

**BYLAWS**  
**OF**  
**COVENTRY HOMEOWNERS' ASSOCIATION**

**ARTICLE I**

**Name and Location**

The name of this nonprofit Corporation is Coventry Homeowners' Association, hereinafter referred to as the "Association". The principal office of the Association shall be located at 8101 East Prentice Avenue, Suite M-180, Englewood, Colorado 80111-2929, but meetings of members and Directors may be held at such places within the State of Colorado, as may be designated by the Board of Directors.

**ARTICLE II**

**Definitions**

**Section 1.** "Act" shall refer to the Colorado Common Interest Ownership Act (Colorado Revised Statute 38-33.3-101 et seq.), as amended from time to time.

**Section 2.** "Association" shall mean and refer to Coventry Homeowners' Association, its successors and assigns.

**Section 3.** "Common Elements" shall mean all real property, personal property, and contract rights owned or leased by the Association for the common use and enjoyment of the owners, as more fully set forth in Article II, Section 4, of the Declaration.

**Section 4.** "Declarant" shall mean and refer to McGraw Land Limited Liability Company, a Colorado Limited Liability Company, its successors and assigns.

**Section 5.** "Declaration" shall mean and refer to the Declaration of Covenants, Conditions and Restrictions applicable to the Property recorded in the office of the Larimer County Clerk and Recorder, Colorado.

**Section 6.** "Members" shall mean and refer to Owners, who shall be entitled to membership as provided in the Declaration.

**Section 7.** "Owner" shall have the same meaning as set forth in Article II, Section 14 of the Declaration, for "Lot Owner".

**Section 8.** "Property" shall mean and refer to that certain real property described in the Declaration of Covenants, Conditions and Restrictions for Coventry Homeowners' Association in the

City of Fort Collins, Larimer County, Colorado, including any portion of the expansion property described in Exhibit B thereof that is added to the original Real Estate described on Exhibit A thereof.

### ARTICLE III

#### Voting Rights

Subject to the requirements set forth below, Declarant reserves the right to appoint and remove the officers and members of the Board of Directors of the Association until the earlier to occur of the following: (a) sixty (60) days after conveyance of seventy-five percent (75%) of the lots within the Property to owners other than Declarant; or (b) ten (10) years after the date the Declaration is recorded in Larimer County, Colorado.

Not later than sixty (60) days after conveyance of one-fourth (1/4) of the lots within the Property to owners other than Declarant, at least one (1) member and not less than twenty-five percent (25%) of the members of the Board of Directors must be elected by owners other than Declarant. Not later than sixty (60) days after conveyance of fifty percent (50%) of the lots to owners other than Declarant, not less than thirty-three and one-third percent (33 1/3%) of the members of the Board of Directors must be elected by owners other than Declarant.

Upon termination of the period of Declarant's control, the Owners shall elect a Board of Directors of at least three (3) members, at least a majority of whom must be owners other than Declarant or designated representatives of owners other than Declarant. The Board of Directors shall elect the officers. The Board of Directors and officers shall take office upon termination of the period of Declarant control.

Declarant reserves the right to voluntarily surrender Declarant's right to appoint and remove officers and members of the Board of Directors before termination of the period of Declarant control set forth above, in which event Declarant may require, for the duration of the period of Declarant control set forth above, that specified actions of the Association or Board of Directors, as described in a recorded instrument executed by Declarant, be approved by Declarant before they become effective.

Each Member shall have one (1) vote for each Lot owned by such Member.

Declarant shall have three (3) votes for each Lot owned by Declarant.

## ARTICLE IV

### Meeting of the Members

**Section 1. Annual Meetings.** The first annual meeting of the members shall be held not later than July 31, 1995, and each subsequent regular annual meeting of the members shall be held no less often than annually, on dates specified by the Board of Directors.

**Section 2. Special Meetings.** Special meetings of the Members may be called at any time by the president or by a majority of the Board of Directors, or upon written request of Members who are entitled to cast at least twenty percent (20%) of the votes.

**Section 3. Notice of Meetings.** Written notice of each meeting of the Members shall be given by, or at the direction of, the secretary or person authorized to call the meeting, by mailing a copy of such notice, postage prepaid, not less than ten (10) nor more than fifty (50) days before such meeting to each Member entitled to vote thereat, addressed to the mailing address of each lot or to any other mailing address designated in writing by each lot's Owner. Notices may also be hand-delivered. The notice of any meeting must state the time and place of the meeting and the items on the agenda, including the general nature of any proposed amendment to the Declaration or these Bylaws, any budget changes, and any proposal to remove an officer of a member of the Board of Directors.

**Section 4. Quorum.** A quorum shall be deemed present throughout any meeting of the Association if persons entitled to cast at least twenty percent (20%) of the votes are present, in person or by proxy at the beginning of the meeting. If, however, such quorum shall not be present or represented at any meeting, the Members entitled to vote thereat shall have power to adjourn the meeting from time to time, without notice other than announcement to those Members present or represented. A majority of the votes entitled to be cast by the Members present, or represented by proxy at a meeting at which a quorum is present, shall be necessary to transact business and to adopt decisions binding on all Members.

