
BY-LAWS
OF
CHARLESGATE VILLAGE ASSOCIATION, INC.

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**ARTICLE I
NAME AND LOCATION**

Section 1.01 Name and Location. The name of the corporation is the Charlesgate Village Association, Inc. hereinafter referred to as the "Association". The principal office of the corporation shall be located in the Town of Amherst, County of Erie and State of New York.

**ARTICLE II
DEFINITIONS**

As used in these By-Laws, the following terms shall be defined as:

Section 2.01 Second Amended Supplemental Declaration. The document entitled "Second Amended Supplemental Declaration of Protective Covenants, Conditions, Restrictions, Easements, Charges and Liens - Charlesgate Village" imposed on the "Property," as defined below, as it may from time to time be supplemented or amended in the manner provided for in said Second Amended Supplemental Declaration.

Section 2.02 Lot. Any portion of the Property under the scope of the Second Amended Supplemental Declaration (with the exception of Association Property as defined in the Second Amended Supplemental Declaration) and (i) identified as a separate parcel on the tax records of the Town of Amherst or (ii) shown as a separate lot on any recorded or filed subdivision map.

Section 2.03 Member. The Owner of a Lot or Unit subject to the Second Amended Supplemental Declaration, whether the holder of record title of the fee interest in the Lot or Unit or the record holder of any leasehold estate, whether or not such holder actually resides on the part of the Property.

Section 2.04 Lot Owner. The holder of record title, whether one or more persons or entities, of the fee interest in any Lot or Unit, whether or not such holder actually resides in such Unit or on such Lot.

Section 2.05 Property. All lands which are subject to the Second Amended Supplemental Declaration and improvements thereon.

Section 2.06 Unit. Any residential Unit or any dwelling unit on the property (as evidenced by issuance of a Certificate of Occupancy issued by the Town of Amherst) which has been occupied as a residence.

ARTICLE III MEMBERS

Section 3.01 Membership in the Association. The Members of the Association shall be only Unit Owners.

Section 3.02 Voting Rights. Each Unit Owner shall have one (1) vote except to the extent such right to vote conflicts with the provisions of Sections 4.01 and 5.01 of these By-Laws. Any Unit Owner who is in violation of the Second Amended Supplemental Declaration, as determined by the Board of Directors of the Association, shall not be entitled to vote during any period in which such violation continues. A Unit Owner's voting rights will be suspended for nonpayment of assessments if the amount due exceeds 200% of the monthly maintenance assessment.

Section 3.03 Voting Regulations. The Board of Directors of the Association may make such regulations, consistent with the terms of the Second Amended Supplemental Declaration, the Certificate of Incorporation, these By-Laws, and the Not-for-Profit Corporation Law of the State of New York, as it deems advisable for any meeting of the Lot Owners, in regard to proof of membership in the Association, evidence of right to vote, the appointment and duties of inspectors of votes, registration of Unit Owners for voting purposes, the establishment of representative voting procedures and such other matters concerning the conduct of meetings and voting as it shall deem appropriate.

Section 3.04 Corporate Members. Any votes of a corporate Unit Owner may be cast by an appropriate officer of such corporation.

Section 3.05 Joint or Common Ownership. If a Unit is owned by more than one person, as joint tenants by the entirety or as tenants in common, the persons owning such Unit shall reach agreement as to the matter voted upon and cast their vote for their Lot.

Section 3.06 Absentee Ballots and Proxy Voting. On any matter submitted to the Unit Owners for vote, other than the election of Directors of the Association, any Unit Owner entitled to vote may cast a vote without attending the meeting in question by filing a written statement with the Board of Directors prior to the meeting in question, specifying the issue on which the Unit Owner intends to vote and that the Unit Owner votes for or against the same. Unit Owners unable to attend a meeting at which Directors of the Association are to be elected shall be entitled to file an absentee ballot, if so provided by the Board of Directors, or may vote by a proxy which shall be in writing and shall be filed with the Secretary of the Association.

**ARTICLE IV
MEETINGS OF MEMBERS**

Section 4.01 Annual Meeting. There shall be an annual meeting of the Unit Owners on the 1st Wednesday of May, or a date and time and at such place as shall be designated by the Board of Directors, which meeting shall be for the purpose of electing Directors and for the transaction of such other business as may come before the meeting. Failure to hold an annual meeting at the designated time shall not, however, invalidate the corporate existence or affect otherwise valid corporate acts.

