

SPOKANE LAKE PARK HOMEOWNERS ASSOCIATION BYLAWS

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SUMMARY OF CHANGES TO SLPHA BYLAWS

The following items indicate pages where changes to verbiage in the most recent version of the SLPHA Bylaws have been made. Please refer to your current copy of bylaws to view exact changes.

Page 4; (2007) Article III, 3.1 Classes of Members

Page 4; (1999) Article III, 3.2 Members in Good Standing

Page 5; (1999) Article III, 3.2A New Member Purchasing Property in Arrears
(1999) Article III, 3.2B Amnesty Period for Member in Arrears

Page 6; (2008) Article III, 3.6 Terminations of Membership*
(2008) Article III, 3.6A Terminations by Sale or Transfer of Property
(2008) Article III, 3.6B Termination by Process for Violation of
Association Bylaws an/or Park Rules

Page 7; (2008) Article III, 3.6C Termination for Willful Destruction of Spokane
Lake Park Homeowner Association
Property/Assets

Page 8; (1999) Article VI, 6.4 Re-Election*

(Year Revised)

*Existing Items Renamed or Renumbered

SPOKANE LAKE PARK
HOMEOWNERS ASSOCIATION

BY-LAWS

ARTICLE I - NAME

The name of this association shall be SPOKANE LAKE PARK HOMEOWNERS ASSOCIATION, hereinafter referred to as the Association.

ARTICLE II - OBJECT

- 2.1 The object of the Association shall be to:
- a) maintain facilities for the benefit of the members.
 - b) procure and protect the concerns relative to the members of the community of Spokane Lake Park subject to the approval of the membership of the association.

ARTICLE III - MEMBERSHIP

3.1 Classes of Members.

Membership in the association shall be of one class:

ACTIVE MEMBERS - shall be homeowners and/or lot owners within the Geographic boundaries set forth and hereafter referred to as the Spokane Lake Park Homeowners Association Membership Boundaries (SLPHAMB).

Northwest of Charles Road
Southwest of Long Lake (Spokane River),
East of Riverside State Park's Northeast Boundary

Active members shall have voting privileges.

3.2 Member in good standing.

A member shall be in good standing, providing all current and back dues and/or assessments are paid. A member in good standing during the previous year shall be considered in good standing in the current year until such time as the current dues and/or assessments become past due. Dues and/or assessments shall be due and payable the First Day of Each SLPHA Fiscal Year (MARCH 1st to FEBRUARY 28th).

A monthly payment plan will be provided to members in good standing if so desired method of billing will be determined by the Board of Directors at the beginning of each fiscal year. Monthly payments are due the 1st of each month and are considered delinquent if not paid within 30 days of the due date.

If a member becomes more than 30 days past due, a reminder notice will be sent by the Association notifying the home owner they have 30 days from the date of the past due notice to become current. Failure by the home owner to pay delinquent dues and/or assessments within 60 days will result in the forfeiture of all privileges to SLP and services provided by SLPHA.

If at a later date, home owner wishes to and requests reinstatement, a \$100.00 lump sum penalty payment will be required, plus all delinquent assessments and membership dues accumulated during the absent/inactive period must be brought up to date and paid in full.

3.2A New Member Purchasing Property in Arrears

New members, who have purchased property where the previous owners were in arrears for dues and/or assessments, will have the option to pay whatever assessments are in arrears up to, but not to exceed, the one time buy in of \$1333.33. All payments made towards past due payments, including dues and assessments, will be applied to the new home owner's one time assessment of \$1333.33. The new member will then be responsible for the current year's dues and the remaining balance, if any, of the one time assessment of \$1333.33.

3.2B Amnesty Period for Member in Arrears

For members that are in arrears for dues and/or assessments, a one time amnesty period will be granted until 6/1/99. A member, at any time prior to 6/1/99, can begin making their dues and assessment payments and be considered current. No penalty will be assessed and past dues do not have to be paid. Previous payments made towards the balance of the original \$1333.33 assessment will be credited to the members account and all future assessment payments will be added to the previously applied assessment payments.

