

CUYAHOGA COUNTY RECORDER
PATRICK J. OMALLEY
DEED 02/07/2006 01:26:59 PM
200602070273

RECORDING OF THE
BYLAWS
OF
MAC INTOSH FARMS COMMUNITY ASSOCIATION, INC.

PLEASE CROSS MARGINAL REFERENCE WITH THE MASTER
DECLARATION OF COVENANTS, CONDITIONS, EASEMENTS AND
RESTRICTIONS OF MACINTOSH FARMS, A PLANNED RESIDENTIAL
COMMUNITY, RECORDED AT VOLUME 86-4890, PAGE 60 ET SEQ. OF THE
CUYAHOGA COUNTY RECORDS.

BYLAWS
FOR
MAC INTOSH FARMS COMMUNITY ASSOCIATION, INC.

WHEREAS, the MacIntosh Farms Community Association, Inc. ("Association") was created on or about August 13, 1986, in conjunction with the filing of its Articles of Incorporation with the Ohio Secretary of State's Office; and

WHEREAS, the Association's principal purpose is to maintain and operate the MacIntosh Farms Community Association, Inc. development located in Broadview Heights, Ohio, ("Heritage Landing") pursuant to the terms and provisions of the Master Declaration of Covenants, Conditions, Easements and Restrictions of Mac Intosh Farms, A Planned Residential Community, that were filed for record at Volume 86-4890, Page 60 et seq. of the Cuyahoga County Records; and

WHEREAS, upon the filing of the Articles of Incorporation, a set of Bylaws (the "Bylaws") for conducting the Association's affairs was also created and adopted by the Association, but not filed for record with the Cuyahoga County Records; and

WHEREAS, the Bylaws of MacIntosh Farms Community Association, Inc. were amended on July 29, 2003 at Instrument No. 200307291248 and re-filed on August 28, 2003 at Instrument No. 200308281274 of the Cuyahoga County Records, by the Declarant, at Article II, Section 11, entitled "Quorum," Article III, Section III(B), Section 4, entitled "Number of Board Members," and Article III, Section 6, entitled "Election and Term of Office."

WHEREAS, to insure the integrity of the Association's Bylaws and to maintain a permanent record of said Bylaws, the Association's Board of Directors has decided to have the Amended and Restated Bylaws filed for record with the Cuyahoga County Recorder.

NOW THEREFORE, the Bylaws of MacIntosh Farms Community Association, Inc., including the amendments to Article II, Section 11, entitled "Quorum," Article III, Section III(B), Section 4, entitled "Number of Board Members," and Article III, Section 6, entitled "Election and Term of Office," are attached to the Declaration and set forth as attached hereto.

IN WITNESS WHEREOF, the said MacIntosh Farms Community Association, Inc. has caused the execution of this instrument this 18th day of January, 2006.

MACINTOSH FARMS COMMUNITY ASSOCIATION, INC.

By: Joseph J. Jiamachello
JOSEPH JIAMACHELLO, its President

By: Megan J. Modney
MEGAN MODNEY, its Secretary

STATE OF OHIO)
)
COUNTY OF CUYAHOGA) SS

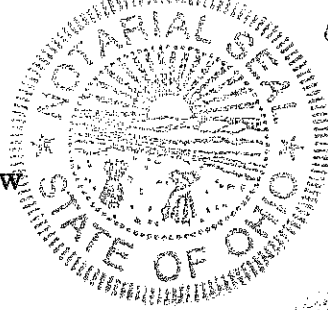
BEFORE ME, a Notary Public, in and for said County, personally appeared the above named MacIntosh Farms Community Association, Inc., by its President and its Secretary, who acknowledged that they did sign the foregoing instrument and that the same is the free act and deed of said corporation and the free act and deed of them personally and as such officer.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal in Broadview Heights, Ohio, this 18th day of January, 2006.

Debra A. Jiamachello
NOTARY PUBLIC

DEBRA A. JIAMACHELLO
NOTARY PUBLIC, STATE OF OHIO
Recorded in Cuyahoga County
My Comm. Expires Mar. 15, 2008

This instrument prepared by:
KAMAN & CUSIMANO, Attorneys at Law
50 Public Square
600 Terminal Tower
Cleveland, Ohio 44113
(216) 696-0650



BYLAWS
OF
MAC INTOSH FARMS COMMUNITY ASSOCIATION, INC.
A Non-Profit Ohio Corporation

CUYAHOGA COUNTY RECORDER
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BYLAWS
OF
MACINTOSH FARM COMMUNITY ASSOCIATION, INC.

Article I
Name, Membership, Applicability, and Definitions

Section 1. Name. The name of the Association shall be MacIntosh Farms Community Association, Inc. (hereinafter sometimes referred to as the "Association").

Section 2. Principal Office. The principal office of the Association shall be located in the City of Broadview Heights, County of Cuyahoga and State of Ohio. The Association may have such other offices, either within or without the City of Broadview Heights, as the Board of Trustees ("Board") may determine or as the affairs of the Association may require.

Section 3. Definitions. The words used in these Bylaws shall have the same meaning as set forth in that Master Declaration of Covenants, Conditions, Easements and Restrictions for MacIntosh Farms, a Planned Residential Community (said Declaration, as amended, renewed, or extended from time to time, is, hereinafter sometimes referred to as the "Master Declaration"), unless the context shall prohibit.