Section 4.02 Special Meetings. Special Meetings of the Unit Owners may be called at any time by the President or by the Board of Directors, or at the request in writing of Unit Owners of the Association holding not less than one-third (1/3) of the votes entitled to be cast at the meeting.

Section 4.03 Notice of Meetings. Not less than seven (7) days or more than 60 days before the date of any Annual or Special Meeting of Unit Owners, the Association shall give to each Unit Owner entitled to vote at such meeting, written or printed notice stating the time and place of the meeting, and, in the case of a Special Meeting, indicating that it is being issued by or at the direction of the person or persons calling the meeting and the purpose or purposes for which the meeting is called. Such notice shall be delivered either by mail, by presenting it to the Unit Owner personally, by leaving it at such Unit Owner's residence as shown on the records of the Association, or by e-mail if the Unit Owner agrees to receiving such e-mail in lieu of postal mailings. If mailed, such notice shall be deemed to be given when deposited in the United States mail, postage prepaid, addressed to the Unit Owner at his or her post office address as it appears on the records of the Association. Notwithstanding the foregoing provision, a waiver of notice in writing signed by the person or persons entitled to such notice, whether before or after such meeting is held, or actual attendance at the meeting in person, shall be deemed equivalent to the giving of such notice of such persons. Any meeting of Unit Owners, Annual or Special, may adjourn from time to time to reconvene at the same or some other place, and no notice need be given of any such adjourned meeting other than by announcement at the meeting at which the adjournment is taken.

Section 4.04 Quorum. Except as may otherwise be provided in these By-Laws, the presence in person or by proxy of Unit Owners having one-fifth (1/5) of Unit Owners eligible to vote shall constitute a quorum at any meeting of Unit Owners. If any meeting of Unit Owners cannot be held because a quorum is not present, a majority of the Unit Owners who are present at such meeting, either in person or by proxy, may, without notice other than announcement of those physically present, adjourn the meeting to a time not less than 48 hours from the time the original meeting was called, and from time to time thereafter, until a quorum shall be present in person or by proxy. The quorum required in each reconvened meeting shall be one-half of the quorums

required for the previous meeting. The act of two-thirds (2/3) of the Unit Owners present at a Meeting at which a quorum was present shall be the act of the Unit Owners unless the act of a greater or lesser number is required by law, or by the Certificate of Incorporation of the Association, the Second Supplemental Declaration or these By-Laws.

Section 4.05 Waiver and Consent. Wherever the vote of the membership is required by law, or by the Certificate of Incorporation of the Association, the Second Amended Supplemental Declaration or these By-Laws, to be taken in connection with any action of the Association, the meeting and vote of the membership may be dispensed with if all Unit Owners would have been entitled to vote upon the action if such meeting were held, shall consent in writing to such action being taken.

Section 4.06 Actions Without a Meeting. All actions, except removal of a Director, which may be taken at a meeting of the Association, may be taken without a meeting with the approval of, and in a writing or writings signed by Unit Owners having the percentage of voting power required to take such action if it had been taken at a meeting. Such writings shall set forth the action so taken and shall be filed with the Secretary of the Association. A copy of such action when so approved shall be mailed promptly to all Unit Owners.

Section 4.07 Order of Business at Meeting. The order of business at all regular meetings of members of the Association shall be as follows:

- (1) Calling of meeting to order;
- (2) Proof of notice of meeting or waiver of notice;
- (3) Reading of minutes of preceding meeting;
- (4) Reports of officers;
- (5) Reports of committees;
- (6) Appointment of inspectors of election;
- (7) Election of Directors;
- (8) Unfinished and/or old business;
- (9) New business;
- (10) Adjournment.

ARTICLE V
BOARD OF DIRECTORS

Section 5.01 Number and Qualification of Directors. The business and affairs of the Association shall be managed by the Board of Directors. The Board of Directors shall consist of five (5) persons but not more than nine (9) persons, the exact number to be set by the majority of the entire Board of Directors from time to time; provided, however that no decrease in the number of Directors shall shorten the term of any incumbent Director. All elected Directors shall be (i) Unit Owners, (ii) spouses of Unit Owners, (iii) members of employees of a partnership Unit Owner, or (iv) officers, directors, shareholders, employees, or agents of a corporate Unit Owner. All Board Members must be in good standing. Board Members who are in arrears more than 200% of the monthly maintenance assessment shall not be eligible to vote. Board Members who are in arrears, more than 300% monthly maintenance assessment will be automatically removed from the Board.