A member is eligible for amnesty just one time during the amnesty period. After 6/1/99, all members currently in arrears, or who later go into arrears, for dues and/or assessments, will be subject to the regulations outlined in Article 3.2.

3.3 Dues and Assessments

The board of directors shall from time to time prescribe the dues and/or assessments that each active member shall pay to the association and the time or times when said dues shall be payable, however, any increase of ten percent (10%) or more over the prior years dues proposed by the Board of Directors shall be presented to the membership at large thirty (30) days prior to the annual meeting and shall require approval by a majority vote of those members present and/or voting by absentee ballot.

3.4 Insurance

To procure and maintain adequate liability and hazard insurance on property owned by the association.

3.5 Addresses for notification

Every active member shall furnish the association with an address to which notices of meetings and all other matters may be served or mailed to the member.

3.6 Termination of membership

3.6A Termination by sale or transfer of property

Active membership shall be appurtenant to the lot or home owned or being purchased upon the sale of lot or home, transfer of the membership appurtenant thereon shall be deemed to be transferred to the contract purchaser or grantee.

Membership shall not be conveyed or transferred in any other way. In the event of the death of a member, his/her membership shall pass in the same manner and to the same person as does the real property itself.

No compensation shall be paid by the association upon any transfer of membership and no member whose membership is transferred shall be entitled to share or participate in any of the property or assets of the association.

3.6B Termination, by Process, for Violation of Association Bylaws and/or Park Rules.

1st violation: any active member, family or guest that violates ANY Association bylaws or park rules shall be specifically informed of said violation, in writing, by certified mail.

Such notice shall serve as a reminder that ALL active members, family and guests are bound by the Association bylaws and park rules WITHOUT EXCEPTION!!! The 3.6B section of the SLPHA bylaws shall be incorporated with such notice.

2nd violation: the active member shall be informed of the specific violation as outlined above with further notice that their membership status is now probationary. With such notice the active member shall be informed that ANY further violations will result in loss of all privileges for 12 (twelve) months from the time of suspension and a \$100.00 fine will be imposed to be paid prior to the end of suspension.

3rd violation: active member shall be specifically informed of the violation as outlined above and notified their privileges ARE SUSPENDED and a \$100.00 fine will be imposed to be paid prior to the end of suspension. This notice will be received by the active member 10 (ten) working days prior to the next scheduled board meeting with an invitation to attend. The active member shall have the right to present mitigating information as well as question those involved in the matter.

4th violation: the active member shall be informed of the specific violation as outlined above with further notice that their membership status is now PERMANENTLY REVOKED.

3.6C Termination for Willful Destruction of Spokane Lake Park Homeowners Association Property/Assets.

Any member, family or guest found to have willfully damaged or destroyed Association property or assets will have their membership privileges immediately suspended for 12 (twelve) months. The member will be responsible for all costs associated with the repair or replacement of the damaged/destroyed Association property or assets.

3.7 Entitlement to Association privileges

Privileges of the Association shall be available to all members in good standing.

3.7A Park Land and Facility Privileges

Park privileges shall be available "only" to active association members in good standing who are participants in the "Park Land Purchase Plan and/or Agreement". Use of the Park shall extend to their families, including parents, grandparents, children, grandchildren and their spouses, subject to the rules and regulations adopted by the Board of Directors. Other relatives than those identified in this section, and house guests, shall be considered "guests" and may also receive Park privileges when accompanied by an active member in good standing. No member who is delinquent in his/her association dues and/or Park Land Purchase Assessment, land owner, or resident of Spokane Lake Park Homeowners Association Membership Boundaries (SLPHAMB) who is eligible for, but has declined to pay for membership in or the privileges of the Association, including Park Land Purchase Plan, may use the Park land or facility as the "guest" of a member in good standing.

ARTICLE IV - MEETINGS

4.1 Regular Meetings

Meetings of the members shall be held at least once a year at such a place or places as shall be designated by the Board of Directors. Unless otherwise ordered by the Board of Directors, the regular annual meeting of members shall be held on the fourth Sunday in February of each year.

