

LAKEVIEW MANOR TOWNHOMES, INC

BY-LAWS

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# **LAKEVIEW MANOR TOWNHOMES, INC**

## **BY-LAWS**

### **SECTION 1. GENERAL**

The following are the By-Laws of LAKEVIEW MANOR TOWNHOMES, INC., a Minnesota nonprofit corporation (the "Association"). The Association is for the purpose of operating and managing LAKEVIEW MANOR TOWNHOMES. The terms used in these By-Laws shall have the same meaning as they have in the DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FOR LAKEVIEW MANOR TOWNHOMES (the "Declaration").

### **SECTION 2. MEMBERSHIP**

2.1 **Owners Defined.** All Persons described as Owners in Section 1.11 of the Declaration shall be members of the Association. No person shall be a member solely by virtue of holding a security interest in a Unit. A Person shall cease to be a member at such time as that Person is no longer an Owner.

2.2 **Registration of Owners and Occupants.** Each Owner shall register with the Secretary of the Association, in writing, within 30 days after taking title to a Unit, (i) the name and address of the Owners and any Occupants (if other than Owner) of the Unit, (ii) the nature of such Owner's interest or estate in each Unit owned; (iii) the address at which the Owner desires to receive notice of any meeting of the Owners and all other correspondence and filings sent, if other than the Unit address; (iv) the name and address of the secured party holding the first mortgage on the Unit, if any; and (v) the name of the Owner, if there are multiple Owners of the Unit, who shall be authorized to cast the vote with respect to the Unit. The Owner shall have a continuing obligation to advise the Association in writing of any changes in the foregoing information.

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

### **SECTION 3. VOTING**

3.1 **Entitlement.** Votes shall be allocated to each Unit as provided in the Declaration. However, no vote shall be exercised as to a Unit while the Unit is owned by the Association.

3.2 **Authority to Cast Vote.** At any meeting of the Owners, an Owner included on the voting register presented by the Secretary in accordance with Section 4.6, or the holder of such Owner's proxy, shall be entitled to cast the vote which is allocated to the Unit owned by the Owners. If there is more than one Owner of a Unit, only one of the Owners may cast the vote. If the Owners of a Unit fail to agree as to who shall cast the vote, or fail to register pursuant to Section 2.2, the vote shall not be cast.

3.3 **Voting by Proxy.** An Owner may cast the vote which is allocated to the Owner's Unit and be counted as present at any meeting of the Owners by executing a written proxy naming another Person entitled to act on that Owner's behalf, and delivering the same to the

Secretary before the commencement of any such meeting. All proxies granted by an Owner shall remain in effect until the earliest of the following events: (i) revocation by the granting Owner by written notice or by personally attending and voting at the meeting for which the proxy is effective, (ii) eleven months after the date of the proxy, unless otherwise provided in the proxy, or (iii) the time at which the granting Owner is no longer an Owner.

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

- a. The notice of the vote shall (i) clearly state the proposed action, (ii) indicate the number of responses needed to meet the quorum requirement, (iii) state the percentage of approvals necessary to approve each matter other than election of directory, and (iv) specify the time by which ballots must be received by the Association in order to be counted.
- b. The ballot shall: (i) set forth each proposed action and (ii) provide an opportunity to vote for or against each proposed action.
- c. The Board of Directors shall set the time for the return of ballots, which shall not be less than 15 nor more than 30 days after the date of making of the ballots to the Owners. The Board of Directors shall provide notice of the results of the vote to the Owners within 10 days after the expiration of the voting period.
- d. Approval by written ballot under this Section is valid only if the number of votes cast by ballot equals or exceeds the quorum required to be present at a meeting authorizing the actions, and the number of approvals equals or exceeds the number of votes that would be required to approve the matter at a meeting at which the total number of votes cast was the same as the number of votes cast by ballot.

3.5 **Vote Required.** A majority of the votes cast at any properly constituted meeting of the Owners, or cast by mail in accordance with Section 3.4, shall decide all matters properly brought before the Owners, except where a different vote is specifically required by the Governing Documents or the Act. The term “majority” as used herein shall mean in excess of 50% of the total votes cast whether cast at a meeting, in person or by proxy, or voting by mail, in accordance with the allocation of voting over set forth in the Declaration. Cumulative voting shall not be permitted.