Section 5.02 Nominations. Nominations for election to the Board of Directors shall be made by a Nominating Committee which shall consist of a chairman, who may or may not be a Director, and two (2) or more other Unit Owners of the Association. Nominations may also be made from the floor at the annual meeting of the Association. The members of the Nominating Committee shall be appointed by the Board of Directors at least 30 days prior to each Annual Meeting of the Unit Owners and shall serve only to make the nominations for Directors to be elected at that meeting.

The Nominating Committee shall make as many nominations for election to the Board of Directors as it shall, in its sole discretion, determine, but not less than the number of vacancies that are to be filled.

Unit Owners nominated are ineligible to run if they are in arrears more than 200% of the monthly maintenance assessment.

Section 5.03 Election and Term. The term of office of members of the Board of Directors shall be fixed at three (3) years. Members of the Board of Directors shall hold office until their successors have been elected. Tie votes shall be decided by a runoff election unless all parties tying agree to a drawing of lots. Voting shall be by secret written ballot which shall:

- a. set forth the number of vacancies to be filled;
- b. set forth the names of those nominated by the Nominating Committee to fill such vacancies; and
- c. contain space for a write-in for each vacancy.

The persons receiving the largest number of votes shall be elected. Cumulative voting is not permitted.

Section 5.04 Vacancies. Any vacancy occurring in the Board of Directors may be filled at any meeting of the Board of Directors by the affirmative vote of a majority of the remaining Directors or by a sole remaining Director and, if not previously filled, shall be filled at the next succeeding meeting of the Unit Owners of the Association. Any Director elected to fill a vacancy shall serve as such until the expiration of the term of the Director whose vacancy such person was elected to fill. Any vacancy occurring by reason of an increase in the number of Directors may be filled by action of a majority of the entire Board of Directors and any Director so elected shall hold office until the next meeting of Unit Owners or until a successor is elected and qualifies.

Section 5.05 Removal of Members of Board of Directors. Subject to the limitations as provided in this Section 5.05, at any regular or special meeting of Unit Owners, any one or more of the members of the Board of Directors elected by the Unit Owners may be removed with cause by the affirmative vote of not less than a majority of the Unit Owners or without cause by the affirmative vote not less than two-thirds (2/3) of the Unit Owners and a successor may then and there or thereafter be elected by the Unit Owners to fill the vacancy thus created. Any member of the Board of Directors whose removal has been proposed by the Unit Owners shall be given an opportunity to be heard at the meeting. In addition, the other Directors may, by the affirmative vote of not less than two-thirds (2/3) of the other Directors, declare the position of the Director vacant in the event the person filling such position shall be absent from three (3) consecutive meetings or from 50% or more of the regularly scheduled meetings of the Board of Directors in any calendar year.

Section 5.06 Compensation. Directors shall not receive any compensation or salary for their services. Any Director may be reimbursed for his actual expenses incurred in the performance of his duties. A Director who serves the Association in any other capacity, however, may receive compensation therefor.

Section 5.07 Organizational Meetings. At the next regularly scheduled Board meeting, after the Annual Meeting, as the first Agenda item, the newly elected Directors and those Directors whose terms hold over shall hold an organizational meeting for the purpose of electing officers and transacting any other business. Notice of such meeting of Directors need not be given.

Section 5.08 Regular Meetings. Regular meetings of the Board of Directors shall be held not less than four (4) times a year, at such places and at such times convenient to the Directors as may be designated from time to time by resolution of the Board of Directors.

Section 5.09 Special Meetings. Special Meetings of the Board of Directors may be called at any time at the request of the President or any two (2) Directors after not less than two (2) days' notice to each Director. The person or persons authorized to call such Special Meeting of the Board may fix any place convenient to the Directors as a place for holding such Special Meeting. Any Director may, in a writing signed by such Director, before or after the time of the Special Meeting stated therein, waive notice of any Special Meeting. The attendance of a Director at any Special Meeting shall constitute a waiver of notice of such Special Meeting. Neither the business to be transacted at, nor the purpose of any Special Meeting, need be specified in the notice or waiver of notice of such meeting, unless specifically required by law, by the Certificate of Incorporation of the Association or by these By-Laws.

