Secretary of the Board of the death or judicially declared incompetence of a Member prior to the counting of the vote, or upon the expiration of eleven (11) months from the date of the proxy. Any form of proxy distributed by any person to the membership of the Association shall afford the opportunity to specify a choice between approval and disapproval of each matter or group of matters to be acted upon. The proxy shall provide that, where the Member specifies a choice, the vote shall be cast in accordance with that choice. The proxy also shall identify the person or persons authorized to exercise the proxy and the length of time it will be valid. The proxy also shall identify the person or persons authorized to exercise the proxy and the length of time it will be valid. In addition, voting by proxy shall comply with any other applicable requirements of California Civil Code Sections 5100-5135 and California Corporations Code Sections 7514 and 7613.

3.7. **Membership and Voting.** The Association shall have two (2) classes of voting membership:

A. **Class A:** Class A Members shall be all Owners with the exception of the Declarant (as defined in the Declaration) and shall be entitled to one (1) vote for each Condominium Unit owned. When more than one (1) person holds an interest in any Condominium Unit, all such persons shall be Members. The vote for such Condominium Unit shall be exercised as they among themselves determine, but in no event shall more than one (1) vote be cast with respect to any Condominium Unit.

B. **Class B:** The Class B Member shall be the Declarant, whose voting rights shall be the same as for Class A memberships, except that Class B Member may triple its votes for each Condominium Unit owned. The Class B membership shall cease and be converted to Class A memberships upon the happening of either of the following events, whichever occurs earlier:

(1) on the second anniversary of the first conveyance of a Condominium Unit in the most recent phase of the Project; or

(2) on the fourth anniversary of the first conveyance of a Condominium Unit in the first phase of the Project.

During the time that there are two (2) outstanding classes of membership any action by the Association which must have the approval of the Members before being undertaken shall require the vote of a majority of a quorum of each class of membership, or written assent of a majority of each class of membership. Where the vote or written assent of each class of membership is required, any requirement that the vote of Declarant be excluded is not applicable, except as provided in the Declaration. After the conversion of Class B membership to Class A membership, any provision herein requiring the approval of Members other than Declarant, except as provided otherwise in the Declaration, shall mean the vote of a majority of a quorum, or written assent of a majority of the total voting power of the Association (including Declarant's vote(s)) and the vote of a majority of a quorum, or written assent of a majority of the total voting power of Members other than the Declarant.

Owners of Condominium Units in all Phases shall have the same voting rights. Voting rights shall not vest until Assessments have been levied against those Condominium Units by the Association. A "majority vote" means a majority of votes in the Project as a whole, not a majority of votes of Owners in each Phase.

3.8. **Eligibility to Vote:** Voting rights attributable to Condominium Units shall not vest until Assessments against those Condominium Units have been levied by the Association. Only Members in good standing shall be entitled to vote on any issue or matter presented to the Members for approval. In order to be in good standing, a Member must be current in the payment of all Assessments levied against the Member's Units and not subject to any suspension of voting privileges as a result of any disciplinary proceeding conducted in accordance with the Declaration. A Member's good standing shall be determined as of the record date established in accordance with Section 3.8. The Association shall not be obligated to conduct a hearing in order to suspend a Member's voting privileges on the basis of the nonpayment of Assessments, although a delinquent Member shall be entitled to request such a hearing. A Member shall maintain good standing if said standing has not been suspended by the provisions of these Bylaws and the

Member has maintained a current filing with the Association of the following: (i) the signature or signatures of the Owner(s) authorized to vote on behalf of the Member's Unit; and (ii) address where all notices shall be sent; or, alternatively, (iii) a proxy that names the Owner's representative and lists said representative's address.

3.9. Record Dates:

A. **Record Dates Established by the Board:** For the purpose of determining which Members are entitled to receive notice of any meeting, vote, act by written ballot without a meeting, or exercise any rights in respect to any other lawful action, the Board may fix, in advance, a "record date," and only Members of record on the date so fixed are entitled to receive notice, to vote, or to take action by written ballot or otherwise, as the case may be, notwithstanding any transfer of any membership on the books of the Association after the record date, except as otherwise provided in the Articles, by agreement, or in the California Nonprofit Mutual Benefit Corporation Law. The record dates established by the Board pursuant to this Section shall be as follows:

(1) **Record Date for Notice of Meetings:** In the case of determining those Members entitled to notice of a meeting, the record date shall be no more than ninety (90) nor less than ten (10) days before the date of the meeting;

(2) **Record Date for Voting:** In the case of determining those Members entitled to vote at a meeting, the record date shall be no more than sixty (60) days before the date of the meeting;

(3) **Record Date for Action by Written Ballot Without Meeting:** In the case of determining Members entitled to cast written ballots, the record date shall be no more than sixty (60) days before the day on which the first written ballot is mailed or solicited; and

(4) **Record Date for Other Lawful Action:** In the case of determining Members entitled to exercise any rights in respect to other lawful action, the record date shall be no more than sixty (60) days prior to the date of such other action.

B. **Failure of Board to Fix a Record Date:** If the Board, for any reason, fails to establish a record date, the following rules shall apply:

(1) **Record Date for Notice of Meetings:** The record date for determining those Members entitled to receive notice of a meeting of Members shall be the business day preceding the day on which notice is given, or, if notice is waived, the business day preceding the day on which the meeting is held.

(2) **Record Date for Voting:** The record date for determining those Members entitled to vote at a meeting of Members shall be the day of the meeting, or in the case of an adjourned meeting, the day of the adjourned meeting.

(3) **Record Date for Action by Written Ballot Without Meeting:** The record date for determining those Members entitled to vote by written ballot on proposed Association actions without a meeting, when no prior action by the Board has been taken, shall be the day on which the first written ballot is mailed or solicited. When prior action of the Board has been taken, it shall be the day on which the Board adopts the resolution relating to that action.