4.2 Special Meetings

Special meetings of the membership may be called by the President, the Board of Directors, or at the written request of not less than twenty-five percent (25%) of all members entitled to vote at the meeting. The purpose of the meeting shall be stated in the call.

4.3 Adjournments

If there is not a quorum present at any duly called membership meeting, an adjournment, or adjournments, may be taken without notice being given, but any meeting at which directors are to be elected shall be continued from month to month until such directors have been elected.

4.4 Notification of Members

The Board of Directors shall cause written notice of the time, place and purpose of all meetings to be given all members entitled to vote at such meetings by depositing same in the United States Mail, postage prepaid, at least fifteen (15) days prior to the day named for the meeting, except when a mail ballot is involved, in which case the notice shall be sent not more than fifty (50) days prior to the date of the meeting.
(RCW 24.03.080)

Notification of the annual meeting shall include a copy of the proposed budget for the following year, and an absentee ballot for any measures requiring a membership vote.

ARTICLE V - VOTING QUORUM

5.1 Eligibility

Every active member of record in good standing shall have the right at every members meeting and at every mail balloting to one (1) vote, and no more than one (1) vote shall be cast per residence, regardless of the number of owners thereof.

5.2 Quorum

A members meeting duly called can be organized for the transaction of business whenever a quorum is present. The presence in person or by absentee ballot, of fifty percent (50%) of the members having voting power, shall constitute a quorum for the purposes of:

- a) Election of Directors.
- b) Action on proposed changes to, or revision of these bylaws.
- c) Action on proposed special assessments.
- d) Any other business which has been submitted to the membership by absentee ballot. New business may not be transacted unless at least fifty percent (50%) of the members having voting power are physically present.

Except as otherwise provided in the Articles of Incorporation or in these Bylaws specifically with regard to the election of directors as set forth in Article VI, all matters being acted upon by absentee ballot shall require a majority vote of those members voting.

5.3 Tallying of Absentee Ballots

Absentee ballots shall be tallied after receipt of the mail delivery on the day preceding the membership meeting for which the ballots relate. No ballots shall be accepted after tallying has begun.

5.4 Business by Mail Ballot

Business of the Association requiring membership approval may be conducted by absentee ballot without a membership meeting unless otherwise prohibited by the Bylaws.

ARTICLE VI - BOARD OF DIRECTORS; ELECTION, TERM OF OFFICE

6.1 Number

The affairs of the Association shall be managed by a Board not to exceed nine (9) Directors, subject to alteration in number from time to time by amendment to these Bylaws, provided that the number of Directors shall never be reduced to less than five (5). The number of Directors for 1993 and thereafter shall be five (5), subject to alteration in number from time to time by amendment to these Bylaws.

6.2 Term of Office

At the second election of Directors, three (3) Directors shall be elected for two (2) year terms and two (2) Directors for a one (1) year term. Thereafter, Directors shall be elected for a term of two (2) years continuing until their successors are elected and duly qualified with three (3) being elected in the odd numbered years and two (2) in the even numbered years.

6.3 Election

Election of Directors shall be conducted at the regular Annual Meeting by all eligible voters present. Members shall be elected to the Board of Directors by plurality vote, the candidate or candidates receiving the largest number of votes being elected. Cumulative voting is not permitted. In the event of a tie requiring additional voting to determine which candidate will be elected, it will be broken by secret ballot of the members present and voting in person at the meeting at which such Directors are being elected whether or not a quorum is physically present at the meeting.

6.4 Vacancies

Vacancies occurring on the Board of Directors for any reason including resignation, death, the removal from office, or sale or transfer of property to which voting membership in the Association is appurtenant, shall be filled by appointment by a majority vote of the remaining directors. Directors so appointed shall hold office until the expiration of the original term of the position.

6.5 Removal

Any Directors may be removed without cause from the Board of Directors by a consensus vote of the remaining Directors; provided however, that the written notice of such proposed removal shall be given to all Directors including the Director sought to be removed not less than ten (10) days prior to the meeting at which such proposal is to be voted upon.

