

EXHIBIT "A"
AMENDED AND RESTATED BYLAWS
OF
LAKE OF THE WOODS HOMEOWNERS ASSOCIATION, INC.

Editor's Note:

This instrument was approved by the affirmative votes of at least two-thirds of the owners of sublots in the Lake of the Woods residential subdivision announced at a meeting of the Board of Trustees of the Association on _____, 2026.

**AMENDED AND RESTATED BYLAWS OF
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**AMENDED AND RESTATED BYLAWS
OF
LAKE OF THE WOODS HOMEOWNERS ASSOCIATION, INC.**

ARTICLE I

DEFINITIONS

Section 1. Legal Description. The real property that is, and will be held, transferred, sold, conveyed, and occupied, subject to these Amended and Restated Bylaws ("Bylaws"), is described in the legal description identified as Exhibit "B" accompanying the Amended and Restated Declaration of Restrictions and Covenants for Lake of the Woods ("Declaration" or "Amended and Restated Declaration").

Section 2. Definitions. Capitalized terms used in these Bylaws have the meanings ascribed to them in this Section 2 and, if not defined below, shall have the meaning ascribed to such term in the Declaration or where it first appears in these Bylaws. It is the intent of this Section 2 that each capitalized term appearing in these Bylaws shall carry the same definition specified in the Declaration for such term, but in the event of any differences in such definitions, the definition appearing in the Declaration shall prevail. The following terms used herein are defined as follows:

(a) **"Articles of Incorporation"** means the document filed with the Secretary of State of Ohio on April 12, 1984, establishing the existence of Lake of the Woods Homeowners Association, Inc., as a non-profit corporation, as may be amended from time to time.

(b) **"Assessment"** means the determination respecting the share of Common Expenses, including reserves ordinarily and prudently budgeted by the Board of Directors, and other charges levied against the Lot(s) that shall be payable from time to time by the Owner(s) as determined in accordance with the Declaration, these Bylaws, and the rules, policies, and procedures of the Association. The term "other charges" in defining "Assessment" includes, without limitation:

(1) All costs, expenses, and charges for maintenance, repairs, and replacements made by the Association that are or were the obligation or responsibility of the Owner(s) to make;

(2) All special or extraordinary uses or consumptions attributable to any Owner(s);

(3) All damages or enforcement assessments resulting from the failure of the Owner(s) of a Lot or any Occupant(s), tenant(s), guest(s), or invitee(s) of any Dwelling or Lot to comply with any of the covenants, conditions, obligations, or restrictions contained in the Declaration, these Bylaws, and the rules, policies, and procedures of the Association, together with the costs, including (without limitation) court costs, reasonable attorney and paralegal fees, incurred by or for the Association in any action successfully threatened, asserted, and/or prosecuted to secure voluntary or involuntary compliance and/or obtain injunctive, declaratory, or other relief in redress of a failure to comply with the Declaration, these Bylaws, and/or the rules, policies, and/or procedures of the Association and/or to remit all Annual Assessments and/or Special Assessments as and when the same shall become due and payable;

(4) Any other charges or Assessments permitted by the Declaration, these Bylaws, or Chapter 5312 of the Ohio Revised Code to be made or levied against the Owner(s) and/or any Lot(s);

(5) Reasonable costs of collection of any unpaid Annual Assessments, Special Assessments, enforcement assessments, charges (including, without limitation, title reports, court costs, reasonable attorney fees, and paralegal fees), interest, and reasonable administrative late charges;

(6) **“Annual Assessment(s)”** defined herein as the aggregate of all shares of the estimated cash requirements of the Association ratably levied by resolution of the Board of Directors of the Association against the Lot(s) to pay for the Common Expenses, including reserves, for the ensuing fiscal year in accordance with the Declaration and these Bylaws and charged to the Owner(s) of each Lot; and

(7) **“Special Assessment”** defined herein as the aggregate of all shares of the Common Expenses or other charges levied against the Lots generally or against any specific Lot(s) to pay for special or specific projects or expenses not provided for in the estimated cash requirement in determining the Annual Assessments for the ensuing fiscal year, the amount of which is to be paid ratably or specifically by some or all of the

Owner(s) of each Lot in a lump sum and/or in semi-annual installments as the Board of Directors shall determine.

(c) **“Association”** means and refers to Lake of the Woods Homeowners Association, Inc., a non-profit corporation organized under the laws of the State of Ohio, and each of its successors and assigns created to govern, operate, control, and administer the Property, including the Common Elements, and to enforce the covenants and restrictions contained in this Declaration, these Bylaws, and the rules, policies, and procedures of the Association, as amended from time to time.

(d) **“Authorized Communications Equipment”** means any communications equipment that the Board of Directors, in its sole discretion, selects that shall provide a transmission, including (but not limited to) communication by telephone, video conference, or any electronic means, from which it can be determined that the transmission was authorized by, and accurately reflects the intention of, the Director, Owner, or other participant in using the same, and, with respect to meetings, allows all Persons permitted to participate in the meeting to communicate contemporaneously with each other as determined by the meeting chair.

(e) **“Board of Directors”** or **“Board”** shall mean and refer to the Board of Directors of the Association, as provided in these Bylaws of the Association and as may be referenced in these Bylaws as “the Board,” “the Board of Directors,” or “the Directors” and shall include the Board of Trustees of the Association as constituted and established to discharge powers, duties, and responsibilities on behalf of the Association under the version of the Declaration, and all amendments thereof, in effect before the effective date of the Amended and Restated Declaration unless otherwise provided by operation of Section 5 of Article II, below.

(f) **“Chapter 1702”** means Chapter 1702 of the Ohio Revised Code, the Ohio Nonprofit Corporation Act, as may be amended or supplemented from time to time.

(g) **“Chapter 5312”** means Chapter 5312 of the Ohio Revised Code, the Ohio Planned Community Act, as may be amended or supplemented from time to time.

(h) **“Common Elements”** means all real property controlled or owned by the Association, and all related fixtures and improvements, including (but not limited to) two (2) brick walls with pillars, brick entrance monument with sign, and landscape plantings and illumination hardware located at the entrance to the Property.

(i) **“Common Expenses”** means the aggregate expenses of financial liability of the Association as provided by the Declaration, these Bylaws, and Ohio law, including such allocations as the Board designates for reserves, and those expenses designated as Common Expenses in Chapter 5312, the Declaration, and/or these Bylaws, including (by way of example and not by way of limitation):

(1) All sums lawfully assessed against the Lot(s) or Owner(s) by the Association;

(2) All expenses, rentals, charges, payments, and obligations of the Association incurred in the operation, administration, management, maintenance, repair, replacement, insurance, and improvement of the Common Elements and the other parts of the Property, including (but not limited to) the entrance signage and components, landscape islands, lake and storm water management facilities as provided for in these Bylaws, and reserves established by the Board of Directors for any or all such purposes;

(3) All charges, payments, and obligations of the Association incurred in the fulfillment of the required and approved Storm Water Management Plan (defined in the Declaration);

(4) All expenses, charges, and costs of utility services used, rented, or supplied to or furnished to the Common Elements and Lots, or to any one or more of them, that are charged to or initially paid for by the Association and not the direct responsibility of any governmental agency or any Owner(s); and,

(5) All expenses the Board of Directors from time to time reasonably determines to be Common Expenses, *provided*, however, that the Association’s only Common Expenses related to the lake shall be in accordance with the Storm Water Management Plan as defined in the Declaration.

(j) **“Declaration”** means the recorded version of the instrument establishing provisions for a declaration of covenants, easements, conditions, and restrictions, as originally executed, or if amended, as so amended, by which the Property is subject to the provisions of Chapter 5312. As used in these Bylaws, “Declaration” refers specifically to the instrument and related Exhibits described in the definition of “Declaration” appearing in Section 2(k) of Article II of the Amended and Restated Declaration of Restrictions and Covenants for Lake of the Woods, if adopted by the Members, but otherwise shall refer to the Declaration in effect as of the date these Bylaws shall have taken effect and all amendments of such Declaration duly adopted by the Members.

(k) **“Dwelling”** means one building situated upon one Lot within the Property (or situated on or straddling more than one such Lot) designated and intended for use and occupancy as a residence by one family.

(l) **“Electronic Voting Technology”** means an electronic voting system that accurately and securely records the voting Member’s intent to cast a ballot on a matter in the way identified by the Member, and provides for the counting of electronic votes submitted, including by means of internet, application, web, virtual, or other electronic technology.

(m) **“Good Standing”** means any Owner of a Lot who is not more than 30 days delinquent in the payment of any fees and/or Assessment, or any portion thereof, owed to the Association. Whether an Owner is in “Good Standing” for purposes of voting shall be determined as of the date of any meeting at which the votes are tabulated. If any Lot is vacant (*i.e.*, without a Dwelling constructed on it), the Owner(s) of such Lot shall not be in Good Standing with the Association until a Dwelling suitable for occupancy is approved by appropriate building officials of the City of Akron and/or Summit County and constructed on such Lot.

(n) **“Lot”** means and refers to each subplot located on the Property (defined below) and shown on any record plat or plan of the Lake of the Woods residential subdivision, excepting the Common Elements, that may be improved for use as a single family detached Dwelling, and as shown on an individual parcel in the records of the Recorder’s Division of the Summit County Fiscal Office, *provided*, however, that for purposes of administration and enforcement of the Declaration, these Bylaws, and/or any rules, policies, and/or procedures of the Association, where any part(s) of two or more adjacent Lots are owned by the same Owner(s) and a single Dwelling is constructed on one or more of those adjacent Lots, all such adjacent Lots shall be regarded, irrespective of how the Recorder’s Division of the Summit County Fiscal Office labels, defines, or denominates any

part or all of any parcel(s) titled to any Owner(s), as a single Lot for purposes of voting and all Assessments, and the side Lot lines thereof shall consist of only the line(s) bordering a street and/or the side Lot line(s) of one or more Lot(s) of any other Owner(s).

(o) **“Member”** means a Person entitled to membership in the Association, as provided in the Declaration and these Bylaws, and is the record Owner of a Lot.

(p) **“Owner”** means (1) any Person owning a fee simple interest in a Lot, excluding any Person having an interest in a Lot merely as security for the performance of an obligation unless and until such Person shall have acquired title to the Lot in fee through a foreclosure or any act or proceeding in lieu of foreclosure, and (2) a Person who is a purchaser or vendee of a Lot under a land contract to the exclusion of the record owner(s) of such Lot.