(4) **Record Date for Other Lawful Action:** The record date for determining those Members entitled to exercise any rights in respect to any other lawful action shall be no more than sixty (60) days prior to the date of such other action.

(5) **"Record Date" Means as of Close of Business:** For purposes of this Section 3.9, a person holding a membership as of the close of business on the record date shall be deemed the Member of record.

3.10. **Action Without Meeting By Ballot.** Any action that may be taken at any annual or special meeting of Members (except the election of Directors) may be taken without a meeting if a written ballot is distributed to every Member entitled to vote. Any form of written ballot distributed by any person to the membership of the Association shall set forth the proposed action, provide the opportunity to specify approval or disapproval of any proposal, and provide a reasonable time within which to return the ballot. Approval by written ballot shall be valid only when the number of votes cast by ballot within the time specified equals or exceeds the quorum required to be present at a meeting authorizing the action and the number of approvals equals or exceeds the number of votes that would be required to approve at a meeting as provided in California Corporations Code § 7513.

3.11. **Conduct of Meetings:** Meetings of the membership of the Association shall be conducted in accordance with a recognized system of parliamentary procedure or such parliamentary procedures as the Association may adopt. Notwithstanding any other provision of law, notice of meetings of the Members shall specify those matters the Board intends to present for action by the Members, but, except as otherwise provided by law, any proper matter may be presented at the meeting for action. Members of the Association shall have access to Association records in accordance with Article 3 (commencing with Section 8330) of Chapter 13 of Part 3 of Title 1 of the California Corporations Code. Any Member shall be permitted to speak at a meeting of the Association Members; however, the Board of Directors may establish a reasonable time limit for Members to speak before a meeting of the Association Members.

3.12. **Conduct of Elections:** The Association shall adopt Election Rules in accordance with California Civil Code Sections 5100-5135, as provided in Section 5.2 of these Bylaws and shall hold elections for Directors as set forth in Article V and said Election Rules.

ARTICLE IV. BOARD OF DIRECTORS; SELECTION; TERM OF OFFICE

4.1. **General.** The activities and affairs of this Association shall be administered and overseen by, and the powers of the Association exercised under the direction of, a Board of Directors. The Board may delegate the management activities of the Association to any management company, to a managing agent, or committee, provided, however, that the activities and affairs of the Association shall be directed, overseen and managed, and the corporate powers exercised, under the ultimate direction of the Board.

4.2. **Number.** The affairs of this Association shall initially be managed by a Board of three (3) Directors, all of whom must be Members of the Association, or an officer, Director, employee or agent of a Member, including Declarant. The initial Directors shall be designated and appointed by the sole incorporator of the Association and shall hold office until the first meeting of the Members as described in Section 3.1 and until their successors are elected. Until Phase 4 is annexed, Declarant with Class B will elect 2 Directors and the Members other than Declarant will elect one Director. After the annexation of Phase 4 of the Project, at the time of the next annual meeting of the Association, the Association shall have (5) Directors all of whom must be Members of the Association, or an officer, Director, employee or agent of a Member, including Declarant. As long as Declarant holds Class B voting rights, the Declarant shall appoint three (3) of such Directors, each for terms of two (2) years, from the date of the meeting and the Members other than Declarant shall elect two (2) Directors as provided in Article V. After Class B voting rights expire, all five (5) Directors shall be elected by the Members in accordance with Article V.

4.3. **Term of Office.** Except as provided in Section 4.2, the term of office for each Director shall be one year. Unless vacated sooner, each Director shall hold office until the Director's term expires and a successor is elected.

4.4. **Removal; Vacancies.** Any or all Directors may be removed if such removal is approved by the vote of a majority of the votes represented and voting at a duly held meeting at which a quorum is present (which affirmative votes also constitute a majority of the required quorum) or written ballot in conformity with California Corporations Code § 7513. A Director who was elected solely by the votes of Members other than Declarant may be removed from office prior to the expiration of his term only by the votes of a majority of Members other than Declarant. In the event of death or resignation of a Director, the vacancy shall be filled by approval of the Board at a duly held meeting, or by the sole remaining Director. The successor Director shall serve the unexpired term of his predecessor. The Members may elect a Director at any time to fill any vacancy not filled by the Directors. A vacancy created by removal of a Director can be filled only by election of the Members. A Director who was elected solely by the votes of the Declarant may only be removed from office prior to the expiration of his term only by the votes of the Declarant, so long as Declarant continues to own unsold Condominium Units. A Director who was elected solely by the votes of the Declarant may only be replaced by the votes of the Declarant.

4.5. **Compensation.** No Director shall receive compensation for any service rendered to the Association. However, any Director may be reimbursed for his actual expenses, if reasonable, that are incurred in the performance of his duties.

4.6. **Indemnification of Officers and Directors and Corporate Agents.** The Association shall indemnify any present or former Director, officer, employee or other agent of the Association to the fullest extent authorized under California Corporations Code § 7237, or any successor statute, including, but not limited to, indemnification for claims for personal injury and/or property damage claims arising from either passive and/or active negligence, and may advance to any such person funds to pay expenses that may be incurred in defending any action or proceeding on receipt of an undertaking by or on behalf of such person to repay such amount unless it is ultimately determined that such person was entitled to indemnification under this provision.

ARTICLE V. NOMINATION AND ELECTION OF DIRECTORS

5.1. **Nomination and Election of Directors.** Elections of Members of the Board of Directors shall be held by secret ballot in accordance with the procedures set forth in California Civil Code Sections 5100-5135. The Board or a nominating committee established by the Board may propose the nomination of any Member as a candidate. If appointed, the nominating committee shall consist of a Chairman, who shall be a Member of the Board, and two (2) or more Members, and the nominating committee shall be appointed not less than ninety (90) days prior to the annual meeting, to serve until the close of such annual meeting. No less than sixty (60) days before a scheduled election to the Board of Directors, nominations for election to the Board of Directors shall be made by a nominating committee appointed by the Board. The Board shall send a written notice of all Persons nominated to all Members not less than thirty (30) days before the scheduled election. Any Member shall submit nominations for such election in accordance with the Election Rules. The nominating committee shall make as many nominations for election to the Board as it shall in its discretion determine, but not less than the number of vacancies that are to be filled. The Board or the nominating committee shall notify each Member of the pending election before ballots are distributed. Any Member may nominate any other Member or may nominate himself or herself as a candidate by sending written notice to the Board. Notices to the Members of the election shall include the names of all those who are nominees at the time the notices are sent. Only Members who are in good standing as described in Sections 3.7 and 3.8 may be candidates for election to the Board.

