

BYLAWS

OF

11811 KIOWA HOMEOWNERS ASSOCIATION

ARTICLE I

Definitions

All terms as used in these Bylaws shall, unless stated otherwise, be defined as set forth in that certain Declaration of Covenants, Conditions and Restrictions Establishing a Plan of Condominium Ownership applicable to the condominium development commonly known as 11811 Kiowa Condominiums and situated in the County of Los Angeles, California, and any amendments thereto (the "Declaration"). All of the terms and provisions of the Declaration, and any amendments thereto, are hereby incorporated herein by reference.

ARTICLE II

Office

The principal office for the transaction of the business of the Association is hereby fixed and located within the Project, or as close thereto as practicable in the County of Los Angeles, State of California. The Board is hereby granted full power and authority to change said principal office from one location to another within said County.

ARTICLE III

Members

Section 1 - Membership

Each person or entity who is an Owner shall be a Member as provided in the Declaration. Members may not otherwise be admitted. The provisions of these Bylaws, which are binding upon all Members, are not exclusive, as Members shall also be subject to the terms and provisions of the

Articles, the Declaration and Association Rules.

Section 2 - Termination of Membership

Membership in the Association shall automatically terminate when such Member no longer holds an interest in a condominium entitling him to such membership.

Section 3 - Voting Rights

The Association shall have the classes of voting membership and the Members shall have the same voting rights as are set forth in the Declaration.

Section 4 - Membership Certificates

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

Section 5 - Plural Memberships

A Member may own more than one (1) membership in the Association by complying with the qualifications of membership as to more than (1) condominium as set forth in Section 1 of this Article.

Section 6 - Assessments

The Members shall be jointly, severally and personally liable for payment of such Assessments as may from time to time be fixed and levied by the Board pursuant to the provisions of the Declaration and these Bylaws.

Section 7 - Enforcement of Payment of Assessments

Should any Member fail to pay his Assessments, the Association, in the discretion of the Board, shall have the right to enforce payment of such Assessments pursuant to the Declaration.

Section 8 - Association Rules; Enforcement

The following provisions shall govern the promulgation of the Association Rules authorized by the Declaration which shall include the establishment of a system of fines and penalties:

(a) The Board in its discretion shall adopt such rules and regulations as are consistent with and in furtherance of existing law, the Declaration, the Articles and these Bylaws. Such rules and regulations shall take effect as the Association Rules.

(b) The Board in its discretion shall adopt a list of specific fines and penalties for the violation by any Member of the provisions of the Declaration, the Articles, these Bylaws and the Association Rules, including suspension of voting and other rights of Members, including any monetary penalty relating to the activities of a guest or invitee of a Member; provided, however, no such violation shall entitle the Board or the Association to cause a forfeiture or abridgment of a Member's rights to full use and enjoyment of his or her condominium, including all necessary access thereto. Such fines and penalties shall be binding on all Members and may be enforceable by the Board as a Special Assessment. Such remedy shall not be deemed to be exclusive and the Board shall have such other remedies as are provided for by applicable law, the Declaration, the Articles, these Bylaws and the Association Rules. The schedule of specific fines and penalties that may be assessed against a Member, including any monetary penalty relating to the activities of a guest or invitee of a Member, shall be adopted and distributed to each Member, by personal delivery or first-class mail in accordance with the foregoing authorization. The Board shall not be required to distribute any additional schedules of specific fines and penalties unless there are changes from the schedule that was adopted and distributed to Members pursuant to this Section.

(c) Any Association Rules promulgated pursuant to this Section shall provide that no fine or penalty shall be imposed or levied without the following procedural safeguards:

(i) When the Board is to meet to consider or impose discipline upon a

Member, the Board shall notify the Member in writing, by either personal delivery or first class mail addressed to such Member at his last address as shown on the Association's records, at least ten (10) days prior to the meeting. The notification shall contain, at a minimum, the date, time and place of the meeting (which date shall not be less than fifteen (15) days after the date of delivery or mailing of such statement), 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 meeting. The Board shall meet in a executive session if requested by the Member being disciplined;

(ii) The Board shall hear the charges and evaluate the evidence of the alleged violation;

(iii) At such meeting the Member so charged shall have the right to be heard by the presentation of oral or written evidence and to confront and cross-examine adverse witnesses; and

(iv) Within fifteen (15) days after the conclusion of such hearing, the Board shall notify the Member so charged by personal delivery or first class mail of its decision, which notice shall specify the fines or penalties to be imposed or levied, if any, and the reasons therefor, and which notice shall state that such fines or penalties shall become effective on a date certain which shall not be less than fifteen (15) days after the date on which such notice is mailed to such Member. A disciplinary action shall not be effective against a Member unless the Board fulfills the requirements of this Subsection (c).

(d) In the event that a Member shall correct an alleged violation prior to the hearing date, the Board shall discontinue the proceedings.

ARTICLE IV

Meetings of Members

Section 1 - Place of Meeting

All meetings of Members shall be held at the principal office of the Association, or at such other place as may be fixed from time to time by resolution of the Board as close thereto as shall be reasonably possible. Unless unusual conditions exist, Members' meetings shall not be held outside said County.

Section 2 - Organizational and Annual Meetings

There shall be an organizational meeting held as soon as possible following incorporation of the Association. Subsequent to the organizational meeting, the first annual meeting of the Members shall be held within forty-five (45) days after sales of fifty-one percent (51%) of the Condominiums authorized for sale under the first Public Report for the Project have closed escrow, provided that Public Report authorizes the sale of fifty (50) Condominiums or more in the Project. However, but in no event shall the meeting be held later than six (6) months after the first sale of a Condominium has closed escrow without regard to the number of Condominiums authorized for sale in the first Public Report. Each subsequent regular annual meeting of the Members shall be held on the same day of each year thereafter. If the day for the annual meeting of the Members is a legal holiday, the meeting shall be held on the first day following which is not a legal holiday. The Board shall fix the hour for the holding of regular annual meetings.

Section 3 - Special Meetings

(a) **Authorized Persons Who May Request.** A special meeting of the Members shall be promptly scheduled by the Board in response to the request by any of the following: the Board, the Chairman of the Board, if any, or the President. A special meeting of the Members shall also be promptly scheduled by the Board in response to a written request signed by at least five

percent (5%) of the Members.

(b) **Requesting Meeting by Members.** If a special meeting is requested by Members other than the President, the request shall be submitted by such Members in writing, specifying the general nature of the business proposed to be transacted, and shall be delivered personally or sent by registered mail or by telegraphic or other facsimile transmission to the Chairman of the Board, the President, any Vice-President, or the Secretary of the Association. The officer receiving the request shall cause notice to be promptly given to the Members entitled to vote, in accordance with the provisions of Sections hereof entitled "Notice of Members' Meetings" and "Quorum" of this Article entitled "Meetings of Members" that a meeting will be held, and the date for such meeting, which date shall be not less than thirty-five (35) days nor more than ninety (90) days following the receipt of the request. If the notice is not given within the twenty (20) days after receipt of the request, the persons requesting the meeting may give the notice. Nothing contained in this subsection shall be construed as limiting, fixing or affecting the time when a meeting of Members may be held when the meeting is requested by action of the Board or by an officer, as aforesaid.

Section 4 - Notice of Members' Meetings

(a) **General Notice Contents.** All notices of meetings of Members both special and annual, shall be sent or otherwise given in accordance with this Section not less than ten (10) days nor more than ninety (90) days before the date of the meeting. The notice shall specify the place, date and hour of the meeting and the matters the Board intends to present for action by the Members. Except as otherwise provided by law, any proper matter may be presented at the meeting for action.

(b) **Notice of Certain Agenda Items.** If action is proposed to be taken at any

meeting for approval of 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):

- (i) Removing a director without cause;
- (ii) Filling vacancies on the Board by the Members;
- (iii) Amending the Articles; and
- (iv) Approving a contract or transaction in which a director has a material financial interest.