(q) **“Original Declaration”** means all documents and their attachments of record with the Fiscal Officer of Summit County setting forth the covenants and restrictions for Lots in the Lake of the Woods residential subdivision, including (without limitation) those found at Pages 311 through 329 of Volume 6889 of the Book Archive of the Recorder of Summit County, recorded on March 23, 1984, and all recorded amendments to each of those pages.

(r) **“Person”** means any natural person or any corporation, partnership, limited liability company, trust, or other legal entity to which the law attributes the capacity of having rights and duties.

(s) **“Property”** means the real property described or referenced in the Declaration and these Bylaws and any additions as may have been or shall be brought within the jurisdiction of the Association in accordance with the provisions of the Original Declaration and as described in the Exhibits accompanying the Original Declaration or the Amended and Restated Declaration and/or these Bylaws constituting Lake of the Woods residential subdivision.

ARTICLE II

GENERAL

Section 1. Preliminary Statement of Scope and Effect. Subject to Section 5 of this Article II, below, these Bylaws are appended to and are made part of the Declaration. The purpose of these Bylaws is to provide for corporate procedures of a planned unit development association for the government of a non-profit corporation that administers the covenants and restrictions applicable to individual Lots and the Common Elements in the manner provided by the Declaration and these Bylaws. All present or future Owners, tenants, or occupants of any Lot or Dwelling within the Property, or anyone who might use facilities of the Common Elements in any manner, shall be subject to the covenants, restrictions, provisions, and regulations contained in the Declaration and these Bylaws and also shall be subject to any restriction, condition, or rule adopted by the Board of Directors. The mere acquisition of any Lot within the Property or the mere act of occupancy of any of Lot shall constitute acceptance and ratification of the Declaration and these Bylaws.

Section 2. Name of the Association. The name of the Association is “Lake of the Woods Homeowners Association, Inc.,” an Ohio non-profit corporation, created in accordance with the provisions of Chapter 1702 of the Ohio Revised Code.

Section 3. Principal Office. The Board shall designate the place or location for the Association’s permanent files, which may be retained in hard copy and/or electronic formats. Copies of all official books and records must be kept in the Association’s permanent files. If the permanent files are located at the Dwelling of a Director or electronically subject to restricted access of a Director, then within ten (10) business days following the termination of such custodial Director’s status as a member of the Board, he or she shall have the duty and responsibility to contact the succeeding custodial Director (or property manager, if any) and arrange for delivery and access respecting all Association permanent files to the succeeding custodial Director (or property manager, if any).

Section 4. Effective Date of These Bylaws. Following approval by the Members in the manner prescribed for amendment of the former Code of Regulations of the Association, the Effective Date” of these Bylaws shall be the date a certified copy of these Bylaws shall have been recorded with the Recorder’s Division of the Summit County Fiscal Office.

Section 5. Effect of Failure to Approve Amendment(s) of the Original Declaration.

If these Bylaws shall become effective before the members approve any amendment of the Original Declaration, all references to the "Declaration" in these Bylaws shall mean the Original Declaration, as may be amended by the Members before or after these Bylaws shall have taken effect, and all references to the "Board of Directors" and a "Director" in these Bylaws instead shall be regarded, respectively, as references to the Board of Trustees and a Trustee of the Association unless otherwise denominated in any amendment(s) of the Original Declaration.

ARTICLE III

THE ASSOCIATION

Section 1. Membership. Subject to the provisions of the Declaration, the membership of the Association shall include each Person who is a record owner of a fee simple interest in any Lot but if a Lot is subject to a land contract, the purchaser or vendee of such Lot shall be entitled to the privileges of membership instead.

Section 2. Voting Rights. A Member is entitled to (1) one vote for each Lot owned or under a land contract that has a Dwelling constructed on such Lot. When more than one Person shall hold an interest in a Lot, all such Persons are Members, *provided*, however, that a single vote for the Lot shall be exercised in accordance with these Bylaws in such manner as the Owner(s) or land contract purchaser(s) or vendee(s) of such Lot shall determine in their sole discretion. The Directors are entitled to accept the representation of a single Owner or land contract purchaser or vendee respecting the manner in which the interest(s) of multiple Owners or land contract purchasers or vendees shall be represented in casting a single vote on behalf of a Lot. No fractional vote(s) shall be recorded on any matter submitted to a vote of the membership of the Association.

Section 3. Voting Methods. Prior to sending the notice for any meeting, and depending on the conduct of the meeting as determined by the Board, voting shall be conducted by one of the following methods:

(a) **Voting in Person or by Proxy.** Members may vote in person or by proxy during meetings that are held in person and provide for physical attendance in one of the following methods: (1) Show of hands; (2) voice vote; (3) division of the assembly; or (4) written ballot, submitted either in person, by proxy, by mail, and/or by Electronic Voting Technology, as determined by the Board pursuant to Section 3(b) of this Article III. Voting shall be by written ballot if a majority of the Members present in person or by proxy cannot agree to follow one of the other prescribed

methods. The individual or entity granted a proxy shall be a Member of the Association. Each proxy shall be appointed in a writing signed by the Member(s) entitled to vote and the writing must be returned to the Association by regular mail, hand delivery, electronic mail, or other method of delivery provided for or permitted by the Board prior to the time established for voting in any election or on any measure(s). Every proxy appointment shall automatically cease upon conveyance of the Lot or Dwelling by the Member(s) (or upon surrender or extinguishment of land contract purchaser or vendee rights of the Person(s)) giving such proxy. Proxy appointments may be valid for up to 300 days or such shorter duration as may be specified in the writing. If no time is specified, a proxy appointment is valid only the meeting(s) or measure(s) for which the proxy shall have been given.

(b) Voting by Mail and Electronic Voting Technology. For meetings that are held by means of Authorized Communications Equipment, voting shall be conducted by mail, through the use of Electronic Voting Technology that is approved by the Board, or both. A written summary of all matters to be subject to a vote at a meeting utilizing Authorized Communications Equipment must be sent to the Members not later than the date the meeting notice is sent to the Members in accordance with Section 4(c) of Article III of these Bylaws. Voting by mail or by use of Electronic Voting Technology is considered to be voting at the meeting as if the Member were physically present.

(c) Voting in Person, by Proxy, by Mail, and by Electronic Voting Technology; Registration of Members. For meetings that are held in person and provide for physical attendance, voting may be conducted in person or by proxy and in addition the Board may authorize the Members to vote by mail and Electronic Voting Technology. The Board shall appoint a committee of at least two (2) Members to serve as tellers to assist Persons in signing in for a meeting of the Members. The Secretary or Treasurer of the Association shall provide the tellers with a current roster of Members organized alphabetically and listing such Members' addresses. The roster shall include one or more spaces for each Member to sign in as part of the process of registering to participate in the meeting. The tellers shall confirm the identity of each Person seeking to register to vote at the meeting by a customarily accepted form of photo identification (*e.g.*, driver's license, state-issued identification card, passport, etc.) if he or she is not personally known to either teller. Each Person seeking to register thereupon shall sign the roster of members in the presence of one or both of the tellers. The tellers shall refer any Person for whom his or her identity cannot be confirmed to the Secretary or a member of the Board for issuance of a provisional ballot in accordance with Section 3(e) of this Article III.

(d) **Additional Provisions for Proxy Voting.** A proxy vote may be cast on behalf of Owner(s) or land contract purchaser(s) or vendee(s) of a Lot only by the person appointed in a proxy instrument presented in respect of such Lot. No proxy holder may delegate his, her, or its privilege of casting a proxy vote to any other person or entity. When the Board is appointed as a proxy holder in any proxy instrument, the right to cast a vote under such instrument may be exercised by any member of the Board other than a member who is a candidate for election in a contest for which such vote is cast. Where proxy votes are cast by written ballot, the name and address of the Person(s) giving the proxy shall be recorded on such ballot and the proxy appointee casting such vote shall sign such ballot. A written proxy vote cast by the Board shall be signed by the Board member responsible for filling out such ballot. Proxy votes cast by written ballot shall be subject to all other provisions and condition specified in these Bylaws in regulation of the process of voting by written ballot.

(e) **Provisional Ballots.** Where the identification of a Person claiming a right to cast a ballot in a meeting of the Members cannot be verified by the tellers, or where any challenge is lodged by any Member to the claim of any Person asserting a right to cast such a ballot, or where any challenge or question respecting the sufficiency or validity of a proxy instrument is asserted by any Member prior to calling for a vote in an election or on any measure, the Secretary shall issue a provisional ballot and allow the Person or proxy holder involved to cast it subject to post-voting audit to resolve such challenge or question. Where a vote is conducted by written ballot, a provisional ballot shall be issued in the same form used for all other ballots except that the word “provisional” shall be added to distinguish it from all other ballots. The Secretary shall segregate all provisional ballots and such ballots shall be tabulated, but not included in any certified final vote total(s) until each such challenge or question is resolved.

(f) **Committee of Counters; Observers.** Prior to commencing a vote by written ballot, the Members shall nominate and elect from among themselves a committee of three (3) of their number to serve as a Committee of Counters. No counter may be a candidate in any election for which he or she shall serve as a counter or may share a Dwelling with or be related by blood or marriage to any such candidate. Each candidate for election may designate himself or herself or another Member to serve as an observer of the work of the Committee of Counters, but no such observer shall interfere with or disrupt the counters’ work and instead shall document and/or report his or her observations of possible irregularities or inaccuracies to the Secretary or the Board to be addressed in a post-voting audit.

(g) **Miscellaneous Provisions.** Any ballots or proxy instruments, regardless of method, received subsequent to the date and time the Board sets for ballots to be cast or returned shall be regarded as invalid. Any costs associated with voting, including (without limitation) mailing costs for delivery of ballots to Members, printing, and Authorized Communications Equipment and Electronic Voting Technology costs and subscriptions, shall constitute Common Expenses of the Association. The Board may adopt any additional regulations, rules, policies, or procedures as may be necessary or advisable to execute the intent and purpose of the voting provisions for the use in administering each desired voting method.

(h) **Audit of Voting Processes and Results; Certification of Results.** All votes cast by the Members are subject to a post-election audit conducted by or for the Secretary or the Board to verify accuracy in the tabulation of results and investigation into possible irregularities in the voting process, challenges to proxy instruments, and/or ballots as cast. The Board shall adopt a resolution by which all challenges or questions relating to the voting processes and/or results of any vote of the Members shall be addressed and resolved. The Secretary or the Board shall certify the results of each such vote and the Secretary shall publish notice thereof to the members within 30 days of certification.

Section 4. Meetings of Members.

