

WILLOW RUN/WILLOW POND

PATIO HOME ASSOCIATION

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WILLOW POND

HOMEOWNER'S

ASSOCIATION

BYLAWS

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WILLOW POND HOMEOWNER'S ASSOCIATION

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APPENDICES:

- 1. 317A.521, 2010 Minnesota Statutes**
- 2. Amendment to Section 3.5, Vote,**

WILLOW RUN/WILLOW POND PATIO HOME ASSOCIATION
BYLAWS
SECTION 1
GENERAL

The following are the Bylaws of Willow Run/Willow Pond Patio Home Association, *DBA Willow Pond Homeowner's Association*, a Minnesota nonprofit corporation (the "Association"). The Association is organized for the purpose of operating and managing Willow Run/Willow Pond Patio Homes. The terms used in these Bylaws shall have the same meaning as they have in the Declaration of Willow Run/Willow Pond Patio Homes (the Declaration).

SECTION 2
MEMBERSHIP

2.1 Owners Defined. All Persons described as Owners in Section 4 of the Declaration shall be members of the Association. No Person shall be a member solely by virtue of holding a security interest in a Unit. A Person shall cease to be a member at such time as that Person is no longer an Owner.

2.2 Registration of Owners and Occupants. Each Owner shall register with the Treasurer of the Association, in writing, within 10 days after taking title to a Unit, (i) the name and address of the Owners and any Occupants of the Unit, (ii) the name of such Owner's interest or estate in each Unit owned; (iii) the address at which the Owner desires to receive notice of any meeting of the Owners, if other than the Unit address; (iv) the name and address of the secured party holding the first mortgage on the Unit, if any; and (v) the name of the Owner, if there are multiple Owners of the Unit, who shall be authorized to cast the vote with respect to the Unit. The Owner shall have a continuing obligation to advise the Association in writing of any changes in the foregoing information.

2.3 Transfers. The interests, rights and obligations of an Owner in the Association may be assigned, pledged, encumbered or transferred, but only along with and as a part of the title to the Owner's Unit or as otherwise specifically authorized by the Governing Documents or by law.

SECTION 3
VOTING

3.1 Entitlement. Votes shall be allocated to each Unit *current with dues* as provided in the Declarations.

3.2 Authority to Cast Vote. At any meeting of the Owners, an Owner included on the voting register presented by the Secretary in accordance with Section 4.6, or the holder of such Owner's proxy, shall be entitled to cast the vote which is allocated to the Unit owned by the Owner. If there is more than one Owner of a Unit, only one of the Owners may cast the vote.

If the Owners of a Unit fail to agree as to who shall cast the vote, or fail to register pursuant to Section 2.2, the vote shall not be cast.

3.3 Voting by Proxy. An Owner may cast the vote which is allocated to the Owner's Unit and be counted as present at any meeting of the Owners by executing a written proxy naming another Person entitled to act on that Owner's behalf, and delivering the same to the Secretary before the commencement of any such meeting. All proxies granted by an Owner shall remain in effect until the earliest of the following events: (i) revocation by the granting Owner by written notice or by personally attending and voting at the meeting for which the proxy is effective, (ii) eleven months after the date of the proxy, (iii) the time at which the granting Owner is no longer an Owner.

3.4 Voting by Mail Ballot. The entire vote on any issue, except the removal of directors, may be determined by mailed ballots, subject to the following requirements:

- a. The notice of the vote shall: (i) clearly state the proposed action, (ii) indicate the number of responses needed to meet the quorum requirements, (iii) state the percentage of approvals necessary to approve each matter other than election of directors, and (iv) specify the time by which a ballot must be received by the Association in order to be counted.
- b. The ballot shall: (i) set forth each proposed action, and (ii) provide an opportunity to vote for or against each proposed action.
- c. The Board of Directors shall set the time for the return of ballots, which shall not be less than 15 or more than 30 days after the date of mailing of the ballots to the Owners. The Board of Directors shall provide notice of the results of the vote to the Owners within 10 days after the expiration of the voting period.
- d. Approval by written ballot under this Section is valid only if the number of votes cast by ballot equals or exceeds the quorum requirement to be present at a meeting at which the total number of votes cast was the same as the number of votes cast by written ballot.

3.5 Vote. A majority of the Units entitled to vote at any properly constituted meeting of the Owners, or by mail in accordance with Section 3.4, shall decide all matters properly brought before the Owners, except where a different vote is specifically required by the Governing Documents. The term "majority" as used herein shall mean in excess of 40% of the total number of votes in the Association. Cumulative voting shall not be permitted.