(c) **Manner of Giving Notice.** Notice of any meeting of Members, both annual and special, shall be given either personally or by first-class mail, telegraphic or other written communication, charges prepaid, addressed to each Member either at the address of that Member appearing on the books of the Association or the address given by the Member to the Association for the purpose of notice. If no address appears on the Association's books and no other address has been given, notice shall be deemed to have been given if either (i) notice is sent to that Member by first-class mail or telegraphic or other written communication to the Association's principal office, or (ii) notice is published at least once in a newspaper of general circulation in said County where the principal office of the Association is located. Notice shall be deemed to have been given at the time when delivered personally or deposited in the mail or sent by telegram or other means of written communication.

(d) **Affidavit of Mailing Notice.** An affidavit of the mailing or other means of giving any notice of any Members' meeting may be executed by the Secretary, Assistant Secretary, or any other party giving the notice, and, if so executed, shall be filed and maintained in the minute book of the Association.

(e) **Notice Generally.** Notwithstanding any other provision of law, or of these Bylaws or the Declaration, 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.

Section 5 - Quorum

(a) **Percentage Required.** More than fifty percent (50%) of the voting power, represented in person or by proxy, shall constitute a quorum at all meetings of Members. If a quorum is present, the affirmative vote of a majority of the total voting power of the Association (and not such percentage of those Members at the meeting) shall be the act of the Members unless the vote of a greater number or voting by classes is required by the Articles, the Declaration or these Bylaws.

(b) **Loss of Quorum.** the Members present at a duly called or duly held meeting at which a quorum is present may continue to transact business until adjournment, notwithstanding the withdrawal of enough Members to leave less than a quorum, if any action taken (other than adjournment) is approved by at least a majority of the total voting power of the Association or the vote of a greater number or voting by classes is required by the Articles, the Declaration or these Bylaws.

Section 6 - Adjourned Meetings

Any Members' meeting, annual or special, whether or not a quorum is present, may be adjourned from time to time by the vote of the majority of the Members represented at the meeting, either in person or by proxy; provided, however, an adjournment for lack of a quorum shall be to a time not less than five (5) days nor more than thirty (30) days from the time the original meeting was called. If after adjournment a new date is fixed for the adjourned meeting, notice of the time and

place of such adjourned meeting shall be given to Members in the manner prescribed for the giving of notice of annual and special meetings of Members. In the absence of a quorum, no other business may be transacted at that meeting, except as provided in the Section entitled "Quorum" of this Article entitled "Meetings of Members."

Section 7 - Action by Written Consent of Members

(a) **General.** Other than the election of directors, any action which may be taken at any annual or special meeting of Members may be taken without a meeting if the Association distributes a written ballot to every Member entitled to vote on the matter. Each ballot shall state: (a) the proposed action, (b) an opportunity to specify approval or disapproval of any proposal, (c) confirmation that, if the member specifies a choice, the vote shall be cast in accordance with that Member's choice, (d) the time by which the ballot must be received by the Association in order to be counted, (e) the number of responses needed to meet the quorum requirements, and (f) the percentage of approvals necessary to approve the proposed action.

(b) **Valid Approval.** Approval by written ballot pursuant to this Section shall be valid only when the number of votes cast by ballot within the time period specified in the ballots equals or exceeds the quorum required to be present at a meeting authorizing the action, and the number of votes cast by ballot equals or exceeds the number of votes (including votes by classes) that would be required to approve the action at a meeting at which the total number of votes cast was the same as the number of votes cast by ballot.

(c) **Transmittal of Ballots.** Ballots shall be delivered personally or by mail or other means of written communication addressed to a Member at the address of such Member appearing in the books of the Association or given by the Member to the Association for purpose of notice; or, if no such address appears or is given, at the place where the principal office of the Association is

located or by publication at least once in a newspaper of general circulation in the County in which the principal office is located. An affidavit of transmittal in accordance with the provisions of this subsection, executed by the Secretary or Assistant Secretary, shall be prima facie evidence of the effective transmittal of ballots.

(d) **Form of Ballots.** Each ballot shall state: (i) the proposed action, (ii) and the opportunity to specify approval or disapproval of any proposal, (iii) confirmation that, if the Member specifies a choice, the vote shall be cast in accordance with that Member's choice, (iv) the time by which the ballot must be received by the Association in order to be counted, (v) the number of responses needed to meet the quorum requirement, and (vi) the percentage of approvals necessary to approve the proposed action.

Section 8 - Proxies

(a) **Right of Members.** Every person entitled to vote shall have the right to do so either in person or by one or more agents identified in and authorized to exercise the proxy by a written proxy, signed by the persons and filed with the Secretary of the Association. The proxy shall also identify the length of time it will be valid. A proxy shall be deemed signed if the Member's name is placed on the proxy (whether by manual signature, typewriting, telegraphic transmission or otherwise) by the Member or the Member's attorney-in-fact. 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, except it shall not be mandatory that a candidate for election to the Board be named in the proxy. The proxy shall provide that, where the Member specifies a choice, the vote should be cast in accordance with that choice. The proxy shall also identify the person who is authorized to exercise the proxy and the length of time it will be valid. Any proxy or written ballot that is distributed to ten (10) or more members

shall satisfy the requirements of Corporations Code Section 7514(a) if the Association has one hundred (100) or more members.

(b) **Revocability.** A validly executed proxy that does not state that it is irrevocable shall continue in full force and effect unless (i) revoked by the Member executing it before the vote cast pursuant to that proxy, by a writing delivered to the Association stating that the proxy is revoked, by a subsequent proxy executed by such Member or by personal attendance and voting at a meeting by such Member, or (ii) written notice of the death or incapacity of the maker of the proxy is received by the Association before the vote pursuant to that proxy is counted; provided, however, that no proxy shall be valid after the expiration of eleven (11) months from the date of the proxy unless otherwise provided in the proxy. The revocability of a proxy that states on its face that it is irrevocable shall be governed by the provisions of the California Nonprofit Corporation Law.

(c) **Form of Solicited Proxies.** In any election of directors, any form of proxy that is marked by a Member "withhold", or otherwise marked in a manner indicating that the authority to vote for the election of directors is withheld, shall not be voted either for or against the election of a director. Failure to comply with this subparagraph shall not invalidate any election of directors held, but may be the basis for challenging the proxy at a meeting.

(d) **Effect of Member's Death.** A proxy is not revoked by the death or incapacity of the maker unless, before the vote is counted, written notice of the death or incapacity is received by the Association.

Section 9 - Order of Business

- (a) roll call;
- (b) proof of notice of meeting or waiver of notice;
- (c) reading of minutes of preceding meeting;

- (d) reports of Board and officers;
- (e) election of directors, if any are to be elected;
- (f) unfinished business; and
- (g) new business.

Section 10 - Parliamentary Procedure

All questions of parliamentary procedure shall be decided in accordance with Roberts Rules of Order or such parliamentary procedures as the Association may otherwise adopt.

Section 11 - Rule Change

A Special Meeting of the Members to reverse a rule change adopted by the Board shall be subject to the provisions of Civil Code Sections 1357.120 and 1357.140.