6.6 Resignation

Any officer may resign at any time by giving written notice to the Board, the President, or the Secretary. Such resignation shall take effect on date of receipt of such notice or at any later time specified therein, and unless otherwise specified therein. Any vacancy occurring in an elective office shall, and any vacancy occurring in an appointive office may, be filled by the Board of Directors. The officer selected or appointed to fill such vacancy shall serve for the remainder of the term of the office he replaces.

6.7 Attendance at Meetings

If a Director fails to attend three (3) consecutive, regularly scheduled meetings of the Board of Directors, they shall automatically cease to be a Director of the Association and the vacancy created by his/her removal shall immediately be filled, by appointment, by the remaining Directors.

ARTICLE VII - BOARD OF DIRECTORS; MEETINGS

7.1 Location, Members May Attend

The meetings of the Board of Directors shall be held at such place as the majority of the Directors may appoint. Any Active Member in good standing shall have the right to attend any and all meetings of the Board of Directors. To the extent possible, members at large shall be notified by newsletter of the normal dates, times and places of the Board Meetings.

7.2 Regular Meetings

Unless otherwise ordered by the Board of Directors, a regular meeting of said Board shall be held annually immediately after adjournment of each Annual Meeting of the members at the place where such Annual Meeting is held. No prior notice of the regular meeting of the Board of Directors shall be required.

7.3 Special Meetings

Special Meetings of the Board of Directors may be called at any time by the President or by a majority of the Directors.

7.4 Notification

The President, or Secretary shall give each Director notice personally, verbally, by mail or by telephone, of all regular and special meetings at least five (5) days prior thereto, unless shorter notice is agreeable to all members of the Board.

7.5 Quorum

A majority of the Board of Directors shall be necessary to constitute a quorum for transaction of business. When a quorum is not present, those Directors present must adjourn the meeting to some other time.

ARTICLE VIII - POWERS AND DUTIES OF THE BOARD OF DIRECTORS

8.1 Basic Powers

Subject to limitation in these Bylaws, and the laws of the State of Washington, all powers of the Association shall be exercised by or under the authority of, and the business and affairs of the Association shall be controlled by, the Board of Directors. Without prejudice to such general powers and subject of the same limitations, it is hereby expressly declared that the Board of Directors shall have the following powers and duties.

8.2 Maintenance and Operation of Association Facilities

To cause the properties and facilities owned by the Association to be maintained and operated in accordance with these Bylaws.

8.3 Management and Control of Business

To conduct, manage and control the affairs and business of the Association and adopt, modify and/or rescind standing rules thereof not inconsistent with the law, or with these Bylaws, as they may deem best.

8.4 Other Rules and Regulations - Adoption and Enforcement - Suspension of Privileges

To adopt rules and regulations for use, operation and care of Association facilities, and on other business relative to the best interest of the Membership, not inconsistent with the law, or these Bylaws as they may deem best. To enforce such rules and regulations, and suspend Association privileges of any member for violation of any rules and regulations so prescribed.

- 8.5 Selection and Removal of Other Officers - Compensation - Supervision
To select and remove all other officers, agents, and employees of the Association, prescribe such powers and duties for them as may be consistent with the laws of the State of Washington and these Bylaws, supervise them to assure their duties are properly performed, and fix their compensation, if any.
- 8.6 Records and Reports to Membership
Shall cause to be kept a complete record of all minutes and acts and to present a full statement at the regular Annual Meeting of the members, showing in detail the condition of the affairs of the Association. All "Board Meeting Minutes", "Annual Meeting Minutes", and all records of the Association, shall be available for review by interested Association members in good standing during the regular Board of Directors meeting held each month.
- 8.7 Unusual Expenses
Shall not incur any unusual expenses in an amount over one thousand dollars (\$1,000.00) without authorization by a majority vote of the members present and voting at the annual meeting, or any other regular business meeting, or a Special Meeting called for that purpose.
- 8.8 Authorization to Sign Checks
To cause all checks to be signed by any two of the following officers: (a) President, (b) Vice President, (c) Secretary or (d) Treasurer.
- 8.9 Audit
Shall cause an Annual Audit of the books and records of the Secretary and Treasurer by the Board of Directors after the close of the fiscal year and report thereon to the membership at the Annual Meeting.