SECTION 4 MEETINGS OF OWNERS

4.1 Place. All meetings of the Owners shall be held at a place in the State of Minnesota reasonably accessible to the Owners as may be designated by the Board of Directors in any notice of a meeting of the Owners.

4.2 Annual Meetings. An annual meeting of the Owners shall be held each year on a date, and at a reasonable time and place, designated by the Board of Directors. At each annual meeting of the Owners, (i) the Persons who are to constitute the Board of Directors shall be elected pursuant to Section 6, (ii) a report shall be made to the Owners on the activities and financial condition of the Association, and (iii) any other matter which is included in the notice of the annual meeting, and is a proper subject for discussion or decision by the Owners, shall be considered and acted upon at the meeting.

4.3 Special Meeting. Special meetings of the Owners may be called by the President as a matter of discretion. Special meetings of the Owners shall be called by the President or Secretary within 30 days following receipt of the written request of a majority of the members of the Board of Directors or of Owners entitled to cast at least 25% of all the votes in the Association. The meeting shall be held within 90 days following receipt of such a request. The request shall state the purpose of the meeting and the business transacted at the special meeting shall be confined to the purposes stated in the notice. The purpose for which the meeting is requested and held must be lawful and consistent with the Association's purposes and authority under the Governing Documents.

4.4 Notice of Meetings. At least 21 (but no more than 30) days in advance of any annual meeting of the Owners, and (subject to Section 6.3 of the Declaration) at least 7 (but no more than 30) days in advance of any special meeting of the Owners, the Secretary shall send to all persons who are Owners as of the date of sending the notice, notice of the time, place and agenda of the meeting, by United States mail, or by hand delivery, at the Owner's Unit address or to such other address as the Owner may have designated in writing to the Secretary. The notice may also be sent to Eligible Mortgagees, upon request, at the address provided by the Eligible Mortgagee. Any Eligible Mortgagee shall, upon request, be entitled to designate a representative to be present at any meeting. Notice of meetings to vote upon amendments to the Articles of Incorporation shall also be given separately to each officer and Director of the Association.

4.5 Quorum/Adjournment. The presence of Owners in person or by proxy, who have the authority to cast in excess of forty percent (40%) of all the votes in the Association shall be necessary to constitute a quorum at all meetings of the Owners for the transaction of any business, except adjourning the meetings to reconvene at a subsequent time. Any meeting may be adjourned from time to time, but until no longer than 15 days later, without notice other than announcement at the meeting as initially called. If a quorum is present at the reconvened meeting, any business may be transacted which might have been transacted at the meeting as initially called had a quorum, then been present. The quorum, having once been established at a meeting or a reconvened meeting, shall continue to exist for that meeting notwithstanding the departure of any Owner previously in attendance in person or by proxy. The Association may not be counted in determining a quorum as to any Unit owned by the Association.

4.6 Voting Registry. The Secretary shall have available at the meeting a list of the Unit numbers, the names of the Owners, the vote attributable to each Unit. The individual signing the registration is the Person authorized to cast the vote.

SECTION 5 ANNUAL REPORT

The Board of Directors shall prepare an annual report on behalf of the Association to be mailed or delivered to each Owner together with the notice of the annual meeting. The report shall contain at a minimum:

- a. A statement of any capital expenditures in excess of two percent of the current budget or \$5,000, whichever is greater, approved by the Association for the current year or succeeding two fiscal years.
- b. A statement of the balance in any reserve or replacement fund and any portion of the fund designated for any specified project by the Board of Directors.
- c. A copy of the statement of revenues and expenses for the Association's last fiscal year, and a balance sheet as of the end of said fiscal year.
- d. A statement of the status of any pending litigation or judgments to which the Association is a party.
- e. A statement of the insurance coverage provided by the Association.
- f. A statement of the total past due assessments on all Units, current as of not more than 60 days prior to the date of the meeting.

SECTION 6 BOARD OF DIRECTORS

6.1 Number and Qualification. The affairs of the Association shall be governed by a Board of Directors consisting of owner members of the Association who are current with dues and assessments. The Board of Directors shall consist of the persons designated as directors in the Articles of Incorporation of the Association subject to the rights of Owners to elect directors as set forth in Section 6.2. The Board of Directors shall be composed of at least five (5) but no more than (9) directors, as determined at the annual meeting of the Association membership.

6.2 Term of Office. The terms of office of the members of the Board of Directors shall be as follows: Each term of office shall be two years and shall expire upon the election of a successor at a subsequent annual meeting of the Owners; provided, that a director shall continue in office until a successor is elected. A number of nominees equal to the number of vacancies, and receiving the greatest numbers of votes, shall be elected, in spite of, one or more of them do not receive a majority of the votes cast. A director appointed or elected to fill an uncompleted term shall serve until the natural termination of that term, unless removed in accordance with these By-Laws. There shall be no cumulative voting for directors.