5.2. **Rules and Procedures for Elections.** The Board shall adopt rules and procedures for the conduct of elections ("Election Rules"). The rules and procedures shall comply with all of the requirements of California Civil Code Sections 5100-5135, as amended from time to time. All candidates shall have reasonable opportunity to communicate their qualifications to Members and to solicit votes in accordance with the provision of Civil Code Section 5105 and the Association's Election Rules adopted in accordance with Civil Code Section 5105.

A. The first election of the Board shall be conducted by written ballot at least thirty (30) days before the first meeting of the Association to be held pursuant to Section 3.1 of these Bylaws. 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. All Members shall be entitled to cumulate their votes for one (1) or more candidates for the Board, if the candidate's name has been placed in nomination prior to voting, and if a Member has given notice at the meeting prior to the voting of his intention to cumulate votes. Notwithstanding the foregoing, during the period of time that Class B voting still exists, the Declarant shall be entitled to elect a majority of the Directors, meaning 2 out of the 3 Directors; and the other Director shall be elected solely by the votes of Owners other than the Declarant. The ballots and envelopes sent to the Class A Members shall instruct the Class A Members to vote for the number of Directors which they are entitled to elect. The ballots and envelopes sent to the Declarant shall instruct the Declarant to vote for the number of Directors which the Declarant is entitled to elect. The collected ballots shall be segregated between ballots cast by Declarant, and ballots cast by other Members. The ballots received from other Members shall be counted first, and the person(s) receiving the greatest number of votes from such Members shall be elected to the Board. The votes of Declarant shall then be counted and the persons receiving the greatest number of votes shall be elected to the remaining positions on the Board.

B. If at any election of Directors the number of candidates nominated on the date set for close of nominations for open seats equals the number of Director seats then up for election, then the Inspector of Election may declare that the nominees have been elected by acclamation and dispense with the requirement and the expense of mailing, counting and tabulating the ballots cast for the election, and such election by acclamation shall be deemed to satisfy the

obligations and requirements of Civil Code Sections 5100-5135, and secret ballots shall not be required in that situation.

ARTICLE VI. MEETINGS OF DIRECTORS

6.1. **Regular Meetings.** Regular meetings of the Board of Directors shall be held at least quarterly at such place within the Project, at such hour as may be fixed from time to time by resolution of the Board. If a larger meeting room is required than exists within the Project, the Board shall select a room as close as possible to the Project. Should said meeting fall upon a legal holiday, then that meeting shall be held at the same time on the next day which is not a legal holiday, excluding Saturday and Sunday.

A. **Notice of Regular Board Meetings:** Notice of the time and place of meetings of the Board shall be posted at a prominent place within the Common Area or may be given, by mail or delivery to each Condominium Unit in the Project or by newsletter, or by electronic transmission (to a Member who has consented to electronic receipt) pursuant to the requirements of California Civil Code Section 4920, or similar means of communication as permitted by the California Corporations Code, and shall be communicated to Directors and Members not less than four (4) days prior to the meeting, except for an emergency meeting (for which notice is not required) or an executive session meeting (for which a two (2) day notice is required). The notice shall contain the agenda for the meeting. Notice of any meeting need not be given to any Director who has signed a waiver of notice or a written consent to holding of the meeting. If the Common Area consists only of an easement or is otherwise unsuitable for posting of such notice, the Board shall communicate the notice of the time and place of such meeting by any means it deems appropriate.

B. **Items on Agenda.**

(1) Except as described in subparagraphs (2) to (4), inclusive, below, the Board of Directors of the Association may not discuss or take action on any item at a non-emergency meeting unless the item was placed on the agenda included in the notice that was posted and distributed pursuant to Section 6.1.A. This subdivision does not prohibit an Owner who is not a Member of the Board from speaking on issues not on the agenda.

(2) Notwithstanding subparagraph (1), above, a Member of the Board of Directors, a Managing Agent or other agent of the Board of Directors, or a Member of the staff of the Board of Directors, may do any of the following:

(A) Briefly respond to statements made or questions posed by a person speaking at a meeting as described in Section 6.5.

(B) Ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities, whether in response to questions posed by a Member of the Association or based upon his or her own initiative.

(3) Notwithstanding subparagraph (1), above, the Board of Directors or a Member of the Board of Directors, subject to rules or procedures of the Board of Directors, may do any of the following:

(A) Provide a reference to, or provide other resources for factual information to, its Managing Agent or other agents or staff.

(B) Request its Managing Agent or other agents or staff to report back to the Board of Directors at a subsequent meeting concerning any matter, or take action to direct its Managing Agent or other agents or staff to place a matter of business on a future agenda.

(C) Direct its Managing Agent or other agents or staff to perform administrative tasks that are necessary to carry out this subdivision.

(4)

(A) Notwithstanding subparagraph (1), above, the Board of Directors may take action on any item of business not appearing on the agenda posted and distributed pursuant to Section 6.1.A under any of the following conditions:

(i) Upon a determination made by a majority of the Board of Directors present at the meeting that an emergency situation exists. An emergency situation exists if there are circumstances that could not have been reasonably foreseen by the Board, that require immediate attention and possible action by the Board, and that, of necessity, make it impracticable to provide notice.