ARTICLE V

Directors

Section 1 - Powers

In addition to the powers and duties of the Board as set forth in the Declaration, the Articles, or elsewhere in these Bylaws, and subject to limitations of the Articles, the Declaration or these Bylaws, and of the California Nonprofit Corporation Law as to action to be authorized or approved by the Members, all corporate powers shall be exercised by, or under the authority of, and the business and affairs of the Association shall be controlled by the Board. Without prejudice to such general powers but subject to the same limitations, the Board is vested with and shall have the following powers:

- (a) To select, appoint and remove all officers, agents and employees of the Association, to prescribe such powers and duties for them as may be consistent with the law, with the Articles, the Declaration and/or these Bylaws, to fix the compensation of agents and employees and

to require from them security for faithful service when deemed advisable by the Board;

(b) To conduct, manage and control the affairs and business of the Association, and to enforce such rules and regulations therefor consistent with law, with the Articles, the Declaration and/or these Bylaws, as the Board may deem necessary or advisable;

(c) To fix, determine and name from time to time, if necessary or advisable, the nonprofit corporation, city or public agency which is then or thereafter organized or operated for purposes similar to the purposes of this Association to which the assets of this Association shall be distributed upon liquidation or dissolution according to the Articles, which assets so distributed shall be those remaining after satisfaction of all just debts and obligations of the Association and after distribution of all property held or acquired by the Association under the terms of a specific trust or trusts; and

(d) To adopt and use a corporate seal.

Section 2 - Number and Qualification of Directors

The Board shall consist of the number of initial directors named in the Articles until changed by amendment of these Bylaws, fixing or changing such number, but in no event shall the authorized number of directors be less than three (3). A person may serve as a director without being a Member.

Section 3 - Election and Term of Office

Until the holding of the first annual meeting of the Members referred to in the Article of these Bylaws entitled "Meetings of Members", the Board shall consist of those directors who constituted the first directors of the Association. The directors shall be elected at each annual meeting of Members for concurrent annual terms, but if any such annual meeting is not held, or if the directors are not elected thereat, the directors may be elected for concurrent annual terms at any special

meeting of Members held for that purpose. All directors shall hold office until their respective successors are elected.

Section 4 - Cumulative Voting

Voting for directors shall be by secret written ballot. Cumulative voting in the election of directors shall be required for all elections in which more than two (2) directors are to be elected. If cumulative voting is required, every Member entitled to vote for any election of directors shall have the right to cumulate his votes and give one (1) candidate a number of votes equal to the number of directors to be elected, multiplied by the number of votes to which he is entitled, or to distribute his votes on the same principle among as many candidates as he shall think fit. The candidates receiving the highest number of votes up to the number of directors to be elected shall be elected. In connection with the foregoing, the Board shall (i) cause at least one (1) Member to give notice at the meeting and before the voting of such Member's intention to cumulate his votes, and (ii) shall cause all candidates' names to be placed in nomination before the voting.

Section 5 - Special Voting Rights

The Members excluding Declarant shall be entitled to elect one (1) director under the circumstances set forth in the Declaration. Notwithstanding the provisions of the Section of this Article entitled "Removal of Directors," any director so elected may not be removed without the vote or assent of a majority of the voting power of the Members excluding Declarant.

Section 6 - Election Committee

An Election Committee shall be appointed annually by the Board to make rules for and supervise nominations, voting procedures, voting requirements and the orderly and fair election of directors. The Election Committee shall consist of a Chairman, who shall be a member of the Board, and two (2) or more persons who shall be Members; provided, however, so long as any Class B

membership is outstanding, the Board may appoint persons who are not Members to the Election Committee. The Election 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. Such nominations shall be made at a time so as to permit the Secretary or other persons giving notice of such meeting to Members to include a list of such nominations therewith. Nominations to serve on the Board may also be made from the floor at any meeting of the Members at which directors are elected.

Section 7 - Removal of Directors

At any special meeting of the Members notice of which has been properly given as provided in these Bylaws, the entire Board or any individual director may be removed from office as hereinafter set forth, provided that the same notice of said special meeting has also been given to the entire Board or any individual director whose removal is to be considered at such special meeting. The entire Board or any individual director may be removed from office by a majority of the affirmative votes cast in the voting on any motion or resolution for removal. However, unless the entire Board is removed by the vote of Members, an individual director shall not be removed prior to the expiration of his term if the number of votes cast against his removal would be sufficient to elect the director if voted cumulatively at an election at which the same total number of votes were cast and the entire number of directors authorized at the time of the most recent election of directors were then being elected. Upon any such motion or resolution for removal, every Member may cumulate his vote or votes, as the case may be, in the same manner as provided for the election of directors in these Bylaws. In the event that any or all directors are so removed, new directors shall be elected at the same meeting. Notwithstanding the foregoing, a director elected pursuant to the special voting rights set forth in the Declaration may only be removed by the vote of a majority of the voting rights held

by Members other than Declarant.

Section 8 - Vacancies

A vacancy or vacancies on the Board shall be deemed to exist in case of the death, resignation or removal of any director, or in the case of a declaration of the Board of a vacancy by reason of a director having been declared of unsound mind by an order of court or convicted of a felony or having been found by final order or judgment by any court to have breached a duty under Sections 7230 and following of the California Nonprofit Corporation Law or any similar statutory section then in effect. If the Members shall increase the authorized number of directors but shall fail to elect additional directors as provided for at the meeting at which such increase is authorized, or at an adjournment thereof, or in case the Members fail to at anytime elect the full number of the authorized directors, a vacancy or vacancies shall also be deemed to exist. Vacancies on the Board created other than by removal may be filled by a vote of a majority of the remaining directors, though less than a quorum, and each director so elected shall hold office until his successor is elected at an annual meeting of Members or at a special meeting called for that purpose. Vacancies on the Board created by removal may only be filled by the vote of Members. The Members may at any time elect a director to fill any vacancy which the remaining directors are permitted to fill and have not filled, and may elect the additional directors at the meeting at which an amendment of the Articles or Bylaws is voted authorizing an increase in the number of directors. If any director tenders his resignation to the Board, the Board shall have power to elect a successor to take office at such time as the resignation shall become effective. No reduction of the number of directors shall have the effect of removing any director prior to the expiration of his term of office. Notwithstanding the foregoing, a vacancy caused by the death, resignation or removal of any director elected pursuant to the special voting rights of Members, excluding Declarant, set forth in the Declaration may only be

filled by vote of a majority of the voting rights held by Members, excluding Declarant.

Section 9 - Place of Meetings

All meetings of the Board shall be held at a place within the Project designated by the Board. The meeting place shall ordinarily be within the Project itself unless in the judgment of the Board a larger meeting room is required than exists within the Project, in which case, the meeting place selected shall be as close as possible to the Project.

Section 10 - Organization Meeting

Immediately following each annual meeting of the Members, the Board shall hold a regular meeting for the purpose of organization, election of officers and the transaction of other business. Notice of such meeting is hereby dispensed with.

Section 11 - Other Regular Meetings

Other regular meetings of the Board may be fixed from time to time by resolution of the Board; provided, however, should said day fall upon a legal holiday, then the meeting which otherwise would be held on said day shall be held at the same time on the next day thereafter ensuing which is not a legal holiday. Notice of the time and place of any regular meeting shall be posted at a prominent and accessible place or places within the Common Area and shall be communicated to the directors not less than four (4) days prior to the meeting; provided, however, that notice of the meeting need not be given to any director who has signed a waiver of notice or written consent to holding the meeting. Notices shall be delivered personally to the directors or sent to each director by letter or telegram, postage or charges prepaid, addressed to him at his address as it is shown upon the records of the Association. In case such notice is mailed or telegraphed, it shall be deposited in the United States Mail or delivered to the telegraph company at or near the place in which the principal office of the Association is located at least four (4) days prior to the time of the holding of the

meeting. Such mailing, telegraphing or delivery as provided herein shall be due, legal and personal notice to each director. Notice of such meeting shall also be given by mail to any Owner who has requested notification of Board meetings by mail at the address requested by the Owner. Notice may also be given by mail or delivery of notice to each Unit in the Project or by newsletter or similar means of communication. In no event shall regular meetings of the Board be held less than once every three (3) months. 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.