(a) **Annual Meeting.** The annual meeting of the Members of the Association shall be held between the first day of January and the last day of April of each calendar year at a time and place established by the Board, *provided*, however, that such meeting may be postponed until not later than the last day of June of such calendar year if there is a vacancy on the Board of Directors and no successor Director shall have been appointed or nominated by the deadline for giving notice of an annual meeting to take place by the last day of April or for a reason beyond the reasonable control of the Directors. Notice of the annual meeting shall include references to the purposes of the meeting, *viz.*, to elect Directors, to consider any reports placed before the Owners, and to transact such other business as may be determined by the Board or as may be presented by any Member(s) in attendance. All costs incurred in giving notice of the annual meeting, securing a venue for such meeting, conducting such meeting by means of Authorized Communications Equipment and/or Electronic Voting Technology, and recording all proceedings and votes cast at such meeting are considered Common Expenses of the Association. The order of business at all Association annual meetings is:

- (1) Calling of meeting to order and confirming a quorum;
- (2) Proof of notice of meeting or waiver of notice;

- (3) Review of minutes of preceding meeting;
- (4) Reports of Officers;
- (5) Reports of Committees;
- (6) Election of Inspectors for the Election of Directors (if needed);
- (7) Election of Directors;
- (8) Unfinished or Old Business;
- (9) New Business;
- (10) Member Comments; and
- (11) Adjournment.

The order of business may be adjusted by the President, or by a majority of the Board, or by a resolution adopted by a majority of the voting power of the Association represented by the Members participating in the meeting in person or by proxy, *provided*, however, that the first three items of business shall be undertaken in the order specified above for calling the meeting to order and confirming a quorum, verifying proof of notice, and review of the minutes of the preceding meeting and none of the remaining items of business listed above shall be omitted from the adjusted agenda. Members shall be afforded the privilege of addressing all other Members in attendance or otherwise participating in the annual meeting as each item of unfinished, old, or new business is addressed and/or considered.

(b) **Special Meetings.** Special meetings of the Members of the Association may be held on any day when called by the President, or by a majority of the Directors, or by Members entitled to exercise at least 50 percent (50%) of the Association's voting power. Any Member entitled to call a special meeting of the Association must provide a written request delivered either in person or by certified mail to the President or the Secretary of the Association asking for a meeting to be scheduled and such officer thereupon must set the date, time, and place for the special meeting and cause notice of such meeting to be given to all Members in accordance with these Bylaws. If such notice is not given by the President or the Secretary within 30 days after the receipt of such request, the Member requesting the scheduling of the special meeting may fix the time and place of such meeting in accordance with these Bylaws and shall give notice of the meeting to all Members in the manner prescribed by these Bylaws. No business other than the business specified in the call and set forth in the notice shall be considered at any special meeting. The order of business at any special meeting shall be specified in the special meeting notice or agenda. All costs incurred in giving notice of a special meeting called by the President or a majority of the Directors, securing a venue for such meeting, conducting such meeting by means of Authorized Communications Equipment and/or Electronic Voting Technology, and recording all proceedings and

votes cast at such meeting are considered Common Expenses of the Association. All costs incurred by any other Member(s) in scheduling and conducting any other special meeting shall be borne exclusively by those responsible for calling such meeting(s). Each special meeting shall be conducted in accordance with Chapter 1702 and Chapter 5312 and in such manner as may be provided in these Bylaws and/or a resolution of the Board of Directors.

(c) **Notice of Meetings.** Written notice of each annual meeting and each special meeting of the Members called by the President or the Board shall be given by, or at the direction of, the Secretary or the Person authorized to call the meeting, delivered in accordance with the Declaration and these Bylaws, at least 15 days before the meeting, to each of the Members entitled to vote at the meeting. Written notice of any other special meeting(s) shall be given by the Person responsible for causing such meeting to be called in the manner prescribed by these Bylaws for giving such notice. In each instance, a notice of a meeting of the Members shall specify the place, day, and hour of the meeting, and in the case of a special meeting, the specific purpose(s) of the meeting, and in the case of special meetings called by the Members, a summary of each specific motion (other than any procedural motion(s)) for which votes shall or may be cast. If a meeting of the Members is conducted with the use of Authorized Communications Equipment, the meeting notice also must include any pertinent information necessary to allow each Member to participate at the meeting in that manner. Delivery of a notice of a meeting to all Members living in a single Dwelling shall be achieved when such notice is delivered to such Dwelling.

(d) **Quorum; Adjournment.** Attendance by Members representing 20 percent (20%) of the Lots owned by Owners in Good Standing who are present in person and/or participating by proxy or by using the method of Authorized Communications Equipment as approved by the Board shall constitute a quorum for a meeting of the Members. In confirming the existence of a quorum for a meeting of the Members and/or voting on any measure, attendance by Authorized Communications Equipment and ballots submitted by mail or by Electronic Voting Technology authorized by the Board also shall be counted. The Board of Directors may adopt procedures and guidelines to confirm the identity of each Member seeking to participate and/or vote in a meeting of the Members and to permit the Association to verify that each Member attending, either in person or by Authorized Communications Equipment, is in Good Standing and eligible to vote and have his, her, or its ballot to be included in making a record of any vote. Under no circumstances, however, can any action required by the Declaration, these Bylaws, or by law to be authorized or taken by Members entitled to exercise a specified minimum proportion of the voting power be authorized or taken by a lesser

proportion. Where a quorum is not present, Members entitled to exercise a majority of the voting power represented at a meeting as of the time for the meeting specified in the meeting notice may adjourn the meeting until a quorum is present. If any meeting is adjourned, further written notice of the adjournment need not be given if the time and place to which the meeting is adjourned are fixed and announced at the meeting at the time of adjournment.

(e) **Conduct of Business.** The Board may, but is not required to, adopt parliamentary rules of order for the conduct of Association meetings. Prior to dispatching the meeting notice to the Members, the Board shall determine whether the meeting shall be conducted in a physical location so that the Members may attend in person, or by the use of Authorized Communications Equipment, or both, *provided*, however, that if the meeting shall be held only with the assistance of Authorized Communications Equipment, the Board also shall determine whether the Members also shall be permitted to attend the meeting in person or if they may attend in person only upon demonstrating a hardship rendering it practically impossible for an individual Member to participate with the use of Authorized Communications Equipment. When Authorized Communications Equipment is used, each Member must have the ability to communicate with all other meeting participants to make motions, participate in debates on motions, make statements, lodge objections, and vote, *provided*, however, that the designated meeting chair or moderator may silence or mute any Authorized Communications Equipment utilized by any Member who attends the meeting unless the Member is voting or has been recognized by the meeting chair or moderator as having the floor. A Member not able to participate with the use of Authorized Communication Equipment, as and when authorized by the Board, must participate in a meeting of the Members by personal attendance or by proxy. The meeting chair or moderator has the authority to determine all motions or other procedural matters to be decided at each meeting of the Members, including (by way of example and not by way of limitation) making or soliciting points of order, tabling any measure(s) with the approval of a majority of the Members present and voting, and adjourning the meeting upon a motion adopted by a majority of the Members present and voting. The Board's purpose or reason for not conducting an in-person meeting and instead conducting a meeting only by means of Authorized Communications Equipment must be documented in the Board's meeting minutes.

(f) **Voting Process By Written Ballot; Form of Written Ballot.** Where voting is to proceed by written ballot, a single ballot shall be issued to the Owner(s) or land contract purchaser(s) or vendee(s) who shall have signed in for each election or measure for which a vote shall be cast. Subject Section 3(e) of this Article III respecting provisional ballots, each written ballot shall require the Person(s)

casting it to include his or her name and address printed legibly, shall be signed by the voter(s), and shall include a slate of candidates and/or a space to insert the name of the candidate for whom a ballot is cast or his or her vote on the measure for which such ballot is cast, *provided*, however, that a proxy ballot cast shall be prepared and signed in the manner specified in Section 3(d) of this Article III. Any ballot cast without providing all required information shall be regarded as invalid and shall not be counted. Once deposited into the receptacle provided by the Board for receiving ballots, a cast ballot cannot be retrieved or altered. If two or more written ballots are cast on behalf of the Owner(s) or land contract purchaser(s) or vendee(s) of a Lot in any election or vote on any measure, none of those ballots shall be regarded as valid and therefore none of them shall be counted.

(g) **Minutes of the Meetings of Members.** Minutes of each meeting of the Members shall be taken. Upon reasonable request, copies of approved minutes shall be made available for Member inspection at the principal office of the Association, electronically, or as the Board otherwise determines.

Section 5. Actions of the Members Taken Without a Meeting. All actions, except election or removal of a Director, that may be taken at a meeting of the Association may be taken without a meeting upon adoption of a consent resolution signed by Members representing a majority of the voting power of the Association or such higher percentage of such voting power as may be required by the Declaration and/or these Bylaws for the adoption of any specific measure. Such consent resolutions, and all counterparts thereof, shall be filed with the Association and maintained by the Secretary as part of the Association's official records.

ARTICLE IV

BOARD OF DIRECTORS

Section 1. Board of Directors. The Board constitutes, for all purposes, the Board of Directors of the Association, as provided in Chapter 5312 of the Ohio Revised Code. The members of the Board of Trustees of the Association shall be seated as the members of the Board of Directors immediately upon adoption of these Bylaws by the Members without requiring further ratifying action by the Members or any further undertaking of the Persons thereby serving as Board members.

Section 2. Number of Board Members, Terms, and Qualifications. On and after the Effective Date, the Board of Directors shall consist of three (3) members unless the Members of the Association, in a manner consistent with Section 3 of this Article IV and

by a resolution adopted upon the affirmative vote of a majority of the Lots representing the total voting power of the Association during an annual meeting of the Members or at a special meeting of the Members called for such purpose or by written consent in lieu of a meeting shall prescribe that the Board shall consist of five (5) members or that its size shall be restored to three (3) members. Each member of the Board shall be a Member of the Association in Good Standing and shall serve a term commencing on the date of his or her election and ending on the date of the third annual meeting immediately following his or her election if his or her successor is elected at such meeting. One term of a member of the Board of Directors shall expire at each annual meeting and the terms of the Board members shall remain staggered in such fashion, *provided*, however, that if the Board shall consist of five (5) members, the terms of not more than two (2) of those members may expire on the same date. Except as otherwise provided in the Declaration or these Bylaws, each Director shall serve until expiration of his or her designated term and shall continue to hold such office until his or her successor is elected and takes office or until his or her earlier resignation, removal from office, failure to remain a Member in Good Standing, or death. Every member of the Board of Directors must be an Owner of a Lot or the spouse of such an Owner making the Dwelling located on such Lot his or her principal residence. If an Owner of a Lot is not a natural person, such Owner may nominate for election to the Board of Directors any shareholder, director, or officer of the corporation that owns such Lot, a principal member of a limited liability company that owns such Lot, or a partner or employee of such Owner, *provided*, however, that if the Owner of a Lot is a trust or the trustee of a trust, only the trustee of such trust may be nominated for election to the Board of Directors. If a Lot is owned by more than one Owner, only one (1) of those Owners (or the qualifying spouse of any such Owner) may be elected or appointed and serve on the Board of Directors at any one time.

