

**BYLAWS**  
**OF**  
**BLACK BEAR TOWNHOMES OWNERS ASSOCIATION**

(Adopted \_\_\_\_\_, 2004)

**I**  
**INTRODUCTION**

These are the Bylaws of the Black Bear Townhomes Owners Association, a Colorado nonprofit corporation (the "Association"). Initial capitalized terms not otherwise defined herein are defined in the Declaration of Covenants and Restrictions for Black Bear Townhomes, as recorded in the real estate records in the Office of the Clerk and Recorder of La Plata County, Colorado (the "Declaration").

**II**  
**EXECUTIVE BOARD**

Section 2.1 Number and Qualification; Termination of Declarant Control.

A. The affairs of the common interest community project known as Black Bear Townhomes (the "Project") and the Association shall be governed by an Executive Board. The initial Executive Board shall consist of three (3) Directors, all of whom, excepting the Directors appointed by the Declarant, shall be Lot Owners. The number of Directors on the Executive Board may be changed by an amendment to these Bylaws; provided, however, that such number shall be an odd number. If any Lot is owned by a partnership or corporation, any officer, partner or employee of that Lot Owner shall be eligible to serve as a Director and shall be deemed to be a Lot Owner for the purposes of the preceding sentence. Directors shall be elected by the Lot Owners, except for those appointed by the Declarant. At any meeting at which Directors are to be elected, the Lot Owners may, by resolution, adopt specific procedures that are not inconsistent with these Bylaws or the Colorado Revised Nonprofit Corporation Act for conducting the elections.

B. The terms of at least one-third of the Directors not appointed by the Declarant shall expire annually, as established in a resolution of the Lot Owners.

C. Article 4 of the Declaration shall govern appointment of Directors of the Executive Board during the Declarant Control Period.

D. The Directors shall take office upon election and shall hold such offices until their successors are duly elected and qualified, or until removed pursuant to the Declaration, these Bylaws or Colorado law.

E. At any time after Lot Owners, other than the Declarant, are entitled to elect a Director, the Association shall call a meeting and give not less than 10 nor more than 50 days' notice to the Lot Owners for this purpose. This meeting may be called and the notice given by any Lot Owner if the Association fails to do so.

Section 2.2 Powers and Duties. The Executive Board may act in all instances on behalf of the Association, except as provided in the Declaration, these Bylaws or the Colorado Common Interest Ownership Act, as set forth in C.R.S. §38-33.3-101, et seq. (the "Act"). The Executive Board shall have, subject to the limitations contained in the Declaration and the Act, the powers and duties necessary for the administration of the affairs of the Association and of the Project, which shall include but are not limited to, the powers and duties to:

- A. adopt and amend Bylaws, and rules and regulations;
- B. adopt and amend budgets for revenues, expenditures and reserves;
- C. collect Common Expenses Assessments from Lot Owners;
- D. hire and discharge managing agents;
- E. hire and discharge independent contractors, employees and agents other than managing agents;
- F. institute, defend or intervene in litigation or administrative proceedings or seek injunctive relief for violations of or otherwise enforce the Association's Declaration, Bylaws or Rules in the Association's name, on behalf of the Association or two or more Lot Owners on matters affecting the Project;
- G. make contracts and incur liabilities;
- H. regulate the use, maintenance, repair, replacement and modification of the Common Elements;
- I. cause additional improvements to be made as a part of the Common Elements;
- J. acquire, hold, encumber and convey, in the Association's name, any right, title or interest to real estate or personal property, but Common Elements may be conveyed or subjected to a security interest only pursuant to Section 312 of the Act;
- K. grant easements for any period of time, including permanent easements, leases, licenses and concessions through or over the Common Elements, for no more than one year;
- L. impose and receive a payment, fee or charge for the use, rental or operation of the Common Elements, other than Limited Common Elements described in subsections 202(1)(b) and (1)(d) of the Act, and for services provided to Lot Owners;
- M. impose a reasonable charge for late payment of assessments, and after Notice and Hearing, levy reasonable fines for violations of the Declaration, Bylaws, and rules and regulations of the Association;
- N. impose a reasonable charge for the preparation and recording of amendments to the Declaration

and for a statement of unpaid assessments;

O. provide, at the option of the Executive Board, for the indemnification of the Association's officers and Executive Board and maintain Directors' and officers' liability insurance;

P. assign the Association's right to future income, including the right to receive Common Expense assessments;

Q. suspend the voting interest allocated to any Lot and the right of a Lot Owner to exercise such voting right during any period in which such Owner is in default in the payment of any Assessment, or after notice and a hearing, during any time in which an Owner is in violation of any provision of the Declaration or the Bylaws or rules and regulations of the Association;

R. exercise any other powers conferred by the Declaration, these Bylaws or the Act;

S. exercise any other power that may be exercised in the state by a legal entity of the same type as the Association;

T. exercise any other power necessary and proper for the governance and operation of the Association; and

U. by resolution, establish permanent and standing committees of Directors to perform any of the above functions under specifically delegated administrative standards, as designated in the resolution establishing the committee. All committees must maintain and publish notice of their actions to Lot Owners and the Executive Board. However, actions taken by a committee may be appealed to the Executive Board by any Lot Owner within 45 days of publication of the notice. If an appeal is made, the committee's action must be ratified, modified or rejected by the Executive Board at its next regular meeting.