Section 12 - Special Meetings; Notices

Special meetings of the Board for any purpose may be called at any time by the President or by any two (2) directors other than the President. Not less than seventy-two (72) hours prior to the scheduled time set for any special meeting of the Board, written notice of the time and place of such special meeting and the nature of any special business to be considered thereat shall be posted or communicated in a manner prescribed for notice of regular meetings and shall be communicated to all of the members of the Board; provided, however, that notice of the meeting need not be given to any director who has signed a waiver of notice or written consent to holding the meeting. Notices shall be delivered personally to the directors or sent to each director by letter or telegram, postage or charges prepaid, addressed to him at his address as it is shown upon the records of the Association. In case such notice is mailed or telegraphed, it shall be deposited in the United States Mail or delivered to the telegraph company at or near the place in which the principal office of the Association is located at least seventy-two (72) hours prior to the time of the holding of the meeting.

Such mailing, telegraphing or delivery, as provided herein, shall be due, legal and personal notice to each director. An emergency meeting of the Board 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 immediately attention and possible action by the Board, and which of necessity make it impracticable to provide notice as required by this Section.

Section 13 - Notice of Adjournment

Notice of adjournment of any Board meeting, either regular or special, need not be given to absent directors, if the time and place are fixed at the meeting adjourned.

Section 14 - Entry of Notice

Whenever any director has been absent from any special meeting of the Board, an entry in the minutes to the effect that notice has been duly given shall be prima facie evidence that due notice of such special meeting was given to such director as required by law and by these Bylaws.

Section 15 - Waiver of Notice

The transaction of any business at any meeting of the Board, however called and noticed to the directors, shall be as valid as though had at a meeting duly held after regular call and notice, if a quorum be present, and if, either before or after the meeting, each of the directors not present signs a written waiver of notice or a consent to holding such meeting or an approval of the minutes thereof. All such waivers, consents or approvals shall be filed with the records of the Association or made a part of the minutes of the meeting.

Section 16 - Quorum

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

Section 17 - Adjournment

A majority of the directors present at a meeting in which a quorum for the transaction of business has been established may adjourn any Board meeting to meet again at a stated day and hour; provided, however, that in the absence of a quorum, a majority of the directors present at any Board Meeting, either regular or special, may adjourn from time to time until the time fixed for the next regular meeting of the Board.

Section 18 - Presiding Officer

The members of the Board shall elect one (1) of their number to act as Chairman. The Chairman shall preside at all meetings of the Board.

Section 19 - Attendance of Board Meetings by Members

Regular and special Board meetings shall be open to all Members, provided that Members who are not directors may not participate in any deliberation or discussion unless expressly authorized to do so by the vote of a majority of the Board. Members shall be allowed to speak at the meeting subject to any reasonable time limits imposed by the Board. The Board may, with the approval of a majority of the 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 on personnel matters, matters relating to the formation of contracts with third parties, litigation in which the Association is or may become involved, or to meet with a Member, upon request of such Member regarding the Member's payment of assessments as specified in Civil Code Section 1367 or 1367.1 and orders of business of a similar nature. The nature of any and all business to be considered in an executive session shall first be announced in open session and 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.

In addition, on request of any Member being disciplined by the Association, the Board shall

meet in executive session to discuss the disciplinary matter, and the Member shall be entitled to attend the executive session.

Section 20 - Action by Written Consent in Lieu of Meeting

Any action required or permitted to be taken by the Board may be taken without a meeting if all Members of the Board shall individually or collectively consent in writing to such action; provided, however, if the Board takes action by unanimous written consent of all of its Members, a written explanation of such action shall be posted at a prominent place or places within the Common Area within three (3) days after the written consent of all directors have been obtained. Such written consent or consents shall be filed with the minutes of the proceedings of the Board and shall state that the action was taken by unanimous written consent of the Board without a meeting, and that these Bylaws authorized the directors to so act. Such action by written consent shall have the same force and effect as a unanimous vote of such directors. If the Common Area consists only 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.

Section 21 - Minutes or Written Consent

The minutes, the minutes proposed for adoption that are marked to indicate draft status, or a summary of the minutes, of any meeting of the Board or the written consent of actions taken by the Board without a meeting, other than an executive session, shall be available to Members within thirty (30) days of the meeting. The minutes, proposed minutes, or summary minutes or a written consent without a meeting shall be distributed to any Member of the Association upon request and upon reimbursement of the Association's costs in making that distribution. Members of the Association shall be notified in writing at the time that the pro forma budget referred to in the Section hereof entitled "Financial and Related Information Reports" of the Article entitled "Miscellaneous," is

distributed or at the time of any general mailing to the entire membership of the Association of their right to have copies of the minutes of the meetings or written consents of the Board and how and where those minutes or written consents may be obtained.

Section 22 - Inclusive Definition of Meeting

The term "meeting" as used in these Bylaws includes any congregation of a majority of the Board at the same time and place to hear, discuss or deliberate upon any item of business scheduled to be heard by the Board, except those matters that may be discussed in executive session.

Section 23 - Proposed Rule Change

A proposed rule change by the Board shall be subject to the requirements of Civil Code Sections 1357.120 and 1357.130.

Section 24 - Elections: Rules and Procedures

The Association shall adopt rules pursuant to Civil Code Sections 1357.100 to 1357.150, inclusive, with respect to all matters set forth in Civil Code Section 1363.03.

ARTICLE VI

Officers

Section 1 - Officers

The officers shall be a President, a Secretary and a Chief Financial Officer, which officers shall be elected by and hold office at the pleasure of the Board. There may also be, at the discretion of the Board, a Chairman of the Board, a Vice President and such other officers as may be appointed in accordance with the provisions of this Article. The offices of Secretary and Chief Financial Officer may be held by the same person. All officers except the Chairman of the Board, if any, the President and the Vice President may be held by someone who is not a member of the Board.

Section 2 - Election

The officers of the Association, except such officers as may be appointed in accordance with the provisions of the Sections 3 and 5 of this Article, shall be chosen annually by the Board and each shall hold office until he shall resign or shall be removed or otherwise be disqualified to serve, or until his successor shall be elected and qualified.

Section 3 - Subordinate Officers

The Board may appoint 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 are provided in these Bylaws or as the Board may from time to time determine.

Section 4 - Removal and Resignation

Any officer may be removed, either with or without cause, by the vote of a majority of all the directors then in office at any regular or special meeting of the Board at which a quorum is present. Any officer may resign at any time by giving written notice to the Board or to the President or to the Secretary of the Association. Any such resignation shall take effect as of the date of the 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.

Section 5 - Vacancies

A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled in the manner prescribed in these Bylaws for regular appointments to such office.

Section 6 - Chairman of the Board

If such an officer be elected, the Chairman of the Board shall preside at meetings of the Board and exercise and perform such other powers and duties as may be from time to time assigned to him by the Board or prescribed by the Bylaws. If there is no President, the Chairman of the Board

shall, in addition, be the chief executive officer of the Association and shall have the powers and duties of the President.

Section 7 - President

The President shall be the chief executive officer of the Association and shall, subject to the control of the Board, have general supervision, direction and control of the affairs of the Association. He shall be an ex-officio member of all standing committees, if any, and shall have the general powers and duties of management usually vested in the office of the President of a corporation, and shall have other powers and duties as may be prescribed by the Board or these Bylaws.

Section 8 - Vice President

In the absence or disability of the President, the Vice President, if any, shall perform all the duties of the President, and when so acting shall have the powers of, and be subject to all the restrictions upon, the office of President. The Vice President shall have such other powers and perform such other duties as from time to time may be prescribed for him by the Board or these Bylaws.