6.3 Nominations. Nominations for election to the Board of Directors shall be made by a

nominating committee appointed by the Board of Directors, or from the floor, at the annual meeting or by “write-in” if authorized by the Board.

6.4 Powers. The Board of Directors shall have all Powers necessary for the administration of the affairs of the Association, and may exercise for the Association all powers and authority vested in or delegated to the Association (and not expressly prohibited or reserved to the owners) by law or by the Governing Documents. The powers of the Board of Directors shall include, without limitation, the power to:

- a. Adopt, amend and revoke Rules and Regulations not inconsistent with the Governing Documents, as follows: (i) regulating the use of the Common Elements; (ii) regulating the use of the Units, and the conduct of Owners, Occupants or their guests, which may jeopardize the health, safety or welfare of other Owners, Occupants or their Guests, which involves noise or other disturbing activity, or which may damage the Common Elements or other Units; (iii) regulating, or prohibiting animals; (iv) regulating changes in the appearance of the Common Elements and conduct which may damage the Property; (v) regulating the exterior appearance of the Property, including, for example, balconies and patios, window treatments, and signs and other displays, regardless of whether inside a Dwelling so long as such is visible from outside the dwelling; (vi) implementing the Governing Documents and exercising the powers granted by this Section; and (vii) otherwise facilitating the operation of the Property.
- b. Adopt and amend budgets for revenues, expenditures and reserves, and levy and collect assessments for Common Expenses from Owners.
- c. Hire and discharge independent contractors *affecting the Association*.
- d. Institute, defend or intervene in litigation or administrative proceedings (i) in its own name on behalf of itself or two or more Owners on matters affecting the Common Elements or other matters affecting the Property or the Association, or (ii) with the consent of the Owners of the affected Units on matters affecting only those Units.
- e. Make contracts and incur liabilities.
- f. Regulate the use, maintenance, repair, replacement and modification of the Common Elements and Units.
- g. Cause improvement to be made as a part of the Common Elements.
- h. Grant public utility easements through, over or under the Common Elements, and, subject to approval by resolution of the Owners at a meeting duly called, grant other public or private easements, leases and licenses through, over or under the Common Elements.
- i. Impose and receive any payments, fees or charges for the use, rental or operation of the Common Elements and for services provided to Owners.
- j. Impose charges for late payment of assessments and, after notice and an opportunity to be heard, levy reasonable fines for violations of the Governing Documents and the Rules and Regulations per schedule adopted by the Board of Directors.

- k. Impose reasonable charges for the review, preparation and recordation of amendments to the Declaration or By-Laws, statements of unpaid assessments or furnishing copies of Association records.
- l. Provide for the indemnification of its officers and directors and maintain directors' and officers' liability insurance.
- m. Conduct meetings per the most current edition of "Roberts Rules of Order".
- n. Appoint, regulate and dissolve committees.
- o. Exercise any other powers conferred by law or the Governing Documents or which are necessary and proper for the governance of the Association.

6.5 Meeting and Notices. An annual meeting of the Board of Directors shall be held immediately following each annual meeting of the Owners. At each annual meeting the Board of Directors the officers of the Association shall be elected by the Directors.

- a. Regular meetings of the Board of Directors shall be held at least semi-annually, at such times as may be fixed from time to time by a majority of the members of the Board of Directors. A schedule, or any amended schedule, of the regular meetings shall be provided to the directors.
- b. Special meetings of the Board of Directors shall be held when called (i) by the President of the Association or (ii) by the Secretary within ten (10) days following the written request of any two directors. Notice of any special meeting shall be given to each director not less than three days in advance thereof. Notice to a director shall be deemed to be given when deposited in the United States mail postage prepaid to the Unit address of such director, or when personally delivered, orally or in writing, by a representative of the Board of Directors.
- c. Any director may at any time waive notice of any meeting of the Board of Directors, orally, in writing, or by attendance at the meeting. If all the directors are present at a meeting of the Board of Directors, no notice shall be required, and any business may be transacted at such meeting.

6.6 Quorum and Voting. A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business at any meeting thereof.— Each director shall have one vote. The vote of a 2/3rds majority of the total number of directors will be sufficient to adopt any action. Proxies shall not be permitted.

6.7 Action Taken Without a Meeting. The Board of Directors shall have the right to take any action in the absence of a meeting which it could take at a meeting when authorized in a writing signed by all the directors.

