

**BYLAWS  
OF  
BELLA HOUSA VILLAGE HOMEOWNERS ASSOCIATION**

**INTRODUCTION AND BACKGROUND**

The following are Bylaws of the Bella Housa Village Homeowners Association (the "Association"), a corporation organized under the Washington Nonprofit Corporation Act (RCW 42.03, the "Nonprofit Corporation Act"). These Bylaws provide for the governance of the Association and, among other things, for the maintenance of common areas and the architectural control of the plat of Bella Housa Village, a subdivision located in the City of Yelm, Thurston County, Washington ("Bella Housa Village").

The plat for Bella Housa Village is recorded under Recording No. 4020562, records of Thurston County, Washington. Bella Housa Village is subject to the Declaration of Covenants, Conditions, Restrictions, and Reservations for Bella Housa Village recorded under Thurston County Recording No. 4020560, amended on December 5, 2011 and recorded December 6, 2011, under Thurston County Recording No. 4240943, and as it may further be amended (the "Declaration").

Words and phrases that are defined in the Declaration shall have the same meaning in these Bylaws. The Declaration is hereby incorporated into these Bylaws, and any inconsistency between these Bylaws and the Declaration will be resolved in favor of the Declaration.

These Bylaws apply to the entire Property, as defined in the Declaration, which may include certain property not included in the plat of Bella Housa Village. Each Owner of a Lot in the Property automatically, by virtue of their fee simple ownership, becomes a member of the Association. All present and future Owners, Mortgagees, and other encumbrancers, leasees, tenants, licensees, and occupants of Lots, and their guests and employees, and any other person who may use the Common Areas of the Property are subject to these Bylaws, to the Declaration as it may from time to time be amended, and to the rules and regulations pertaining to the use and operation of the Property.

**ARTICLE I  
MEMBERSHIP, VOTING, REGISTER**

**Section 1.1 Membership.** The Owners of Lots in the Property shall constitute the members of the Association, as set forth in the Declaration. Corporations, partnerships, associations, and other legal entities, trustees under an express trust, and other fiduciaries, as well as natural persons may be members of the Association. Owners of a Lot as joint tenants, tenants in common, community property, or other ownership involving more than one person, shall be joint members of the Association, but they shall have only one membership in the Association for each Lot owned.

**Section 1.2 Number of Votes.** The voting power of the members shall be as specified in the Declaration and the Articles of Incorporation.

**Section 1.3 Voting by Multiple Owners.** The vote for a Lot must be cast as a single vote, and fractional votes will not be allowed. If there is more than one entity or person constituting the Owner of a particular Lot, such joint Owners must agree amongst themselves how their vote will be cast for that Lot. If such joint Owners cannot agree on how to vote on any matter, such Lot shall have no vote in the Association on the matter in question.

**Section 1.4 Voting Representative.** An Owner may, by written notice to the Board of Directors of the Association (the "Board"), designate a voting representative for the Lot. The voting representative need not be an Owner. Such designation may be revoked at any time by written notice to the Board from any person having an ownership interest in the Lot, or by actual notice to the Board of the death or judicially declared incompetence of any person with an ownership interest in the Lot, except in cases in which the person designated is a Mortgagee of the Lot. This power of designation and revocation may be exercised by the guardian of an Owner, the attorney-in-fact of the Owner under a durable power of attorney, or the administrators or executors of an Owner's estate. If a Lot is owned by husband and wife and only one of them is at a meeting, the one who is present will represent the marital community.