Section 9 - Secretary

The Secretary shall keep, or cause to be kept, a book of minutes at the principal office or such other place as the Board may order, of all meetings of directors and Members; with the time and place of the holding of same, whether regular or special, and if special, how authorized, the notice thereof given, the names of those present or represented at Members' meetings and the proceedings thereof. The Secretary shall keep, or cause to be kept, at the principal office, a membership register showing the following: (1) the names and addresses of all members of the Board; (2) the names of the Members and their addresses; (3) the property to which each membership relates; (4) the number of votes represented by each Member; (5) the number and date of membership certificates issued, if

any; and (6) the number and date of cancellation of membership certificates, if any. The Secretary shall give, or cause to be given, notice of all meetings of the Members and of the Board required by the Bylaws or by law to be given, and he shall keep the seal of the Association in safe custody, and shall have such other powers and perform such other duties as may be prescribed by the Board or by these Bylaws.

Section 10 - Chief Financial Officer

The Chief Financial Officer shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the Association. The books of account shall at all reasonable times be open to inspection by any director or by any Member. The Chief Financial Officer shall deposit all monies and other valuables in the name and to the credit of the Association with such depositories as may be designated by the Board. He shall disburse the funds of the Association as may be ordered by the Board, shall render to the President and directors, whenever they request it, an account of all of his transactions as Chief Financial Officer and of the financial condition of the Association, and shall have such other powers and perform such other duties as may be prescribed by the Board or these Bylaws.

ARTICLE VII

Indemnification of Directors, Officers And Other Agents

Section 1 - Definitions

For the purpose of this Article,

(a) "**agent**" means any person who is or was a director, officer, employee, or other agent of the Association, or is or was serving at the request of the Association, as director, officer, employee or agent of another foreign or domestic corporation, partnership, joint venture, trust or other enterprise, or was a director, officer, employee, or agent of a foreign or domestic corporation

that was a predecessor corporation of the Association, or of another enterprise at the request of the predecessor corporation;

(b) "proceeding" means any threatened, pending, or completed action or proceeding, whether civil, criminal, administrative, or investigative; and

(c) "expenses" includes, without limitation, all attorneys' fees, costs, and any other expenses incurred in the defense of any claims or proceedings against an agent by reason of his position or relationship as agent and all attorneys' fees, costs, and other expenses incurred in establishing a right to indemnification under this Article.

Section 2 - Successful Defense by Agent

To the extent that an agent of the Association has been successful on the merits in the defense of any proceeding referred to in this Article, or in the defense of any claim, issue, or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection with the claim. If an agent either settles any such claim or sustains a judgment rendered against him, then the provisions of Sections 3 to 5, inclusive, shall determine whether the agent is entitled to indemnification.

Section 3 - Actions Brought by Persons

Other Than the Association

Subject to the required findings to be made pursuant to Section 5, below, the Association shall indemnify any person who was a party, or is threatened to be made a party, to any proceedings other than an action brought by, or on behalf of, the Association, or by an officer, director or person granted related status by the Attorney General, or by the Attorney General on the ground that the defendant director was or is engaging in self-dealing within the meaning of Section 5233 of the California Nonprofit Corporation Law or any similar statutory section then in effect by reason of the

fact that such person is or was an agent of the Association, for all expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with the proceeding.

Section 4 - Action Brought By or on Behalf of the Association

(a) **Claims Settled Out of Court.** If any agent settles or otherwise disposes of a threatened or pending action brought by or on behalf of the Association, with or without court approval, the agent shall receive no indemnification for either amounts paid pursuant to the terms of the settlement or other disposition or for any expenses incurred in defending against the proceeding.

(b) **Claims and Suits Awarded Against Agent.** The Association shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action brought by or on behalf of the Association, for all expenses actually and reasonably incurred in connection with the defense of that action, provided that both of the following are met:

(i) The determination of good faith conduct required by Section 5, below, must be made in the manner provided for in that Section; and

(ii) Upon application, the court in which the action was brought must determine that, in view of all of the circumstances of the case, the agent should be entitled to indemnity for the expenses incurred. If the agent is found to be so entitled, the court shall determine the appropriate amount of expenses to be reimbursed.

Section 5 - Determination of Agent's Good Faith Conduct

The indemnification granted to an agent in Sections 3 and 4, above, is conditioned on the following:

(a) **Required Standard of Conduct.** The agent seeking reimbursement must be

found, in the manner provided below, that he acted in good faith, in a manner he believed to be in the best interest of the Association, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use in similar circumstances. The termination of any proceeding by judgment, order, settlement, conviction, or on a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith or in a manner which he reasonably believed to be in the best interest of the Association or that he had reasonable cause to believe that his conduct was unlawful. In the case of a criminal proceeding the person must have had no reasonable cause to believe that his conduct was unlawful.

(b) **Manner of Determination of Good Faith Conduct.** The determination that the agent did act in a manner complying with subparagraph (a), above, shall be made by:

(i) the Board by a majority vote of a quorum consisting of directors who are not parties to the proceeding; or

(ii) the affirmative vote (or written ballot) of a majority of the total votes of the Members of the Association, with the persons to be indemnified not being entitled to vote hereon; or

(iii) the court in which the proceeding is or was pending, upon application made by the Association or the agent or the attorney or other person rendering services in connection with the defense of the agent, whether or not the application by the agent, attorney, or other person is opposed by the Association.

Section 6 - Limitations

No indemnification or advance shall be made under this Article, except as provided in Sections 2 or 5(b)(iii), in any circumstance when it appears;

(a) that the indemnification or advance would be inconsistent with a provision of the

Articles, a resolution of the Members, or an agreement in effect at the time of the accrual of the alleged cause of action asserted in the proceeding in which the expenses were incurred or other amounts were paid, which prohibits or otherwise limits indemnification; or

(b) that the indemnification would be inconsistent with any condition expressly imposed by a court in approving the settlement.

Section 7 - Advance of Expenses

Expenses incurred in defending any proceeding may be advanced by the Association before the final disposition of the proceeding on receipt of an undertaking by or on behalf of the agent to repay the amount of the advance unless it is determined ultimately that the agent is entitled to be indemnified as authorized in this Article.

Section 8 - Contractual Rights of

Non-Directors and Non-Officers

Nothing contained in this Article shall affect any right to indemnification to which persons other than directors and officers of the Association, or any subsidiary hereof, may be entitled by contract or otherwise.

Section 9 - Insurance

In addition to insurance required by the Declaration, the Board may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the Association against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the Association would have the power to indemnify the agent against that liability under the provisions of this Article.

ARTICLE VIII

Records and Reports

Section 1 - Inspection Rights

Any Member of the Association may:

(a) inspect and copy the records of Members' names and addresses and voting rights during usual business hours on five (5) days' prior written demand on the Association, stating the purpose for which the inspection rights are requested; and

(b) obtain from the Secretary, on written demand and on the tender of the Secretary's usual charges for such a list, if any, a list of names and addresses of Members who are entitled to vote for the election of directors, and their voting rights, as of the most recent record date for which that list has been compiled, or as of a date specified by the Member after the date of demand. The demand shall state the purpose for which the list is requested. This list shall be made available to any such member by the Secretary on or before the later of ten (10) days after the demand is received or the date specified in it as the date by which the list is to be compiled. Any inspection and copying under this Article may be made in person or by an agent or attorney of the Member and the right of inspection includes the right to copy and make extracts.

Section 2 - Maintenance and Inspection

of Articles and Bylaws

The Association shall keep at its principal office the original or a copy of the Articles and Bylaws as amended to date, which shall be open to inspection by the Members at all reasonable times during office hours.