Section 3. Change in Number of Directors. A majority of the Members present in person or by proxy, or participating by means of Authorized Communications Equipment, or participating by means of Electronic Voting Technology during any Association meeting held for the purpose of election of Directors may approve a motion made prior to the election of Directors to increase or reduce the number of Directors to any odd number not less than three (3). The terms of each Board member shall be three (3) years and must be staggered so that at least one Board member's term shall expire each year. In the alternative, the Board, in its sole discretion, may submit a written ballot to Members to vote on the proposed increase or reduction in the number of Directors, in which case a majority of the Association's total voting power must affirmatively consent in approving the proposal. The approval of a motion or consent by written ballot to the proposal to change the number of Directors shall in no event act to decrease the length of the term of any Director whose term is not expiring as of the meeting date at which the motion is approved or the effective date of the adoption of a resolution to such effect by written ballot. Unless modified by the Members in one of the manners specified in this

Section 3, the Board shall consist of three (3) members duly elected or appointed in the manner prescribed by these Bylaws.

Section 4. Nominations. Nominations for the election of members of the Board of Directors may be made by a nominating committee appointed by the Board in advance of an annual meeting or, if a committee is not appointed, by the Board itself. The nominating committee or Board shall make as many nominations for election to the Board at the next annual meeting of the Members as it, in its discretion, determines, but no fewer in number than the total number of vacancies to be filled and shall verify that each of its nominees satisfies all qualification requirements of these Bylaws and agrees to be nominated. Nominations made by a nominating committee under this paragraph of this Section 4 shall be regarded for purposes of these Bylaws as the nominees of the Board.

The Board shall establish a deadline for making nominations for election to the Board and notice of such deadline shall be given to the Members not later than 21 calendar days before the annual meeting. Nominations for election to the Board may not be entertained from the floor at an annual meeting unless either (a) the Board fails to give timely notice to the Members under this paragraph of this Section 4, or (b) the Board or a nominating committee appointed by the Board shall have presented by the date of the notice of the annual meeting fewer than a sufficient number of nominees to fill all Board vacancies, or (c) a nominated Member dies, withdraws his or her name from consideration, ceases to be a Member in Good Standing, or otherwise shall become ineligible to retain his or her status as a Member on or before the date of the annual meeting. Any Member may submit a nomination to the nominating committee (or the Board in the absence of a nominating committee) as a candidate for election as a Director, and the nominating committee (or the Board in the absence of a nominating committee) must nominate such Member if that Member satisfies all the qualifications to be a Director as provided by these Bylaws. Each nominee of the Board and each other nominee shall specify the seat for which he or she shall seek election if the vacancies to be filled include different terms of office, *e.g.*, where candidates will be elected simultaneously to fill a seat for a full term and a seat for the unexpired term of a Board member who resigned. If there are fewer nominees than vacancies by the date of the annual meeting, the Board or the nominating committee may nominate additional Member(s) for election subject to the rights of Members under such circumstances to make additional nominations from the floor at the annual meeting.

Prior to sending the notice of a meeting at which Directors shall be elected, the Board or the nominating committee appointed by the Board shall establish deadlines for (i) submitting nomination requests and candidate biographies and information and (ii) receiving nominations and shall give notice of all such deadlines to the Members in the manner prescribed in the immediately preceding paragraph of this Section 4. Other than qualifying nominations made from the floor during an annual meeting, nominations must be

made and received within a reasonable time prior to the notice of any meeting where members of the Board of Directors are to be elected is given so that the voting information containing all the candidates' names and an information sheet, within size limitations determined by the Board, containing their biographical information and affirming their candidacies can be transmitted to the Members not later than the date meeting notices are dispatched.

The Board may adopt such additional regulations, procedures, or rules as it may deem necessary or advisable to establish and administer processes and deadlines in accordance with this Section 4 nomination process.

Section 5. Election of Directors. If there are more nominees for election to the Board than vacancies, election to the Board shall be by one of the following methods established by a majority of the Members present in person or by proxy at the meeting during which such election shall be conducted: (a) Show of hands; (b) voice vote; (c) division of the assembly; or (d) secret ballot, submitted either in person, by proxy, by mail, and/or by Electronic Voting Technology, as determined by the Board pursuant to Section 3 of Article III of these Bylaws. Voting shall be by secret ballot only if a majority of the Members present in person or by proxy cannot agree to follow one of the other prescribed methods. The Association is not required to provide ballots to the Members by any method if the number of nominees equals the number of vacancies to be filled, in which case the nominated candidates shall automatically be elected to the Board of Directors at the meeting during which the election is conducted. Regardless of the voting method employed, the Board must adopt rules and safeguards to determine a method by which the secrecy of written ballots is maintained while also maintaining the integrity of the voting process to ensure each Member has exercised only his, her, or its allotted vote once and so a Member can confirm only that any given vote was cast by or on behalf of a particular Lot without disclosing the identity of the Lot on behalf of which such vote was cast. All electronic or written ballots shall list the number of open seats for Directors up for election and shall list the names of all of the candidates nominated for election to fill those seats.

If voting by mail, ballots must be submitted within dual envelopes. One of the two envelopes must contain the ballot itself, denominated the "Ballot Envelope" into which the ballot shall be inserted before being sealed. The Ballot Envelope must be sealed with a ballot inserted therein, but need not be signed. The second envelope, denominated the "Signature Envelope," must be sealed and contain the sealed Ballot Envelope. The Signature Envelope shall be signed by the Member(s) casting the ballot sealed in the Ballot Envelope and shall identify the Lot on behalf of which the ballot contained therein is being cast. The Board shall use such Signature Envelope as a record of receipt of the ballot of the Member(s) casting it as well as to confirm existence of a quorum. If the Signature Envelope either is not sealed or is not signed by a Member, or is neither sealed nor signed by a Member, or if the identity of

the Lot on behalf of which the enclosed ballot is being cast cannot be determined from the face of the Signature Envelope, the ballot accompanying it in the Ballot Envelope shall not be counted. A Ballot Envelope may not be accepted and processed for tabulation unless it is sealed and delivered in a sealed Signature Envelope duly signed by at least one (1) Member who is an Owner of the Lot on behalf of which such ballot is cast. For each election conducted by mail, the Board shall give notice to the Members of the deadline for delivery of all ballots and the manner(s) in which such ballots may be delivered. Each Member bears the risk of delayed or lost mail and the Board shall not allow any Member to cast a ballot after the deadline for delivery of the same has passed. Each Member shall be allowed the opportunity to deliver his, her, or its Signature Envelope bearing a sealed Ballot Envelope, in hand, to a member of the Board of Directors designated to receive ballots, *provided*, however, that the Board member so designated shall not be a nominee for election.

If a Member spoils a ballot to be cast in an election to be conducted by mail, he, she, or it may ask the Secretary to furnish a replacement ballot, Ballot Envelope, and Signature Envelope upon (i) delivering such request in a writing signed by the Member(s) making such requests and (ii) surrendering to the Secretary, in hand, the spoiled ballot, Ballot Envelope, and Signature Envelope, *provided*, however, that the Secretary shall not be obligated to honor such request unless it is made more than two (2) calendar days before the specified deadline for returning ballots.

For the election of Directors, the Members or their proxies may cast, per Lot and in respect to each vacancy, as many votes as they are entitled to cast under the provisions of the Declaration and these Bylaws. Each Member, even if not in Good Standing on the date on which an election for any Director(s) is conducted, may cast a ballot in such election subject to the other voting conditions and restrictions recited or referenced in these Bylaws or in the Declaration.

The person(s) receiving the largest numbers of votes shall be elected to fill the respective terms for which they sought election. Unless the nominated candidates receiving the largest number of votes agree otherwise, ties, including those caused where the number of nominees equals the total number of vacancies to be filled among candidates seeking election to positions with different terms, shall be determined by lot or by coin flip by the chair or moderator of the meeting. Cumulative voting shall not be permitted.

The nominating committee (or if the Board fails to appoint a nominating committee, the Board itself), excluding any incumbent Directors who are running for re-election, shall be responsible for (i) confirming all nominated candidates meet the qualifications to serve as a member of the Board of Directors, (ii) receiving and verifying any ballots that are cast in person or by mail, (iii) receiving and verifying any ballots cast using Electronic Voting Technology, (iv) tabulating each ballot submitted through any voting method, (v) verifying

the results of the election by providing the ballots and results and reporting the same to the chair or moderator of the meeting, and (vi) adjudicating any disputes arising out of the process of conducting the election and/or receiving, qualifying, disqualifying, and/or interpreting and/or tabulating and ballot(s) and such decision shall be final and binding on all Members. If an election is conducted where all or a majority of the incumbent members of the Board are standing for election or re-election, the Board shall discharge the duties outlined in this paragraph, but shall assure that at least two (2) Members of the Association not nominated for election shall observe the process of discharging such duties in person.

The chair or moderator in charge of conducting or supervising the election shall announce the election results at the meeting (or by way of a written notice dispatched to all Members in the event the election is conducted by mail) and cause the same to be reflected in the meeting minutes. The Secretary thereupon shall report the election results to all Members not later than 15 days after the meeting or the determination of the results of an election conducted by mail.

Section 6. Resignations and Vacancies. Any Director may resign at any time by oral statement to the effect made at a Board meeting or by delivering a written notice to that effect to the Secretary, the Assistant Secretary (if any), or the President. Such resignation shall take effect immediately or at such other time as the resigning Director may specify.

In the event of any vacancy on the Board of Directors, the remaining Directors, though less than a majority of the authorized number of Directors, may by a vote of a majority of their number appoint a qualifying Member to fill any vacancy for the unexpired term. Within 30 calendar days of the date such appointment shall have taken effect, the Secretary shall give the Members notice of the appointment of any such successor.

Section 7. Board Meetings.