Section 5.10 Quorum and Voting. Unless otherwise provided in the Declaration, a majority of the entire Board of Directors shall constitute a quorum for the transaction of business at all meetings of the Board of Directors. Except in cases in which it is provided otherwise by statute, by the Certificate of Incorporation, or by these By-Laws, a vote of a majority of such quorum at a duly constituted meeting shall be sufficient to elect and pass any measure. In the absence of a quorum, the Directors present may adjourn the meeting from time to time by majority vote of those Directors present, and without further notice, until a quorum shall attend. At any such adjourned meeting at which a quorum shall be present, any business may be transacted at the meeting which might have been transacted as originally called.

Section 5.11 Action Without a Meeting. Any action required or permitted to be taken at a meeting of the Board of Directors or of any committee thereof may be taken without a meeting, provided a written two-thirds (2/3) consent to such action is signed by all members of the Board of Directors or of such committee, as the case may be, and provided further that such written consent is filed with the minutes of proceedings of the Board or committee. Written consent by e-mail is acceptable.

Section 5.12 Regulations. The Board of Directors may establish such regulations consistent with these By-Laws and the Amended Supplemental Declaration as they deem appropriate for the government of its actions.

Section 5.13 Powers and Duties. The powers, duties and authority of the Board of Directors shall specifically include, but shall not be limited to the following:

- (a) Exercise for the Association all powers, duties and authority vested in or delegated to the Association and not reserve to the Lot Owners by other provisions of these By-Laws, the Certificate of Incorporation, or the Second Amended Supplemental Declaration;

- (b) Determine and levy the maintenance assessments, special assessments and other charges as provided for in the Second Amended Supplemental Declaration;
- (c) Collect, use, and expend the assessments and charges collected for the maintenance, care and preservation and operation of the property of the Association, and the maintenance, care, and preservation of the exteriors of the Units and other improvements to the Property;
- (d) To the extent it deems the same necessary and reasonable, procure and maintain adequate liability insurance covering the Association, its directors, officers, agents and employees and procure and maintain adequate hazard insurance on such of the Association's real and personal properties and the Units as it deems appropriate;
- (e) Subject to the provisions of the Second Amended Supplemental Declaration, repair, restore or alter the properties of the Association after damage or destruction by fire or other casualty or as a result of condemnation or eminent domain proceedings;
- (f) Adopt and publish rules and regulations governing the use of the Property, and the personal conduct of the Unit Owners and other guests thereon, and establish penalties for infractions thereof;
- (g) Collect delinquent assessments by suit or otherwise; to abate nuisances and to enjoin, or seek damages from or impose penalties on Unit Owners for violations of the provisions of the Declaration or of any rules or regulations of the Association;
- (h) Pay all taxes owing by the Association, and filing tax returns;
- (i) Declare the office of a member of the Board of Directors to be vacant in the event such member shall be absent from three (3) consecutive meetings of the Board of Directors or from 50% or more of the regularly scheduled meetings of the Board of Directors in any calendar year;
- (j) Keep a complete record of the actions of the Board of Directors and the corporate affairs of the Association and present a statement thereof of the Unit Owners at the annual meeting of Unit Owners, or at any special meeting of Unit Owners when such a statement is requested in writing by not less than one-fourth (1/4) of the Unit Owners entitled to vote;

- (k) Issue, or cause to be issued, upon demand by any person an "Assessment Certificate" as provided in the Amended Supplemental Declaration, setting forth the status of payment of assessment for any Lot;
- (l) Exercise for the Association all powers, duties and authority vested in or delegated to the Association and not reserved to the Unit Owners by other provisions of these By-Laws, the Certificate of Incorporation, or the Amended Supplemental Declaration;
- (m) Enter into contracts;
- (n) Borrow money as permitted by the Amended Supplemental Declaration;
- (o) Employ a managing agent and such other persons or firms to perform such duties and services as the Board of Directors may authorize.
- (p) Adopt a conflict of interest policy which includes provisions defining conflicts of interest, prohibiting interested persons from being present at, participating in or improperly influencing or seeking to influence voting or deliberation on any matter giving rise to a conflict of interest or requiring proper documentation of the existence and resolution of any conflict of interest.