Section 2.3 Manager. The Executive Board may employ a Manager for the Project, at a compensation established by the Executive Board, to perform duties and services authorized by the Executive Board. The Executive Board may delegate to the Manager only the powers granted to the Executive Board by these Bylaws under subsections 2.2(c), (e), (g) and (h) above. The Manager pursuant to specific resolutions of the Executive Board may execute licenses, concessions and contracts.

Section 2.4 Removal of Directors. The Lot Owners, by a two-thirds vote of all persons present and entitled to vote, at any meeting of the Lot Owners at which a quorum is present, may remove any Director from the Executive Board, other than a Director appointed by the Declarant, with or without cause.

Section 2.5 Vacancies. Vacancies in the Executive Board, caused by any reason other than the removal of a Director by a vote of the Lot Owners, may be filled at a special meeting of the Executive Board held for that purpose at any time after the occurrence of the vacancy, even though the Directors present at that meeting may constitute less than a quorum. These appointments shall be made in the following manner:

A. as to vacancies of Directors whom Lot Owners other than the Declarant elected, by a majority of the remaining elected Directors constituting the Executive Board; and

B. as to vacancies of Directors whom the Declarant has the right to appoint, by the Declarant.

Each person so elected or appointed shall be a Director for the remainder of the term of the Director so replaced.

Section 2.6 Regular Meetings. The first regular meeting of the Executive Board following each annual meeting of the Lot Owners shall be held within 10 days after the annual meeting at a time and place to be set by the Lot Owners at the meeting at which the Executive Board shall have been elected. No notice shall be necessary to the newly elected Directors in order to legally constitute such meeting, provided a majority of the Directors are present. The Executive Board may set a schedule of additional regular meetings by resolution, and no further notice is necessary to constitute regular meetings.

Section 2.7 Special Meetings. Special meetings of the Executive Board may be called by the President or by a majority of the Directors on at least three business days' notice to each Director. The notice shall be hand-delivered or mailed and shall state the time, place and purpose of the meeting.

Section 2.8 Location of Meetings. All meetings of the Executive Board shall be held in La Plata County, Colorado, unless all Directors consent in writing to another location.

Section 2.9 Waiver of Notice. Any Director may waive notice of any meeting in writing. Attendance by a Director at any meeting of the Executive Board shall constitute a waiver of notice. If all the Directors are present at any meeting, no notice shall be required, and any business may be transacted at such meeting.

Section 2.10 Quorum of Directors. At all meetings of the Executive Board, a majority of the Directors shall constitute a quorum for the transaction of business, and the votes of a majority of the Directors present at a meeting at which a quorum is present shall constitute a decision of the Executive Board. If, at any meeting, there shall be less than a quorum present, a majority of those present may adjourn the meeting. At any adjourned meeting at which a quorum is present, any business that might have been transacted at the meeting originally called may be transacted without further notice.

Section 2.11 Compensation. A Director may receive a fee from the Association for acting as a director, as may be set by resolution of the Lot Owners, and may also receive reimbursement for necessary expenses actually incurred in connection with the Director's duties. Directors acting as officers or employees may also be compensated for those duties.

Section 2.12 Consent to Corporate Action. If all the Directors or all Directors of a committee established for such purposes, as the case may be, severally or collectively consent in writing to any action taken or to be taken by the Association, and the number of the Directors constitutes a quorum, that action shall be a valid corporate action as though it had been authorized at a meeting of the Executive Board or the

committee, as the case may be. The secretary shall file these consents with the minutes of the meetings of the Executive Board.

Section 2.13 Telephone Communication in Lieu of Attendance. A Director may attend a meeting of the Executive Board by using an electronic or telephonic communication method whereby the director may be heard by the other members and may hear the deliberations of the other members on any matter properly brought before the Executive Board. The Director's vote shall be counted and the presence noted as if that Director were present in person on that particular matter.

