

ALTERRA HOMEOWNERS ASSOCIATION

BYLAWS

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BYLAWS
OF
ALTERRA HOMEOWNERS ASSOCIATION

ARTICLE 1

GENERAL PROVISIONS

1.1. **Known Place of Business.** The principal office and known place of business of this corporation shall be located at the place as is designated in the Articles of Incorporation or such other place as the Association may designate from time to time in accordance with the Arizona statutes governing nonprofit corporations, but meetings of members and directors may be held at such other place within the State of Arizona as may be designated by the Board of Directors.

1.2. **Defined Terms.** Capitalized terms used in these Bylaws without definition shall have the meanings specified for such terms in the **Declaration of Covenants, Conditions and Restrictions for Alterra** recorded in the office of the County Recorder of Pinal County, Arizona, on May 25, 2004 at Instrument No. 2004-038596, as amended from time to time.

1.3. **Conflicting Provisions.** In the case of any conflict between the Articles and these Bylaws, the Articles shall control; and in the case of any conflict between the Declaration and these Bylaws, the Declaration shall control.

1.4. **Corporate Seal.** The Association may have a seal in a form approved by the Board.

1.5. **Designation of Fiscal Year.** The fiscal year of the Association shall begin on the 1st day of January and end on the 31st day of December of every year, except that the first fiscal year shall begin on the date of incorporation of the Association.

1.6. **Books and Records.** The books, records and papers of the Association shall be available for inspection by any Member during reasonable business hours. The Project Documents shall be available for inspection by any Member during reasonable business hours at the office of the Association, where copies may be purchased at reasonable cost.

1.7. **Amendment.**

1.7.1. These Bylaws may be amended at a regular or special meeting of the Members by a vote of the Members having more than 50% of the votes cast in each class of membership by Members present in person or by proxy.

1.7.2. The Declarant, as long as the Declarant or any Designated Builder owns any Lot, and thereafter, the Board, without a vote of the Members and without the consent of any First Mortgagee, may amend these Bylaws in order to conform these

Bylaws to the requirements or guidelines of the Federal National Mortgage Association, the Federal Home Loan Mortgage Corporation, the Federal Housing Administration, the Veterans Administration or any federal, state or local governmental agency whose approval of the Project, the Plat or the Project Documents is required by law or requested by the Declarant or the Board.

1.7.3. So long as the Declarant owns any Lot, any amendment to these Bylaws must be approved in writing by the Declarant.

1.7.4. Subject to **Section 11.18** of the Declaration, so long as there is a Class B membership in the Association, the Veterans Administration or the Federal Housing Administration shall have the right to veto any amendment to these Bylaws.

1.8. **Indemnification.** To the extent it has the power to do so under the Nonprofit Corporation Act, A.R.S. § 10-3101, et seq., 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, suit or proceedings, whether civil, criminal, administrative or investigative, other than an action by or in the right of the Association, by reason of the fact that he is or was a member, director, officer, employee or agent of the Association or is or was serving at the request of the Association as a member, director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses, including attorneys' fees, and against judgments, fines and amounts paid in settlement actually and reasonably incurred by him in connection with such action, suit or proceeding if he acted, or failed to act, in good faith and in a manner he reasonably believed to be in or not opposed to the best interest of the Association and, with respect to any criminal action or proceeding, had no reasonable cause to believe his conduct was unlawful. Indemnification of any such person shall be made in accordance with the procedures set forth in the Arizona Nonprofit Corporation Act.

ARTICLE 2.

MEETINGS OF MEMBERS

2.1. **Annual Meeting.** An annual meeting of the Members of the Association shall be held at least once every twelve (12) months at such time and place as is determined by the Board.

2.2. **Special Meetings.** Special meetings of the Members may be called at any time by the president or by the Board or upon written request signed by Members having at least one-fourth (1/4) of the total authorized votes in the Association.