Section 5.14 Managing Agent and Manager. The Board of Directors may employ for the Association a managing agent and/or a manager at a compensation established by the Board of Directors, to perform such services and duties as the Board of Directors shall authorize, including but not limited to those duties listed in subdivisions (c), (d), (e), (h) and (k) of Section 5.11 of these By-Laws.

Section 5.15 Participation in Board Meeting by Conference, Telephone or Similar Communications Equipment. Any one or more Members of the Board may participate in a Board Meeting by means of a conference telephone or similar communications equipment allowing all persons participating in the Meeting to hear each other at the same time. Participation by such means shall constitute presence in person at the Meeting.

ARTICLE VI OFFICERS

Section 6.01 Officers. The officers of the Association shall be the President, one or more Vice Presidents, (the number thereof to be determined by the Board of Directors), the Secretary and the Treasurer, all of whom shall be elected by the

Board of Directors. The Board of Directors may appoint such other officers as it shall deem desirable, such officers to have the authority and to perform the duties prescribed from time to time by the Board of Directors. All officers must be a member of the Board of Directors. No Officer may serve if said Officer is in arrears more than 200% of the monthly maintenance assessment.

Section 6.02 Election and Appointment of Officers. The elective officers of the Association shall be elected annually by the Board of Directors at the Organizational Meeting of each new Board of Directors and shall hold office at the pleasure of the Board of Directors. Appointive officers shall be appointed at such time and shall hold their office for such terms as the Board of Directors shall determine from time to time. The Organizational Meeting shall take place at the next regularly scheduled Board meeting, after the Annual Meeting, as the first Agenda item.

Section 6.03 Term and Vacancies. Each elective officer shall hold office until his or her successor shall have been duly elected, unless he or she shall sooner resign, or shall be removed or otherwise be disqualified to serve. The vacancy in any office arising because of death, resignation, removal or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

Section 6.04 Removal of Officers. Upon the affirmative vote of a majority of the members of the Board of Directors, any officer may be removed, either with or without cause, and a successor to such office may be elected at any regular meeting of the Board of Directors, or at any special meeting of the Board of Directors called for such purpose.

Section 6.05 President. The President shall be the chief executive officer, shall supervise the work of the other officers, shall preside at all meetings of Units Owners, shall, if there is no Chairman of the Board of Directors, preside at all meetings of Directors, and shall perform such other duties and functions as may be assigned to him or her by the Board of Directors. He or she may sign, in the name of the Association, any and all contracts or other instruments authorized by the Board of Directors or these By-Laws.

Section 6.06 Vice President. Any Vice President shall be capable of performing all of the duties of the President. He or she may sign, in the name of the Association, any and all contracts or other instruments authorized by the Board of Directors, and shall perform such other duties and functions as may be assigned to him or her by the President or by the Board of Directors.

Section 6.07 Secretary. The Secretary shall cause notices of all meetings to be served as prescribed in these By-Laws, shall record the votes and keep the minutes of all meetings, shall have charge of the seal, if any, and corporate records of the Association, shall keep records of the Units Owners of the Association and the

mortgagees of dwelling units on the Property, and shall perform such other duties as are assigned to him or her by the President or by the Board of Directors. Any Assistant Secretary shall be capable of performing all of the duties of the Secretary.

Section 6.08 Treasurer. The Treasurer shall have the custody of all monies and securities of the Association and shall keep or cause to be kept regular books and records. He or she shall account to the President and to the Board of Directors, whenever they may require it, with respect to all of his or her transactions as Treasurer and of the financial condition of the Association, and shall perform all other duties that are assigned to him or her by the President or by the Board of Directors.

Section 6.09 Other Officers. Such other officers as the Board of Directors may appoint shall perform such duties and have such authority as the Board of Directors may determine.

Section 6.10 Delegation of Authority and Duties: Control of Officers. In the absence of any officer of the Association, or for any other reason the Board of Directors may deem sufficient, the Board of Directors may delegate the power or duties, or any of them, of such officers, to any other officer or to any Director or the managing agent. In addition, the Board of Directors is authorized generally to control the action of the officers and to require the performance of duties in addition to those mentioned herein.

Section 6.11 Fidelity Bonds. The Board of Directors shall require that all officers and employees of the Association handling or responsible for Association funds furnish adequate fidelity bonds. The premiums on such bonds shall be paid by the Association and shall be a common expense.

