

By Laws
Of
Elk Meadows Homeowners Association
Enumclaw Washington

Article I –Definitions

As used in these bylaws the following definitions shall apply.

1. Association: The term “association” shall mean the Elk Meadows Homeowners Association; Governed by a Board of Directors.
2. Declaration: The term declaration shall mean the declaration of Covenants, Conditions and Restrictions of the Elk Meadow Homeowners Association.
3. HOA: This acronym will stand for the “Elk Meadows Homeowners Association”.
4. CCR: This acronym will stand for the Covenants, Conditions and Restrictions that each homeowner received when the home or lot was purchased.
5. Members: This term shall mean anyone who holds ownership over a lot or home within both Elk Meadows Phase I, Elk Meadows Phase II and any future additions to the Elk Meadows development.

Article II- Application of Bylaws

These bylaws and such rules and regulations as may be established from time to time by the Association for the use and operation of the HOA, shall apply to all present or future members of the association. Owners or others have full or partial legal or equitable interest in a lot, mortgagees, lessees, tenants, licensees and occupants of lots or homes and their guests and employees, and any other persons using the common areas and facilities.

Article III- Purpose/Powers

1. Purpose: The purpose of the association is to administer the oversight and compliance of the CCR’s and to create and manage an appropriate budget using the fees collected from the members.
2. Powers: The association and Board of Directors shall have the powers outlined in the CCR’s.

Article IV- Membership/Voting/ Registration Matters

1. Membership: Each owner shall automatically become a member of the association upon acquisition of an ownership interest in a lot and shall be entitled to participate personally or through a proxy letter designating a representative.
2. Voting: Votes shall be exercised by the owners, each lot or home has one (1) vote.
3. Proxies: Votes may be cast in person or by proxy. Proxies must be in writing and signed by the member passing responsibility for the vote over to the representative. Proxies are valid for the meeting at which it is presented only.
4. Registration of Members: The Board of Directors shall maintain a register containing the names and addresses of the owners, their designated

representatives and any renters living within the Elk Meadows developments. Owners are required to report any change in ownership or renters within 30 calendar days of change.

5. Evidence of Ownership: Any person becoming an owner or renter must present proof of ownership or a copy of the rental agreement to the HOA Board within 30 calendar days of acquiring ownership or signing of rental agreement.
6. Registration of Mailing Address: Multiple owners of lots or homes shall provide a single mailing address to be used by the Association for mailing of statements, notices, demands and all other communications. Any change in mailing address must be provided to the HOA Board within 10 calendar days from change.

Article V- Meetings of Members of the Association

1. Meeting Place: All meetings of the Members shall be held within a reasonable place within the State of Washington, this location shall be determined by the Board of Directors.
2. Meeting Times and Dates: There will be 4 quarterly meetings held each year. Quarters are defined as: 1st quarter will be January, February and March. 2nd quarter will be April, May and June. 3rd quarter will be July, August and September, and 4th quarter will be October, November and December. Times will be determined by the Board of Directors.
3. Special Meetings: A special meeting may be called by the President of the Board and treated like any other meeting. Order of Business: At the meetings of Members, the order of business shall be as follows:
 - A. Roll Call and Sign In.
 - B. Reading of Minutes of last meeting
 - C. Reports of Officers
 - D. Reports of Committee members
 - E. Election of Board of Directors (to be held at the 4th quarter meeting)
 - F. Unfinished Business
 - G. New Business
 - H. Adjournment
4. Notice: The notice of a meeting shall be given to the members by way of an email or mailed notice. If at such time a web site is created all meeting notices will be posted on the website only. Members shall receive notice no less than 10 days in advance and no more than 60 days in advance for regular meetings. If a special meeting is called then reason for the meeting must be included in the notice. A Director is only required to give three (3) business days notice to the Members for special meetings.
5. Voting List: The secretary shall have a list of eligible voting members at the meeting for verification of proxies and sign in sheet names and signatures.
6. Quorum: A quorum of the voting members must be present in person or by proxy at each meeting for any action to be taken by affirmative vote of a majority of the total votes present at the meeting. A quorum will be 30% of Members registered with the Board of Directors or as specifically outlined differently in the CCR's.