**Section 1.5 Voting by Proxy; Pledged Votes to Mortgagee.** The vote allocated to a Lot may be cast pursuant to a proxy duly executed by the Owner. An Owner may not revoke a proxy given pursuant to this Section except by actual notice of revocation to the person presiding over a meeting of the Association. A proxy is void if it is not dated or purports to be revocable without notice. Unless stated otherwise in the proxy, a proxy terminates 11 months after its date of issuance. An Owner may, but shall not be obligated to, pledge his or her vote on all issues or on specific issues to a Mortgagee. If an Owner is in default under a first Mortgage on the Lot for one year or more, the Mortgagee shall automatically be authorized to declare at any time thereafter that the Owner has pledged his or her vote on all issues to the Mortgagee during the continuance of the default. If the Board has been notified of any such pledge to a Mortgagee, only the vote of the Mortgagee will be recognized on the issues that are subject to the pledge.

**Section 1.6 Persons Under Disability.** Minors and persons declared legally incompetent shall be eligible for membership in the Association, if otherwise qualified, but shall not be permitted to vote except through a legally appointed, qualified, and acting guardian of their estate voting on their behalf or, in the case of a minor with no legal guardian of his estate, through a parent having custody of the minor.

**Section 1.7 Register of Members.** The Board shall cause a register to be kept containing the names and addresses of all members of the Association. Persons who purchase an interest in a Lot shall promptly inform the Board of their interest. Persons who claim to be members of the Association shall, upon request, furnish the Board with copies of any documents under which they assert ownership of a Lot or any interest therein and any Mortgages thereon.

## ARTICLE 2 MEETINGS OF MEMBERS

**Section 2.1 Place.** Meetings of the members of the Association shall be held at such suitable place as may be convenient to the membership and designated from time to time by the Board.

**Section 2.2 Annual Meeting.** The annual meeting of the Association shall be held in the first quarter of each fiscal year on a date fixed by the Board, which date shall not be less than 30 nor more than 50 days after notice of the meeting is given to the members. At such annual meeting the Owners shall elect members to the Board or fill vacancies therein, and transact such other business as shall properly come before the meeting.

**Section 2.3 Budget Ratification.** The financial statement for the preceding fiscal year (if any) and the proposed budget the Board has adopted for the pending fiscal year shall be presented at the Annual Meeting. Unless at the meeting members holding a majority of the votes in the Association vote to reject the budget, the budget is ratified, whether or not a quorum is present for the meeting. In the event the proposed budget is rejected or the ratification of the budget is otherwise invalid, the budget last ratified by the Owners shall be continued until a budget proposed by the Board is ratified.

**Section 2.4 Special Meetings.** A special meeting of the Association may be called by the president, by resolution of the Board, or upon the written request of Owners having ten percent of the votes in the Association not less than 14 nor more than 60 days in advance of the meeting. No business shall be transacted at a special meeting except as stated in the notice given therefore.

**Section 2.5 Notice of Meetings.** It shall be the duty of the secretary to give notice of each annual meeting, budget, and special meeting to each member of the Association. Such notice shall be hand-delivered or sent prepaid by first-class United States mail to the mailing address of each Lot or to any other mailing address designated in writing by the Owner. Notice shall be deemed received on the third day of regular mail delivery after the mailing of said notice. Notice of any meeting shall state the time and place of the meeting and the items on the agenda to be voted on by the members, including the general nature of any proposed amendment to the Declaration, Articles, or Bylaws, and any changes in the previously approved budget that result in a change in Assessment obligations and any proposal to remove a director or officer. Before any meeting of the Association, any member may, in writing, waive notice of such meeting. Attendance by a member at a meeting of the Association shall be a waiver by him or her of timely and adequate notice unless he or she expressly challenges the notice when the meeting begins.

**Section 2.6 Quorum.** The presence in person or by proxy of members of the Association or voting representatives holding 25% of the total voting power of the Association shall constitute a quorum for the transaction of business at any meeting of members of the Association.

**Section 2.7 Adjournment of Meetings.** If any meeting of Owners cannot be organized because a quorum has not attended, the Owners present in person or by proxy may adjourn the meeting to a time not less than 48 hours from the time the original meeting was called.

**Section 2.8 Majority Vote.** Except as otherwise provided by the Declaration or by these Bylaws, passage of any matter submitted to vote at a meeting where a quorum is present shall require the affirmative vote of a simple majority of the votes present.