Section 3 - Maintenance and Inspection

or Other Corporate Records

The membership register, including mailing addresses and telephone numbers, books of

account, records, and minutes of meetings of the Members and of the Board, all on a current basis, shall be made available for inspection and copying by any Member of the Association - or by his duly-appointed representative - at any reasonable time and for a purpose reasonably related to his interest as a Member, at the office of the Association or at such other place within the subdivision as the Board shall prescribe. The minutes shall be kept either in written or typed form or in any other form capable of being converted into written, typed or printed form. In the case of minutes, minutes proposed for adoption that are marked to indicate draft status or a summary of the minutes, of any meeting of the Board, other than an executive session, shall be available to Members within thirty (30) days of the meeting and shall be distributed to only Members upon request and payment of the fee prescribed below. At the time the proforma operating budget is distributed as required by the Section entitled "Financial and Related Information Reports" of the Article hereof entitled "Miscellaneous", or at the time of any general mailing, Members of the Association shall be notified in writing of their right to have copies of the minutes of meetings of the Board and as to how and where those minutes may be obtained and the cost of obtaining such copies. The Board shall establish reasonable rules with respect to: (i) Notice to be given to the custodian of the records by the Member of the Association desiring to make the inspection; (ii) Hours and days of the week when such inspection may be made; and (iii) Payment of the cost of reproducing copies of documents requested by a Member of the Association. Members of the Association shall have access to "Association records" and "Enhanced Association records" as those terms are defined in Civil Code Section 1365.2, in accordance with Article 3 (commencing with Section 8330) of Chapter 13 of Part 3 of Division 2 of Title 1 of the California Corporations Code and Section 1365.2 of the Civil Code. The Members of the Association shall have the same access to the operating rules of the Association as they have to the accounting books and records of the Association.

Section 4 - Inspection By Directors

Every member of the Board shall have the absolute right at any reasonable time to inspect all books, records, and documents of every kind and the physical properties of the Association. This inspection by a member of the Board may be made in person or by an agent or attorney, and the right of inspection includes the right to copy and make extracts of documents.

Section 5 - Documents to be Delivered by the Declarant

(a) Commencing not later than ninety (90) days after the close of escrow of the first Condominium in the Project, copies of the documents listed below, as soon as readily obtainable, shall be delivered by the Declarant to the Board at the office of the Association, or at such other place as the Board shall prescribe. The obligation to deliver the documents listed below shall apply to any documents obtained by the Declarant no matter when obtained, provided, however, such obligation shall terminate upon the earlier of (i) the conveyance of the last Condominium covered by a subdivision public report, or (ii) three (3) years after the expiration of the most recent public report on the Project:

- (1) The recorded subdivision map or maps for the Project;
- (2) The recorded Condominium Plan and all amendments thereto;
- (3) The deeds and easements executed by the Declarant conveying the Common Area or other interest to the Association, to the extent applicable;
- (4) The recorded Declaration for the Project, including all amendments and annexations thereto;
- (5) The Association's filed Articles of Incorporation and all amendments thereto;
- (6) The Association's Bylaws and all amendments thereto;
- (7) All architectural guidelines and all other rules regulating the use of an owner's

interest in the Project or use of the Common Area which have been promulgated by the Association;

(8) The plans approved by the local agency or county where the Project is located for the construction or improvement of facilities that the Association is obligated to maintain or repair, provided, however, that the plans need not be as-built plans and that the plans may bear appropriate restrictions on their commercial exploitation or use and may contain appropriate disclaimers regarding their accuracy;

(9) All notice of completion certificates issued for Common Area improvements (other than residential structures);

(10) Any bond or other security device in which the Association is the beneficiary;

(11) Any written warranty being transferred to the Association for Common Area equipment, fixtures or improvements;

(12) Any insurance policy procured for the benefit of the Association, the Board or the Common Area;

(13) Any lease or contract to which the Association is a party;

(14) The membership register, including mailing addresses and telephone numbers, books of account and minutes of meetings of the Members, of the Board and of committees of the Board.

(15) Any instrument referred to in Business and Professions Code Section 11018.6(d) but not described above which establishes or defines the common, mutual or reciprocal rights of responsibilities of Members of the Association.

(b) The obligation to deliver the documents listed in subsection (a) shall apply to any

documents obtained by the Declarant no matter when obtained, provided, however, such obligation shall terminate upon the conveyance of the last Condominium covered by a subdivision public report.

ARTICLE IX

Miscellaneous

Section 1 - Record Date

The Board may fix a time, in the future, not exceeding fifteen (15) days preceding the date of any annual or special meeting of the Members, as a record date for the determination of the Members entitled to notice of and to vote in person or by ballot at any such meeting, and in such case only Members of record on the date so fixed shall be entitled to notice of and to vote at such meeting, notwithstanding any transfer of any membership on the books of the Association after any record date so fixed.

Section 2 - Checks and Drafts

All checks, drafts, or other orders for payment of money, notes or other evidences of indebtedness, issued in the name of or payable to the Association, shall be signed or endorsed by such officer or officers and in such manner as, from time to time, shall be determined by resolution of the Board. Withdrawal of funds from the Association's reserve account shall require the signatures of either: (i) two (2) Board members or; (ii) one (1) member of the Board and an officer of the Association who is not also a Board member.

Section 3 - Contracts; How Executed

The Board, except as in the Declaration and these Bylaws otherwise provided, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the Association, and such authority may be general or confined to specific

instances; and unless so authorized by the Board, no officer, agent or employee shall have any power or authority to bind the Association by any contract or engagement or to engage its credit or to render it liable for any purpose or for any amount.

Section 4 - Financial and Related Information Reports

The following financial and related information shall be regularly prepared and distributed by the Board to all Members regardless of the numbers of Members or the amount of assets of the Association:

(a) A pro forma operating budget for the immediately ensuing fiscal year consisting of at least the following information shall be distributed not less than 45 days and not more than 60 days prior to the beginning of the fiscal year:

(i) estimated revenue and expenses on an accrual basis;

(ii) a summary of the Association's reserves based upon the most recent review or study conducted pursuant to Civil Code Section 1365.5, based only on assets held in cash or cash equivalents which shall be printed in bold type and include all of the following:

(A) The current estimated replacement cost, estimated remaining life, and estimated useful life of each major component that the Association is obligated to maintain (collectively the "Major Components");

(B) As of the end of the fiscal year for which the study is prepared:

(1) the current estimate of the amount of cash reserves necessary to repair, replace, restore or maintain the Major Components;

(2) the current amount of accumulated cash reserves actually set aside to repair, replace, restore or maintain the Major Components; and

(3) if applicable, the amount of funds received from either a

compensatory damage award or settlement to the Association from any person for injuries to property, real or personal, arising out of any construction or design defects and the expenditure or disposition of funds, including the amounts expended for the direct and indirect costs of repair of construction or design defects. These amounts shall be reported at the end of the fiscal year for which the study is prepared as separate line items under cash reserves pursuant to clause (2). Instead of complying with the foregoing requirements, if the Association is obligated to issue a review of its financial statement, the Association may include in the review a statement containing all of the information required by this clause.

(C) The percentage that accumulated cash reserves actually set aside is of the current estimate of cash reserves necessary.

(iii) a statement as to both of the following:

(a) whether the Board of the Association has determined or anticipates that the levy of one or more Special Assessments will be required to repair, replace or restore any major component or to provide adequate reserves therefor; ^if so, the statement shall also set out the estimated amount, commencement date and duration of the assessment.

(b) the mechanism or mechanisms by which the Board of Directors will fund reserves to repair or replace major components, including assessments, borrowing, use of other assets, deferral of selected replacement or repairs, or alternative mechanisms.

(iv) a general statement addressing the procedures used for the calculation and establishment of those reserves to defray the future repair, replacement or additions to those Major Components that the Association is obligated to maintain. The report shall include, but need not be limited to, reserve calculations made using the formula described in paragraph (4) of subdivision (b) of Civil Code Section 1365.2.5, and may not assume a rate of return on cash reserves in excess of

two percent (2%) above the discount rate published by the Federal Reserve Bank of San Francisco at the time the calculation was made.