## **SECTION 4. MEETINGS OF OWNERS**

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

4.2 **Annual Meetings.** An annual meeting of the Owners shall be held in each fiscal year on a date, and at a reasonable time and place, designated by the Board of Directors. At each annual meeting of the Owners (i) the Persons who are to constitute the Board of Directors shall be elected pursuant to section 6, (ii) a report shall be made to the Owners on the activities and financial condition of the Association, and (iii) any other matter which is included in the notice of the annual meeting or is a proper subject for discussion or decision by the Owners, shall be considered and acted upon at the meeting. A copy of the Annual Report to Owners shall be distributed to Owners as soon as practicable before each annual meeting but no later than one (1) day before each such Annual Meeting.

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

4.4 **Notice of Meetings.** It shall be the duty of the Secretary to mail a notice of each annual or special meeting to each Unit Owner of record at least 21 days in advance of any annual or regularly scheduled meeting and at least 7 days in advance of any other meeting. The notice shall state the time, place and complete agenda of the meeting and, if applicable, contain a form for voting by mail, describing in detail each issue to be so voted on at such meeting along with space adjacent to such description for the member to cast a vote in favor or against such issue. Delivery of such notice by hand, or dispatch through the United States Mail, to all Unit Owners on record at the address of the respective Units and to other addresses as any Unit Owner may have designated to the Secretary, shall be considered notice served as of the date of making or personal service as appropriate.

4.5 **Quorum/Adjournment.** The presence of Owners in person or by proxy who have the authority to cast in excess of twenty-five percent (25%) of all the votes in the Association and, in respect to Directors, in excess of fifty percent (50%) of the Board of Directors shall be necessary to constitute a quorum at all meetings of the Owners and/or Directors meeting, as the case may be, for the transaction of any business, except that of adjourning the meetings to reconvene at a subsequent time. Any meeting may be adjourned from time to time, but until no longer than 15 days later, without notice other than announcement at the meeting as initially called. If a quorum is present at the reconvened meeting, any business may be transacted which might have been transacted at the meeting as initially called and a quorum then been present. The quorum, having once been established at a meeting or a reconvened meeting, shall continue to exist for that meeting notwithstanding the departure of any Owner previously in attendance in person or by proxy. The Association may not be counted in determining a quorum as to any Unit owned by the Association.

4.6 **Voting Register.** The Secretary shall have available at the meeting a list of the Unit numbers, the names of the Owners, the vote attributable to each Unit and the name of the Person (in case of multiple Owners) authorized to cast the vote.

4.7 **Agenda.** The agenda for meetings of the Owners shall be established by the Board of Directors, consistent with the Governing Documents, and shall be sent to all Owners along with the notice of the meeting.

## **SECTION 5. ANNUAL REPORT**

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

- a. A statement of any capital expenditures in excess of two percent (2%) of the current budget or \$5,000, whichever is greater, approved by the Association for the current year or succeeding two fiscal years.

- b. A statement of the balance in any reserve or replacement fund and any portion of the fund designated for any specified project by the Board of Directors.
- c. A copy of the statement of revenues and expenses for the Association's last fiscal year, and a balance sheet at the end of said fiscal year.
- d. A statement of the status of any pending litigation or judgments to which the Association is a party.
- e. A statement of the insurance coverage provided by the Association.

## **SECTION 6. BOARD OF DIRECTORS**

6.1. **Number and Qualifications.** The affairs of the Association shall be governed by a Board of Directors. The first Board of Directors shall consist of the persons designated as directors in the Articles of Incorporation of the Association or appointed to replace them by the Declarant, subject to the rights of Owners to elect directors as set forth in Section 6.2. Upon the expiration of the terms of the members of the first Board of Directors, the Board of Directors shall consist of no fewer than one (1) nor more than five (5) directors and the number of directors shall always be an odd number. All Directors shall be Owners of Units in the Planned Community excepting therefrom Directors holding office during any periods of Declarant control.

6.2. **Term of Office.** The terms of office of the members of the Board of Directors shall be as follows:

- a. Subject to Subsection b, the term of all directors appointed by Declarant as authorized by the Declaration shall terminate upon the earliest of (i) voluntary surrender of control by Declarant, (ii) an Association meeting which shall be held within 60 days after conveyance to Owners other than a declarant of 75% of the total number of Units authorized to be included in the common interest community or (iii) the date three (3) years following the date of the first conveyance of a Unit to an Owner other than a Declarant. The term of office of any director elected to the first Board of Directors by Owners other than Declarant shall terminate at the same time as those appointed by Declarant.
- b. Notwithstanding the provision of subsection a, the Owners other than Declarant shall have the right to nominate and elect not less than 33 1/3% of the directors at a meeting of the Owners held within 60 days following the conveyance by Declarant of 50% of the total number of Units authorized to be included in the common interest community.
- c. The first terms of office of the directors elected by the Owners immediately following the termination of the terms provided for in Subsection a., shall be two years for three of the directors and three years for two of the Directors. The nominee or nominees receiving the greatest numbers of votes shall fill the longer terms. Each term of office thereafter shall be two years and shall expire upon the election of a successor at a subsequent annual meeting of the Owners; provided, that a director shall continue in office until a successor is elected. A number of nominees equal to the number of vacancies, and receiving the greatest number of votes, shall be elected, notwithstanding that one or more of them does not receive a majority of the votes cast. A director appointed or

elected to fit an uncompleted term shall serve until the natural termination of that term, unless removed in accordance with these By-Laws There shall be no cumulative voting.