Article II
Association: Meetings, Quorum, Voting, Proxies

Section 1. Membership. The Association shall have two (2) classes of membership, Class A and B, as more fully set forth in that Declaration, the terms of which pertaining to membership are specifically incorporated herein by reference.

Section 2. Place of Meetings. Meetings of the Association shall be held at the principal office of the Association or at such other suitable place convenient to the Members as may be designated by the Board either on the Property or as convenient thereto as possible and practical.

Section 3. Annual Meetings. The first meeting of the Members, whether a regular or special meeting, shall be held within one (1) year from the date of incorporation of the Association. The next annual meeting shall be set by the Board so as to occur no later than ninety (90) days after the close of the Association's fiscal

year. Subsequent regular annual meetings of the members shall be held within thirty (30) days of the same day of the same month of each year thereafter at an hour set by the Board. Subject to the foregoing, the annual meeting of the Members shall be held at a date and time as set by the Board.

Section 4. Special Meetings. The President may call special meetings. In addition, it shall be the duty of the President to call a special meeting of the Association if so directed by resolution of a majority of a quorum of the Board or upon a petition signed by at least ten (10%) percent of the total votes of the Association. The notice of any special meeting shall state the date, time, and place of such meeting and the purpose thereof. No business shall be transacted at a special meeting except as stated in the notice.

Section 5. Notice of Meetings. Written or printed notice stating the place, day, and hour of any meeting of the Members shall be delivered, either personally or by mail, to each Member entitled to vote at such meeting, not less than seven (7) nor more than sixty (60) days before the date of such meeting, by or at the direction of the President or the Secretary or the officers or persons calling the meeting.

In the case of a special meeting or when required by statute or these Bylaws, the purpose or purposes for which the meeting is called shall be stated in the notice. No business shall be transacted at a special meeting except as stated in the notice.

If mailed, the notice of a meeting shall be deemed to be delivered when deposited in the United States mail addressed to the Member at his address as it appears on the records of the Association, with postage thereon prepaid.

When the Class A membership of the Association exceeds one thousand (1,000) at the time a meeting is scheduled or called, then the Association may give notice of such meeting by publication in any newspaper of general circulation in the community in which the principal office of the Association is located. Such notice shall be published not less than ten (10) nor more than fifty (50) days before the date of such meeting.

Section 6. Waiver of Notice. Waiver of notice of meeting of the Members shall be deemed the equivalent of proper notice. Any Member may, in writing, waive notice of any meeting of the Members, either before or after such meeting. Attendance at a meeting by a Member, whether in Person or by proxy, shall be deemed waiver by such Member of notice of the time, date, and place thereof, unless such member specifically objects to lack of proper notice at the time the meeting is called to order. Attendance at a special meeting shall also be deemed waiver of notice of all business transacted thereat unless objection to the calling or convening of the meeting, of which proper notice was not given, is raised before the business is put to a vote.

Section 7. Adjournment of Meetings. If any meetings of the Association cannot be held because a quorum is not present, a majority of the Members who are present at such meeting, either in person or by proxy, may adjourn the meeting to a time not less than five (5) nor more than thirty (30) days from the time the original meeting was called. At such adjourned meeting at which a quorum is present, any business which might have been transacted at the meeting originally called may be transacted. If a time and place for the adjourned meeting is not fixed by those in attendance at the original meeting or if for any reason a new date is fixed for the adjourned meeting after adjournment, notice of the time and place of the adjourned meeting shall be given to Members in the manner prescribed for regular meetings.

The Members present at a duly called or held meeting at which a quorum is present may continue to do business until adjournment, notwithstanding the withdrawal of enough Members to leave less than a quorum, provided that at least twenty-five (25%) percent of the total votes of the Association remains present in person or by proxy, and provided further that any action taken shall be approved by at least a majority of the Members required to constitute a quorum.

Section 8. Voting. The voting rights of the Members shall be as set forth in the Master Declaration, and such voting rights provisions are specifically incorporated herein.

Section 9. Proxies. At all meetings of Members, each Member may vote in person or by proxy. All proxies shall be in writing and filed with the Secretary before the appointed time of each meeting. Every proxy shall be revocable and shall automatically cease upon conveyance by the Member of his or her Dwelling Unit or upon receipt of notice by the Secretary of the Board of the death or judicially declared incompetence of a Member or upon the expiration of eleven (11) months from the date of the proxy.

Section 10. Majority. As used in these Bylaws, the term "majority" shall mean those votes, owners, or other group as the context may indicate totaling more than fifty (50%) percent of the total number.

Section 11. Quorum. Except as otherwise provided in these Bylaws or in the Master Declaration, those Members present at a meeting of the Association in person or by proxy shall constitute a quorum at all meetings of the Association. Any provision in the Master Declaration concerning quorums is specifically incorporated herein.

Section 12. Conduct of Meetings. The President shall preside over all meetings of the Association, and the Secretary shall keep the minutes of the

meeting and record in a minute book all resolutions adopted at the meeting, as well as a record of all transactions occurring thereat.

Section 13. Action Without A Meeting. Any action required by law to be taken at a meeting of the Members, or any action which may be taken at a meeting of the Members, may be taken without a meeting if a consent in writing setting forth the action so taken shall be signed by all of the Members entitled to vote with respect to the subject matter thereof, and such consent shall have the same force and effect as a unanimous vote of the Members.