### **III - UNIT OWNERS**

Section 3.1 Annual Meeting. Annual meetings of Lot Owners shall be held in November at such date set forth in the notice. At these meetings, the Directors shall be elected by ballot of the Lot Owners, in accordance with the provisions of Article II of the Bylaws. The Lot Owners may transact other business as may properly come before them at these meetings.

Section 3.2 Budget Meeting. Meetings of Lot Owners to consider proposed budgets shall be called in accordance with these Bylaws, the Declaration, and the Act. The budget may be considered at Annual or Special Meetings called for other purposes as well.

As a part of the adoption of the regular budget, the Executive Board shall include an amount which, in its reasonable business judgment, will establish and maintain an adequate reserve fund for the replacement of improvements to the Common Elements and those Limited Common Elements that it is obligated to maintain, based upon the Project's age, remaining life and the quantity and replacement cost of major Common Element improvements.

Section 3.3 Special Meetings. The President may call special meetings of the Association at the direction of a majority of the members of the Executive Board or Lot Owners comprising 20 percent of the votes in the Association.

Section 3.4 Place of Meetings. Meetings of the Lot Owners shall be held in La Plata County, Colorado or may be adjourned to a suitable place convenient to the Lot Owners, as may be designated by the Executive Board or the president.

Section 3.5 Notice of Meetings. Except for budget meetings, which will be noticed not less than 14 nor more than 60 days after the mailing of the summary, the secretary or other officer specified in the Bylaws shall cause notice to be hand-delivered or sent prepaid by United States mail to the mailing address of each Lot or to the mailing address designated in writing by the Lot Owner, not less than 10 nor more than 50 days in advance of a meeting. No action shall be adopted at a meeting except as stated in the notice.

Section 3.6 Waiver of Notice. Any Lot Owner may, at any time, waive notice of any meeting of the Lot Owners in writing, and the waiver shall be deemed equivalent to the receipt of notice.

Section 3.7 Adjournment of Meeting. At any meeting of Lot Owners, a majority of the Lot Owners who are present at that meeting, either in person or by proxy, may adjourn the meeting to another time.

Section 3.8 Order of Business. The order of business at all meetings of the Lot Owners shall be as follows:

- A. roll call (or check-in procedure);
- B. proof of notice of meeting;
- C. reading of minutes of preceding meeting;
- D. reports;
- E. establish number and term of memberships of the Executive Board (if required and noticed);
- F. election of inspectors of election (when required);
- G. election of Directors of the Executive Board (when required);
- H. ratification of budget (if required and noticed);
- I. unfinished business; and
- J. new business.

Section 3.9 Voting.

A. If only one of several owners of a Lot is present at a meeting of the Association, the owner present is entitled to cast all the votes allocated to the Lot. If more than one of the owners are present, the votes allocated to the Lot may be cast only in accordance with the agreement of a majority in interest of the owners. There is majority agreement if any one of the owners casts the votes allocated to the Lot without protest being made promptly to the person presiding over the meeting by another owner of the Lot.

B. Votes allocated to a Lot may be cast under a proxy duly executed by a Lot Owner. If a Lot is owned by more than one person, each owner of the Lot may vote or register protest to the casting of votes by the other owners of the Lot through a duly executed proxy. A Lot Owner may revoke a proxy given under this section only by actual notice of revocation to the person presiding over a meeting of the Association. A proxy is void if it is not dated or purports to be revocable without notice. A proxy terminates one year after its date, unless it specifies a shorter term.

C. The vote of a corporation or business trust may be cast by any officer of that corporation or business trust in the absence of express notice of the designation of a specific person by the board of directors or bylaws of the owning corporation or business trust. The vote of a partnership may be cast by any general partner of the owning partnership in the absence of express notice of the designation of a specific person by the owning partnership. The vote of a limited liability company may be cast by any manager of that limited liability company in the absence of express notice of the designation of a specific person by the operating agreement of the owning limited liability company. The moderator of the meeting may require reasonable evidence that any person voting on behalf of any legal entity which is an owner is duly authorized by such legal entity to vote on its behalf.

D. Votes allocated to a Lot owned by the Association may not be cast.

Section 3.10 Quorum. Except as otherwise provided in these Bylaws, the Lot Owners present in person or by proxy at any meeting of Lot Owners, but no less than forty percent (40%) of the Lot Owners, shall constitute a quorum at that meeting.

Section 3.11 Majority Vote. The vote of a majority of the Lot Owners present in person or by proxy at a meeting at which a quorum shall be present shall be binding upon all Lot Owners for all purposes except where a higher percentage vote is required in the Declaration, these Bylaws or by law.

#### **IV - OFFICERS**

Section 4.1 Designation. The principal officers of the Association shall be the president, the vice president, the secretary and the treasurer, all of whom shall be elected by the Executive Board. The Executive Board may appoint an assistant treasurer, an assistant secretary and other officers as it finds necessary. The president and vice president, but no other officers, need to be Directors. Any two offices may be held by the same person, except the offices of president and secretary. The office of vice president may be vacant.