6.3 **Nominations.** Nominations for election to the Board of Directors shall be made by a nominating committee appointed by the board of Directors, or from the floor at the annual meeting or by "write-in" if authorized by the board.

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

- a. adopt, amend and revoke Rules and Regulations not inconsistent with the Governing Documents, as follows: (i) regulating the use of the Common Elements; (ii) regulating the use of the Units, and the conduct of Owners and Occupants, which may jeopardize the health, safety, or welfare of other Owners and Occupants, which involves noise or other disturbing activity, or which may damage the Common elements or other Units; (iii) regulating or prohibiting animals; (iv) regulating changes to the appearance of the Common Elements and conduct which may damage the Property, (v) regulating the exterior appearance of the Property, including, for example, balconies and patios, window treatments, and signs and other displays, regardless of whether inside a Unit; (vi) implementing the Governing Documents, and exercising the powers granted by this Section; and (vii) other facilitating the operation of the Property;
- b. adopt and amend budgets for revenues, expenditures and reserves, and levy and collect assessments for Common expenses from Owners;
- c. hire and discharge managing agents and other employees, agents and independent contractors;
- d. institute, defend, or intervene in litigation or administrative proceedings (i) in its own name or on behalf of itself or two or more Owners on matters affecting the Common Elements or other matters affecting the Property or the Association, or, (ii) with the consent of the Owners of the affected Units on matters affecting on those Unites;
- e. make contracts and cure liabilities;
- f. regulate the use, maintenance, repair, replacement and modification of the Common Elements and the Units;
- g. cause improvements to be made as part of the Common Elements;
- h. acquire, hold, encumber, and convey in its own name any right, title or interest to real estate or personal property, subject to the requirements of the act for the conveyance or encumbrance of the Common Elements;
- i. grant public utility easements through, over or under the Common Elements, and subject to approval by resolution of the Owners other than a Declarant or its

affiliates at a meeting duly called, grant other public or private easements, leases and licenses through, over or under the Common Elements;

- j. impose and receive any payments, fees, or charges for these, rental, or operation of the Common Elements, other than Limited Common Elements, and for services provided to Owners;
- k. impose changes for late payment of assessments and, after notice and an opportunity to be heard, levy reasonable fines for violations of the Governing Documents and the Rules and Regulations.
- l. impose reasonable charges for the review, preparation and recordation of amendments to the Declaration or By-Laws, any resale certificates required by standard real estate title procedures, statements of unpaid assessments, or finishing copies of Association records;
- m. provide for the indemnification of its officers and directors, and maintain director's and officers' liability insurance;
- n. provide for reasonable procedures governing the conduct of meetings and the election of directors;
- o. appoint, regulate and dissolve committee;
- p. exercise any other powers conferred by law of the Governing Documents, or which are necessary and proper for the governance of the Association.

6.5 **Meetings and Notices.** An annual meeting of the Board of Directors shall be held promptly following each annual meeting of the Owners. At each annual meeting the officers of the Association shall be elected.

- a. Regular meetings of the Board of Directors shall be held at least on a quarterly basis, at such times as may be fixed from time to time by a majority of the members of the Board of Directors. A schedule, or any amended schedule, of the meetings shall be provided to the directors.
- b. Special meetings of the Board of Directors shall be held when called (i) by the President of the Association, or (ii) by the Secretary within ten (10) days following the written request of any two (2) directors. Notice of any special meeting shall be given to each director not less than three (3) days in advance thereof. Notice to a director shall be deemed to be given when deposited in the United States Mail postage prepaid to the Unit address of such director, or when personally delivered, orally or in writing, by a representative of the Board of Directors.
- c. Any director may at any time waive notice of any meeting of the Board of Directors orally, in writing, or by attendance at the meeting. If all the directors are present at a meeting of the Board of Directors, no notice shall be required, and any business may be transacted at such meeting.