Article III **Board of Trustees: Number, Powers, Meetings**

A. Composition and Selection.

Section 1. Governing Body; Composition. The affairs of the Association shall be governed by a Board of Trustees. Except as provided in Section 2 of this Article, the Board shall be Members or spouses of such Members; provided, however, no person and his or her spouse may serve on the Board at the same time.

Section 2. Board Members During Declarant Control. The Board shall be selected by the Declarant acting in its sole discretion and shall serve at the pleasure of the Declarant so long as the Class B membership exists, as set forth in the Master Declaration, unless the Declarant shall earlier surrender this right to select the Board Members. The Board Members selected by the Declarant need not be owners or residents in the Property. After the period of Declarant appointment, all Board Members must be Members of the Association.

Section 3. Veto. This Section 3 may not be amended without the express, written consent of the Declarant until Declarant no longer owns any interest in the total Property or until December 31, 2011, whichever first occurs.

From the termination of the Class B membership, the Declarant shall have a veto power over all actions of the Board and the Modifications Committee, as is more fully provided in this Section. This power shall expire when the Class A votes, other than those Owners formerly owning Class B votes, equal to five thousand (5000) or December 31, 2011, whichever occurs first, unless earlier surrendered. This veto power shall be exercisable only by Declarant, its successors, and assigns who specifically take this power in a recorded instrument. The veto shall be as follows:

No action authorized by the Board or Modifications Committee shall become effective, nor shall any action, policy, or program be implemented until and unless:

(a) Declarant shall have been given written notice of Board or Modifications Committee by certified mail, return receipt requested, or by personal delivery at the address it has registered with the Secretary of the Association, as it may change from time to time, which notice complies as to the Board meetings with Article III, Sections 9, 10, and 11, of these Bylaws as to regular and special meetings of the Board and which notice shall, except in the case of the regular meetings held pursuant to the Bylaws, set forth in reasonable particularity the agenda to be followed at said meeting; and

(b) Declarant shall be given the opportunity at any such meeting to join in or to have its representatives or agents join in discussion from the floor of any prospective action, policy, or program to be implemented by the Board, the Modifications Committee, or the Association. Declarant and its representatives or agents shall make its concerns, thoughts, and suggestions known to the members of the Modifications Committee or the Association and/or the Board. At such meeting, Declarant shall have and is hereby granted a veto power over any such action, policy, or program authorized by the Modifications Committee or the Board and to be taken by said Committee or Board or the Association or any individual member of the Association if Board, Committee, or Association approval is necessary for said action. Said veto may be exercised by Declarant, its representatives, or agents at the meeting held pursuant to the terms and provisions hereof. Any veto power shall not extend to the requiring of any action or counteraction on behalf of the Committee or Board or Association.

Section 4. Number of Board Members. The number of Board Members in the Association shall be five (5).

Section 5. Nomination of Board Members. Except with respect to Board Members selected by the Declarant, nominations for election to the Board shall be made by a Nominating Committee. The Nominating Committee shall consist of a Chairman, who shall be a member of the Board, and two (2) or more Members of the Association. The Nominating Committee shall be appointed by the Board not less than thirty (30) days prior to each annual meeting of the Members to serve from the close of such annual meeting until the close of the next annual meeting, and such appointment shall be announced at each such annual meeting. The Nominating Committee shall make as many nominations for election to the Board as it shall in its discretion determine, but in no event less than the number of vacancies or terms to be filled. Nominations shall be permitted from the floor. All candidates shall have a reasonable opportunity to communicate their qualifications to the Members and to solicit votes.

Section 6. Election and Term of Office. Within thirty (30) days after the execution of this Amended and Restated First Amendment to Bylaws the

Association shall call a special meeting to be held at which the Members other than the Declarant shall elect the five (5) Board Members. The composition of the Board elected by the Members other than the Declarant, and the initial and subsequent terms of office of the Board Members so elected, shall be as follows:

(a) Composition of Board. The five (5) Board Members shall be elected to represent three (3) Electoral Districts as follows:

(i) Two (2) Board Members (the "Condominium Board Members") shall be elected to represent the Owners of Condominium Units within the Property which are within the Electoral District to be comprised of the following four (4) Condominium Developments: MacIntosh Farms Condominium No. 1, Macintosh Farms Condominium No. 2, MacIntosh Farms Condominium No. 3, and The Villas of Macintosh Farms Condominium. The two (2) Condominium Board Members shall be Owners (or spouses of Owners) of Condominium Units, and may be from the same, or different, Condominium Developments. Only those Members who are Owners within the Condominium Developments shall vote for the Condominium Board Members. Each such Member may vote for two (2) Condominium Board Members at the initial election of such Board Members.

(ii) Two (2) Board Members (the "Cluster Home Board Members") shall be elected to represent the Owners of Living Units within the Property which are within the Electoral District to be comprised of the following two (2) Cluster Home Developments: The Villas of Macintosh Farms Cluster Development, and Barnsley Way Cluster Development. The two (2) Cluster Home Board Members shall be Owners (or spouses of Owners) of cluster homes, and may be from the same, or different, Cluster Home Developments. Only those Members who are Owners within the Cluster Home Developments shall vote for the Cluster Home Board Members. Each such Member may vote for two (2) Cluster Home Board Members at the initial election of such Board Members.