(a) **Organizational Meeting.** Immediately after each annual meeting or special meeting held in lieu of an annual meeting at which a Director is elected, the newly elected Directors and those Directors whose terms hold over shall conduct an organizational meeting for the purpose of electing officers, establishing any committees (including, but not limited to, appointing the members of the Architectural Review Board), appointing the members of such committees or establishing the number of members and qualifications for membership on such committees), and transacting such other business as may be necessary, required, or advisable by operation of the Declaration and/or these Bylaws. Notice of the organizational meeting need not be given to the Members, but the Members' privilege of attending such meeting shall not be denied except in respect of any

portion(s) thereof during which the members of the Board may retire to executive session.

(b) **Regular Meetings.** Regular Board meetings may be conducted at the times and places as is determined, from time to time, by a majority of the Board, but at least one (1) meeting shall be conducted per calendar quarter, whether in person or by unanimous written consent to action(s) taken in lieu of a meeting. Notice of each regular Board meeting shall be given in accordance with Section 5(e) of Article IV of these Bylaws. Unless the Board authorizes the attendance of Members at a meeting, no Member other than a Director may attend or participate in any discussion or deliberation during a meeting of the Board of Directors. Absent an invitation by the Board, Members of the Association do not have the right to address the Board of Directors or vote on any issue coming before the Board for its consideration. If the Board permits Members to attend meetings, nothing in these Bylaws requires that meetings be held at a location large enough to accommodate all of the Members. Where they are permitted to attend a Board meeting, Members shall be granted the right to be heard only subject to rules established by the Board for its meetings generally or in respect of any individual meeting(s) or class(es) of meetings.

(c) **Special Meetings.** Special meetings of the Board may be held at any time, after notice in accordance with Section 5(e) of Article IV of these Bylaws, upon the call of the President or a majority of the other Directors.

(d) **Executive Sessions.** At any regular or special meeting of the Board, the Directors may, by majority vote, adjourn to an executive session for purposes of discussing and/or taking action on matters of confidentiality, including (but not limited to) personnel issues and/or discipline, contract bids, pending litigation, matters protected under principles of attorney-client privilege, any possible sale, purchase, or lease of real property, or enforcement or threatened enforcement of the Declaration, these Bylaws, rules, or orders of the Association. Executive session minutes are not available for inspection and/or copying.

(e) **Notice of Meetings and Waiver of Notice.** Notice of the date, time, place, and purpose(s) of each Board meeting shall be given to each Director by or at the direction of the Secretary or by the person(s) calling the meeting. Such notice may be given in any manner or method as permitted by Ohio law, the Declaration, and these Bylaws and at such time as shall be calculated so that the Director receiving it may have a reasonable opportunity to attend the meeting. Such notice also shall, in all events, be deemed to have been proper if given to each Director at least 14 days prior to the meeting. The giving of notice is deemed to be waived by

any Director who attends and participates in the meeting and may also be waived in writing or by electronic mail by any Director either before or after the meeting. A Director's attendance at a meeting of the Board shall constitute waiver of any alleged notice defect or insufficiency. Unless otherwise indicated in the Declaration, these Bylaws, or the notice for the meeting, any business may be transacted at any organizational, regular, or special meeting of the Board of Directors.

(f) **Types of Meetings.** Any Board meeting may be conducted in person or by any method of communication, including electronic or telephonic communication, as long as each Director can hear (or simultaneously read if in electronic format, *e.g.*, Internet chat room), participate in such meeting, and respond to every other Director in real time.

(g) **Voting Power of Board.** Each Director shall have one vote. The affirmative vote of a majority of the total number of Directors cast on any matter at a duly called meeting at which a quorum is present shall be sufficient to determine such matter. A Director voting "present" or abstaining from any measure shall not reduce the minimum number of votes required for adoption of such measure. In the event of a tie, the resolution, proposition, or other matter under consideration shall not have been adopted. A vote of "present" shall not be counted other than for the purpose of confirming that a quorum is present.

(h) **Quorum; Adjournment.** A majority of the Directors shall constitute a quorum for the transaction of business except when there are fewer than three (3) members available to fill a Board vacancy, whereupon the attendance or participation of all remaining Board members shall constitute a quorum under such circumstances. Whenever less than a quorum is present at the time and place appointed for any Board meeting, a majority of those present may adjourn the meeting from time to time until a quorum is present.

(i) **Meeting Minutes.** The Secretary, the Assistant Secretary (if any), or such Board member as a majority of the Board members may appoint in the absence of the Secretary or Assistant Secretary shall take minutes for all Board meetings subject to approval approved of the Board. Copies of all Board-approved minutes, except for those taken during executive sessions, shall be available for inspection and/or copying by all Members, upon reasonable request, at the Association's office or as kept by the Secretary.

(j) **Actions Without a Meeting.** In lieu of conducting a meeting, the Board may take action upon adoption of a resolution with the unanimous written consent of the Directors, in written or electronic form, including confirmations transmitted by electronic mail or similar mode of communication, and all such written consent resolutions shall be filed with the minutes of the Board meetings.

Section 8. Removal of Directors. The Board, by a majority vote, may remove any individual Board member and thereby create a vacancy on the Board, if:

- (a) by order of court the Director has been found to be of unsound mind; or
- (b) the Director files for bankruptcy or has been adjudicated bankrupt; or
- (c) the Director is or has been convicted of a felony for theft or other theft related crime, including (by way of example and not by way of limitation) larceny, forgery, false pretenses, fraud, embezzlement, conversion, or any conspiracy related to any theft related crime, any crime committed upon uttering, conveying, making, or otherwise engaging in or employing any false or misleading statement at any time in the past, or is convicted of a felony for any other type of crime within the immediately preceding ten (10) years; or
- (d) the Director is no longer a Member in Good Standing; or
- (e) the Director fails to attend three (3) consecutive meetings of the Board or a total of four (4) Board meetings during the immediately preceding 365 days after having been given due notice of each such meeting.

In addition, at any Association meeting duly called at which a quorum is present, any one or more of the Directors may be removed with or without cause by the vote of Members entitled to exercise at least a majority of the Association's total voting power and the successor(s) to the Director(s) so removed by the Members may be elected at the same meeting for the unexpired term for each removed Board member. Any Director whose removal has been proposed shall have an opportunity to speak and be heard at the meeting of the Members called to consider and/or vote on any resolution proposing his or her removal.

Section 9. Compensation and Conflicts of Interest. While serving on the Board, a Director shall not receive any salary or compensation for his or her service as a Director. Any Director, however, may be reimbursed for his or her actual expenses incurred in the performance of his or her duties, as solely determined by the remaining Directors, and such costs shall be regarded as Common Expenses of the Association. If any Director,

Director's spouse, immediate family member (defined as any parent, child, or sibling of the Director), employer, or company or other business interest, or any Occupant of a Lot owned by a Director seeks to be retained to furnish any goods to the Association and/or perform services for the Association for compensation, such Director must disclose the conflict of interest and must abstain from the Board's consideration and decision-making processes respecting such prospective business transaction(s). If a majority of the Directors have a financial interest in any particular matter, the Board must submit the matter for approval by a majority of the disinterested Members of the Association.

Section 10. Powers and Duties. Except as otherwise provided by law, the Declaration, or these Bylaws, the Board shall exercise all of the Association's powers and authorities. The Board is responsible for the maintenance, repair, and replacement of the Common Elements. In carrying out the purposes of the Association and subject to the limitations prescribed by law, the Articles of Incorporation of the Association, the Declaration, and/or these Bylaws, the Board, for and on behalf of the Association, may:

(a) exercise for the Association all powers, duties, and authorities vested in, or delegated to, this Association pursuant to the Declaration, Articles of Incorporation, these Bylaws, and Chapter 5312 of the Ohio Revised Code unless expressly reserved to the membership by other provisions of these Bylaws, the Articles of Incorporation of the Association, and/or the Declaration;

(b) take all actions deemed necessary or desirable to comply with all requirements in the Articles of Incorporation of the Association, the Declaration, these Bylaws, and/or the law;

(c) enforce the covenants and restrictions set forth or referenced in the Declaration and/or these Bylaws;

(d) repair, maintain, and replace the Common Elements and improvements thereon and portions of the Property and/or any Lot(s) and/or Dwelling(s) in a manner consistent with the limits of such authority prescribed by Chapter 5312 of the Ohio Revised Code, the Declaration, and/or these Bylaws;

(e) establish, enforce, levy, and collect Assessments subject to the provisions of the Declaration and these Bylaws;

(f) adopt and promulgate such rules, policies, and procedures as the Board deems advisable for the maintenance, conservation, and beautification of the Common Elements, and/or for the health, comfort, safety, and general welfare of the Owners and Occupants of Lots, and/or to govern the operation and use of

Common Elements, and/or to establish a procedure for levying and collecting reasonable enforcement assessments for any infractions of the rules, policies, and procedures of the Association, these Bylaws, and/or the Declaration, and to make, issue, and enforce all orders in connection therewith, *provided*, however, that in the event any rule(s) adopted by the Board shall conflict with any provisions of the Declaration or these Bylaws, the provision(s) of the Declaration and these Bylaws shall govern to the extent such rule cannot otherwise be interpreted, applied, and/or enforced in harmony with the Declaration and/or these Bylaws;

(g) purchase or otherwise acquire, lease as lessee, hold, use, lease as lessor, sell, encumber, exchange, transfer, and dispose of any personal property as the Board from time to time may reasonably determine to be in the Association's best interests;

(h) with the approval of a majority vote of the Association's total voting power, purchase or otherwise acquire, lease as lessee, hold, use, lease as lessor, sell, encumber, exchange, transfer, and dispose of such real property as the Board from time to time may reasonably determine to be in the Association's best interests;

(i) establish, in the Board's sole determination, standards, and/or procedures for the automatic suspension of the voting rights of any Owner(s) and/or rights of any Owner(s) and/or occupant(s) of any Lot to use amenities during any period in which such Owner(s) may be in default upon having fallen more than 30 days delinquent in the payment of any Assessment levied by the Association, *provided*, however, that the Board may not suspend the right or privilege of any Member(s) to participate in any meeting at which an election of any Director(s) is to be conducted or a possible amendment of these Bylaws is considered solely on account of his, her, or its delinquency and in each such case a delinquent Member may vote in any such election or on any such proposed amendment(s);

(j) adopt, amend, administer, and enforce policies, procedures, and/or rules that regulate the collection of all amounts as may become due and payable to the Association, assess reasonable administrative fees and interest terms on account of late payment of any Assessment(s) or other amount payable to the Association, pursue remedies against delinquent Members in exercising all rights and privileges of the Association in collecting amounts payable to the Association, and govern the application and allocation of payments of delinquent assessments;