**Section 2.9 Voting by Mail.** The Board may decide that voting of the members shall be by mail with respect to any particular election of the Board or with respect to adoption of any proposed amendment to the Declaration or Bylaws, or with respect to any other matter for which approval by Owners is required by the Declaration or Bylaws, in accordance with the following procedure:

(a) In cases of election of directors by mail, the existing directors shall advise the secretary in writing of the names and nominees for all directors to be elected and of the date not less than 50 days after such advice is given by which all votes are to be received. The secretary, within five days after such advice is given, shall give written notice to all Owners of the number of directors to be elected and of the names of the nominees. The notice shall state that any such Owner may nominate an additional candidate or candidates, not to exceed the number of directors to be elected, by notice in writing to the secretary at the address specified in the notice, to be received on or before a specified date not less than 15 days from the date the notice is given by the secretary. Within five days after the specified date, the secretary shall give written notice and/or a ballot to all Owners stating the number of directors to be elected, the names of all persons nominated by the Board, the names of persons nominated by members, and the date by which votes of the Owners must be received by the secretary at the address specified in the notice. Votes received after that date will not be effective. All persons elected as directors pursuant to an election by mail shall take office effective on the date specified in the notice for the receipt of votes.

(b) In the case of a vote by mail relating to any other matter, the secretary shall give written notice and/or a ballot to all Owners, which notice shall include a proposed written resolution setting forth a description of the proposed action and shall state that the Owners are entitled to vote by mail for or against the proposal by delivering the vote on or before a specified date not less than 20 days after the notice to the address specified in the notice. Votes received after that date shall not be effective. Any such proposal shall be adopted if approved by the affirmative vote of not less than a majority of the votes entitled to be cast on such question, unless a greater or lesser voting requirement is established by the Declaration or Bylaws for the matter in question.

(c) Delivery of a vote in writing to the specified address shall be equivalent to receipt of a vote by mail at such address for the purpose of this Section.

**Section 2.10 Written Ballot.** At the discretion of the Board, any matter which might come before the Association at a meeting, including election of directors, may be determined by written ballot, rather than at a meeting. Ballots shall be sent to all Owners in the same manner as notice

of meetings, with a specified deadline for return of ballots. Ballots for such meetings must be properly executed and returned in sufficient quantity to constitute a quorum, and determination of the matter presented shall be based upon the required percentage of ballots returned, unless approval of a specified percentage of all voting power is required by law, the Declaration or these Bylaws. The vote by ballot shall be determined by the Board within 48 hours of the deadline for return of ballots. Within ten days after the ballots have been counted, each Owner shall be notified by mail, or other delivery, of written notice of the results of the ballot or that a quorum of ballots was not returned.

**Section 2.11 Order of Business.** The order of business at meetings of the Association shall be as follows, unless dispensed with on motion:

- (a) Roll call;
- (b) Proof of notice of meeting or waiver of notice;
- (c) Minutes of preceding meeting;
- (d) Reports of officers;
- (e) Reports of committees;
- (f) Election of inspectors of election;
- (g) Election of directors (annual meeting or special meeting called for such purpose);
- (h) Unfinished business;
- (i) New business;
- (j) Adjournment.

**Section 2.12 Parliamentary Authority.** In the event of dispute, the parliamentary authority for the meetings shall be the most current available edition of *Robert's Rules of Order* or such other published code of parliamentary procedure as shall be approved by a majority at the meeting.

### ARTICLE 3 BOARD OF DIRECTORS

**Section 3.1 Number, Term and Qualifications.** The affairs of the Association shall be governed initially by one director. At the first meeting of the Association ("Transitional Meeting"), a Board of three directors shall be elected to govern the affairs of the Association until the first annual meeting. The term of office for directors will begin on the first day of the calendar month following the date of adjournment of the meeting at which they are elected. The normal term of office for directors will be for two years and until their successors are elected and take office. However, to provide for staggered terms, at the first annual meeting, one director shall be elected for one year; and two directors shall be elected for two years. A majority of directors elected to the Board shall be members of the Association. Any of the following may be elected to the Board as an Association member: any officer, director or employee of a corporation; any partner of a partnership; any member of a limited liability company; and any trustee or beneficiary of a trust.