The summary of the Association's reserves disclosed pursuant to subparagraph (ii) hereof shall not be admissible in evidence to show improper financial management of the Association, provided that other relevant and competent evidence of the financial condition of the Association is not made inadmissible by this provision.

(b) A balance sheet (as of an accounting date which is the last day of the month closest in time to six months from the date of closing of the first sale of an interest in the subdivision) and an operating statement for the period from the date of the first closing to the said accounting date, shall be distributed within 60 days after the accounting date. This operating statement shall include a schedule of Assessments received and receivable identified by the number of the subdivision interest and the name of the entity assessed.

(c) A report consisting of the following shall be distributed within 120 days after the close of the fiscal year:

- (i) a balance sheet as of the end of the fiscal year;
- (ii) an operating (income) statement for the fiscal year;
- (iii) a statement of changes in financial position for the fiscal year; and
- (iv) for any fiscal year in which the gross income to the Association exceeds \$75,000.00, a copy of the review of the annual report prepared in accordance with generally accepted accounting principles by a licensee of the California State Board of Accountancy.

If the report referred to in (c) above is not prepared by an independent accountant, it shall be accompanied by the certificate of an authorized officer of the Association that the statement was prepared from the books and records of the Association without independent audit or review.

(d) Instead of the distribution of the pro forma operating budget required by (a) above, the Board may elect to distribute a summary of the pro forma operating budget to all of its Members with a written notice that the pro forma operating budget is available at the business office of the Association or at another suitable location within the boundaries of the Project and that copies will be provided upon request and at the expense of the Association. If any Member requests a copy of the pro forma operating budget to be mailed to the Member, the Association shall provide the copy to the Member by first-class United States mail at the expense of the Association and delivered within five (5) days. The written notice that is distributed to each of the Association Members shall be in at least ten-point bold type on the front page of the summary of the budget.

(e) In addition to financial statements, the Board shall annually distribute within 60 days prior to the beginning of the fiscal year a statement of the Association's policies and practices in enforcing its remedies against Members for defaults in the payment of regular and special assessments, including the recording and foreclosing of liens against Members' subdivision interests.

(f) A summary of the Association's property, general liability, earthquake, flood and fidelity insurance policies, which shall be distributed within sixty 60 days preceding the beginning of the Association's fiscal year, that includes all of the following information about each policy:

- (i) The name of the insurer.
- (ii) The type of insurance.
- (iii) The policy limits of the insurance.
- (iv) The insurance deductibles, if any.

(g) The Association shall, as soon as reasonably practical, notify the Members by first-class mail if any of the policies described in paragraph (f) have lapsed, been canceled, and are

not immediately renewed, restored or replaced, or if there is a significant change, such as a reduction in coverage or limits or an increase in the deductible, for any of those policies. If the Association receives any notice of nonrenewal of a policy described in Paragraph (f), the Association shall immediately notify the Members if replacement coverage will not be in effect by the date the existing coverage will lapse.

(h) To the extent that any of the information required to be disclosed pursuant to paragraph (f) is specified in the insurance policy declaration page, the Association may meet its obligation to disclose that information by making copies of that page and distributing it to all of its members.

(i) The summary distributed pursuant to paragraph (f) shall contain, in at least 10-point boldface type, the following statement:

"This summary of the Association's policies of insurance provides only certain information, as required by subdivision (e) of Section 1365 of the Civil Code, and should not be considered a substitute for the complete policy terms and conditions contained in the actual policies of insurance. Any Association Member may, upon request and provision of reasonable notice, review the Association's insurance policies and, upon request and payment of reasonable duplication charges, obtain copies of those policies. Although the Association maintains the policies of insurance specified in this summary, the Association's policies of insurance may not cover your property, including personal property, or real property improvements to or around your dwelling, or personal injuries or other losses that occur within or around your dwelling. Even if a loss is covered, you may nevertheless be responsible for paying all or a portion of any deductible that applies. Association Members should consult with their individual insurance broker or agent for appropriate additional

coverage."

The disclosures required by Section 4 in regard to the Association or the Project shall be summarized on the form set forth in Civil Code Section 1365.2.5. The form is attached as Schedule One to these Bylaws.

(j) The Association shall annually provide Members with notice of any requirements for Association approval of physical changes to the Units and/or Common Area. The notice shall describe the type of changes that require Association approval and shall include a copy of the procedure used to review and approve or disapprove a proposed change.

Section 5 - Financial Obligations

(a) The Board shall do the following not less frequently than quarterly:

(i) Cause a current reconciliation of the Association's operating accounts to be made and review the same;

(ii) Cause a current reconciliation of the Association's reserve accounts to be made and review the same;

(iii) Review the current year's actual reserve revenues and expenses compared to the current year's budget;

(iv) Review the most current account statements prepared by the financial institution where the Association has its operating and reserve accounts; and

(v) Review an income and expense statement for the Association's operating and reserve accounts.

(b) The Board shall not expend funds designated as reserve funds for any purpose other than (i) the repair, restoration, replacement or maintenance of major components for which the

Association is obligated and for which the reserve fund was established, or (ii) litigation involving the purposes set forth in (i) above.

Notwithstanding the provisions of (b)(i) and (ii) above, the Board may authorize the temporary transfer of moneys from the reserve account to the Association's general operating account to meet short-term cashflow requirements or other expenses, if the Board has provided notice of the intent to consider the transfer in a notice of meeting, which shall be provided as specified in Civil Code Section 1363.05. The notice shall include the reasons the transfer is needed, some of the options for repayment, and whether a special assessment may be considered. If the Board authorizes the transfer, the Board shall issue a written finding, recorded in the Board's minutes, explaining the reasons that the transfer is needed, and describing when and how the moneys will be repaid to the reserve account. The Board shall cause the transferred funds to be restored to the reserve account within one (1) year of the date of the initial transfer; except that the Board may, after giving the same notice required for considering a transfer, and upon making a finding supported by documentation that a temporary delay of restoration of the funds to the reserve account would be in the best interests of the Project, temporarily delay the restoration until the time which the Board reasonably determines to be necessary. The Board shall exercise prudent fiscal management in maintaining the integrity of the reserve account, and shall, if necessary, levy a special assessment to recover the full amount of the expended funds within the time limits required by this Section. This special assessment is subject to the five percent (5%) limitation contained in the section of the Declaration entitled "Capital Improvement Assessments" of the Article thereof entitled "Covenant for Assessments" and the limitation imposed by Civil Code Section 1366. The Board may, at its discretion, extend the date the payment on the special assessment is due. Any extension shall not prevent the Board from pursuing any legal remedy to enforce the collection of an unpaid special assessment. When the

decision is made to use reserve funds or to temporarily transfer moneys from the reserve account to pay for litigation, the Association shall notify the Members of the Association of that decision in the next available mailing to all Members pursuant to Section 5016 of the Corporations Code, and of the availability of an accounting of those expenses. Unless the Articles of Incorporation, the Bylaws or the Declaration impose more stringent standards, the Association shall make an accounting of expenses related to the litigation on at least a quarterly basis. The accounting shall be made available for inspection by Members of the Association at the Association's office.

(c) At least once every three years the Board shall cause to be conducted 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 as part of a study of the reserve account requirements of the Project if the current replacement value of the major components is equal to or greater than one-half of the gross budget of the Association which excludes 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.

The Board shall cause the reserve account study required by this subparagraph (c) to include at a minimum:

(i) Identification of the major components which the Association is obligated to repair, replace, restore, or maintain which, as of the date of the study, have a remaining useful life of less than 30 years;

(ii) Identification of the probable remaining useful life of the components identified in paragraph (i) as of the date of the study;

(iii) An estimate of the cost of repair, replacement, restoration, or maintenance of the components identified in paragraph (i) during and at the end of its useful life;

(iv) An estimate of the total annual contribution necessary to defray the cost to repair, replace, restore, or maintain the components identified in paragraph (i) during and at the end of their useful life, after subtracting total reserve funds as of the date of the study.