(k) impose reasonable charges to the Members(s) for preparing, recording, or copying of the Declaration, these Bylaws or amendments, or meeting minutes as well as reasonable charges for the handling of re-financing and/or resale certificates, documentation, and/or statements of unpaid Assessments and/or certificates of Good Standing;

(l) enter into one or more management agreements in order to facilitate the efficient management of the Association and effective maintenance and operation of the Property;

(m) hire and dismiss managing agents, attorneys, accountants, and other independent contractors and employees that the Board determines necessary or desirable in the management and/or operation of the Common Elements and the Association;

(n) make contracts in carrying out the purposes of the Articles of Incorporation, the Declaration, and these Bylaws;

(o) grant and accept easements, leases, licenses, and concessions through or over the Common Elements;

(p) impose and collect fees or other charges for the use, rental, or operation of the Common Elements or for services provided to Owners;

(q) impose interest and administrative late fees for the late payment of Assessments, impose returned check charges, and (pursuant to the requirements of the Declaration and Ohio law) impose reasonable enforcement assessments for violations of the Declaration, these Bylaws, and the rules, policies, procedures, and/or orders of the Association as well as reasonable charges for damage to the Common Elements or other property;

(r) establish such operating, escrow, reserve, and other accounts in the Association's name as the Board may deem appropriate from time to time and as may be consistent with Chapter 5312 and generally accepted accounting practices;

(s) with the approval of a majority vote of the Association's total voting power, borrow money, assign (without limitation) the Association's right to future income (including, without limitation, the right to receive Assessments and insurance proceeds), and issue, sell, or pledge notes, bonds, or other evidences of indebtedness of the Association as collateral for any monies borrowed, and execute

related documents, *provided*, however that any such borrowing shall be limited to the purpose of securing adequate funds to be used for the management, insurance, maintenance, repair, and/or replacement of the Common Elements, and/or for the capital additions, alterations, improvements, or satisfaction of such debts, liabilities, or other costs as may be approved by the Members in accordance with the Declaration;

(t) commence, defend, intervene in, settle, or compromise any civil, criminal, or administrative action or proceeding prosecuted in the name of, or threatened against, the Association, the Board, the Directors, the Property, or any such threatened or asserted action or proceeding that involves two (2) or more Members and relates to matters affecting the Property and/or Common Elements;

(u) pay the taxes and assessments levied against any part of the Property owned by the Association;

(v) invest excess funds in investments that meet the standards for fiduciary investments under Ohio law; and

(w) procure and maintain insurance as required by law, the Declaration, these Bylaws, or as the Board deems advisable.

Section 11. Fidelity Insurance/Bonds. All Directors, officers, employees, and managing agents handling or responsible for Association funds must furnish or otherwise be covered by reasonable fidelity bonds or one or more forms of insurance covering acts of dishonesty or theft. The Association shall pay the premiums on such bonds or insurance as a Common Expense. The Board shall determine the appropriate amount of the bond or insurance taking into account the cost, the maximum amount of funds held by the Association during the fiscal year, and the amount of income the Association receives or expects to receive during any given fiscal year.

Section 12. Architectural Review Board and Other Committees. The Board shall establish an Architectural Review Board and may, by resolution, provide for such other executive, standing, or special boards or committees as it may deem desirable and may disband or suspend the operations of any such committee at its discretion. Each committee shall consist of an odd number of not less than three (3) members, at least one of whom must be a Director, *provided*, however, that the members of the Board of Directors shall serve as the members of the Architectural Review Board. Committee members shall discharge such powers and perform such duties, not inconsistent with law, as the Board shall delegate. Each board or committee shall keep full records and accounts of its proceedings and transactions, including minutes of its meetings. All action(s) by any

board or committee shall be reported to the Board at the Board meeting immediately succeeding such action(s) and shall be subject to the Board's control, revision, modification, and rescission, *provided*, however, that no rights of third persons shall be prejudiced. Each such board or committee shall fix its own rules of procedure and shall meet as provided by those rules or by Board direction and also shall meet at the call of the President of the Association, the chair of the board or committee, or of any two board or committee members. Unless otherwise provided by rules or by resolutions, the provisions of Section 6(e) of Article IV of these Bylaws relating to the notice requirements for special meetings of the Board of Directors also shall apply to meetings of each board or committee. A majority of board or committee members shall constitute a quorum. The Board may add any person to a board or committee and remove any board or committee member as the Board so determines in its sole discretion. The Board shall fill vacancies in any board or committee.

ARTICLE V

OFFICERS

Section 1. General Provisions. The Board shall elect a President, Vice President, Secretary, and Treasurer of the Association, and may elect an Assistant Secretary and/or an Assistant Treasurer, each of whom must also be a Director. The Board from time to time also may create other offices and appoint other officers and assistant officers as in its judgment may be necessary, *provided*, however, that such appointees must be Members of the Association, but need not be members of the Board. The President may serve also as Treasurer or the Assistant Treasurer of the Association. The Vice President may serve also as the Secretary, the Assistant Secretary, the Treasurer, or the Assistant Treasurer of the Association. The Secretary may serve also as the Treasurer or the Assistant Treasurer of the Association. The Treasurer may serve also as the Secretary or the Assistant Secretary of the Association. No officer elected by the Board may discharge the duties of more than two (2) offices, but no officer in any event may execute, acknowledge, certify, or verify any single instrument in more than one capacity.

Section 2. Term of Office. Unless sooner removed by a resolution of the Board, the officers of the Association shall hold office at the pleasure of the Board until the organizational meeting of the Board immediately following the date of their election and shall continue to serve until their respective successors are chosen and qualified. The Board may remove any officer at any time, with or without cause, by a majority vote. A vacancy in any office, however created, shall be filled by the Board.

Section 3. No Compensation of Officers. Officers of the Association shall not receive compensation for their services.

Section 4. Officer Duties.

(a) **President.** The President is the Association's chief executive officer and shall exercise general executive supervision over the Association's business and affairs and over its several officers, subject, however, to the Board's control. The President shall preside at all Association and Board meetings and at all meetings of committees of which he or she is a member, which power the President may assign or delegate as the he or she may elect. The President may execute all authorized deeds, contracts, and other obligations of the Association and has all the powers and duties prescribed by Chapter 5312, other laws or ordinances, and any other powers and duties provided by the Board. The President has the authority to discharge and shall perform such other duties as the Board may from time to time assign to the President or as otherwise may be provided in the Declaration, these Bylaws, and Chapter 1702 and Chapter 5312.

(b) **Vice President.** The Vice President shall perform the duties conferred upon the Vice President by these Bylaws and Chapter 1702 and Chapter 5312 or as may be assigned by the Board or the President. At the request of the President, or in the event of the President's absence or disability, the Vice President shall perform all the duties of the President as Acting President and when performing such duties he or she shall have all the powers and authorities of the President. Upon the death, resignation, removal, or disqualification of the President, the Vice President shall discharge the duties of the President as Acting President until the Board shall have convened to determine who shall succeed to such office.

(c) **Secretary and Assistant Secretary.** The Secretary shall keep minutes of all the proceedings of the members of the Association and of the Board and shall make proper record of all other proceedings conducted by the Association, each of which shall be attested by the Secretary. The Secretary is the custodian of the official records of the Association and shall have the authority to execute all deeds, contracts, and obligations of the Association requiring the Secretary's signature, shall keep the minute books, other official records of the Association, and such other records and instruments as may be required by the Board, and shall perform such other duties as may be assigned by the Board from time to time and as may be provided by Chapter 1702 and Chapter 5312. In the event of the absence or disability of the Secretary, the Assistant Secretary, if one shall have been elected by the Board, shall discharge all duties outlined in this Section 4(c). Upon the

death, resignation, removal, or disqualification of the Secretary, the Assistant Secretary, if one shall have been elected by the Board, shall succeed forthwith to the office of Secretary and the Board thereupon may fill the consequent vacancy in the office of Assistant Secretary, but if no Assistant Secretary shall have been elected or if such office is vacant, the Board shall convene forthwith to select a successor to discharge the duties of Secretary.

(d) Treasurer and Assistant Treasurer. The Treasurer shall have general supervision of all finances and shall receive and shall have charge of all money, bills, notes, documents, and similar property belonging to the Association. The Treasurer also shall supervise and have charge of the same as the Board and any provision(s) of Chapter 1702 and Chapter 5312 may from time to time require. The Treasurer shall keep (or cause to be kept) adequate and correct financial accounts of the Association's business transactions, including accounts of its assets, liabilities, receipts, expenditures, profits, and losses, together with such other accounts as may be required by law or by resolution of the Board, and shall hold all such items open for the inspection and examination of the Board and the Members. The Treasurer furthermore shall perform other duties as may be assigned by the Board from time to time. In the event of the absence or disability of the Treasurer, the Assistant Treasurer, if one shall have been elected by the Board, shall discharge all duties outlined in this Section 4(d). Upon the death, resignation, removal, or disqualification of the Treasurer, the Assistant Treasurer, if one shall have been elected by the Board, shall succeed forthwith to the office of Treasurer and the Board thereupon may fill the consequent vacancy in the office of Assistant Treasurer, but if no Assistant Treasurer shall have been elected or such office is vacant, the Board shall convene forthwith to select a successor to discharge the duties of Treasurer.

Section 5. Assistant and Subordinate Officers. The Board may appoint such assistant and subordinate officers as it may deem desirable. Each officer shall hold office as the Board so determines and shall perform such duties as the Board may prescribe, *provided*, however, that no such assistant or subordinate officer may discharge the duties of more than two (2) such offices.

Section 6. Delegation of Authority and Duties; Control of Officers. Subject to the general provisions of Section 1 of Article V of these Bylaws, in the absence (or upon the disability) of any officer of the Association, or for any other reason the Board may deem sufficient, the Board may temporarily delegate the powers or duties of such officer to any Director or to the managing agent of the Association, if any, on such terms and conditions as the Board may establish in its discretion. In addition, the Board is authorized generally to control the actions of each such delegate and to require the performance of duties in

addition to those outlined or referenced in this Section 6, *provided*, however, that the duration of any temporary delegation under this Section 6 shall not extend for exceeding 45 days.