(iii) One (1) Board Member (the "Single Family Board Member") shall be elected to represent the Owners of Living Units within the Property which are within the Electoral District to be comprised of all Living Units which are single family homes and which are not within a Condominium Development or Cluster Home Development represented by the Condominium Board Members or Cluster Home Board Members. The Single Family Board Member shall be the Owner (or spouse of an Owners) of a single family home. Only those Members who are Owners of such single family homes shall vote for the Single Family Board Member.

In the election of the initial Condominium Board Members and the initial Cluster Home Board Members, the two (2) such candidates receiving the most votes in each category shall be elected as such Board Member. In all other elections where only one (1) Board Member is being elected, the candidate receiving a majority vote shall be elected, and, in the event no candidate receives a majority vote at the first balloting, a run-off shall be held at such meeting between the top two (2) candidates.

(b) Terms of Office. Upon the initial election of the Board Members by the Members other than the Declarant, the initial terms of the Board Members shall be as follows:

Condominium Board Member A - 1 year initial term
Condominium Board Member B - 2 year initial term
Cluster Home Board Member A - 1 year initial term
Cluster Home Board Member B - 2 year initial term
Single Family Board Member - 3 year initial term

The Board Members shall among themselves agree which Board Members serve one (1) year initial terms and which serve two (2) year initial terms. In the absence of such agreement, the terms shall be determined by the flip of a coin. At the expiration of the initial terms of office of each Board Member, Board Members shall then be elected to serve terms of three (3) years each. The Board Members shall hold office until their respective successors shall have been elected by the Association.

Section 7. Removal of Board Members and Vacancies. Unless the entire Board is removed from office by the vote of the Association Members, an individual Board Member shall not be removed prior to the expiration of his or her term of office if the number of votes cast against his or her removal would be sufficient to elect him or her if voted cumulatively at an election at which the same total number of votes were cast and the entire number of Board Members authorized at the time of the more recent election of Board Members were than being elected. A Board Member who was elected solely by the votes of Members other than the Declarant may be removed from office prior to the expiration of his or her term by the votes of a majority of Members other than the Declarant.

In the event of death or resignation of a Board Member, his or her successor shall be selected by a majority of the remaining members of the Board and shall serve for the unexpired term of the predecessor.

Section 8. Voting procedure for Board Members. The first election of the Board shall be conducted at the first meeting of the Association. At such election, the Members or their proxies may cast, in respect to each vacancy, as many votes as

they are entitled to exercise under the Provisions of the Master Declaration. The persons receiving the largest number of votes shall be elected.

B. Meetings

Section 9. Organization Meetings. The first meeting of the members of the Board following each annual meeting of the membership shall be held within ten (10) days thereafter at such time and place as shall be fixed by the Board.

Section 10. 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 Board, but at least four (4) such meetings shall be held during each fiscal year with at least one (1) per quarter. Notice of the time and place of the meeting shall be communicated to Board Members not less than four (4) days prior to the meeting; provided, however, notice of a meeting need not be given to any Board Member who has signed a waiver of notice or a written consent to holding of the meeting.

Section 11. Special Meetings. Special meetings of the Board shall be held when called by written notice signed by the President, Vice President, or Secretary of the Association, or by any two (2) Board Members. The notice shall specify the time and place of the meeting and the nature of any special business to be considered. The notice shall be given to each Board Member by one of the following methods: (a) by personal delivery; (b) written notice by first class mail, postage prepaid; (c) by telephone communication, either directly to the Board Member or to a person at the Board Member's office or home who would reasonably be expected to communicate such notice promptly to the Board Member; or (d) by telegram, charges prepaid. All such notices shall be given or sent to the Board Member's address or telephone number as shown on the records of the Association. Notices sent by first class mail shall be deposited into a United States mailbox at least four (4) days before the time set for the meeting. Notices given by personal delivery, telephone, or telegraph shall be delivered, telephoned, or given to the telegraph company at least seventy-two (72) hours before the time set forth the meeting.

Section 12. Waiver of Notice. The transactions of any meetings of the Board, however called and noticed or wherever held, shall be as valid as though taken at a meeting duly held after regular call and notice if (a) a quorum is present, and (b) either before or after the meeting each of the Board Members not present signs a written waiver of notice, a consent to holding the meeting, or an approval of the minutes. The waiver of notice or consent need not specify the purpose of the meeting. Notice of a meeting shall also be deemed given to any Board Member who attends the meeting without protesting before or at its commencement about the lack of adequate notice.

Section 13. Quorum of Board. At all meetings of the Board, a majority of the Board Members shall constitute a quorum for the transaction of business, and the votes of a majority of the Board Members present at a meeting at which a quorum is present shall constitute the decision of the Board. A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of Board Members, if any action taken is approved by at least a majority of the required quorum for that meeting. At such adjourned meeting at which a quorum is present, any business which might have been transacted at the meeting originally called may be transacted without further notice.

Section 14. Compensation. No Board Member shall receive any compensation from the Association for acting as such unless approved by a majority vote of the total vote of the Association at a regular or special meeting of the Association.

Section 15. Conduct of Meetings. The President shall preside over all meetings of the Board, and the Secretary shall keep a minute book of the Board, recording therein all resolutions adopted by the Board and a record of all transactions and proceedings occurring at such meetings.

Section 16. Open Meetings. All meetings of the Board shall be open to all Members, but Members other than Directors may not participate in any discussion or deliberation unless expressly so authorized by a majority of a quorum of the Board.