(d) As used in this Section, "reserve accounts" means money 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.

(e) As used in this Section, "reserve account requirements" means the estimated funds which the Association's Board has determined are required to be available at a specified point in time to repair, replace, or restore those major components which the Association is obligated to maintain.

Section 6 - Singular Includes Plural

Wherever the context of these Bylaws requires same, the singular shall include the plural and the masculine shall include both the feminine and the neuter.

Section 7 - Fiscal Year

The fiscal year of the Association shall be a calendar year unless and until a different fiscal year is adopted by the Board.

Section 8 - Proof of Membership

No person shall exercise the rights of membership in the Association until satisfactory proof thereof has been furnished to the Secretary. Such proof may consist of either a copy of a duly executed and acknowledged grant deed or title insurance policy showing said person to be the Owner of an interest in a Condominium entitling him to membership. Such deed or policy shall be deemed

conclusive in the absence of a conflicting claim based on a later deed or policy.

Section 9 - Roster of Mortgagees

The Owner or Owners of each Condominium shall provide the Board with the names and addresses of all Mortgagees encumbering such Condominium and the Board, acting on behalf of the Association, shall maintain a Roster of Mortgagees of all Condominiums.

Section 10 - Limitation on Assessments,

Penalties or Fees

The Association shall not impose or collect an assessment, penalty, or fee that exceeds the amount necessary for the purpose for which it is levied. Any such assessment, penalty or fee charged in connection with a transfer of title or any other interest shall not exceed the Association's reasonable cost to pre-prepare and reproduce any items requested under Civil Code Section 1368 and the Association's actual costs to change its records.

Section 11 - Conflicts

In the case of any conflict between the Articles 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 Declaration and the Articles, the Declaration shall control.

ARTICLE X

Amendments

Section 1 - Powers of Members

Bylaws may be amended or repealed, and new Bylaws may be adopted, by the vote or written assent of (i) a bare majority of the voting power of the Members present and entitled to vote if a quorum is present at a meeting of Members duly called for such purpose, and (ii) a bare majority of

the voting power of Members other than Declarant. Provided, however, as long as there is a Class B membership, these Bylaws may be amended or repealed, and new Bylaws may be adopted only by the vote or written assent of a majority of the voting power of Members present and entitled to vote at a meeting of Members duly called for such purpose, at which a quorum is present, which majority shall include not less than a majority of the voting power of each of the Class A and Class B membership. Notwithstanding the foregoing provisions, the percentage of a quorum or of the voting power of the Association or of Members other than the Declarant necessary to amend a specific clause or provision in the Bylaws shall not be less than the prescribed percentage of affirmative votes required for action to be taken under that clause.

Section 2 - Record of Amendments

Whenever an amendment or new Bylaw is adopted, it shall be placed in the Bylaws in an appropriate place. If any Bylaw is repealed, the fact of repeal, with the date of the meeting at which the repeal was enacted or written assent was filed, shall be stated in the Bylaws.

Section 3 – Approval of FHA.

So long as there is a Class B membership, any amendment to these Bylaws shall require the prior approval of the FHA so long as such agency is the holder, or guarantor of any First Mortgage secured by a Condominium in the Project. A draft of any amendment shall be submitted to the FHA for its approval prior to its approval by the membership.

CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify:

(1) That I am the duly elected and acting Secretary of


11811 Kiowa Homeowners Association, a California nonprofit mutual benefit corporation;

and

(2) That the foregoing Bylaws constitute the original Bylaws of said corporation

as duly adopted at the first meeting of the Board of Directors thereof duly held.

IN WITNESS WHEREOF, I have hereunto subscribed my name this June 22, 2011.



Benjamin Cohanzad, Secretary

**SCHEDULE ONE
TO
BYLAWS**

THE FOLLOWING ASSESSMENT AND RESERVE FUNDING DISCLOSURE SUMMARY IS THE FORM SET FORTH IN CIVIL CODE SECTION 1365.2.5. THE FORM MAY REQUIRE MODIFICATION TO CONTAIN ANY SUBSEQUENT AMENDMENTS TO SECTION 1365.2.5.

- (a) The disclosures required by Section 4 of Article IX of these Bylaws are summarized on the following form:

**ASSESSMENT AND RESERVE FUNDING DISCLOSURE SUMMARY
FOR THE FISCAL YEAR ENDING _____**

- (1) The current regular assessment per ownership interest is \$ _____ per _____.
Note: If assessments vary by the size or type of ownership interest, the assessment applicable to this ownership interest may be found on page ____ of the attached report.
- (2) Additional regular or special assessments that have already been scheduled to be imposed or charged, regardless of the purpose, if they have been approved by the board and/or members:

Date assessment will be due:	Amount per ownership interest per month or year (If assessments are variable, see note immediately below):	Purpose of the assessment:
	Total:	

Note: If Assessments vary by the size or type of ownership interest, the assessment applicable to this ownership interest may be found on page ____ of the attached report.

- (3) Based upon the most recent reserve study and other information available to the

board of directors, will currently projected reserve account balances be sufficient at the end of each year to meet the association's obligation for repair and/or replacement of major components during the next 30 years?

Yes _____ No _____

- (4) If the answer to #3 is no, what additional assessments or other contributions to reserves would be necessary to ensure that sufficient reserve funds will be available each year during the next 30 years that have not yet been approved by the Board or the Members?

Approximate date assessment will be due:	Amount per ownership interest per month or year:
	Total:

- (5) All Major Components are included in the reserve study and are included in its calculations:
- (6) Based on the method of calculation in paragraph (4) of subdivision (b) of Section 1365.2.5, the estimated amount required in the reserve fund at the end of the current fiscal year is \$_____, based in whole or in part on the last reserve study or update prepared by _____ as of _____ (month), _____ (year). The projected reserve fund cash balance at the end of the current fiscal year is \$_____, resulting in reserves being _____ percent funded at this date. If an alternate, but generally accepted, method of calculation is also used, the required reserve amount is \$_____. (See attached explanation).
- (7) Based on the method of calculation in paragraph (4) of subdivision (b) of Section 1365.2.5 of the Civil Code, the estimated amount required in the reserve fund at the end of each of the next five budget years is \$_____, and the projected reserve fund cash balance in each of those years, taking into account only assessments already approved and other known revenues, is \$_____, leaving the reserve at _____ percent funding. If the reserve funding plan approved by the Association is implemented, the projected reserve fund cash balance in each of those years will be \$_____, leaving the reserve at _____ percent funding.

Note: The financial representations set forth in this summary are based on the best estimates

of the preparer at that time. The estimates are subject to change. At the time this summary was prepared, the assumed long-term before-tax interest rate earned on reserve funds was _____ percent per year, and the assumed long-term inflation rate to be applied to major component repair and replacement costs was _____ percent per year.

- (b) For the purposes of preparing a summary pursuant to this section:
- (1) "Estimated remaining useful life" means the time reasonably calculated to remain before a major component will require replacement.
 - (2) "Major component" has the meaning used in Section 1365.5. Components with an estimated remaining useful life of more than 30 years may be included in a study as a capital asset or disregarded from the reserve calculation, so long as the decision is revealed in the reserve study report and reported in the Assessment and Reserve Funding Disclosure Summary.
 - (3) The form set out in subdivision (a) shall accompany each pro forma operating budget or summary thereof that is delivered pursuant to this article. The form may be supplemented or modified to clarify the information delivered, so long as the minimum information set out in subdivision (a) is provided.
 - (4) For the purpose of the report and summary, the amount of reserves needed to be accumulated for a component at a given time shall be computed as the current cost of replacement or repair multiplied by the number of years the component has been in service divided by the useful life of the component. This shall not be construed to require the board to fund reserves in accordance with this calculation.