(ii) Upon a determination made by the Board by a vote of two-thirds (2/3rds) of the Members present at the meeting, or, if less than two-thirds (2/3rds) of total membership of the Board is present at the meeting, by a unanimous vote of the Members present, that there is a need to take immediate action and that the need for action came to the attention of the Board after the agenda was posted and distributed pursuant to Section 6.1.A or Section 6.2.

(iii) The item appeared on an agenda that was posted and distributed pursuant to Section 6.1.A or Section 6.2 for a prior meeting of the Board of Directors that occurred not more than thirty (30) calendar days before the date that action is taken on the item and, at the prior meeting, action on the item was continued to the meeting at which the action is taken.

(B) Before discussing any item pursuant to this paragraph, the Board of Directors shall openly identify the item to the Members in attendance at the meeting.

6.2. Special Meetings of the Board. Special meetings of the Board of Directors shall be held when called by written notice signed by the President, Vice President or Secretary of the Association, or by any two (2) Directors. The notice shall specify the time and place of the meeting and the nature of any special business to be considered, and shall contain the agenda for the meeting. The notice shall be given to each Director by one (1) of the following methods: (a) by personal delivery; (b) written notice by first-class mail, postage prepaid; (c) by telephone communication, either directly to the Director or to a person at the Director's office who would reasonably be expected to communicate such notice promptly to the Director; or (d) by telegram, facsimile or electronic mail, pursuant to the requirements of California Corporations Code Section 7211 (electronic transmissions by the Association to a Member, officer or Director, are not authorized unless consent to the transmission has been preceded by or includes a clear written statement to the recipient as to: (a) any right of the recipient to have the record provided or made available on paper or in non-electronic form; and, (b) whether the consent applies only to that transmission, to specified categories of communications, or to all communications from the Association, and, in addition, the procedures the recipient must use to withdraw consent are included). Such notice shall be posted or communicated in a manner prescribed for notice of regular meetings and shall be sent to all Directors not less than four (4) days prior to the scheduled time of the meeting. All Members shall be given notice of the time and place of a special meeting, except for an emergency meeting, at least four days prior to the meeting. Notice of the special meeting may be given by posting the notice in a prominent place or places within the Common Area, and by mail to any Member who had requested notification of Board meetings, at the address requested by the Member. Notice may also be given, by mail or delivery of the notice to each Unit in the Project or by newsletter or similar means of communication and shall be communicated to Directors and Members not less than four (4) days prior to the meeting. Notices sent by first-class mail shall be deposited into a United States mailbox at least six (6) days before the time set for the meeting.

6.3. Emergency Meetings. An emergency meeting of the Board of Directors may be called by the President, or by any two (2) Directors other than the President, if there are circumstances that could not have been reasonably foreseen which require immediate attention and possible action by the Board, and which of necessity make it impracticable to provide the notices required by Sections 6.1 or 6.2. Notice to Members of an emergency meeting is not required. When such an emergency meeting is held, the minutes shall reflect the circumstances that could not have been reasonably foreseen which require immediate attention and possible action by the Board. Electronic transmissions (e-mail) may be used to conduct an emergency meeting, if all

Directors consent in writing to the use of electronic transmissions to conduct the emergency meeting, and the written consents are filed with the minutes of the meeting.

6.4. **Quorum.** A majority of the Directors then in office (but not less than two (2)) shall constitute a quorum for the transaction of business. Every act performed or decision made by a majority of the Directors present at a duly held meeting at which a quorum is present shall be regarded as an act of the Board. A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of Directors, provided at least two (2) Directors are present, if any action taken is approved by a majority of the required quorum for that meeting.

6.5. **Open Meetings.** Except as provided in Sections 6.6 and 6.7, all meetings of the Board shall be open to all Members, but Members other than Directors may not participate in any discussion or deliberation unless expressly so authorized by a majority of a quorum of the Board. However, the Board shall establish a reasonable time limit for all Members of the Association to speak to the Board of Directors at any meeting of the Board of Directors, and permit any Member of the Association to speak at any meeting of the Board of Directors within such time limit.

6.6. **Executive Session.** The Board may, with proper notice, call an executive session meeting, or, with approval of a majority of Directors present at a meeting in which a quorum for the transaction of business has been established, adjourn a meeting and reconvene in executive session to discuss and vote upon litigation, matters relating to the formation of contracts with third parties, Member discipline, personnel matters, or to meet with a Member, upon the Member's request, regarding the Member's payment of assessments, as specified in California Civil Code Section 5665. Any matter discussed in executive session shall be generally noted in the minutes of the immediately following meeting that is open to the entire membership. The Board shall meet in executive session, if requested by a Member who may be subject to a fine, penalty, or other form of discipline, and the Member affected shall be entitled to attend the executive session. The Board may hold an executive session emergency meeting if circumstances require, as authorized by Section 6.3. Except for an emergency meeting, Members shall be given notice of the time and place of an executive session meeting at least two (2) days prior to the meeting.

6.7. **Telephone/Videoconference Meetings.** A meeting of the Board may be held by conference telephone or electronic video screen, so long as all of the following apply:

A. A teleconference, where a sufficient number of directors to establish a quorum of the Board, in different locations, are connected by electronic means, through audio or video, or both. A teleconference meeting shall be conducted in a manner that protects the rights of Members of the Association and otherwise complies with the requirements of the Davis-Stirling Act.

B. Except for a meeting that will be held solely in executive session, the notice of the teleconference meeting shall identify at least one physical location so that Members of the association may attend, and at least one Director shall be present at that location.

C. Participation by Directors in a teleconference meeting constitutes presence at that meeting as long as all Directors participating are able to hear one another, as well as Members of the Association speaking on matters before the Board.

D. Each Director participating in the meeting can hear one another and can hear Members of the Association speaking on matters before the Board.