6.6 **Quorum and Voting.** A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business at any meeting thereof. A quorum, once established, shall continue to exist, regardless of the subsequent departure of any directors.



Each director shall have one vote. The vote of a majority of the directors present at any meeting at which a quorum is present shall be sufficient to adopt any action. Proxies shall not be permitted.

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

6.8 **Vacancies.** A vacancy in the Board of Directors shall be filled by a person elected within 15 days following the occurrence of the vacancy by a majority vote of the remaining directors, regardless of their number; except for vacancies created pursuant to Sections 6.2 and 6.9 of these By-Laws. Each person so elected shall serve out the term vacated.

6.9 **Removal.** A director may be removed from the Board of Directors, with or without cause, by a majority vote at any annual or special meeting of the Owners; provided (i) that the notice of the meeting at which removal is to be considered states such purpose, (ii) that the director to be removed has a right to be heard at the meetings and (iii) that a new director is elected at the meeting by the owners to fill the vacant position caused by the removal. A director may also be removed by the Board of Directors if such director (i) has more than two unexcused absences from Board meetings and/or Owners meetings during any twelve month period or (ii) is more than 60 days past due with respect to assessments on the director's Unit. Such vacancies shall be filled by the vote of the Owners as previously provided in this section.

6.10 **Compensation.** Except as authorized by a vote of the Owners at a meeting thereof, the directors of the Association shall receive no compensation for their services in such capacity. A director, or other Owner or Occupant may, upon approval by the Board of Directors, be retained by the Association and reasonably compensated for goods and services furnished to the Association in an individual capacity. Directors may be reimbursed for out-of-Pocket expenses incurred in the performance of their duties.

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

## **SECTION 7. OFFICERS**

7.1 **Principal Officers.** The principal officers of the Association shall be President, Vice President, Secretary and Treasurer, all of whom shall be elected by the Board of Directors. The Board of Directors may from time to time elect such other officers and designate their duties as in their judgment may be necessary to manage the affairs of the Association. A person may hold more than one office simultaneously, except those of President and Vice President. Only the President and Vice President must be members of the Board of Directors.

7.2 **Election.** The officers of the Association shall be elected annually by the Board of Directors at its annual meeting and shall hold office at the pleasure of the Board.

7.3 **Removal.** Upon an affirmative vote of a majority of the members of the Board, any officer may be removed, with or without cause, and a successor elected, at any regular

meeting of the Board of Directors, or at any special meeting of the Board of Directors called for that purpose.

7.4 **President.** The President shall be the chief executive officer of the Association, and shall preside at all meetings of the Board of Directors and the Association. The President shall have all of the powers and duties which are customarily vested in the office of president including but not limited to the power to appoint committees from among the Unit Owners from time to time as he or she may, in his or her discretion decide is appropriate to assist in the conduct of the affairs of the Association.

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

7.6 **Secretary.** The Secretary shall be responsible for recording the minutes of all meetings of the Board of Directors and the Association. The Secretary shall be responsible for keeping the books and records of the Association, and shall give all notices required by the Governing Documents or the Act unless directed otherwise by the Board of Directors. The Board of Directors may delegate the Secretary's administrative functions to a managing agent; provided that such delegation shall not relieve the Secretary of the ultimate responsibility for the Secretary's duties.

7.7 **Treasurer.** The Treasurer shall have the 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. The Treasurer shall be responsible for preparing and delivering the financial statements required by these By-Laws or the Declaration. He or she shall be responsible for the deposit of all monies and other valuable assets in the name, and to the credit, of the Association in such depositories as may from time to time be designated by the Board of Directors. The office of the Secretary and Treasurer may be held by the same person. The Board of Directors may delegate the Treasurer's administrative functions to a managing agent; provided that such delegation shall not relieve the Treasurer of the ultimate responsibility for the Treasurer's duties.

7.8 **Compensation.** Except as authorized by a vote of the Owners at a meeting thereof, officers of the Association shall receive no compensation for their services in such capacity. An officer, or other Owner or Occupant may, upon approval by the Board of Directors, be retained by the Association and reasonably compensated for goods and services furnished to the Association in an individual capacity. Officers may be reimbursed for out-of-pocket expenses incurred in the performance of their duties.

## **SECTION 8. OPERATION OF THE PROPERTY**

8.1 **Assessment Procedures.** The Board of Directors shall, at least thirty (30) days prior to the first day of the Association's fiscal year, prepare a budget of Common Expenses for the Association and assess and levy such Common Expenses against the Units according to their respective Common Expense liability as set forth in the Declaration. The annual budget shall include a general operating reserve, and an adequate reserve fund for maintenance, repair and replacement of those Common Elements and part of the Units that must be maintained, repaired or replaced by the Association on a periodic basis.