2.3. **Notice of Meetings.** Written notice of each meeting of the Members shall be given by, or at the direction of, the secretary or person authorized to call the meeting by mailing a copy of each notice, postage prepaid, at least ten (10) days before such meeting to each Designated Builder and each Member entitled to vote there at 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. Such notice shall specify the place, day and hour of the meeting, and, in the case of a special meeting, the purpose of the meeting. When a meeting is adjourned to another time or place, notice need not be given of the adjourned meeting if the time and place of the meeting are

announced at the meeting at which the adjournment is taken. At the adjourned meeting, the Association may transact any business that might have been transacted at the original meeting. If the adjournment is for more than sixty (60) days, a notice of the adjourned meeting shall be given to each Designated Builder and each Member entitled to vote at the meeting. By attending a meeting, a Member waives any right that the Member may have had to object to the meeting on the basis that the proper notice of the meeting was not given in accordance with these Bylaws or the statutes of the State of Arizona.

2.4. **Quorum**. Except as otherwise provided in the Articles, the Declaration or these Bylaws, the presence in person or by proxy of Members entitled to cast one-tenth (1/10th) of the total authorized votes in the Association shall constitute a quorum at all meetings of the Members. If a quorum shall not be present at any meeting, the Members entitled to vote thereat shall have the power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum shall be present.

2.5. **Proxies**. At all meetings of the Members a vote may be cast in person or by proxy. A proxy shall be duly executed and in writing by the Member. All proxies must be filed with the Secretary prior to the commencement of the meeting for which the proxy is given. The proxy shall be deemed revoked only upon actual receipt by the person presiding over the meeting of a notice of revocation signed by the Member who granted the proxy. No proxy shall be valid after twenty-five (25) months from the date of its execution.

ARTICLE 3.

BOARD OF DIRECTORS

3.1. **Number**. The affairs of this Association shall be managed by a board of three (3) directors. So long as there is a Class B membership in the Association, the directors need not be members of the Association. After the termination of the Class B membership, all directors must be Members of the Association or the spouse of a Member (or if a Member is a corporation, partnership or trust, a director may be an officer, authorized agent, partner, trustee or beneficiary of such Member). If a director shall cease to meet such qualifications during his term he will thereupon cease to be a director and his place on the Board shall be deemed vacant. The Board may increase the number of directors on the Board but the number of directors must always be an odd number and shall not exceed nine (9) directors.

3.2. **Term of Office**. The initial members of the Board, unless previously replaced by the Class B membership, shall hold office until the Class B membership in the Association terminates and the Declarant and the Designated Builder(s) under the Declaration tenders control of the Association to the Class A membership. Commencing with the first meeting of the Members at which directors are elected, the first director to be elected shall be elected for a term of one (1) year; the second director to be elected shall be elected for a term of two (2) years; and the third director to be elected shall be elected for a term of three (3) years, and at each annual meeting thereafter, the Members shall elect one director for a term of three (3) years so as to stagger the terms of office of the directors.

3.3. **Removal.** At any annual or special meeting of the Members duly called, any one or more of the members of the board of directors other than the initial members of the Board and any successor member appointed by the Class B membership may be removed from the Board with or without cause by Members having more than fifty percent (50%) of the votes entitled to be cast by the Members present in person or by proxy at the meeting, and a successor may then and there be elected to fill the vacancy thereby created.

3.4. **Compensation.** No director shall receive compensation for any service the director may render to the Association. However, any director may be reimbursed for his actual expenses incurred in the performance of his duties.

3.5. **Action Taken Without a Meeting.** The directors shall have the right to take any action in the absence of a meeting, which they could take at a meeting by obtaining the written consent of all the directors. Any such written consent shall be filed with the minutes of the proceedings of the Board.

3.6. **Vacancy.** Except for vacancies on the Board caused by the removal of a director in accordance with the provisions of Section 3.3 of these Bylaws, any vacancy occurring in the Board may be filled by the affirmative vote of a majority of the remaining directors though less than a quorum or by a sole remaining director, and any director so chosen shall hold office until election of the directors when a successor is elected and qualified. Any newly created directorship shall be deemed a vacancy. When one or more directors resigns from the Board, effective at a future time, a majority of the directors then in office, including those who have so resigned, may fill such vacancy, the vote on the vacancy to take effect when such resignation becomes effective. If by reason of death, resignation or otherwise, the Association has no directors in office, any Member may call a special meeting of the Members for the purpose of electing the Board of Directors.

3.7. **Meetings.**

3.7.1. Regular or special meetings of the Board may be held by means of conference telephone or other similar communications equipment by means of which all persons participating in the meeting can hear each other, and participation at such meeting shall constitute presence in person at the meeting.