**Section 5. Voting/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. Every proxy shall be revocable and shall automatically cease upon conveyance by the Member of his lot. Voting at meetings shall comply with Section 38-33.3-310 of the Act.

## **ARTICLE V**

### **Board of Directors: Selection: Term of Office**

**Section 1. Number.** The affairs of this Association shall initially be managed by a Board of three (3) Directors. The number of Directors may be enlarged from time to time. The number and selection of Directors elected by persons other than the Declarant shall comply with the provisions of Section 38-33.3-303(6) of the Act.

**Section 2. Term of Office.** The initial members of the Board of Directors shall serve until the first annual meeting of the Association. Thereafter, Members shall serve three (3) year terms, except that the terms of the first three (3) Members elected by Lot Owners may be staggered.

**Section 3. Removal.** Any Director may be removed from the Board of Directors, with or without cause, by a majority vote of the Members of the Association. In the event of death, resignation, or removal of a Director, his or her successor shall be selected by the remaining members of the Board of Directors and shall serve for the unexpired term of his or her predecessor.

**Section 4. Compensation.** No Director shall receive compensation for any service he or she may render to the Association. However, any Director may be reimbursed for actual expenses incurred in the performance of his or her duties.

## **ARTICLE VI**

### **Nomination and Election of Directors**

**Section 1. Nomination.** Until otherwise required by the Act, the Directors shall be appointed by the Declarant. Thereafter, and to the extent that Directors are to be elected by persons other than the Declarant, nomination for election to the Board of Directors shall be made by a nominating committee. Nominations may also be made from the floor at the annual meeting. The nominating committee shall consist of a Chairman who shall be a member of the Board of Directors, and two or more members who are not serving on the Board of Directors. The nominating committee shall be named 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 annual meeting. The nominating committee shall make as many nominations for election to the Board of Directors as it shall in its discretion determine, but not less than the number of vacancies that are to be filled. Such nominations may be made from among Members or nonmembers.

Section 2. Election. Election to the Board of Directors shall be by secret written ballot. 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 Declaration. The persons receiving the largest number of votes shall be elected. Cumulative voting is not permitted.

## ARTICLE VII

### Meeting of Directors

Section 1. Regular Meetings. Regular meetings of the Board of Directors may be held monthly or at some other regular interval established by the Board of Directors, without notice, at such place and hour as may be fixed from time to time by resolution of the Board of Directors. Should said meeting fall upon a legal holiday, then that meeting shall be held at the same time on the next day which is not a legal holiday.

Section 2. Special Meetings. Special meetings of the Board of Directors shall be held when called by the president of the Association, or by any two Directors, after not less than three (3) days' notice to each Director.

Section 3. Quorum. A majority of the number of Directors shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the Directors present at a duly held meeting at which a quorum is present shall be regarded as the act of the Board of Directors.

## ARTICLE VIII

### Powers and Duties of the Board of Directors

Section 1. Powers. The Board of Directors shall have power to:

(a) Exercise for the Association all powers, duties and authority vested in or delegated to this Association and not reserved to the Membership by other provisions of these Bylaws, the Articles of Incorporation, or the Declaration;

(b) Declare the office of a member of the Board of Directors to be vacant in the event such member shall be absent from three (3) consecutive regular meetings of the Board of Directors;

(c) Employ a manager as they deem necessary, and to prescribe his or her duties and delegate to such manager any and all powers and duties of the Association except as such

are specifically required by the Declaration to have approval of the Board of Directors or the Membership of the Association;

(d) Designate and remove independent contractors and such other employees necessary for the operation, maintenance and replacement of the Common Elements; and

(e) Exercise all powers granted associations by the Act.

**Section 2. Duties.** It shall be the duty of the Board of Directors to:

(a) Cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the Members at the annual meeting of the Members, or at any special meeting;

(b) Supervise all officers, agents and employees of this Association, and to see that their duties are properly preformed;

(c) As more fully provided in the Declaration, to:

(1) Fix the amount of assessments against each lot at least thirty (30) days in advance of each annual assessment period;

(2) Send written notice of each assessment to every Owner subject thereto at least thirty (30) days in advance of each annual assessment period; and

(3) Foreclose the lien against any property for which assessments are not paid within thirty (30) days after due date or to bring an action at law against the Owner personally obligated to pay the same.

(d) Issue, or to cause an appropriate officer to issue, upon demand by any person, a certificate setting forth whether or not any assessment has been paid. A reasonable charge may be made by the Board of Directors for the issuance of such certificates. If a certificate states an assessment has been paid, such certificate shall be conclusive evidence of such payment;

(e) Procure and maintain adequate liability and hazard insurance on property owned by the Association;

(f) Cause all officers or employees having fiscal responsibilities to be bonded, as it may deem appropriate;

(g) Cause the Common Element facilities to be maintained, repaired, and replaced;

(h) Cause the protective covenants of the Declaration to be enforced.