Article VI- Board of Directors

1. Number and Powers: The Association shall be governed by a Board of Directors. This Board of Directors shall initially consist of one (1) President, one (1) Secretary and one (1) Treasurer. Each term of service shall be for one (1) year only. Any one Member shall not serve more than three (3) consecutive years. Board members must be Members of the Association. The Board of Directors shall be responsible for any and all responsibilities as outlined in the CCR's.
2. Change in Number: The number of board members can be changed at any time by an amendment to the By Laws and as voted on by a vote of the members at a meeting.
3. Vacancies: All vacancies in the Board of Directors, whether caused by resignation, death or otherwise may be filled by a vote of the members at a meeting. The filling of a vacancy must occur within 30 calendar days of when written notice of vacancy is given to the Board of Directors.
4. Removal of Directors: Any director may be removed with or without cause by a majority of the Members at a special meeting of the Association called for such a purpose.
5. Quorum: A majority of the Board of Directors shall constitute a quorum. The Board of Directors shall act by majority vote of those present at the meetings.
6. Executive and Other Committees: Committees may be appointed by the Board of Directors as needed and assigning duties as necessary to fulfill the purpose of the committee as outlined by the Board of Directors. All committees shall keep regular minutes of any meetings. These minutes are kept with the Secretary of the Board. These committee members shall remain in place for no more than one (1) year at which time the Board of Directors will determine the continued need of the committee. If it is determined that the committee needs to remain in place then a request for committee members must go out the general members. The notice must ask if any additional members are interested in holding a space on the committee. All requests for position on the committee must be reviewed by the Board of Directors and acknowledged in writing to the new committee members.
7. Compensation: Directors and committee members shall not be compensated for their services. Reimbursed actual expenses must have an appropriate "Request for Reimbursement Form" and all original receipts turned in to a Board of Director member. Requests for reimbursement more than 60 days old may not be reimbursed.

Article VII- Officers

1. The President: The President shall preside at all meetings of the Members and shall have general supervision of the affairs of the Association, and shall perform all such other duties as are incident to the office or are properly required by the Board of Directors.
2. Vice President- This officer shall perform all the duties of the President when the President can not be present.
3. Secretary: The Secretary shall issue notices for all meetings, shall keep minutes of all meetings, shall make reports and perform other duties as are incident to the office or are properly required by the Board of Directors.

4. Treasurer: The treasurer shall have the custody of the corporate books, monies and accounts. The Secretary shall disperse funds of the Association in payment of just demands against the Association or as may be ordered by the Board of Directors. The Secretary shall keep neat, orderly accounts and present a monthly report of income and expenses to the Board of Directors. The Secretary must also have an updated and accurate income and expense report available at all Membership meetings. The Treasurer shall make reports and perform other duties as are incident to the office or are properly required by the Board of Directors.
5. Vacancies: All vacancies in the Board of Directors, whether caused by resignation, death or otherwise may be filled by a vote of the members at a meeting. The filling of a vacancy must occur within 30 calendar days of when written notice of vacancy is given to the Board of Directors.

Article VIII- Rules and Regulations

The Board of Directors may from time to time adopt such rules and regulations as may be necessary or advisable to insure compliance with or to supplement the CCR's or as may be reasonably required for the use, occupancy and maintenance of the property, and common areas and facilities. When so adopted such rules and regulations shall be binding upon all owners and occupants of the property. The Board of Directors may amend such rules and regulations from time to time as necessary. Such rules and regulations shall be stated in writing and shall be made available to the Members of the Association upon written request. Amendments may be repealed by a quorum vote of the Members at a special meeting.

Article VIII- Conflict with Law

These bylaws are intended to comply with and supplement the CCR's. If any of these by-laws conflict with the CCR's the CCR's shall control. The provisions of these by-laws shall be liberally construed to effectuate their purposes to create a uniform plan for management and operation.

Adopted by the Association as of the _____ day of May, 2011.

Elk Meadows Homeowners Association
A Washington non-profit corporation

By: _____ President (Printed Name)

Signature: _____ President

By: _____ Secretary (Printed Name)

Signature: _____ Secretary

By: _____ Treasurer (Printed Name)

Signature: _____ Secretary