**Section 3.2 Powers and Duties.** The Board shall have all the powers and duties provided for in the Declaration, the Articles, and the Nonprofit Corporations Act.

**Section 3.3 Vacancies.** Vacancies on the Board caused by reasons other than the removal of a director by a vote of the Association may be filled by an election held at a special meeting of the Association called for that purpose or by the remaining directors if the special meeting does not occur within 60 days of the vacancy. Each person so selected shall be a director until a successor is elected at the next annual meeting of the Association.

**Section 3.4 Removal of Directors.** After the Transitional Meeting, any one or more of the directors may be removed, with or without cause, by members holding a majority of the votes in the Association at a special meeting called for that purpose and a successor may then and there be elected to fill the vacancy thus created and to serve the balance of the unexpired term. Any director whose removal has been proposed shall be given an opportunity to be heard at the meeting.

**Section 3.5 Compensation.** No compensation shall be paid to directors for their service as directors.

**Section 3.6 Regular Meetings.** Regular meetings of the Board may be held at such time and place as shall be determined from time to time by a majority of the directors, but at least two such meetings shall be held during each fiscal year. Notice of regular meetings of the Board shall be given to each director personally or by mail, telephone, facsimile transmission or internet transmission, at least three days before the day fixed for the meeting.

**Section 3.7 Special Meetings.** Special meetings of the Board may be called by the president on three days notice to each director, given personally or by mail, telephone, facsimile transmission or internet transmission, which notice shall state the time, place, and purpose of the meeting. Special meetings of the Board shall be called by either the president or secretary in like manner and on like notice on the written request of any two directors.

**Section 3.8 Waiver of Notice.** Before any meeting of the Board, any director may, in writing, waive notice of such meeting. Attendance by a director at any meeting of the Board shall be a waiver by him or her of timely and adequate notice unless he or she expressly challenges the notice when the meeting begins. If all directors are present at any meeting of the Board, no notice shall be required; and any business may be transacted at the meeting.

**Section 3.9 Quorum.** At all meetings of the Board, a majority of the directors shall constitute a quorum for the transaction of business, and the acts of the majority of the directors present at a meeting at which a quorum is present shall be the acts of the Board. If there is less than a quorum present at any meeting of the Board, the majority of those present may adjourn the meeting from time to time. At the adjourned meeting, any business which might have been transacted at the meeting as originally called may be transacted without further notice.

**Section 3.10 Action by Directors Without a Meeting.** Any action required or permitted to be taken at a meeting of the Board may be taken:

(a) Without a meeting if a written consent setting forth the action to be taken is signed by every director. Any such written consent shall be inserted in the minute book as if it were the minutes of a meeting of the Board; or

(b) By communicating simultaneously with all directors by means of a conference telephone or similar communications equipment. Minutes of such simultaneous communications shall be inserted in the minute book as if they were the minutes of a physical meeting of the Board.

**Section 3.11 Open Meeting.** Any Owner or voting representative may attend any meeting of the Board but shall not be entitled to participate except with the consent of the Board. The Board may, however, go into private, executive session to consider the employment or dismissal of any agent or other person employed by the Association or to hear complaints or charges brought against such person, unless the person requests a public hearing, or to discuss with legal counsel litigation in which the Association is or is likely to become a party if public discussion would adversely affect the interests of the Association in such litigation.

#### **ARTICLE 4 OFFICERS**

**Section 4.1 Designation.** The principal officers of the Association shall be a president, a vice president, a secretary and a treasurer, all of whom shall be elected by and from the Board. The directors may appoint from the Board such other officers as in their judgment may be necessary or desirable. Two or more offices may be held by the same person, except that a person may not hold the offices of president and secretary simultaneously.