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

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

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

- a. If there is a default of more than thirty (30) days in payment of any assessment, the Board of Directors may accelerate any remaining installments of the assessment upon prior written notice thereof to the Owner, and the entire unpaid balance of the assessment and late charges shall become due and payable upon the date stated in the notice unless all past due amounts, including late charges, costs of collection and fines, are paid prior to said date.
- b. The Board of Directors shall have the right and duty to attempt to recover all assessments for Common expenses, together with any charges, attorneys fees or expenses relating to the collection thereof.
- c. Upon written request of an Owner or an Eligible Mortgagee of such Unit, notice of default of more than thirty (30) days in payment of any assessment or installment of an assessment for Common Expenses or any other default in the performance of obligations by the Owner shall be given in writing to such Eligible Mortgagee.

- d. The rights and remedies referred to herein shall in no way limit the remedies available to the Association under the Declaration or by law.

8.4 **Foreclosure of Liens for Unpaid Assessments.** The Association has the right to foreclose a lien against a Unit for assessments imposed by the Association, as more fully described in the Declaration and the Act.

8.5 **Records.** The Board of Directors shall cause to be kept at the registered office of the Association, and at such other place as the Board of Directors may determine, record of the actions of the Board of Directors, minutes of the meeting of the Board of Directors, minutes of the meetings of the Owners of the Association, names of the Owners and Eligible Mortgagees, and detailed and accurate records of the receipts and expenditures of the Association. All Association records, including receipts and expenditures and any vouchers authorizing payments, shall be available for examination by the Owners and the Eligible Mortgagees upon reasonable notice and during normal business hours. Separate accounts shall be maintained for each Unit setting forth the amount of the assessments against the Unit, the date when due, the amount paid thereon and the balance remaining unpaid.

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

## **SECTION 9. AMENDMENTS**

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

9.1 **Approval.** The amendment must be approved by Owners who have authority to cast in excess of fifty percent (50%) of the total votes in the Association, in writing or at a duly held meeting of the Owners, subject to any approval rights of Eligible Mortgagees and the Declarant as provided in the Declaration; and

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

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

## **SECTION 10. INDEMNIFICATION**

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

## SECTION 11. MISCELLANEOUS

11.1 **Notices.** Unless specifically provided otherwise in the Act, the Declaration or these By-Laws, all notices required to be given by or to the Association, the Board of Directors, the Association officers or the Owner or Occupants shall be in writing and shall be effective upon hand delivery, or mailing if properly addressed with postage prepaid and deposited in the United States Mail; except that registrations pursuant to Section 2.2 shall be effective upon receipt by the Association.

11.2 **Severability.** The invalidity or unenforceability of any part of these By-Laws shall not impair or affect in any manner the validity, enforceability or effect of the balance of these By-Laws.

11.3 **Captions.** The captions herein are inserted only as a matter of convenience and for reference and in no way limit or proscribe the scope of these By-Laws or the intent of any provision hereof.

11.4 **Conflicts in Documents.** In the event of any conflict among the provisions of the Act, the Declaration, the By-Laws or the Rules and Regulations, the Act shall control unless it permits the documents to control. As among the Declaration, By-Laws and Rules and Regulations, the Declaration shall control, and as between the By-Laws and the Rules and Regulations, the By-Laws shall control.

11.5 **Waiver.** 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.

11.6 **No Corporate Seal.** The Association shall have no corporate seal.

11.7 **Fiscal Year.** The fiscal year of the Association shall be as determined by the Board of Directors.

11.8 **Regulations and House Rules.** Rules and regulations not inconsistent herewith concerning the use of Units and Common Elements, including, but not limited to, regulations relating to the ownership of pets, may be promulgated and amended from time to time by the Board of Directors, to be effective thirty (30) days after the date of such promulgation. The Board of Directors may direct a special meeting of the members by resolution to consider such rule, regulation or amendment thereto. Notification of such special meeting shall be given and voting thereat shall be in accordance with the notice and voting provisions of these By-Laws. Copies of such rules, regulations and amendments thereto shall be furnished by the Secretary to each member prior to the time when they shall become effective.

The undersigned hereby executes these By-Laws and certifies that they were adopted by LAKEVIEW MANOR TOWNHOMES, INC., a non-profit corporation incorporated under the laws of the State of Minnesota, effective as of the date hereof.

LAKEVIEW MANOR TOWNHOMES, INC.

Date\_\_\_\_\_

By:\_\_\_\_\_

Its Secretary