3.7.2. Regular meetings of the Board may be held with or without notice at such time and place as is determined from time to time by the Board.

3.7.3. Special meetings of the Board may be called by the President on three (3) business days notice to each director, given in writing, by hand delivery, mail or telegraph, which notice shall state the time, place and purpose of the meeting. Special meetings of the Board shall be called by the President or Secretary in like manner and on like notice on the written request of at least two (2) directors.

3.7.4. Attendance of a director at a meeting shall constitute a waiver of notice of such meeting except when a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

3.8. **Quorum.** A majority of the directors shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the directors present at a duly held meeting at which a quorum is present shall be regarded as the act of the Board.

3.9. **Powers and Duties.** The Board shall have all of the powers and duties necessary for the administration of the affairs of the Association and may do all such acts and things as are not by the Project Documents required to be exercised or done by the Members. In addition to the duties imposed by these Bylaws or by any resolution of the Members that may hereafter be adopted, the Board shall have the following powers and duties:

3.9.1. Open bank accounts on behalf of the Association and designate the signatories thereon;

3.9.2. Make, or contract for the making, of repairs, additions to, improvements to or alterations of the Common Area, in accordance with the Project Documents, after damage or destruction by fire or other casualty, or as a result of condemnation or eminent domain proceedings;

3.9.3. In the exercise of its discretion, enforce by legal means the provisions of the Project Documents;

3.9.4. Designate, hire and dismiss the personnel necessary for the maintenance, operation, repair, replacement of the Common Area and provide services for the Members, and, where appropriate, provide for the compensation of such personnel and for the equipment, supplies and material to be used by such personnel in the performance of their duties;

3.9.5. Enter into one or more agreements with respect to the provision of Bulk Services (as defined below), for such term(s), at such rate(s) and on such other terms and conditions as the Board deems appropriate, all with the primary goals of providing to Owners and Residents of Lots within the Property, or within one or more portions thereof, services, including, without limitation, electronic services (cable television, community satellite television, high speed Internet, security monitoring, data, communication or security services), fire protection, pest control, trash collection, and recycling collection (individually or collectively "**Bulk Service(s)**"); (a) which might not otherwise be generally available to such Owners and Residents; (b) at competitive rates and charges for similar services; (c) otherwise on terms and conditions which the Board believes to be in the interests of Owners and Residents generally; or (d) any combination of the foregoing.

3.9.6. Provide for the operation, care, upkeep and maintenance of all of the Common Area and other Areas of Association Responsibility and borrow money on behalf of the Association when required in connection with the operation, upkeep and maintenance for the Common Area and other Areas of Association Responsibility; provided, however, the consent of Members having at least two-thirds (2/3) of the total authorized votes in each class of membership of the Association shall be obtained either in writing or at a meeting called and held for such purpose in accordance with the provisions of these Bylaws in order for the Association to borrow in excess of \$5,000;

3.9.7. Prepare and adopt an annual budget for the Association prior to the commencement of each fiscal year;

3.9.8. Adopt and publish rules and regulations governing the use of the Common Area and facilities and the personal conduct of the Members and their family members, guests and invitees thereon;

3.9.9. Suspend the voting rights and the right to use the Common Area of a Member during any period in which such Member shall be in default in the payment of any Assessment or other amounts due under the terms of the Project Documents. Such rights may also be suspended, after notice and hearing, for a period not to exceed sixty (60) days for any infraction of the Project Documents;

3.9.10. Exercise for the Association all powers, duties and authority vested in or delegated to the Association and not reserved to the membership by other provisions of the Project Documents;

3.9.11. Declare the office of a member of the Board to be vacant in the event such member shall be absent from three (3) consecutive regular meetings of the Board;

3.9.12. Employ, hire and dismiss such employees as they deem necessary and to prescribe their duties and their compensation;

3.9.13. Cause to be kept a complete record of all its acts and corporate affairs and present a statement thereof to the Members at the annual meeting of the Members and at any special meeting when such statement is requested in writing by one-fourth (1/4) of the Class A Members who are entitled to vote;