**Section 4.2 Election of Officers.** Officers of the Association shall be elected by the Board at the organizational meeting of the Association, at the first Board meeting following the Transitional Meeting, and annually thereafter by the Board at the first Board meeting following the annual meeting of the Association. All officers shall hold office at the pleasure of the Board.

**Section 4.3 Removal of Officers.** At any regular meeting of the Board or at any special meeting of the Board called for such purpose, upon an affirmative vote of a majority of the members of the Board, any officer may be removed, either with or without cause. A successor to the removed officer may be elected at any such meeting.

**Section 4.4 President.** The president shall be the chief executive officer of the Association. He or she shall preside at all meetings of the Association and of the Board and shall have all powers and duties usually vested in the office of the president.

**Section 4.5 Vice President.** The vice president shall perform the duties of the president when the president is absent or unable to act and shall perform such other duties as may be prescribed by the Board.

**Section 4.6 Secretary.** The secretary shall keep the minutes of all meetings of the Board and of the Association and shall have custody of the business records of the Board and the Association, other than financial records kept by the treasurer. He or she shall also perform such other duties as may be prescribed by the Board.

**Section 4.7 Treasurer.** The treasurer shall have responsibility for Association funds and securities and shall be responsible for keeping full and accurate accounts of all receipts and disbursements in books belonging to the Association.

**Section 4.8 Other Officers and Employees.** Other officers of the Association and any persons employed to assist the officers shall have such authority and shall perform such duties as the Board may prescribe within the provisions of the applicable statutes, the Declaration, the Articles, and these Bylaws.

**Section 4.9 Compensation.** The Board may pay a reasonable compensation to any officer or Owner who performs substantial services for the Association in carrying out the management duties of the Board. The Board's decision to compensate an officer shall not become final until 60 days after notice of it (including the amount of compensation to be paid) has been given to all persons entitled to notice of meetings of the Association; and such decision may be reversed by the members of the Association at a meeting duly called and held within 60 days after the notice of the decision was given.

## **ARTICLE 5 COMMITTEES**

**Section 5.1 Committees of Directors.** The Board may appoint one or more committees. Such committees, if composed entirely of Board members, shall have and exercise, to the extent provided in the resolution establishing the committee, the authority of the Board in the management of the Association. The appointment of any such committee shall not relieve the Board of its ultimate responsibility for administration and management.

**Section 5.2 Other Committees.** Other committees, not having or exercising the authority of the Board in the management of the Association, may be appointed by the president or the Board, and such committees may be composed of one or more members of the Association.



**ARTICLE 6  
HANDLING OF FUNDS**

The Association shall, as and when it deems necessary, establish the necessary accounts to provide properly for the operation and maintenance of the Common Areas. Overall superintendence of these funds shall be the responsibility of the treasurer of the Association.

**ARTICLE 7  
KEEPING RECORDS AND REPORTS**

The Board shall cause to be kept complete, detailed, and accurate books and records of the receipts and expenditures of the Association, in a form reasonably approved by the Board. The books and records, authorizations for payment of expenditures, and all contracts, documents, papers, and other records of the Association shall be available for examination by the Owners, Mortgagees, and the agents or attorneys of either of them, during normal business hours and at any other reasonable time or times.

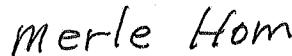
**ARTICLE 8  
AMENDMENTS**

At any regular or special meeting, these Bylaws may be amended by members holding a majority of the votes in the Association and such other approvals as may be required in the Declaration.

The foregoing Bylaws were adopted this 7 day of July, 2015, at the Initial Meeting of the Board of Directors of Bella Housa Village Homeowners Association.



\_\_\_\_\_  
*Signature*



\_\_\_\_\_  
Print Name



\_\_\_\_\_  
Title