Section 17. Executive Session. The Board may, with approval of a majority of a quorum, adjourn a meeting and reconvene in executive session to discuss and vote upon personnel matters, litigation in which the Association is or may become involved, and orders of business of a similar nature. The nature of any and all business to be considered in executive session shall first be announced in open session.

Section 18. Action Without a Formal Meeting. Any action to be taken at a meeting of the Board or any action that may be taken at a meeting of the Board may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the Board Members, and such consent shall have the same force and effect as a unanimous vote. An explanation of the action taken shall be posted at a prominent place or places within the Common Areas within three (3) days after the written consents of all the Board members have been obtained.

C. Powers and Duties.

Section 19. Powers. The Board shall be responsible for the affairs of the Association and shall have all of the powers and duties necessary for the

administration of the Association's affairs and, as provided by law, may do all acts and things as are not by the Declaration, Articles, or these Bylaws directed to be done and exercised exclusively by the Members.

The Board shall delegate to one of its members the authority to act on behalf of the Board on all matters relating to the duties of the Managing Agent or Manager, if any, which might arise between meetings of the Board of Directors.

In addition to the duties imposed by these Bylaws or by any resolution of the Association that may be hereafter adopted, the Board shall have the power to and be responsible for the following, in way of explanation, but not limitation:

(a) preparation and adoption of an annual budget in which there shall be established the contribution of each owner to the Common Expenses;

(b) making assessments to defray the Common Expenses, establishing the means and methods of collecting such assessments, and establishing the period of the installment payments of the annual assessment, provided otherwise determined by the Board, the annual assessment against the proportionate share of the Common Expenses shall be payable in equal monthly installments, each such installment to be due and payable in advance on the first day of each month for said month;

(c) providing for the operation, care, upkeep, and maintenance of all of the Area of Common Responsibility;

(d) designating, hiring, and dismissing the personnel necessary for the maintenance, operation, repair, and replacement of the Association, its property, and the Area of Common Responsibility and, where appropriate, providing for the compensation of such personnel and for the purchase of equipment, supplies, and material to be used by such personnel in the performance of their duties;

(e) collecting the assessments, depositing the proceeds thereof in a bank depository which it shall approve, and using the proceeds to administer the Association;

(f) making and amending rules and regulations;

(g) opening of bank accounts on behalf of the Association and designating the signatories required;

(h) making or contracting for the making of repairs, additions, and improvements to or alterations of the Common Areas in accordance with the other

provisions of the Master Declaration and these Bylaws after damage or destruction by fire or other casualty;

(i) enforcing by legal means the provisions of the Master Declaration, these Bylaws, and the rules and regulations adopted by it and bringing any proceedings which may be instituted on behalf of or against the Owners concerning the Association;

(j) obtaining and carrying insurance against casualties and liabilities, as provided in the Declaration, and paying the premium cost thereof;

(k) paying the cost of all services rendered to the Association or its Members and not chargeable to owners;

(l) keeping books with detailed accounts of the receipts and expenditures affecting the Association and its administration, specifying the maintenance and repair expenses and any other expenses incurred. The said books and vouchers accrediting the entries thereupon shall be available for examination by the Owners and mortgagees, their duly authorized agents, accountants, or attorneys, during general business hours on working days at the time and in a manner that shall be set and announced by the Board for the general knowledge of the owners. All books and records shall be kept in accordance with generally accepted accounting practices;

(m) make available to any prospective purchaser of a Dwelling Unit, any Owner of a Dwelling Unit, any first mortgagee, and the holders, insurers, and guarantors of a first mortgage on any Dwelling Unit, current copies of the Master Declaration, the Articles of Incorporation, the Bylaws, rules governing the Dwelling Unit, and all other books, records, and financial statements of the Association; and

(n) permit utility suppliers to use portions of the Common Areas reasonably necessary to the ongoing development or operation of the Property.

Section 20. Management Agent.

(a) The Board may employ for the Association a professional management agent or agents at a compensation established by the Board to perform such duties and services as the Board shall authorize. The Board may delegate to the managing agent or manager, subject to the Board's supervision, all of the powers granted to the Board by these Bylaws, other than the powers set forth in subparagraphs (a), (b), (f), (g), and (i) of Section 19 of this Article. The Declarant, or an affiliate of the Declarant, may be employed as managing agent or manager.

(b) No management contract may have a term in excess of three (3) years and must permit termination by either party without cause and without termination fee on ninety (90) days' or less written notice.

Section 21. Accounts and Reports. The following management standards of performance will be followed unless the Board by resolution specifically determines otherwise:

(a) accrual accounting, as defined by generally accepted accounting principles, shall be employed;

(b) accounting and controls should conform with established AICPA guidelines and principles, which require, without limitation, (i) a segregation of accounting duties, (ii) disbursements by check requiring two (2) signatures, and (iii) cash disbursements limited to amounts of Twenty-Five (\$25.00) Dollars and under;

(c) cash accounts of the Association shall not be commingled with any other accounts;

(d) no remuneration shall be accepted by the Managing Agent from vendors, independent contractors, or others providing goods or services to the Association, whether in the form of commissions, finder's fees, service fees, prizes, gifts, or otherwise; any thing of value received shall benefit the Association;

(e) any financial or other interest which the Managing Agent may have in any firm providing goods or services to the Association shall be disclosed promptly to the Board of Directors; and

(f) commencing at the end of the month in which the first Dwelling Unit is sold and closed, quarterly financial reports shall be prepared for the Association containing:

(i) an Income Statement reflecting all income and expense activity for the preceding three (3) months on an accrual basis;

(ii) an Account Activity Statement reflecting all receipt and disbursement activity for the preceding three (3) months on an accrual basis;

(iii) an Account Status Report reflecting the status of all accounts in an "actual" versus "approved" budget format with a Budget Report reflecting any actual or pending obligations which are in excess of budgeted amounts by an amount exceeding the operating reserves or ten (10%) percent of a major budget category (as distinct from a specific line item in an expended chart of accounts);

(iv) a Balance Sheet of an accounting date which is the last day of the month closest in time to three (3) months from the date of closing of the first sale of a Dwelling Unit in the project, and an operating Statement for the period from the date of the first closing to the said accounting date, which shall be distributed within sixty (60) days after the accounting date;

(v) a Balance sheet as of the last day of the Association's fiscal year and an Operating Statement for said fiscal year, which shall be distributed within ninety (90) days after the close of a fiscal year;

(vi) a Delinquency Report listing all owners who have been delinquent during the preceding three (3) month period in paying the monthly installments of assessments and who remain delinquent at the time of the report and describing the status of any action to collect such installments which remain delinquent (A monthly installment of the assessment shall be considered to be delinquent on the fifteenth (15th) day of each month); and

(vii) an annual report consisting of at least the following shall be distributed within one hundred twenty (120) days after the close of the fiscal year: (1) a balance sheet as of the end of the fiscal year; (2) an operating (income) statement for the fiscal year; and (3) a statement of changes in financial position for the fiscal year. Ordinarily, the annual report referred to above shall be prepared by an independent accountant for any fiscal year in which the gross income to the Association exceeds one Hundred Thousand (\$100,000.00) Dollars. If said report is not prepared by an independent accountant, it shall be accompanied by the certificate of an authorized officer of the Association that the statements were prepared without audit from the books and records of the Association.

Section 22. Borrowing. The Board shall have the power to borrow money for the purpose of repair or restoration of the Common Areas without the approval of the Members of the Association; provided, however, the Board shall obtain membership approval in the same manner provided in Section 6.8 of the Master Declaration for special assessments in the event that the proposed borrowing is for the purpose of modifying, improving, or adding Recreational Facilities and other amenities.

Section 23. Rights of the Association. With respect to the Common Areas or other Areas of Common Responsibility, and in accordance with the Articles of Incorporation and Bylaws of the Association, the Association shall have the right to contract with any person for the performance of various duties and functions. Without limiting the foregoing, this right shall entitle the Association to enter into

common management, operational, or other agreements with trusts, condominiums, cooperatives, or neighborhood and other homeowners or residents associations, both within and without the Property. Such agreements shall require the consent of two-thirds (2/3) of the total votes of all Board Members of the Association.

Section 24. Hearing Procedure. The Board shall not impose a fine, suspend voting, or infringe upon any other rights of a Member or other occupant for violations of rules unless and until the following procedure is followed:

(a) **Demand.** Written demand to cease and desist from an alleged violation shall be served upon the alleged violator specifying:

- (i) the alleged violation;
- (ii) the action required to abate the violation; and
- (iii) a time period, not less than ten (10) days, during which the violation may be abated without further sanction, if such violation is a continuing one, or a statement that any further violation of the same rule may result in the imposition of a sanction after notice and hearing if the violation is not continuing.

(b) **Notice.** At any time within twelve (12) months of such demand, if the violation continues past the period allowed in the demand for abatement without penalty or if the same rule is subsequently violated, the Board or its delegate shall serve the violator with written notice of a hearing to be held by the Board or the Covenants Committee in executive session. The notice shall contain:

- (i) the nature of the alleged violation;
- (ii) the time and place of the hearing, which time shall not be less than ten (10) days from the giving of the notice;
- (iii) an invitation to attend the hearing and produce any statement, evidence, and witness on his or her behalf; and
- (iv) the proposed sanction to be imposed.

(c) **Hearing.** The hearing shall be held in executive session pursuant to this notice affording the Member a reasonable opportunity to be heard. Prior to the effectiveness of any sanction hereunder, proof of notice and the invitation to be heard shall be placed in the minutes of the meeting, and Section 6.11 of the Master Declaration shall be complied with. Such proof shall be deemed adequate if a copy

of the notice, together with a statement of the date and manner of delivery, is entered by the officer, Board Member, or agent who delivered such notice. The notice requirement shall be deemed satisfied if the alleged violator appears at the meeting. The minutes of the meeting shall contain a written statement of the results of the hearing and the sanction, if any, imposed.

(d) Appeal. Following a hearing before the Covenants Committee, the violator shall have the right to appeal the decision to the Board. To perfect this right, a written notice of appeal must be received by the Manager, President, or Secretary of the Association within thirty (30) days after the hearing date.

Article IV Officers

Section 1. Officers. The officers of the Association shall be a President, Vice President, Secretary, and Treasurer. The Board may elect such other officers, including one or more Assistant Secretaries and one or more Assistant Treasurers, as it shall deem desirable, such officers to have the authority and perform the duties prescribed from time to time by the Board. Any two or more offices may be held by the same person, excepting the offices of President and Secretary. The President and Treasurer shall be elected from among the members of the Board.

Section 2. Election, Term of Office, and Vacancies. The officers of the Association shall be elected annually by the Board at the first meeting of the Board following each annual meeting of the Members, as herein set forth in Article III. A vacancy in any office arising because of death, resignation, removal, or otherwise may be filled by the Board for the unexpired portion of the term.