(i) Perform all other duties imposed upon it by the Act.

## ARTICLE IX

### Officers and Their Duties

**Section 1. Enumeration of Offices.** The officers of this Association shall be a president and vice-president, who shall at all times be members of the Board of Directors, a secretary, and a treasurer, and such other officers as the Board of Directors may from time to time by resolution create.

**Section 2. Election of Officers.** The election of officers shall take place at the first meeting of the Board of Directors following each annual meeting of the Members.

**Section 3. Term.** The officers of this Association shall be elected annually by the Board of Directors and each shall hold office for one (1) year unless he or she shall sooner resign, or shall be removed or otherwise disqualified to serve.

**Section 4. Special Appointments.** The Board of Directors may elect such other officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Board of Directors may, from time to time, determine.

**Section 5. Resignation and Removal.** Any officer may be removed from office, with or without cause, by the Board of Directors. Any officer may resign at any time by giving written notice to the Board of Directors, the president or the secretary. Such resignation shall take effect on the date of receipt of such notice or at any late time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

**Section 6. Vacancies.** A vacancy in any office may be filled by appointment by the Board of Directors. The officer appointed to such vacancy shall serve for the remainder of the term of the officer he or she replaces.

**Section 7. Multiple Offices.** The offices of secretary and treasurer may be held by the same person. No person shall simultaneously hold more than one of any of the other offices

except in the case of special offices created pursuant to Section 4 of this Article.

**Section 8. Duties.** The duties of the officers are as follows:

**President**

(a) The president shall preside at all meetings of the Board of Directors; shall see that orders and resolutions of the Board of Directors are carried out; shall sign all leases, mortgages, deeds and other written instruments and may co-sign all checks and promissory notes.

**Vice-President**

(b) The vice-president shall act in the place and stead of the president in the event of his or her absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required of him or her by the Board of Directors.

**Secretary**

(c) The secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board of Directors and of the Members; keep the corporate seal of the Association and affix it on all documents requiring said seal; serve notice of meetings of the Board of Directors and of the Members; keep appropriate current records showing the Members of the Association together with their addresses, and shall perform such other duties as required by the Board of Directors.

**Treasurer**

(d) The treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors; may sign all checks and promissory notes of the Association; keep proper books of account; may cause an annual audit of the Association books to be made by a public accountant at the completion of each fiscal year; and shall prepare an annual budget and a statement of income and expenditures to be presented to the Membership at its regular annual meeting, and deliver a copy of each to the Members.

**ARTICLE X**

**Committees**

The Board of Directors may appoint such committees as deemed appropriate in carrying out its purposes.



## **ARTICLE XI**

### **Books and Records**

The books, records and documents of the Association shall at all times, during reasonable business hours, be subject to inspection by any Member, or any mortgagee. Any Owner shall be furnished with a statement of his or her account upon payment of a fee of Fifty Dollars (\$50) or as determined by the Board of Directors from time to time, and upon ten (10) days notice to the Board of Directors or managing agent. Such statement shall set forth the amount of any unpaid assessments or other charges due and owing from such Owner. The Declaration, Articles of Incorporation, and Bylaws of the Association shall be available for inspection by any Member at the principal office of the Association, where copies may be purchased at a reasonable cost.

## **ARTICLE XII**

### **Assessments**

As more fully provided in the Declaration, each Member is obligated to pay to the Association Common Expense and specific service charges assessments, which are secured by a continuing lien upon the property against which the assessment is made. The Association shall have all rights and authorities granted it by the Declaration and the Act, to levy and collect such assessments.

## **ARTICLE XIII**

### **Corporate Seal**

The Association shall have a seal in circular form having within its circumference the words, "Coventry Homeowners' Association, a Colorado Nonprofit Corporation", or may use a facsimile of such seal.

## **ARTICLE XIV**

### **Amendments**

Section 1. These Bylaws may be amended, at any regular or special meeting of the Members at which a quorum is present, by a vote of a majority of those votes present in person or by proxy. Members must be given notice of such proposed amendment, as required by the Act.

Section 2. In the case of any conflict between the Articles of Incorporation and these Bylaws, the Articles shall control; and in the case of any conflict between the Declaration and these Bylaws, the Declaration shall control.

#### ARTICLE XV

##### Miscellaneous

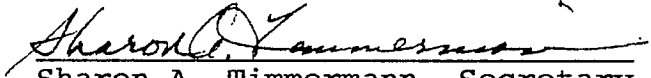
The fiscal year of the Association shall be as fixed from time to time by the Board of Directors, except that the first fiscal year shall begin on the date of incorporation.

#### CERTIFICATION

I, the undersigned, do hereby certify that:

I am the duly elected and acting secretary of the Coventry Homeowners' Association, a Colorado Nonprofit Corporation, and,

The foregoing Bylaws constitute the original Bylaws of said Association, as duly adopted at a meeting of the Board of Directors thereof, held on the 27th day of June, 1995.

  
Sharon A. Timmermann, Secretary