ARTICLE IX - OFFICERS

- 9.1 Enumeration and Election
The Board of Directors, at its meeting immediately following the Annual Meeting of members each year, or as soon thereafter as possible, shall elect a President, one or more Vice-Presidents, Secretary and Treasurer. The President, Vice-President(s), Secretary and Treasurer shall at all times be members of the Board of Directors. The President shall have served one year as a member of the Board prior to his election as President.

9.2 Term of Office

The officers of the Association shall be elected and/or appointed annually by the Board and each shall hold office for one (1) year unless he shall sooner resign, be removed, or otherwise be disqualified to serve.

9.3 Special Appointments

The Board may elect or appoint 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 may from time to time determine.

9.4 Resignation - Removal - Replacement

Any officer may be suspended or removed by a majority vote of all of the Directors, when in their judgment the best interests of the Association will be served thereby. Any officer so removed who is a Director will remain a Director unless removed in accordance with Article VI.

9.5 Expenses - Compensation

Officers may be reimbursed by the Association for such reasonable expenses as they may necessarily incur in the pursuance of the business of the Association, as may be fixed or determined by resolution of the Board.

ARTICLE X - DUTIES OF OFFICERS

10.1 President

The President shall be the general executive officer of the Association. He shall sign as President all contracts or other instruments in writing authorized by the Board of Directors or the members whenever he deems it necessary; he shall have and exercise under the direction of the Board of Directors the general supervision of the affairs of the Association. He shall appoint all members of all standing and special committees and designate the chairman of each in accordance with Article XI, Section 1. He shall be ex-officio member of all committees. He shall prepare and present at each Annual Meeting of the members a report of the operation of the Association since the last Annual Meeting; shall work in conjunction with the Secretary in handling all correspondence, and shall sign all outgoing correspondence, except that which he shall authorize the Secretary to sign over his name. He shall obtain approval of the form and content of all outgoing correspondence from the Board of Directors, except in case of routing correspondence originated in the normal course of business. He shall perform such other duties as are properly incidental to this office and as shall be prescribed, from time to time, by the Board of Directors.

10.2 Vice President

The Vice President shall assist the President and in the absence of the President shall preside at all meetings of the members and the Board of Directors, and during the absence of the President or his inability to act; he shall possess the same powers and perform the same duties as the President. He shall perform such other duties as are properly incidental to this office and also, shall, from time to time, be prescribed by the Board of Directors.

10.3 Secretary

The Secretary shall have custody of the corporate seal, and it shall be his duty to affix the same to all instruments requiring the fixing of the seal. He shall keep the membership books, accounts, original warrants, and papers connected with finances of the Association. He shall keep a current list of all members of the Association with their current addresses, issue notices of all meetings of the members and the Board of Directors, and shall keep a fair and correct record of the proceedings of all meetings. He shall read or summarize and report on all correspondence received by the Association at the Board of Directors meetings. He shall issue billings of all dues and special assessments as provided in Article XII of these Bylaws. He shall receive all assessment payments on his individual membership ledger records, shall promptly turn all monies received to the Treasurer, taking a receipt for the same. He shall handle all correspondence as the President shall authorize him to sign over the President's name. He shall perform generally all the duties as are incident to his office and such other duties as the Board of Directors may, from time to time prescribe. He shall make available for inspection to any member of the Association in good standing, at any reasonable time and for any proper purpose, any and all books and records of the Association.