Section 3. Removal. Any officer may be removed by the Board whenever in its judgment the best interests of the Association will be served thereby.

Section 4. Powers and Duties. The officers of the Association shall each have such powers and duties as generally pertain to their respective offices, as well as such powers and duties as may from time to time be specifically conferred or imposed by the Board. The President shall be the chief executive officer of the Association. The Treasurer shall have primary responsibility for the preparation of the budget as provided for in the Declaration and may delegate all or part of the preparation and notification duties to a finance committee, management agent, or both.

Section 5. Resignation. Any officer may resign at any time by giving written notice to the Board, the President, or the Secretary. Such S resignation shall take effect on the date of the receipt of such notice or at any later time

specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 6. Agreements, Contracts, Deeds, Leases, Checks, Etc. All agreements, contracts, deeds, leases, checks, and other instruments of the Association shall be executed by at least two (2) officers or by the President and Treasurer or by such other person or persons as may be designated by resolution of the Board.

Article V Committees

Section 1. General. Committees to perform such tasks and to serve for such periods as may be designated by a resolution adopted by a majority of the Board Members present at a meeting at which a quorum is present are hereby authorized. Such committees shall perform such duties and have such powers as may be provided in the resolution. Each committee shall be composed as required by law and shall operate in accordance with the terms of the resolution of the Board designating the committee or with rules adopted by the Board.

Section 2. Covenants Committee. The Board shall appoint a Covenants Committee consisting of at least three (3) and no more than five (5) members. Acting in accordance with the provisions of the Master Declaration, these Bylaws, and resolutions the Board may adopt, the Covenants Committee shall be the hearing tribunal of the Association.

Section 3. Parcel Committees. In addition to other committees, as provided in Section 1 of this Article V, there shall be a Parcel Committee for each of the Parcels contained in the Project. Each Parcel Committee shall consist of three (3) members; provided, however, by vote of at least fifty (50%) percent of the residents of the Parcel this number may be increased to five (5). The Parcel Committees shall be appointed and elected in the manner provided for Board Members in Article III, Sections 2 and 5. Any Board Member elected from a Parcel shall be an ex officio member of the Committee. It shall be the responsibility of the Parcel Committee to determine the nature and extent of services, if any, to be provided to the Parcel by the Association in addition to those provided to all Members of the Association in accordance with the Master Declaration. A Parcel Committee may advise the Board on any other issue, but shall not have the authority to bind the Board.

In the conduct of its duties and responsibilities, each Parcel Committee shall comply with Article III, Sections 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, and 17 of these Bylaws. Each Committee shall elect a chairman from among its members who shall

preside at its meetings and who shall be responsible for transmitting any and all communications to the Board.

Article VI
Finances of Association (Assessments)

Section 1. Preparation of Estimated Budget. On or before the filing with the Cuyahoga County Recorder of the Declaration of Condominium Ownership for MacIntosh Farms Condominium No. 1 Condominium, and on or before December 15 of each year thereafter, the Association shall estimate the total amount necessary to pay the Assessments referred to in Article IX of the Declaration for the balance of the calendar year in which said Declaration of Condominium Ownership is filed and, thereafter, for each succeeding calendar year together with a reasonable amount considered by the Master Association to be necessary for a reserve for contingencies and replacements, and the amounts, if any, which may be received from special assessments (or by virtue of "Special Charges," as describes in Article I of the Declaration), concessions, contracts for special services and facilities, and other sources. On or before December 21, the Association shall notify each Member in writing as to the amount of such estimates, and shall send a copy of such notice to each holder of a first mortgage upon the Ownership Interest of a Member who has made a request in writing for such notification. The failure of the Master Association to comply strictly with the above time requirements shall not be deemed to be a waiver and shall not prevent the Association from collecting Assessments. The net of the aggregate amounts of such estimates (herein called the "Estimated Cash Requirements") of the next calendar year shall be assessed to those Members required to pay such assessments according to and as specifically set forth in Article IX of the Declaration. Each Member required to pay assessments shall pay to the Association or as it may direct the assessment made pursuant to this Section on or before the first day of each calendar year, except that Board may elect to collect annual assessments quarterly or monthly, in advance. On or before the date of each annual meeting, the Master Association shall furnish to all Members an itemized accounting of the expenditures for the preceding calendar year actually incurred and paid, together with a tabulation of the amounts collected pursuant to the estimates provided, by special assessments, or otherwise, and showing the net amount over or short of the actual expenditures plus reserves. Any amount accumulated in excess of the amount required for actual expenses and reserves shall be credited to the last maturing monthly installments due from the Members under the current year's estimate, pro rata. Any net shortage shall be added pro rata to the next installment due after the rendering of the accounting.

Section 2. Reserve for Contingencies and Replacements; Special Assessments. The Association shall build up and maintain a reasonable reserve for contingencies and replacements. Extraordinary expenditures not originally

included in the annual estimate which may be necessary for the year, shall be charged first against such reserve. If the "Estimated Cash Requirements" proves inadequate for any reason, including nonpayment of any Member's assessment, the deficiency and any extraordinary expenditures in excess of the reserves therefor shall be assessed to the Members required to pay assessments, pro rata. The Association shall also make any necessary or desirable special assessments, such as a "construction assessment" referred to in Article 6.08 of the Declaration, from time to time which shall be payable at the time or times the Board deems necessary or desirable. The Association shall serve notice of such further assessments on members required to pay assessments, by a statement in writing giving the amount and reasons therefor, and such further assessment shall be payable with the next regular monthly payment becoming due to the Association but not less than ten (10) days after the delivery or mailing of such notice of further assessment.