3.9.14. Supervise all officers, agents and employees of the Association that their duties are properly performed;

3.9.15. Levy, collect and enforce the payment of Assessments in accordance with the provisions of the Declaration;

3.9.16. Issue, or cause an appropriate officer to issue upon demand to any person, a certificate setting forth whether or not any Assessment has been paid. A reasonable charge may be made by the Board for the issuance of these certificates. If a certificate states an Assessment has been paid, such certificate shall be conclusive evidence of such payment;

3.9.17. Procure and maintain adequate property, liability and other insurance as required by the Declaration;

3.9.18. Cause all officers or employees having fiscal responsibilities to be bonded, in an amount not less than the maximum funds that will at any time be in the possession of the Association or any professional manager employed by the Association or the total estimated Common Expenses for a three (3) month period with respect to the Lots, whichever is greater, as it may deem appropriate;

3.9.19. Cause the Common Area to be maintained, as more fully set forth in the Declaration; and

3.9.20. After notice and an opportunity to be heard, impose fines on Owners and Residents for violations of the Declaration, the Association Rules or the Architectural Guidelines.

3.10. **Managing Agent.** The Board may employ for the Association and the Project a managing agent at a compensation established by the Board (the "Managing Agent"). The Managing Agent shall perform such duties and services as the Board shall authorize, including, but not limited to, all of the duties listed in the Project Documents except for such duties and services that under the Project Documents may not be delegated to the Managing Agent. The Board may delegate to the Managing Agent all of the powers granted to the Board or the officers of the Association by the Project Documents other than the power to: (i) adopt the annual budget, any amendment thereto or to levy Assessments; (ii) adopt, repeal or amend Association Rules; (iii) designate signatories on Association bank accounts; (iv) borrow money on behalf of the Association; (v) acquire real property. Any agreement for the services of a Managing Agent shall provide for termination by the Association, with or without cause, and without payment of a termination fee, upon thirty (30) days written notice, and no such agreement shall be of a duration in excess of one (1) year, renewable by agreement of the parties for successive one (1) year periods.

3.11. **Nomination and Election.** Nomination for election to the Board shall be made by a nominating committee. Nominations may also be made from the floor at the annual meeting by any Member not in default. The nominating committee shall consist of a chairman, who shall be a member of the Board, and two or more Members of the Association. The nominating committee shall be appointed by the Board of Directors at least sixty (60) days prior to each annual meeting and shall serve until such annual meeting has been concluded. 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. Election to the Board shall be by secret written ballot or oral vote. Those candidates for election to the Board receiving the greatest percentage of votes cast either in person or by proxy at the meeting shall be elected. Notwithstanding anything to the contrary in this Article 3, until such time as seventy-five percent (75%) of the Lots (including Lots deemed included within Parcels not subdivided into residential Lots) have been conveyed to Owners who intend to occupy Residential Units thereon for Single Family purposes, the Class B membership shall have the right to appoint and/or remove all members of the Board. Directors appointed by the Class B membership need not be Members of the Association.

ARTICLE 4.

OFFICERS AND THEIR DUTIES

4.1. **Enumeration of Officers.** The principal officers of the Association shall be the president, the vice president, the secretary, and the treasurer all of whom shall be elected by the Board. The president must be a member of the Board. Any other officers may, but need not, be members of the Board.

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

4.3. **Term.** The initial officers of the Association, unless replaced by the Board, shall hold office until the Class B Membership in the Association terminates and the Declarant and the Designated Builder(s) under the Declaration tender control of the Association to the Class A Membership. Thereafter the officers of the Association shall be elected annually by the Board and each shall hold office for one (1) year or until their successors are elected and qualified, unless he shall sooner resign, or shall be removed, or otherwise disqualified to serve.

4.4. **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.

4.5. **Resignation and Removal.** Any officer may be removed from office with or without cause by the Board. 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.

4.6. **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.

4.7. **Multiple Offices.** Any two or more offices may be held simultaneously by the same person except the offices of President and Secretary.