Section 6.12 Disclosure of Conflicts. Each Director must provide annually to the Secretary prior to his or her election, a written statement identifying (to the best of the Director's knowledge) any (i) entity of which the Director is an officer, director, trustee, member owner, or employee and "with which the corporation has a relationship," and (ii) "any transaction in which the corporation is a participant and in which the Director might have a conflicting interest." The Secretary must provide copies of such statements to the head of the audit committee (or if no audit committee, to the President of the Board).

ARTICLE VII COMMITTEES

Section 7.01 Committees of Directors. The Board of Directors by resolution adopted by a majority of the Directors in office, may designate one or more committees, each of which shall consist of one (1) or more Directors. No committees

shall have the power of the Board of Directors in the management of the affairs of the Association unless said committee consists of only Directors.

All actions by a committee shall be reported to the Board of Directors at its meeting next succeeding such actions.

Section 7.02 Rules and Records. Each committee may adopt rules for its own government not inconsistent with the terms of the resolution of the Board of Directors designating the committee or with rules adopted by the Board of Directors. Each committee shall keep regular minutes of its proceedings and shall report the same to the Board of Directors as required.

ARTICLE VIII FINANCE AND RECORDS

Section 8.01 Checks. All checks, drafts, and orders for the payment of money, notes and other evidences of indebtedness, issued in the name of the Association shall, unless otherwise provided by resolution of the Board of Directors, be signed by the President, or Treasurer and countersigned by one Director of the Association, provided that the President or Treasurer and Director so signing are not the same person.

Section 8.02 Fiscal Year. The fiscal year of the Association shall be the 12 calendar months ending April 30 of each year, unless otherwise provided by the Board of Directors.

Section 8.03 Annual Reports. There shall be a full and correct statement of the financial affairs of the Association including a balance sheet and a financial statement of operation for the preceding fiscal year prepared by a public or certified public accountant and including a certificate signed by a public or certified public accountant to the effect that the financial statement presents fairly the financial position of the Association and the results of its operations in conformity with generally accepted accounting principles for an audit, applied on a basis consistent with that of the preceding period except as specified therein. The audit of the financial affairs of the Association shall be prepared in accordance with the then current guidelines for "common interest realty associations" promulgated by the American Institute of Certified Public Accountants or any successor organization. Such report shall be distributed within 90 days after the end of each fiscal year to all Lot Owners and to all mortgagees of Lots who have requested the same.

Section 8.04 Record Keeping. The Board of Directors or the Managing Agent retained by the Board of Directors shall keep detailed records of the actions of the Board of Directors and the managing agent, minutes of the meetings of the Board of Directors, minutes of the meetings of Unit Owners, and financial records and books of

account of the Association, including chronological listing of receipts and expenditures as well as a separate account for each Unit which, among other things, shall contain the amount of each maintenance assessment, special assessment and other charges, if any, against such Unit, the dates when installments of assessments are due, the amounts paid thereon, and the balance remaining unpaid.

Section 8.05 Separate Account for Capital Reserve Funds. Any funds of the Association collected or designated as reserves for the replacement of capital items shall be segregated from all other funds of the Association in one or more separate accounts. This shall not preclude the Association from segregating other portions of its funds in separate accounts for a specific purpose (e.g., reserves for noncapital items) or otherwise. A reserve study shall be completed every five (5) years by a certified reserve consultant.

Section 8.06 Books, Records and Legal Documents. The Board of Directors shall make available for inspection upon reasonable notice and during normal business hours, to existing and prospective Unit Owners, title insurers, mortgagees, mortgage insurers and mortgage guarantors, current copies of the Supplemental Declaration, By-Laws, Certificate of Incorporation, rules and regulations, budget, schedule of assessments, balance sheet and any other books, records and financial statements of the Association. The Board of Directors may furnish copies of such documents to such parties and may charge a fee to cover the cost of furnishing such copies.