6.8 Vacancies. A vacancy in the Board of Directors shall be filled by an Owner elected within 15 days following the occurrence of the vacancy by a majority vote of the directors, regardless of their number, except for vacancies created pursuant to Sections 6.2 and 6.9 of this Section. Each Owner so elected shall serve out the term vacated.

6.9 Removal. A director may be removed from the Board of Directors, with cause, by a majority vote at any annual or special meeting of the Owners, provided (i) that the notice of the meeting at which removal is to be considered states such purpose, (ii) that the director to be removed has a right to be heard at the meeting and (iii) that an Owner as the is elected replacement director at the meeting by the Owners to fill the position caused by the removal. A director shall be removed by the Board of Directors if such director (i) has more than two unexcused absences from Board meetings and/or Owners meetings during any twelve month period or (ii) is more than 60 days past due with respect to assessments on the director's Unit. Such vacancies shall be filled by the vote of the Owners as previously provided in this Section.

6.10 Compensation. As authorized by a vote of the Owners at a meeting thereof, the directors of the Association may receive compensation for their services in such capacity. A director, or other Owner, Occupant or their Guests may, upon approval by the Board of Directors, be retained by the Association and reasonably compensated for goods and services to the Association in an individual capacity. Directors may be reimbursed for out-of-pocket expenses in the performance of their duties.

6.11 Fidelity Bond. Fidelity bonds or insurance coverage for unlawful taking of Association funds may be obtained and maintained as provided in the Declaration on all directors and officers authorized to handle the Association's funds and other monetary assets.

SECTION 7 OFFICERS

7.1 Principal Officers. The principal officers of the Association shall be a President, a Vice President, a Secretary and a Treasurer, all of whom shall be *Owners* elected by the Board of Directors. A person may hold more than one office simultaneously, except those of President and Vice President.

7.2 Election. The officers of the Association shall be elected by the Board.

7.3 President. The President shall be the chief executive officer of the Association and shall preside at all meetings of the Board of Directors and the Association. The President shall have powers and duties customarily vested in the office of the president of a corporation, including the duty to supervise all other officers and to execute all contracts and similar obligations on behalf of the Association; however, all contracts must be executed by at least one other director. The President shall have such other duties as may from time to time be prescribed by the Board of Directors.

7.4 Vice President. The Vice President shall take the place of the President and perform the duties of the office whenever the President shall be absent or unable to act. The Vice President shall also perform such other duties as shall from time to time be prescribed by the Board of Directors.

7.5 Secretary. The Secretary shall be responsible for recording the minutes of all meetings of the Board of Directors and the Association. The Secretary shall be responsible for keeping the records of the Association, and shall give all notices required by the Governing Documents unless directed otherwise by the Board of Directors.

7.6 Treasurer. The Treasurer shall have responsibility for all financial assets of the Association, and shall be covered by a bond or insurance in such sum and with such companies as the Board of Directors may require. The Treasurer shall be responsible for keeping the Association's financial books, assessment rolls and accounts. The Treasurer shall cause the books of the Association to be kept in accordance with customary and accepted accounting practices and shall submit them to the Board of Directors for its examination upon request. The Treasurer shall cause all monies and other monetary assets of the Association to be deposited in the name of or to the credit of the Association in depositories designated by the Board of Directors, shall cause the funds of the Association to be disbursed as ordered by the Board of Directors and shall perform all other duties incident to the office of Treasurer, i.e., completion of Federal & State tax returns and other required non-profit filings.

7.7 Compensation. Officers of the Association may receive compensation for their services in such capacity. An officer, or other Owner or Occupant may, upon 2/3rds approval by the Board of Directors, be retained by the Association and reasonably compensated for goods and services to the Association in an individual capacity. Officers may be reimbursed for out-of-pocket expenses incurred in the performance of their duties.

SECTION 8 OPERATION OF PROPERTY

8.1 Assessment Procedures. The Board of Directors shall, at least thirty (30) days prior to the first day of the Association's fiscal year, January 1st to December 31st, prepare a budget of Common Expenses for the Association and assess and levy such Common Expenses against the Units according to their respective Common liability as set forth in the Declaration. The annual budget includes a general operating reserve and may include an adequate reserve fund for maintenance, repair and replacement of those Common Elements.

- a. The Board of Directors shall fix the amount of the annual assessment against each Unit and advise the Owners in writing of the assessment at least thirty (30) days prior to the date when the first installment thereof is due. Increases in assessments shall be subject to the limitations set forth in Section 6 of the Declaration. The failure of the Board of Directors to timely levy an annual assessment shall not relieve the Owners of their obligation to continue paying assessment installments in the amount currently levied, as well as any increases subsequently levied.
- b. If an annual assessment proves to be insufficient, the budget and assessments thereof may be amended, or a special assessment levied by the Board of Directors at any time subject to the limitations set forth in Section 6 of the Declaration. The levy shall be deemed to occur upon the date specified in the resolution which fixes the assessment.