ARTICLE VI

INDEMNIFICATION

Section 1. Indemnification and Defense of Directors, Officers, and Committee Members. The Association must indemnify and defend (as provided below) (1) any current or former Director of the Association, (2) any current or former officer of the Association, (3) any current or former committee member of the Association, or (4) any of respective heirs, executors, and administrators of any such current or former Director, officer, or committee member against reasonable expenses, including (without limitation) attorney and paralegal fees, judgments, decrees, fines, penalties, or amounts paid in settlement, actually and necessarily incurred by them in connection with the defense of any pending, threatened, or asserted action, suit, or proceeding, criminal or civil, direct, derivative, or third party, to which he, she, or it is or may be made a party by reason of being or having been a Director, officer, or committee member of the Association, *provided*, however, it is determined, in the manner set forth below, that (i) the Director, officer, or committee member was not and is not adjudicated to have been grossly negligent or guilty of willful misconduct in the performance of his or her duty to the Association, (ii) the Director, officer, or committee member acted in good faith in what he or she reasonably believed to be in, or not opposed to, the Association's best interest, (iii) in any criminal action, suit, or proceeding, the Director, officer, or committee member had no reasonable cause to believe that his or her conduct was unlawful and is not convicted of theft or other theft related crime including but not limited to larceny, forgery, false pretenses, fraud, embezzlement, conversion, or any conspiracy related to any the theft related crime relating to or implicating any property interests of the Association, or any crime committed upon uttering, conveying, making, or otherwise engaging in or employing any false or misleading statement, and (iv) in case of settlement, the amount paid in the settlement was reasonable. Such determination shall be confirmed by a written opinion of independent legal counsel the Board chooses. Notwithstanding the opinion of legal counsel, to the extent that a Director, officer, or committee member is successful in defense of any action, suit, or proceeding, or in the defense of any claim, issue, or matter, as the Board so verifies, he or she must, in that event, be indemnified and reimbursed for any costs and expenses, including legal fees, incurred in such successful defense. Any defense the Association provides to such Director, officer, or committee member shall be by legal counsel selected by or with the approval of the Association's insurance carrier or, if not selected by the Association's insurance carrier, legal counsel selected by a majority of the

Board members excluding the accused or threatened Director(s). If a majority of the Board's members cannot agree on legal counsel or if all the Directors are accused or threatened in any the action for which indemnification and defense is sought under this Section 1, the Board shall appoint a special committee of three (3) Owners to select legal counsel to defend the Directors.

(a) **Advance of Expenses.** The Board may advance funds for or reimburse the reasonable expenses (including attorney and paralegal fees) of any Director, officer, or committee member of the Association against whom an action, suit, or proceeding is prosecuted or threatened pertaining to any act(s) or omission(s) arising out of or in connection with the discharge of his or her powers or duties on behalf of the Association.

(b) **Cost of Indemnification.** Any sum paid or advanced by the Board under this Section 1 constitutes a Common Expense. The Board shall have the power and the responsibility to raise, by Special Assessment or otherwise, any sums required to discharge the Association's obligations under this Section 1, *provided*, however, that the liability of any Owner arising out of the contract made by any Director, officer, or committee member or out of the aforesaid indemnity in favor of the Director, officer, or committee member is limited to the proportion of the total liability as said Owner's *pro rata* share bears to the aggregate interests of all the Owners as Members of the Association.

Section 2. Indemnification Not Exclusive; Insurance. The indemnification provided for Section 1, above, is not exclusive, but rather is in addition to any other rights to which any person may be entitled under Chapter 1702 and Chapter 5312, the Articles of Incorporation, the Declaration, these Bylaws, or rules, policies, and procedures of the Association, any agreement, any insurance provided by the Association, the provisions of Section 1702.12(E) of the Ohio Revised Code and its successor statutes, or otherwise. The Association must purchase and maintain insurance on behalf of any person who is or was a Director, officer, or committee member against any liability asserted against or incurred by them or any of them in their respective capacities or arising out of their respective representative capacities as Director, officer, or committee member of the Association.

Section 3. Directors, Officers, and Committee Members' Liability. The Directors, officers, and committee members of the Association are not personally liable to the Members or any individual Owner(s) for any mistake of judgment, negligence, or otherwise, except for their own willful misconduct or bad faith. The indemnification and defense duties of the Association, Members, and any individual Owner(s) under this Article VI includes (but is not limited to) all contractual liabilities to third parties arising out of contracts or other agreements made on the Association's behalf except with respect

to any made in bad faith or contrary to the express and nondiscretionary provisions of the Declaration or these Bylaws. Every contract or agreement approved by the Board and made by any Director, officer, or committee member on behalf of the Association is executed and concluded only in the capacity of a Director, officer, or committee member as a representative of the Association and none of those individuals shall have personal liability under any such contract or agreement (except as such derivative and proportionate liability may attend each such individual as an Owner).

ARTICLE VII

GENERAL POWERS OF THE ASSOCIATION

Section 1. Payments as Common Expenses. The Association through its Board of Directors, and for the benefit of all the Owners, shall acquire on behalf of the Association and shall pay for, out of the Association's funds, all Common Expenses arising with respect to, or in connection with, the Property. In addition to the provisions of the Declaration and these Bylaws, the Association's expenses may include the following:

(a) **Utilities and Related Facilities.** The cost of water, waste removal, power, or any other necessary utility service, if any, for the Property that are not separately metered or otherwise directly charged to individual Owners.

(b) **Property Insurance.** Premiums upon any policy or policies of fire insurance, with extended coverage, vandalism, and malicious mischief endorsements, covering the Common Elements and excluding the Lots, the limits of which shall be reviewed annually.

(c) **Liability Insurance.** Premiums upon any policy insuring the Association, the Board members, the manager or managing agent of the Association, and the Owners and Occupants against any liability to the public or to the Owners, their tenants, invitees, and licensees, incident to the use of the Common Elements as provided in the Declaration, the limits of which shall be reviewed annually.

(d) **Other Insurance.** Premiums for other insurance, including (without limitation) fidelity bonds or insurance, secured in accordance with the provisions of the Declaration or these Bylaws.

(e) **Workers' Compensation.** The cost(s) of workers' compensation insurance to the extent necessary to comply with any applicable laws.

(f) **Wages and Fees for Services.** The wages and fees for services of any person or firm employed by the Association, including (without limitation) the services of a person or firm to act as a manager or managing agent for the Property, the services of any person(s) required for the maintenance or operation of the Property, and legal, paralegal, and accounting services necessary or proper in the operation of the Property or the enforcement or interpretation of the Articles of Incorporation, the Declaration, these Bylaws, and the rules, policies, and procedures of the Association, and for the organization, operation, and enforcement of the rights and privileges of the Association.

(g) **Reasonable Care of Common Elements.** The cost of reasonable, maintenance, repair, and replacement of the Common Elements for which the Association is responsible as provided in the Declaration and for the cost of such furnishings, fixtures, and equipment for the portions of the Common Elements as the Board determines are reasonably necessary and proper for maintenance, repair, and replacement, and the Board, on behalf of the Association, shall have the exclusive right and duty to acquire such furnishings, fixtures, and equipment for those portions of the Common Elements.

(h) **Additional Expenses.** The cost of any other materials, supplies, furniture, labor, services, maintenance, repairs, insurance, taxes, or public assessments that the Association is required or permitted to secure or pay for pursuant to the terms of the Declaration and these Bylaws, or by law, or which, in the Board's opinion, are necessary or proper for the maintenance and operation of the Property as a first-class community, or for the enforcement or interpretation of the Declaration, these Bylaws, or the rules.

Section 2. No Active Business to be Conducted for Profit. No part of these Bylaws shall be construed to give the Association authority to conduct an active business for profit on its own behalf or on behalf of all the Owners or any of them or any combination of them, but this limitation shall not preclude the Association from entering into contracts, licenses, and/or concession agreements affecting parts or uses of the Common Elements that may result in the realization of income for the Association.

Section 3. Acquisition, Lease, Sale, or Exchange of Real Property. Whenever the Board determines that the Association's interests would be served by acquiring, leasing, purchasing, selling, or exchanging real property or any interest therein, other than any interest in any Lot, the Board shall submit the proposed acquisition, lease, purchase, sale, or exchange to a vote of the Members, and, upon the affirmative vote of a majority of the voting power of the Association present in person or by proxy at an annual

meeting or a special meeting duly held for such purpose, the Board may proceed with the proposed acquisition, lease, purchase, sale, or exchange, in the name of the Association and on behalf of all Owners, and the costs and expenses incident thereto shall constitute part of the Common Expenses or may be the subject of a Special Assessment levied *pro rata* against all Lots.

Section 4. Utility Contracts. The Board, on the Association's behalf and the on behalf of the Owners, individually and collectively, may negotiate and enter into contracts or other agreements with any utility service provider to provide for such services and service rates as the Board determines to be in the best interests of the Association and/or Owners as a whole, whether or not such services are included and/or paid for as a Common Expense and irrespective of whether charges for such services shall be paid directly by the Owners.

Section 5. Applicable Laws. The Association shall be subject to and governed by the provisions of any statute adopted at any time and applicable to the Property subjected to a declaration of covenants and restrictions. In the event of any conflict or inconsistency between the provisions of the Declaration and these Bylaws, the terms and provisions of the Declaration shall prevail and the Owners and all persons claiming under them covenant to vote in favor of the amendments to these Bylaws to remove all such conflicts or inconsistencies.

ARTICLE VIII

ASSESSMENTS

Section 1. Determination of Assessments. The Board shall fix and determine from time to time the sum(s) necessary and adequate to cover the Common Expenses and reasonable reserves. Common Expenses shall include (by way of example and not by way of limitation) expenses for the operation, maintenance, repair, and/or replacement of the Common Elements, and the other parts of the Property as provided in the Declaration and these Bylaws, acts associated with carrying out and/or enforcing the Association's powers and duties, the items enumerated in Article VII of these Bylaws, and any other expenses designated from time to time by the Board as Common Expenses. The Board is specifically empowered on behalf of the Association to fix the annual operating budgets and collect Assessments and to maintain, repair, and replace the Common Elements in the manner prescribed by the Declaration and these Bylaws. Funds for the payment of Common Expenses shall be assessed against the Owners in such manners and proportions as the Board of Directors shall determine from time to time and all such Assessments shall be payable as provided in the Declaration and these Bylaws. Special Assessments, if any, as

required by the Board, shall be levied and paid in the manner as directed by the Board. Unless the Board notifies the Owners by the first day of January of any given year of an increase or decrease in the Annual Assessment for Common Expenses as compared with the previous year, the Board shall collect from each of the Owners the same amount in the Annual Assessment for Common Expenses as was determined by the Board for such previous year. All other adjustments in the amount of the Annual Assessment shall be subject to the standards recited in the Declaration.