ARTICLE IX GENERAL POWERS OF THE ASSOCIATION

Section 9.01 Common Expenses. The Association, for the benefit of all the Lot Owners, shall pay for out of Association funds as common expenses, the following:

- a. Utilities and Related Facilities. The cost of electricity, telephone, heat, power or any other necessary utility service, if any, for the Association Property. and the cost of maintaining and/or repairing and/or replacing common gas, water, hot and cold water lines, waste removal and any utilities which costs are not otherwise directly charged or separately metered to individual Owners. In the event any utility service for a Unit is paid by the Association of a kind or nature not furnished to all Unit Owners, the Association shall charge monthly to the Owner of such Unit an estimated cost for such usage. However, the Association may discontinue payments of such

utility service at any time, in which case each Owner shall be responsible for direct payment of his share of such expense as shall be determined by the Board of Directors of the Association. The Association shall have the right to levy additional assessments against any Unit Owner to reimburse it for excessive use of any utility service by such Unit Owner in such amounts as shall be determined by the Board of Directors.

- b. Insurance. Premiums for all insurance obtained as required or permitted by the Second Amended Supplemental Declaration including fire and casualty insurance on the property of the Association and the dwelling units constructed on the Lots and liability insurance covering the Association and its Directors and officers.
- c. Wages and Fees for Services. The 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 Association, and legal, accounting or other services or expenses necessary or proper in the conduct of the affairs of the Association or the enforcement or interpretation of the Second Amended Supplemental Declaration and these By-Laws and for the organization, operation and enforcement of the rights of the Association.
- d. Care of Association Property. The cost of landscaping, gardening, security, snow removal, painting, refurbishing, maintenance, repair, replacement and rehabilitation of the property of the Association and the exteriors of the dwelling units on the Lots as required by the Second Amended Supplemental Declaration or determined to be appropriate by the Board of Directors from time to time.
- e. Certain Maintenance of Lots. The cost of reasonable maintenance and repair of any improvement on a Lot if such maintenance or repair is necessary, in the discretion of the Board of Directors, for public safety or to protect the Association Property, and the Owner of such Lot has failed or refused to perform such maintenance or repair within a reasonable time after written notice of the necessity thereof delivered by the Association to such Unit Owner; provided that the Association shall levy a Special Assessment against such Unit Owner for the cost of such maintenance or repair.

- f. Discharge of Mechanic's Lien. Any amount necessary to discharge any mechanic's lien or other encumbrance levied against the Association or its property. Where one or more Unit Owners are responsible for the existence of such lien, they shall be jointly and severally liable for the cost of discharging such lien, and any costs incurred by the Association by reason of such lien shall be specially assessed against such Unit Owner or Unit Owners.

- g. Additional Expenses. The cost of any other materials, supplies, furniture, labor, services, maintenance, repairs, structural alterations, insurance, or other expenses which the Association is required or permitted to secure or pay for pursuant to the terms of the Second Amended Supplemental Declaration, these By-Laws, or by law or which in the opinion of the Board of Directors shall be necessary or proper for the maintenance and operation of the Association Property to preserve the Property as a first class community.

Section 9.02 No Active Business to be Conducted for Profit. Nothing herein contained shall be construed to give the Association authority to conduct an active business for profit on behalf of all the Unit Owners or any of them.

Section 9.03 Special Services. The Association may arrange for the providing of any special services and facilities for the benefit of such Unit Owners and/or occupants of Unit as may desire to pay for the same, such as the interior cleaning of Units, or the furnishing of firewood for consumption in fireplaces in the Units. Fees for such special services and facilities shall be determined by the Board of Directors and may be charged directly to the Unit Owners receiving such services, or paid from the Association's general funds and levied as a Special Assessment against the Unit Owners receiving such services.

Section 9.04 Delegation of Duties. Nothing herein contained shall be construed so as to preclude the Association, through the Board of Directors or officers of the Association, from delegating to persons, firms or corporations of its choice, including any manager or managing agent, such duties and responsibilities of the Association as the Board of Directors shall from time to time specify, and to provide for reasonable compensation for the performance of such duties and responsibilities.

Section 9.05 Acquisition, Lease, Sale or Exchange of Real Property. Whenever the Board of Directors determines to acquire, lease, sell or exchange real property or any interest therein, the Board shall submit such acquisition, sale, lease or exchange to the vote of the Unit Owners, and, upon the affirmative vote of the Unit Owners of 75% or more of the Units present in person or by proxy at an annual meeting or a special meeting duly held for such purpose, the Board of Directors may proceed

with such acquisition, sale, lease, or exchange, in the name of the Association and on behalf of all Unit Owners, and the costs and expenses incident thereto shall constitute part of the common expenses of the Association.