E. Each Director is provided the means of participating in all matters before the Board, including, without limitation, the capacity to propose, or to interpose an objection to a specific action to be taken by the corporation;

F. The Board adopts and implements some means of verifying all of the following:

(1) A person participating in the meeting is a Director or other person entitled to participate in the Board meeting;

(2) All actions of, or votes by, the Board are taken or cast only by the Directors and not by persons who are not Directors;

(3) A majority of Directors, in different locations, are connected by electronic means through audio and/or video, or both;

- (4) The meeting shall be audible to the Members in a location specified in the notice of the meeting;
- (5) All participating in the meeting are able to hear one another.

Arrangements shall be made to enable any Member who desires to listen to the telephone/electronic meeting of the Board, to be able to do so. The minutes of the meeting shall state that those participating in the meeting were recognized to be Directors or other persons authorized to participate in the meeting. An explanation of the action taken shall be posted at a prominent place within the Common Area within three (3) days after the meeting. If the Common Area consists of an easement or is otherwise unsuitable for posting the explanation of the action taken, the Board shall communicate said explanation by any means it deems appropriate.

6.8. Notice of Adjourned Meeting. Notice of the time and place of holding an adjourned meeting need not be given, unless the meeting is adjourned for more than twenty-four (24) hours, in which case personal notice of the time and place shall be given before the time of the adjourned meeting to the Directors who were not present at the time of the adjournment, and shall be posted at a prominent place within the Common Area. If the Common Area consists only of an easement or is otherwise unsuitable for posting of such notice, the Board shall communicate the notice of the time and place of such meeting by any means it deems appropriate.

6.9. No Action Without a Meeting. The Board shall not take any action on any item of business (action within the authority of the Board) outside of a meeting.

6.10. Definition of Meeting. "Board Meeting" means either of the following:

A. A congregation, at the same time and place, of a sufficient number of Directors to establish a quorum of the Board, to hear, discuss, or deliberate upon any item of business that is within the authority of the Board; or,

B. A teleconference in compliance with Section 6.7.

6.11. Availability and Distribution of Minutes: The minutes, or minutes proposed for adoption that are marked to include draft status, or a summary of minutes of any meeting of the Board, other than an executive session, shall be available to Members within thirty (30) days after the meeting to be delivered by mail or by electronic transmission to each Owner who consents to obtaining such information by such electronic transmission. The minutes, proposed minutes or summary shall be distributed to any Member on request and upon reimbursement of the Association's costs in making that distribution.

ARTICLE VII. POWERS AND DUTIES OF THE BOARD OF DIRECTORS

7.1. Duties. The Board of Directors shall undertake and fulfill the following duties:

A. **Adopt Policies:** The Board shall adopt policies of the Association which shall consist of such resolutions adopted by the Board of Directors that fulfill the purposes of the Association. Said policies will serve the membership and management as the statement of the specific objectives and purposes for which the Association exists.

B. **Oversight and Review of Administration of Association Affairs.** The Board shall review and direct the officers and Managing Agent of the Association to assure that the policies of the Association are being accomplished in a reasonable and prudent manner and that the requirements for operation of the Project as set forth in the Governing Documents and the laws applicable to the Project are fulfilled to the extent reasonable and appropriate.

C. **Supervision:** The Board shall supervise all officers, agents and employees of the Association to see that their duties are properly performed.

7.2. Powers. The Board of Directors shall have power to:

A. **Manager:** Employ a Managing Agent as provided in the Declaration.

B. **Adoption of Rules:** Adopt Rules in accordance with the Declaration.

C. **Assessments, Liens and Fines:** Levy and collect Assessments and impose fines as provided in Article IV of the Declaration. If the Association adopts or has adopted a policy imposing any monetary penalty, including any fee, on any Association Member for a violation of the governing documents or rules of the Association, including any monetary penalty relating to the activities of a Member or Occupant of a Unit, the Board shall adopt and distribute to each Member, by personal delivery or first-class mail, a schedule of the monetary penalties that may be assessed for those violations, which shall be in accordance with authorization for Member discipline contained in the governing documents. The Board shall not be required to distribute any additional schedules of monetary penalties unless there are changes from the schedule that was adopted and distributed to the Members pursuant to this Section.

C. **Enforcement (Notice and Hearing):** Enforce these Bylaws and/or the Declaration. When the Board is to hold a hearing to consider or impose discipline upon a Member, the Board shall notify the Member in writing, by either personal delivery or first-class mail, at least ten (10) days prior to the hearing. The notification shall contain, at a minimum, the date, time, and place of the hearing, the nature of the alleged violation for which a Member may be disciplined, and a statement that the Member has a right to attend and may address the Board at the hearing. The Board shall meet in executive session if requested by the Member being disciplined. If the Board imposes discipline on a Member (other than suspension of voting rights for non-payment of Assessments) the Board shall provide the Member a written notification of the disciplinary action, by either personal delivery or first-class mail, within fifteen (15) days following the action. A disciplinary action shall not be effective against a Member unless the Board fulfills the requirements of this Section.

D. Under no circumstances may the Association cause a forfeiture or abridgement of an Owner's right to the full use and enjoyment of the Owner's Unit on account of the failure of the Owner to comply with the provisions of the Declaration, Articles, Bylaws or Rules, except by judgment of a court or decision of an arbitrator, or on account of a foreclosure or a sale under power of sale for failure of the Owner to pay Special Assessments or Regular Assessments due or levied by the Association.

E. **Contracts:** Contract for goods and/or services in accordance with the Declaration, and Section 7.3.A of these Bylaws.

F. **Delegation:** Delegate its authority and powers to officers or employees of the Association or to a Managing Agent employed by the Association. The Board may not delegate the authority: (i) to make expenditures for capital additions or improvements chargeable against the reserve funds; (ii) to conduct hearings concerning compliance by an Owner or Occupant with the Declaration or Rules and regulations promulgated by the Board; (iii) to make a decision to levy monetary fines, impose Special Assessments against individual Condominium Units, temporarily suspend an Owner's rights as a Member of the Association or otherwise impose discipline following any such hearing; (iv) to make a decision to levy annual or Special Assessments; or (v) to make a decision to bring suit, record a claim of lien, or institute foreclosure proceedings for default in payment of Assessments. Any delegation shall be revocable by the Board at any time. The Members of the Board, individually or collectively, shall not be liable for any omission or improper exercise by the Managing Agent of any such duty, power or function so delegated by written instrument executed by a majority of the Board.