4.8. **Powers and Duties.** To the extent such powers and duties are not assigned or delegated to a Managing Agent pursuant to **Section 3.10** of these Bylaws, the powers and duties of the officers shall be as follows:

4.8.1. The president shall be the chief executive officer of the Association; shall preside at all meetings of the Board or the Members; shall see that orders and resolutions of the Board are carried into effect; may sign, with or without any other officer of the Association, as authorized by the Board, deeds, mortgages, bonds, contracts or other instruments which the Board has authorized to be executed, except where the signing and execution thereof shall be expressly delegated by the Board or by these Bylaws to some other officer or agent of the corporation or shall be required by law to be otherwise signed or executed; and have general and active management of the business of the Association;

4.8.2. 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 of him by the Board;

4.8.3. The secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the Members; keep the corporate seal of the Association and affix it on all papers requiring said seal; serve notice of meetings of

the Board and of the Members; keep appropriate current records showing the Members of the Association together with their addresses, and shall perform such other duties as required by the Board;

4.8.4. The treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds for appropriate Association purposes as set forth in the Project Documents; shall sign all checks and promissory notes of the Association except in those instances where the Board has delegated the authority to sign checks to a Managing Agent employed by the Association; keep proper books of account; shall prepare an annual budget and a statement of income and expenditures to be presented to the membership at its regular annual meeting, and deliver a copy of each to the Members; may cause an annual audit of the books of the Association to be made by a public accountant at the completion of each fiscal year; and, in general, shall perform all the duties incident to the office of treasurer

ARTICLE 5.

ARCHITECTURAL COMMITTEE

5.1. **Committee Composition.** The Architectural Committee shall consist of at least three (3) members and not less than one alternate member. None of such members shall be required to be an architect or to meet any other particular qualifications for membership. A member need not be, but may be, a member of the Board or an officer of the Association. The Board may increase the number of members on the Architectural Committee but the number of members must always be an odd number.

5.2. **Terms of Office.** The term of office for members of the Architectural Committee shall be a period of one year, or until the appointment of a successor. Any new member appointed to replace a member who has resigned or been removed shall serve such member's unexpired term. Members who have resigned, been removed or whose terms have expired may be reappointed.

5.3. **Appointment and Removal.** So long as the Declarant or any Designated Builder owns any Lot, the Declarant shall have the right to appoint and remove the members of the Architectural Committee. When neither the Declarant nor any Designated Builder owns any Lot, the Board shall appoint and remove all members of the Architectural Committee, except that no member may be removed from the Architectural Committee by the Board unless the removal is approved by the vote or written consent of more than fifty percent (50%) of all of the members of the Board. Notwithstanding the foregoing, the Declarant may voluntarily relinquish (either temporarily or permanently) its right to appoint all or some of the members of the Architectural Committee by Recording an amendment to the Declaration executed by the Declarant alone; provided, however, that if any Designated Builder owns any Lot(s) at the time of such relinquishment, Declarant shall assign its right to appoint members of the Architectural Committee to such Designated Builder who shall then have the right to appoint all members and alternates of the Architectural Committee until neither Declarant nor any Designated Builder owns any Lot(s).

5.4. **Resignations.** Any member of the Architectural Committee may at any time resign from the Committee by giving written notice thereof to the Board.

5.5. **Vacancies.** Vacancies on the Architectural Committee, however caused, shall be filled by the Declarant until neither the Declarant nor any Designated Builder own any Lot, and thereafter by the Board. A vacancy or vacancies on the Architectural Committee shall be deemed to exist in case of the death, resignation or removal of any member.

5.6. **Duties.** It shall be the duty of the Architectural Committee to consider and act upon any and all proposals or plans submitted to it pursuant to the terms of the Declaration, to adopt Architectural Committee Rules, to perform other duties delegated to it by the Board, and to carry out all other duties imposed upon it by the Declaration.

5.7. **Meetings and Compensation.** The Architectural Committee shall meet from time to time as necessary to perform its duties. The vote or written consent of a majority of the members of the Committee, at a meeting or otherwise, shall constitute the act of the Committee unless the unanimous decision of the Committee is required by any other provision of the Declaration. The Committee shall keep and maintain a written record of all actions taken by it at such meeting or otherwise. No member of the Architectural Committee shall receive compensation for any service the member may render. However, any member of the Architectural Committee may be reimbursed for his actual expenses incurred in the performance of his duties.

CERTIFICATION

The undersigned does hereby certify:

That he is the duly elected and acting Secretary of **Altarra Homeowners Association**, an Arizona nonprofit corporation; and

That the foregoing Bylaws were duly adopted by the Board of Directors of the Association on January 26, 2005.



Mike Dowell, Secretary