Section 3. Failure to Prepare Annual Budget. The failure or delay of the Association to prepare or deliver to a Member any annual or adjusted estimate shall not constitute a waiver or release in any manner of such Member's obligation to pay his share of the Assessments, as herein provided, whenever the same shall be determined, and in the absence of any annual estimate or adjusted estimate, the Member required to pay assessments pursuant to Article 9.02 of the Declaration shall continue to pay the monthly charge at the existing monthly rate established for the previous period until the Association mails or delivers notice of the new monthly payment due as a result of the determination of the new annual or adjusted estimate.

Section 4. Books and Records of the Master Association. The Master Association shall keep full and correct books of account and the same shall be open for inspection by any Member or his representative duly authorized in writing, at such reasonable time or times during normal business hours as may be requested. Upon ten (10) days notice to the Board and payment of a reasonable fee, any member shall be furnished a statement of his or its account setting forth the amount of any unpaid assessments or other charges due and owing.

Section 5. Status of Funds Collected by Master Association. All funds collected hereunder shall be held and expended solely for the purposes designated herein and (except for such special assessments as may be levied hereunder against less than all of the Members and for such adjustments as may be required to reflect delinquent or prepaid assessments) shall be deemed to be held for the use, benefit and account of all Members required to pay assessments pursuant to Article 9.02 of the Master Declaration.

Section 6. Depository. The depository of the Association shall be such bank or banks and/or such savings and loan association or savings and loan associations and/or such money market fund(s) as shall be designated from time to

time by the Board and in which the monies of the Association shall be deposited. Withdrawal of the monies from such accounts shall be only by check signed by such persons as are authorized by the Board.

Section 7. Annual Audit. The books of the Master Association shall be audited once a year by the Board and such audit shall be completed prior to each annual meeting. If requested by a majority of the members of the Board, such audit shall be made by a certified public accountant. In addition and at any time requested by members or by holders of first mortgages on Ownership Interests possessing in the aggregate fifty percent (50%) or more of the voting power in the master Association, the Board shall cause an additional audit to be made.

Section 8. Remedies for Failure to Pay Assessments. If an owner shall be in default in the payment of any of the aforesaid charges or assessments, the Master Association (or Original Developer if such assessment was to be paid directly to Original Developer) shall have all of the remedies set forth anywhere in the Declaration, in these Bylaws or at law or equity.

Article VII **Miscellaneous**

Section 1. Fiscal Year. The initial fiscal year of the Association shall be set by resolution of the Board.

Section 2. Parliamentary Rules. Except as may be modified by Board resolution establishing modified procedures, Robert's Rules of Order (current edition) shall govern the conduct of Association proceedings when not in conflict with Ohio law, the Articles of Incorporation, the Declaration, or these Bylaws.

Section 3. Conflicts. If there are conflicts or inconsistencies between the provisions of Ohio law, the Articles of Incorporation, the Declaration, and these Bylaws, the provisions of Ohio law, the Declaration, the Articles of Incorporation, and the Bylaws (in that order) shall prevail.

Section 4. Books and Records.

(a) **Inspection by Members and Mortgagees.** The Declaration and Bylaws, membership register, books of account, and minutes of meetings of the Members, the Board, and committees shall be made available for inspection and copying by any mortgagee, Member of the Association, or by his or her duly appointed representative at any reasonable time and for a purpose reasonably related to his or her interest as a Member at the office of the Association or at such other place within the Project as the Board shall prescribe.

(b) Rules for Inspection. The Board shall establish reasonable rules with respect to:

- (i) notice to be given to the custodian of the records;
- (ii) hours and days of the week when such an inspection may be made; and
- (iii) payment of the cost of reproducing copies of documents requested.

(c) Inspection by Board Members. Every Board Member shall have the absolute right at any reasonable time to inspect all books, records, and documents of the Association and the physical properties owned or controlled by the Association. The right of inspection by a Board Member includes the right to make extracts and copies of documents at the expense of the Association.

Section 5. Notices. Unless otherwise provided in these Bylaws, all notices, demands, bills, statements, or other communications under these Bylaws shall be in writing and shall be deemed to have been duly given if delivered personally or if sent by registered or certified mail, return receipt requested, first class postage prepaid:

(a) if to a member, at the address which the Member has designated in writing and filed with the Secretary or, if no such address has been designated, at the address of the Dwelling Unit of such Owner; or

(b) if to the Association, the Board, or the Managing Agent, at the principal office of the Association or the Managing Agent, if any, or at such other address as shall be designated by the notice in writing to the Owners pursuant to this Section.

Section 6. Amendment. Prior to the sale and conveyance of the first Dwelling Unit, Declarant may amend the Bylaws. These Bylaws may be amended only by the affirmative vote (in person or by proxy) or written consent of Members representing a majority of the total votes of the Association, which shall include a majority of votes of Members other than the Declarant or, where the two class Voting structure is still in effect, shall include a majority of each class of Members. However, the percentage of votes necessary to amend a specific clause or provision shall not be less than the prescribed percentage of affirmative votes required for action to be taken under that clause.