G. **Appointment of Trustee:** Appoint a trustee to enforce Assessment Liens by power of sale as provided in the Declaration and in California Civil Code §5710.

H. **Other Powers:** In addition to any other power contained herein, the Association may exercise the powers granted to a nonprofit mutual benefit corporation as enumerated in California Corporations Code § 7140.

7.3. **Prohibited Acts.** The Board shall not take any of the following actions, except with the vote at a meeting of the Association, or by written ballot without a meeting pursuant to California Corporations Code § 7513, of a simple majority of the Members other than Declarant.

A. Entering into a contract with a third person wherein the third person will furnish goods or services for the Common Area or the Association for a term longer than one (1)

year or, notwithstanding the term, where the amount to be paid to the vendor including, without limitation, amounts to be paid under contingent fee contracts, may reasonably be expected to exceed the sum of \$5,000 or five percent (5%) of the budgeted gross expenses of the Association for the fiscal year in which the contract is signed, whichever is less, and the contract is other than for the maintenance, repair, replacement or reconstruction of one or more elements of the Common Area, with the following exceptions:

(1) a management contract, the terms of which have been approved by the Federal Housing Administration or Veterans Administration (if either has jurisdiction over the Project) or by the Bureau of Real Estate during the period the Bureau of Real Estate has jurisdiction over the sale of the Project pursuant to a public report;

(2) a contract with a public utility company if the rates charged for the materials or services are regulated by the Public Utilities Commission; provided, however, that the term of the contract shall not exceed the shortest term for which the supplier will contract at the regulated rate;

(3) prepaid casualty and/or liability insurance policies of not to exceed three (3) years' duration, provided that the policy permits short rate cancellation by the insured;

(4) lease agreements for laundry room fixtures and equipment of not to exceed five (5) years' duration, provided that the lessor under the agreement is not an entity in which the Declarant has a direct or indirect ownership interest of ten percent (10%) or more;

(5) agreements for cable television services and equipment or satellite dish television services and equipment of not to exceed five (5) years' duration, provided that the supplier is not an entity in which the Declarant has a direct or indirect ownership interest of ten percent (10%) or more;

(6) agreements for sale or lease of burglar alarm and fire alarm equipment, installation and services of not to exceed five (5) years' duration, provided that the supplier or suppliers are not entities in which the Declarant has a direct or indirect ownership interest of ten percent (10%) or more;

(7) a contract for a term not to exceed three (3) years that is terminable by the Association after no longer than one (1) year without cause, penalty, or other obligation upon ninety (90) days written notice of termination to the other party; and

(8) agreements for electronic communications services and equipment not to exceed five (5) years duration provided that the supplier is not an entity in which the Declarant has a direct or indirect ownership interest of ten percent (10%) or more.

B. Incurring aggregate expenditures for capital improvements to the Common Area in any fiscal year in excess of five percent (5%) of the budgeted gross expenses of the Association for that fiscal year;

C. Selling during any fiscal year property of the Association having an aggregate fair market value greater than five percent (5%) of the budgeted gross expenses of the Association for that fiscal year;

D. Paying compensation to Members of the Board or to the officers of the Association for services performed in the conduct of the Association's business; provided, however, that the Board may cause a Member or officer to be reimbursed for the actual expenses, if reasonable, that are incurred in the performance of his duties.

ARTICLE VIII. ASSOCIATION DUTIES AND RESPONSIBILITIES

8.1. **Association Duties:** The Association shall, as provided in these Bylaws, or as the Board may otherwise direct through its Managing Agent, undertake the following duties and responsibilities:

A. **Maintenance:** Perform the inspection and maintenance described in the Declaration;

B. **Insurance:** Maintain insurance as required by the Declaration. The Association shall prepare and distribute annually to its Members the summaries of the Association's insurance policies as required by California Civil Code §5300(b)(9).

C. **Discharge of Liens:** Discharge by payment, if necessary, any lien against the Common Area and assess the cost thereof to the Member or Members responsible for the existence of the lien (after notice and hearing as required by these Bylaws);

D. **Assessments:** Fix, levy, collect and enforce Assessments as set forth in Article IV of the Declaration;

E. **Expenses and Obligations:** Pay all expenses and obligations incurred by the Association in the conduct of its business including, without limitation, all licenses, taxes, or governmental charges levied or imposed against the property of the Association;

F. **Enforcement:** Enforce these Bylaws and the Declaration;

G. **Records:** Cause to be kept a complete record of all its acts and affairs and to present a statement thereof to the Members at the annual meeting of the Members, regular meeting, or at any special meeting when such statement is requested in writing by one-fourth (1/4) of the Members; keep adequate and correct books and records of account, minutes of proceedings of its Members, Board and committees, and a record of its Members giving their names and addresses and classes of membership;

H. **Contracts:** Contract for goods and/or services in accordance with the Declaration; and,

I. **Financial Requirements:** Comply with the Financial Requirements set forth in Article XII of these Bylaws.

ARTICLE IX. OFFICERS AND THEIR DUTIES

9.1. **Enumeration of Officers.** The officers of this Association shall be a President and Vice President, who shall at all times be Members of the Board of Directors, a Secretary, and a Chief Financial Officer, and such other officers as the Board may from time to time by resolution create.

9.2. **Election of Officers.** The election of officers shall take place at the first meeting of the Board of Directors following each annual meeting of the Members.

9.3. **Term.** Each officer of this Association shall be appointed annually by the Board and each shall hold office for one (1) year unless he or she sooner resigns, or is removed, or is found by the Board to be disqualified to serve.