Section 2. Notice and Payment of Assessments.

(a) Within 30 days after the Board has determined the amount of any Assessment, a notice of such Assessment shall be mailed or otherwise served on each of the affected Owners. All Assessments shall be payable to the Association, and, upon request, the Secretary or Treasurer shall give a receipt for each payment made. If any Owner(s) shall hold title to a fraction of an adjacent Lot and such fractional Lot is used to maintain a Dwelling on or straddling such adjacent Lot, all property located within the combined boundaries of such Lots shall be assessed by the Association as a single Lot in the same fashion as all other standard Lots are assessed.

(b) It shall be the duty of each Owner to pay his, her, or its proportionate share of the Common Expenses as assessed against the Owners. Payment of Assessments shall be made in the amounts and at such times as may be determined by the Board. No Owner may waive or otherwise be exempt from liability for Assessments, including, by way of illustration and not limitation, for reason of a purported non-use of the Common Elements or any attempted withdrawal from the Association. The obligation to pay Assessments is a separate and independent covenant on the part of each Owner. No diminution or abatement of Assessments or set-off may be claimed or allowed by reason of any alleged failure of the Association or Board to take some action or perform some function required to be taken or performed under the Declaration or these Bylaws, or for inconvenience or discomfort arising from the making of repairs or improvements which are required or permitted under the Declaration, or from any action taken to comply with any law, ordinance, or with any order or directive of any municipal or other governmental authority, or upon the Board's exercise of its powers or duties under the Declaration or these Bylaws, or for any other cause whatsoever.

Section 3. Preparation of Budget, Assessments. The Board shall prepare a budget based on its good faith estimate of the total amount (the "estimated cash requirement") that expected to be required during the ensuing calendar year to pay the Common Expenses, including a reasonable reserve to be made for contingencies and replacements. The aggregate amount of the estimated cash requirement shall be levied as

an Assessment against the Lots and shall be payable by the Owners *pro rata*, with each share of each Assessment against each Owner to serve as his, her, or its proportionate share. Each Assessment shall be due and payable by each Owner on or before the last day of January of each calendar year or by such other later due date as the Board may specify from time to time upon written notice. If, at any time, the Board determines that the Association has collected a surplus at the end of any fiscal year, such excess amount shall be applied and credited to an account for establishment of reserves for contingencies and replacements or may be allocated in such other manner as the Board may designate in accordance with the Declaration and these Bylaws.

Section 4. Capital Additions, Alterations, and Improvements. Notwithstanding any other provision(s) of these Bylaws or of the Declaration authorizing expenditures, no single expenditure exceeding 20 percent (20%) of any single year's estimated budget, as determined in accordance with Section 3 of Article IX of these Bylaws, shall be made by the Association for any additions or improvements (as distinguished from maintenance, repair, or replacement) of the Common Elements without the prior approval of the Members of the Association entitled to exercise a majority of the voting power of the Association present in person or by proxy at an Association annual meeting or special meeting duly held for such purpose. If such approval is given, the Board shall proceed with making such additions, alterations, or improvements and shall assess all Owners for such costs as part of the Common Expenses. Notwithstanding the foregoing provisions of this Section 4, the limitations on expenditures by the Association referenced above shall not apply to repair of the Property due to casualty loss, emergency repairs immediately necessary for the preservation and safety of the Property, for the safety of persons, to maintain compliance with any applicable local, state, or federal codes, ordinances, laws, rules or regulations, or to avoid suspension of any necessary services.

Section 5. Reserve for Contingencies and Replacements. The Board shall establish, accumulate, and maintain for the Association a reasonable capital reserve for contingencies and replacements and for the maintenance, repair, and replacement of the Association's major capital items, as determined by the Board in the exercise of its business judgment and discretion. Upon the sale of a Lot by any Owner, such Owner shall have no right to any portion of the funds in the reserve account nor shall any Owner have any claim against the Association with respect to any portion of the Association's reserve account(s).

Section 6. Failure to Prepare Annual Budget or Make Current Assessments. Notwithstanding the other provisions of this Article VIII, in the absence of any annual estimated cash requirement of Common Expenses, including required reserves, or of any budget or Assessments based thereon, the Owners shall continue to remit all Assessments at the rates most recently established by the Board for each Owner.

Section 7. Books and Records. The Association shall keep a satisfactory and accurate books and records of account that specify the receipts and expenditures relating to the Property and the Association as well as other common receipts and expense records showing the allocation, distribution, and collection of the profits, losses, and expenses among and from the Owners, the minutes of Association and Board meetings, and records of names and addresses of the Owners (the "Association's Records"). The Board may adopt rules establishing reasonable standards for the examination and copying of the Association's Records, including (without limitation) standards and limitations governing the type of documents that are subject to examination and/or copying, limitations on the use and distribution of the records, the times and locations at which the documents may be examined or copied, a reasonable fee for the examination and/or copying of the documents, and protection of the privacy rights and interests of the Owners. In the absence of any rule, any Owner, or his, her, or its mortgagee, or by any representative of an Owner duly authorized, in writing, may, for reasonable purposes, during normal business hours and following a reasonable prior written request to the Board, examine or copy the Association's Records, subject to a reasonable fee. Within 15 days of a written request to the Board, and upon payment of a reasonable fee, any Owner shall be furnished a statement of his, her, or its account setting forth the amount of any unpaid Assessments and other charges due and owing from the Owner.

Section 8. Status of Funds Collected by Association. All funds collected shall be held and expended solely for the purposes designated herein and in the Declaration, and, except for the Special Assessments as may be levied against less than all of the Owners and for such adjustments as may be required to reflect delinquent or prepaid Assessments, shall be deemed to be held for the use, benefit, and account of all of the Owners. All sums collected by the Association from Assessments may be commingled in a single fund, or divided into more than one fund, as determined by the Board. All Assessment payments by an Owner shall be applied in accordance with any resolution(s) of the Board or rules, policies, or procedures of the Association respecting allocations and use of such Assessments, all as may be further provided in Chapter 5312, these Bylaws, and/or in the Declaration.

Section 9. Annual Review. The Association's books shall be reviewed once a year by the Board and the review shall be completed prior to the end of the second calendar quarter of such year. A review of the books may be made by a certified public accountant, at the Association's expense, if ordered by a majority of the members of the Board of Directors or if ordered upon a resolution adopted by a vote of not less than 75 percent (75%) of the voting power of the Association at an annual meeting or a special meeting called for such purpose. In the Board's discretion, in making provisions for such a review, the volunteered services of a certified public accountant may be accepted in lieu of retaining the services of such a professional for a fee.

ARTICLE IX

MISCELLANEOUS PROVISIONS

Section 1. Copies of Notices to Mortgagees. Upon written request to the Board, the holder of any duly recorded mortgage or trust deed against recorded in the chain of title to any Lot shall be given a copy of any and all notices permitted or required by the Declaration or these Bylaws to be given to the Owner(s) of any Lot subject to such mortgage or trust deed. Any mortgagee holding a security interest in any Lot may from time to time request in writing that the Board furnish a written statement setting forth any and all unpaid Assessments due and payable by its mortgagor(s) with respect to the Lot subject to the mortgagee's mortgage lien and the Board shall undertake reasonable efforts to honor such request within 20 days of receipt of the mortgagee's written request.

Section 2. Service of Notices on Devisees and Personal Representatives. Notices required to be given to any devisee or personal representative of a deceased Owner may be delivered either personally or by regular mail to the party at his or her address appearing on the records of the court where the estate of the deceased Owner is being administered.

Section 3. Non-Waiver. No covenants, restrictions, conditions, obligations, or provisions set forth or referenced in these Bylaws are abrogated or waived by reason of any failure to enforce the same irrespective of the number of violations or breaches.

Section 4. Agreements Binding. All agreements and determinations lawfully made by the Association, through the Board, in accordance with procedures established in the Declaration and these Bylaws are binding on all Owners and their respective successors, heirs, and assigns.

Section 5. Severability. The invalidity of any covenant, restriction, condition, limitation, or any other provision of these Bylaws, or of any part, shall not impair or affect in any manner the validity, enforceability, or effect of the balance of these Bylaws.

Section 6. Construction. Wherever the masculine singular form of the pronoun is used in these Bylaws, it shall be construed to mean the masculine, feminine, or neuter form of the pronoun, singular or plural, as the context so requires.

Section 7. Headings. The headings used in these Bylaws are inserted solely as a matter of convenience and shall not be relied upon and/or used in construing the effect or meaning of any of the text.

Section 8. Interpretation. These Bylaws shall be construed according to the fair meaning of the language used and the specific meanings assigned to each defined term and shall not be strictly construed against the Association, the Board, or any Owner.

Section 9. Scrivener Corrections. The Board shall have the power to make corrections or changes in these Bylaws that arise on account of typographical mistakes or otherwise have express power under the Declaration or these Bylaws to do so absent formal amendment, but such authority shall be exercised only if said changes do not materially affect the rights or interests of anyone else or impose obligations not otherwise established or assumed by operation the Declaration or these Bylaws. The Board shall have the power to initiate or reverse any correction made or to be made under this Section 9 by resolution or, as appropriate, by amendment under Section 10, below.

Section 10. Amendments. These Bylaws may be amended by (a) an affirmative vote of a majority of the Lots exercised at an annual meeting or a special meeting of the Members called for such purpose or (b) by a resolution adopted by the written consent of Members representing Owners of not less than two-thirds of the Lots. Upon the adoption of any amendment under this Section 10, the President and Secretary shall record with the Recorder's Division of the Summit County Fiscal Office an instrument executed with the same formalities as were followed in recording these Bylaws and containing the amendment being as approved, the volume and pages (or document reference number) of the original provision(s) being amended, a certification that the amendment was duly adopted in accordance with all required provisions, and such other information as may be required by Chapter 5312, and the Secretary thereupon shall give notice of each approved amendment to the Owner(s) of each Lot. Each such amendment shall become effective upon recording with the Recorder's Division of the Summit County Fiscal Office.

EXHIBIT "B"

LEGAL DESCRIPTION

Situated in the City of Akron, County of Summit, and State of Ohio and Known as Lot Nos. 1 thru 84, inclusive in the Lake of the Woods Subdivision as designated on the subdivision plat as filed in Plat Cabinet A, Slide Number 267 to 273 inclusive of the Plat Records of the Summit County Recorder.

Exhibit "B"

EXHIBIT "C"

DRAWINGS

See the Drawings recorded in Plat Cabinet A, Page 267 et seq. of the Summit County Fiscal Records.

EXHIBIT C