10.4 Treasurer

The Treasurer shall have general charge of the finances of the Association under the supervision and control of the Board of Directors. He shall maintain an up to date card file of paid up members for use at the Association facilities. He shall prepare any reports to the Internal Revenue Service as required by law, and may be authorized by the Board of Directors to expend a reasonable sum for tax consultation, if necessary in preparing same. He shall have charge of all monies, securities and similar assets of the Association, subject to the regulation and control of the Board of Directors. He shall give to the Secretary a receipt for all monies received from him, shall promptly deposit all monies of the Association coming into his hands with a bank designated by the Board of

Directors, and shall disburse such funds as directed by resolution of the Board of Directors; provided, however, that a resolution of the Board of Directors shall not be necessary for disbursements made in the ordinary course of business, such as routine bills between meetings of the Board of Directors, at their next meeting. He shall keep a full and correct account of all monies received or delivered to the Association. He shall prepare and co-sign all checks except in the event of his incapacity or unavailability, in which case any two other officers may perform this function. He shall not maintain any detailed record of Association membership. He shall render a statement of his account to the Board of Directors monthly and at any other time the Board may require such a statement. When requested to do so, he shall produce his checkbook, and all other books and records in his possession for inspection and examination of same by the Board of Directors. He shall prepare and present an Annual Financial Report of income and expenditures, assets and liabilities, showing in detail the financial condition of the affairs of the Association, to the membership at the Annual Meeting. Copies of this report shall be furnished each member of the Association with notice of the Annual Meeting. He shall make available for inspection to any member of the Association in good standing, at a reasonable time and for any proper purpose, any and all books and records of the Association under his control.

10.5 Release of Books and Records

Each retired officer and committee chairman shall deliver to the Board of Directors all books, records, and other material pertaining to the office within thirty (30) days after relinquishing the office.

ARTICLE XI - COMMITTEES - SELECTION

11.1 Committees

The President shall appoint members of all Standing and Special Committees for a term not to exceed the balance of the fiscal year and designate the chairman of each committee. The number and personnel of each committee shall be determined by the Board of Directors, except as otherwise set out herein, except that each committee shall include at least one (1) member, other than the President, of the Board of Directors. The President shall be ex-officio member of each Standing Committee. Each year, to the extent practical, at least one member of each committee shall be appointed on the next year's committee to maintain continuity of performance.

11.2 Duties of Committees

All committees shall serve without power, except as specifically delegated by the Board of Directors, and as such shall refer all proposed actions to the Board of Directors with such frequency as the duties of the committee or the Board shall dictate, and in any event, shall make at least one report annually at the Annual Meeting of members.

ARTICLE XII - DUES AND ASSESSMENTS

12.1 Purpose

The expenses incurred by the Association in carrying out its responsibilities shall be defrayed by the Association dues or assessments. The Board of Directors shall have authority to levy all dues, assessments, and other charges against members, subject to the provisions of this Article.

12.2 Definitions

Annual assessments for regular Association operation shall be known as "dues". Special assessments for unusual or unexpected costs, maintenance, or improvements, shall be known as "special assessments".

12.3 Special Assessments

Special assessments may be proposed by the Board of Directors, or members, at any time and must be presented to the membership at least thirty (30) days prior to a meeting called in accordance with Article IV of these Bylaws. They shall require approval by a majority vote as required by Article V, Sections 2 or 4 of these Bylaws.

12.4 Billings and Payment

Paid up membership shall be March 1 to February 28 each year. Special assessment billings shall be prepared by the Secretary promptly upon approval of any special assessments, unless a different effective date is set by the motion or other action proposing such a special assessment. From time to time, as when any such dues and/or assessment described in this Article are levied, each member with respect to the land or interests therein to which his membership is appurtenant, shall pay the amount of such dues and/or special assessments against the same, to the Association, within thirty (30) days after the mailing of the notice of such dues and/or special assessments to the member.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

13.1 Parliamentary Authority

The rules contained in the current edition of Roberts Rules of Order, Newly Revised, shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the Articles of Incorporation, these Bylaws, applicable State Law, and/or any special rules of order the Association may adopt.

ARTICLE XIV - AMENDMENTS

14.1 Amendments

These Bylaws may be amended by a majority vote of the members present and/or voting by absentee ballot at any duly called meeting, in accordance with Article IV, Section 2 and Article V, Sections 2 and 4 of these Bylaws, provided that those provisions of these Bylaws which are governed by the Articles of Incorporation of this Association may not be amended except as provided in the Articles of Incorporation or applicable law. Any changes approved by the membership shall become effective immediately after approval, unless otherwise specified in the proposed change, or by the action proposing such change.