9.4. **Special Appointments.** The Board 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.

9.5. **Resignation and Removal.** Any officer may be removed from office (but not from the Board, if the officer is also a Board Member) by the Board with or without cause. Any officer may resign at any time by giving written notice to the Board, 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.

9.6. **Vacancies.** A vacancy in any office may be filled by appointment by the Board. The officer appointed to such vacancy shall serve for the remainder of the term of the officer he replaces.

9.7. **Duties.** The duties of the officers are as follows:

A. **President.** The President shall preside at all meetings of the Board of Directors; shall see that orders and resolutions of the Board are communicated to the Association officers and Managing Agent (if any) and carried out; shall sign all leases, mortgages, deeds and other written instruments and shall sign all promissory notes. The President shall have the general powers and duties of management usually vested in the office of the President of a California

nonprofit mutual benefit corporation, and shall have such powers and duties as may be prescribed by the Board or by these Bylaws.

B. Vice President. The Vice President shall act in the place and stead of the President in the event of his absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required by the Board.

C. Secretary. The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the Members; serve notice of meetings of the Board and of the Members; keep appropriate current records showing the Members of the Association together with the addresses, and shall perform such other duties as required by the Board.

D. Chief Financial Officer. The Chief Financial Officer 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 all promissory notes of the Association; shall keep proper books of account; shall prepare and shall distribute budgets and financial statements to each Member as required under these Bylaws, and by applicable laws.

ARTICLE X. COMMITTEES

10.1. Architectural and Nominating Committees. An Architectural Control Committee may be appointed as provided in the Declaration and a Nominating Committee, as provided in Section 5.1 of these Bylaws.

10.2. Other Committees. In addition, the Board of Directors shall appoint other committees as deemed appropriate in carrying out its purpose.

10.3. Limitations on Committees. No committee, regardless of Board resolution, may: (a) take any final action on matters which, under the Nonprofit Corporation Law of California, also requires Members' approval; (b) fill vacancies on the Board of Directors or in any committee; (c) amend or repeal Bylaws or adopt new Bylaws; (d) amend or repeal any resolution of the Board of Directors; (e) appoint any other committees of the Board of Directors or the Members of those committees; (f) approve any transaction to which the Association is a party and in which one (1) or more Directors have a material financial interest.

10.4. Purpose of Committees. The purpose of all committees shall be to assist the Board of Directors in the development of policies and to assist in the oversight and assessment of the Association policies. No committee shall be assigned, delegated or chartered in any manner which would authorize them to take final action in the name of the Association. No committee, officer of a committee or Member of the committee shall take any action that is assigned to the Office of the President or other Officers of the Association. All committees shall report to the Board and shall serve at the pleasure of the Board. Committees of the Board shall not have authority to direct contractors, agents or Officers of the Association.

ARTICLE XI. BOOKS AND RECORDS

11.1. Inspection by Members. Association Records and Enhanced Association Records as defined in California Civil Code Section 5200 shall be made available for inspection and copying by any Member of the Association, or by his duly designated representative in accordance with the provisions of California Civil Code Sections 5200-5240.

11.2. Rules for Inspection. The Board shall establish reasonable rules for inspection and copying of Association records in accordance with California Civil Code Sections 5200-5240.

11.3. Inspection by Directors. Every Director shall have the absolute right at any reasonable time to inspect all books, records and documents of the Association and the physical properties owned or controlled by the Association. The right of inspection by a Director includes the right to make extracts and copies of documents, at the expense of the Association.

11.4. **Documents Provided by Association:** Upon written request, the Association, through the Managing Agent, or if there is no Managing Agent, through the Secretary, shall, within ten (10) days of the mailing or delivery of such request, provide the Owner of a Unit with a copy of all of the documents required by Civil Code section 4525, including, without limitation, the Governing Documents of the Project, a copy of the most recent budget and statements of the Association distributed pursuant to Section 12.1 together with a true statement in writing from an authorized representative of the Association as to the amount of the Association's current regular and Special Assessments and fees, as well as any Assessments levied upon the Owner's interest which are unpaid on the date of the statement, including late charges, interest, and costs of collection which, as of the date of the statement, are or may be made a lien upon the Owner's Condominium. The Board may impose a fee for providing the foregoing which may not exceed the reasonable cost to prepare and reproduce the requested documents. Documents required to be made available may be maintained in electronic form, and may be posted on the Association's internet web site. The requesting party shall have the option of receiving the documents by electronic transmission if the Association maintains the documents in electronic form. Additional fees shall not be charged by the Association for the electronic delivery of the documents requested. Upon receipt of a written request, the Association shall provide a written or electronic estimate of the fees that will be assessed for providing the requested documents. Cancellation fees and refund of fees shall be in compliance with Civil Code section 4530, as amended from time to time.

11.5. **Exception to Inspection and Copying Requirements:** The inspection and copying requirements of this Article XI shall not apply so long as the separate interest Units are being offered for sale under the authority of a Public Report issued by the Bureau of Real Estate so long as the Declarant or employees of the Declarant, or persons receiving direct or indirect compensation from the Declarant comprise a majority of the Board of Directors.

ARTICLE XII. FINANCIAL AND REPORTING REQUIREMENTS

12.1. **Budgets, Financial Statements and Reports.** The Association shall cause to be prepared and distributed budgets, financial statements, and reports to each Member as required by the Davis-Stirling Common Interest Development Act and the California Corporations Code Sections applicable to Common Interest Development Associations.

12.2. **Reserve Studies.** At least every three years the Board shall cause a study of the reserve account requirements of the Project to be conducted, including a reasonably competent and diligent visual inspection of the accessible areas of the Major Components which the Association is obligated to repair, replace, restore or maintain, if the current replacement value of said Major Components is equal to or greater than one-half of the gross budget of the Association, excluding the Association's reserve account for that period. The Board shall review this study, or cause it to be reviewed, annually and shall consider and implement necessary adjustments to the Board's analysis of the reserve account requirements as a result of that review. Refer to Civil Code Sections 5550 and 5560. The study required by this Section shall comply with the current requirements of the Davis-Stirling Common Interest Development Act.