- c. The Association shall furnish copies of each budget on which the Common Expenses and the Assessment are based to an Owner or to any Eligible Mortgagee, upon request of such persons.

8.2. Payment of Assessments. Annual assessments shall be due and payable in monthly installments in advance on the first day of each month of the year or other period designated by the Board of Directors. All Owners shall be absolutely and unconditionally obligated to pay the assessments levied pursuant to the Governing Documents. No Owner shall have any right of withholding, offset or deduction against the Association with respect to any assessments or related late charges or costs of collection. Any rights or claims alleged by an Owner may be pursued only by separate action.

8.3 Default in Payment of Assessments. If any Owner does not make Payment on or before the date when any assessment or installment thereof is due, subject to such grace periods as may be established, the Board of Directors may assess, and such Owner shall be obligated to pay, a late charge as provided in the Declaration for each such unpaid assessment or installment thereof, together with all expenses, including reasonable attorneys fees, incurred by the Board in collecting any such unpaid assessment.

- a. If there is a default of more than thirty (30) days in payment of any assessment, the Board of Directors may accelerate any remaining installments of the assessment upon prior written notice thereof to the Owner, and the entire unpaid balance of the assessment and late charges shall become due and payable upon the date stated in the notice unless all past due amounts, including late charges, costs of collection and fines, are paid prior to said date.
- b. The Board of Directors shall have the right and duty to attempt to recover all assessments for Common Expenses, together with any charges, attorney's fees or expenses relating to the collection thereof.
- c. Upon written request of an Owner or an Eligible Mortgagee of such Unit, notice of a default of more than thirty (30) days in payment of any assessment or installment of an assessment for Common Expenses or any other default in the performance of obligations by the Owner shall be given in writing to such Eligible Mortgagee.
- d. The rights and remedies referred to herein shall in no way limit the remedies available to the Association under the Declaration or by law.

8.4 Foreclosure of Liens for unpaid Assessments. The Association has the right to foreclose a lien against a Unit for assessments imposed by the Association described in the Declaration Section 11 COMPLIANCE AND REMEDIES.

8.5 Records. The Board of Directors shall cause to be kept at the address of the Secretary of the Board and at such other place as the Board of Directors may determine, records of the actions of the Board of Directors, minutes of the meetings of the Board of Directors, minutes of the meetings of the Owners of the Association, names of the Owners and Eligible Mortgagees. Detailed and accurate records of the receipts and expenditures of the Association will be kept at the address of the Treasurer of the Board of Directors. All

Association records, including receipts and expenditures and any vouchers authorizing payments, shall be available for examination by Owners and the Eligible Mortgagees upon reasonable notice. Separate accounts shall be maintained for each Unit setting forth the amount of the assessments against the Unit, the date when due, the amount paid thereon and the balance remaining unpaid.

8.6 Enforcement of Obligations. All Owners, Occupants or their Guests are obligated and bound to observe the provisions of the Governing Documents and the Rules and Regulations. The Association may impose any or all of the charges, sanctions and remedies authorized by the Governing Documents, the Rules and Regulations or by law to enforce and implement its rights and to otherwise enable it to manage and operate the Association.

SECTION 9 AMENDMENTS

These By-Laws may be amended, and the amendment shall be effective, upon the satisfaction of the following conditions:

9.1 Approval. The amendment must be approved by Owners who have authority to cast in excess of 66 2/3% of the total votes in the Association, in writing or at a duly held meeting of the Owners, subject to any approval rights of Eligible Mortgagees as provided in the Declaration;

9.2 Notice. A copy of the Proposed amendment and, if a meeting is to be held, notice of such meeting, shall be mailed by U.S. Mail, or hand delivered, to all Owners authorized to cast votes; and

9.3 Effective Date, Recording. The amendment shall be effective on the date of approval by the required vote of the Owners and need not be recorded. If recorded, the amendment shall be recorded in the office of the recording officer for the county in which the Property is located.

SECTION 10 INDEMNIFICATION

The Association shall, to the extent the alleged liability is not covered by insurance, indemnify every individual acting in any official capacity on behalf of the Association, pursuant to the provisions of 317A.521 INDEMNIFICATION, 2010 MN Statutes – Appendix 1.

SECTION 11 MISCELLANEOUS

11.1 Notices. Unless specifically provided otherwise by law, the Declaration or these By-Laws, all notices required to be given by or to the Association, the Board of Directors, the

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