ARTICLE X CORPORATE SEAL OPTIONAL

Section 10.01 Corporate Seal Optional. If decided by the Board of Directors, the Association shall have a seal in circular form having within the circumference thereof the full name of the Association.

ARTICLE XI AMENDMENTS

Section 11.01 Alteration Repeal or Amendment.. These By-Laws may be modified, altered, repealed, amended, or added to at any regular or special meeting of the Lot Owners provided that:

- a. a notice of the meeting containing a full statement of the proposed modification, alteration, repeal, amendment or addition has been sent to all Unit Owners and Unit mortgagees as listed on the records of the Association, not less than 10 nor more than 40 days prior to the date or initial date set for the canvass of the vote thereon; and
- b. 67% of Units owned by Unit Owners in good standing, present at the meeting in person or by proxy approve the change; and
- c. prior to date or initial date for the canvass of the vote thereon, the Association has not received written notification of opposition to the change from either (i) Owners of more than 33% of all Units or (ii) mortgagees of 51% or more of Units on which there are mortgages as shown on the records of the Association.

Section 11.02 Form of Amendment Proposals. No By-Laws shall be modified, altered, amended, or added to by reference to its title or number only. Proposals to amend existing By-Laws shall contain the full text of the By-Laws to be modified, altered, amended or added to, new words shall be inserted in the text underlined, or italicized, and words to be deleted shall be lined through. If the proposed change is so extensive that the above procedure would hinder, rather than assist, the understanding of the proposed amendment, it is not necessary to use underlining and interlining as indicators of words added or deleted, but a notation must be inserted immediately preceding the proposed amendment in substantially the following language: "Substantial rewording of By Law. See Section ____ of By-Laws for present text."

Section 11.03 Nonmaterial Errors or Omissions. Nonmaterial errors or omissions in the By-Law amendment process shall not invalidate an otherwise properly promulgated amendment.

Section 11.04 Effective Date of Amendment. An amendment to these By-Laws shall be effective in accordance with the terms of its adoption.

ARTICLE XII MISCELLANEOUS

Section 12.01 Notices. All notices hereunder shall be in writing and delivered personally or sent by first class mail by depositing same in a post office or letter box in a postpaid sealed wrapper, addressed, (i) if to go to the Board of Directors, or to the Association, to any member of the Board of Directors or to the secretary of the Association (if the secretary is not a member of the Board), (ii) if to go to a Unit Owner to such permanent address of such Unit Owner as appears on the books of the Association, (iii) if to go to a mortgagee, to the address of such mortgagee as appears on the books of the Association, and (iv) to a devisee or personal representative of a deceased Unit Owner to the address of such devisee or personal representative as appears on the records of the Court wherein the estate of such deceased Unit Owner is being administered. All notices that need to be sent out, including meetings, special meetings, etc. may be sent via e-mail provided that the Unit Owner agrees to receiving such e-mail in lieu of postal mailings.

All notices shall be deemed to have been given when mailed, except notices of change of address which shall be deemed to have been given when received. Whenever any notice is required to be given under the provisions of the Supplemental Declaration, or of these By-Laws, a waiver thereof, in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed the equivalent thereof.

Section 12.02 Conflict with Certificate of Incorporation or with Second Amended Supplemental Declaration. In the case of any conflict between the Certificate of Incorporation and these By-Laws, the Certificate of Incorporation shall control; and in the case of any conflict between the Second Amended Supplemental Declaration and these By-Laws, the Second Amended Supplemental Declaration shall control.

Section 12.03 No Waiver for Failure to Enforce. No restriction, condition, obligation, or provision contained in these By-Laws shall be deemed to have been abrogated or waived by reason of any failure to enforce the same, irrespective of the number of violations or breaches thereof which may occur.

Section 12.04 Gender. The use of the masculine gender in these By-Laws shall be deemed to include the masculine, feminine or neuter and the use of the singular shall be deemed to include the plural, whenever the context so requires.

Section 12.05 Captions. The captions herein are inserted only as a matter of convenience and for reference, and in no way define, limit, or describe the scope of these By-Laws, or the intent of any provision thereof.

Section 12.06 Severability. Should any part of these By-Laws be deemed void or become unenforceable at law or in equity, the validity, enforceability, or effect of the balance of these By-Laws shall not be impaired or affected in any manner.

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