12.3. **Reserve Account Withdrawal Restrictions:** At least two (2) signatures shall be required for the withdrawal of monies from the Association's reserve accounts, signatures shall be those of two (2) Directors or one (1) Director and one (1) officer who is not a Director.

12.4. **Review of Financial Records:** The Board shall review on at least a quarterly basis a current reconciliation of the Association's operating and reserve accounts, the current year's actual reserve revenues and expenses compared to the current year's budget, and an income and expense statement for the Association's operating and reserve accounts. In addition, the Board shall review the latest account statements prepared by the financial institutions where the Association has its operating and reserve accounts. For purposes herein, "reserve accounts" shall mean (a) monies that the Association's Board has identified for use to defray the future repair or replacement of, or additions to, those Major Components which the Association is obligated to maintain; and (b) funds received and not yet expended or disposed of from either a compensatory damage award or settlement to the Association from any person or entity for injuries to property, real or personal, arising from construction or design defects, which funds shall be separately itemized from the funds described in subsection (a) hereof.

ARTICLE XIII. MISCELLANEOUS

13.1. **Amendments.** Prior to close of escrow on the sale of the first Condominium Unit, Declarant may amend these Bylaws (provided any amendment constituting a material change shall require the approval of the Bureau of Real Estate). After sale of the first Condominium Unit, these Bylaws may be amended, only by the affirmative vote (in person or by proxy) or written consent of Members representing a majority of a quorum of the Association which majority includes a majority of the votes or written consents of Members other than Declarant. Where the two (2) class voting structure is still in effect, the vote shall be of a majority of a quorum of each class of Members. However, the percentage of voting power necessary to amend a specific Section or provision shall not be less than the prescribed percentage of affirmative votes required for action to be taken under that Section.

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

13.3. **Fiscal Year.** Unless the Board directs otherwise, the fiscal year of the Association shall begin on the first (1st) day of January and end on the thirty-first (31st) day of December of every year, except that the first fiscal year shall begin on the date of incorporation.

13.4. **Determination to Initiate Construction Claims Under Title 7 (Part 2, Division 2) of the California Civil Code:** The Declarant shall have no control over the Association's ability to decide whether or not to initiate a construction defect claim under Title 7 (Part 2, Division 2) of the California Civil Code. During the period from the incorporation of the Association and the first election of the Board of Directors, any decision whether or not to initiate a construction defect claim under Title 7 shall be made by vote of a majority of the Members, excluding the vote of Declarant, which vote may be either at a duly held meeting of the Members, or may be by written ballot. During the period between the first closing of an escrow within the Project, and the election of a Board, at least two Members of which were elected solely by votes of Members other than Declarant, the Board shall take any action concerning construction defect claims under Title 7 (including, if necessary, the allocation of Association funds) as requested by a majority of the Members other than Declarant. Upon the election of a Board of Directors, which results in there being at least two (2) Directors elected solely by votes of Members other than Declarant (Non-Declarant Directors), any decisions made thereafter by the Association about whether or not to initiate a construction defect claim under Title 7 shall be made by the two (2) Non-Declarant Directors, or in the event that there are three (3) or more Non-Declarant Directors serving on the Board, by a majority of the Non-Declarant Directors; provided, further that any determination by such Non-Declarant Directors to initiate a construction defect claim under Title 7 must be ratified by a vote of a majority of the Members, excluding the vote of Declarant. The provisions of this Section 13.4 may be amended only with the vote or written consent of a majority of the Members, excluding the vote of Declarant.

13.5. **Electronic Communications.** Electronic transmissions may be used to communicate with Members who have provided an unrevoked consent to the use of such means of transmission for communications. [See Civil Code § 4055]

13.6. **Automatic Updates.** In the event any of the California Code sections referred to in these Bylaws should be updated or revised, the reference to that Code section contained in this document should automatically refer to and mean the updated and revised Code sections.

13.7. Lender Notices.

A. **Notice of Action:** Upon written request to the Association, identifying the name and address of the Eligible Mortgage Holder or Eligible Insurer or Guarantor as defined in the Declaration, and the Condominium number or address, such Eligible Mortgage Holder or Eligible Insurer or Guarantor will be entitled to timely written notice of:

(1) Any condemnation loss or any casualty loss that affects either a material portion of the Project or any Condominium on which there is a First Mortgage held, insured, or guaranteed by such Eligible Mortgage Holder or Eligible Insurer or Guarantor, as applicable;

(2) any default in performance of obligations under the Governing Documents or delinquency in the payment of Assessments or charges owed by an Owner of a Condominium subject to a First Mortgage held, insured or guaranteed by such Eligible Mortgage Holder or Eligible Insurer or Guarantor, which remains uncured for a period of sixty (60) days;

(3) any lapse, cancellation or material modification of any insurance policy or fidelity bond maintained by the Association; and,

(4) any proposed action which would require the consent of a specified percentage of Eligible Mortgage Holders.

The Association shall discharge its obligation to notify Eligible Mortgage Holders or Eligible Insurers or Guarantors by sending written notices required by this Declaration to such parties, at the address given on the current request for notice, in the manner prescribed by Section 10.9 of the Declaration. The provisions of this Section 13.7 cannot be amended without compliance with Section 10.5 of the Declaration.

CERTIFICATE

I, the undersigned, as the Sole Incorporator of the Westport Village at Irongate Community Association, a California nonprofit mutual benefit corporation, hereby certify that the foregoing Bylaws were adopted as the Bylaws of the Association on October 8, 2015, and that the same do now constitute the Bylaws of the Association.

This Certificate is executed under penalty of perjury on October 8, 2015, in Redondo Beach, California.



David Van Atta
Sole Incorporator