Section 4.2 Election of Officers. The officers of the Association shall be elected annually by the Executive Board at the organizational meeting of each new Executive Board. They shall hold office at the pleasure of the Executive Board.

Section 4.3 Removal of Officers. Upon the affirmative vote of a majority of the Directors, any officer may be removed, either with or without cause. A successor may be elected at any regular meeting of the Executive Board or at any special meeting of the Executive Board called for that purpose.

Section 4.4 President. The president shall be the chief executive officer of the Association. The president shall preside at all meetings of the Lot Owners and of the Executive Board. The president shall have all of the general powers and duties which are incident to the office of president of a non-profit corporation organized under the laws of the State of Colorado, including but not limited to the power to appoint committees from among the Lot Owners from time to time as the president may decide is appropriate to assist in the conduct of the affairs of the Association. The president may fulfill the role of treasurer in the absence of the treasurer. The president may cause to be prepared and may execute amendments, attested by the secretary, to the Declaration and these Bylaws on behalf of the Association, following authorization or approval of the particular amendment as applicable.

Section 4.5 Vice President. The vice president shall take the place of the president and perform the president's duties whenever the president is absent or unable to act. If neither the president nor the vice president is able to act, the Executive Board shall appoint some other Director to act in the place of the president on an interim basis. The vice president shall also perform other duties imposed by the Executive Board or by the president.

Section 4.6 Secretary. The secretary shall keep the minutes of all meetings of the Lot Owners and the

Executive Board. The secretary shall have charge of the Association's books and papers as the Executive Board may direct and shall perform all the duties incident to the office of secretary of a non-profit corporation organized under the laws of the State of Colorado. The secretary may cause to be prepared and may attest to execution by the president of amendments to the Declaration and the Bylaws and may record same on behalf of the Association, following authorization or approval of the particular amendment as applicable.

Section 4.7 Treasurer. The treasurer shall be responsible for Association funds and securities, for keeping full and accurate financial records and books of account showing all receipts and disbursements and for the preparation of all required financial data. This officer shall be responsible for the deposit of all monies and other valuable effects in depositories designated by the Executive Board and shall perform all the duties incident to the office of treasurer of a non-profit corporation organized under the laws of the State of Colorado. The treasurer may endorse on behalf of the Association, for collection only, checks, notes and other obligations and shall deposit the same and all monies in the name of and to the credit of the Association in banks designated by the Executive Board. Except for reserve funds described below, the treasurer may have custody of and shall have the power to endorse for transfer, on behalf of the Association, stock, securities or other investment instruments owned or controlled by the Association or as fiduciary for others. Reserve funds of the Association shall be deposited in segregated accounts or in prudent investments, as the Executive Board decides. Funds may be withdrawn from these reserves for the purposes for which they were deposited, by check or order, authorized by the treasurer, and executed by two Directors, one of whom may be the treasurer if the treasurer is also a Director.

Section 4.8 Agreements, Contracts, Deeds, Checks, etc. Except as otherwise provided in these Bylaws, all agreements, contracts, deeds, leases, checks and other instruments of the Association shall be executed by any officer of the Association or by any other person or persons designated by the Executive Board.

Section 4.9 Compensation. An officer may receive a fee from the Association, in an amount set by resolution of the Lot Owners, for acting as an officer. An officer may also receive reimbursement for necessary expenses actually incurred in connection with Association duties.

Section 4.10 Statements of Unpaid Assessments. The treasurer, assistant treasurer, a manager employed by the Association or, in their absence, any officer having access to the books and records of the Association may prepare, certify, and execute statements of unpaid assessments, in accordance with Section 316(8) of the Act. The Association may charge a reasonable fee for preparing statements of unpaid assessments. The amount of this fee and the time of payment shall be established by resolution of the Executive Board. The Association may refuse to furnish statements of unpaid assessments until the fee is paid. Any unpaid fees may be assessed as a Common Expense against the Lot for which the statement is furnished.

## V - ENFORCEMENT

Section 5.1 Abatement and Enjoyment of Violations by Lot Owners. The violation of any of the rules

and regulations adopted by the Executive Board or the breach of any provision of the Documents shall give the Executive Board the right, after notice and hearing, except in case of an emergency, in addition to any other rights set forth in these Bylaws:

A. to enter the Lot or Limited Common Element in which, or as to which, the violation or breach exists and to summarily abate and remove, at the expense of the defaulting Lot Owner, any structure, thing or condition (except for additions or alterations of a permanent nature that may exist in that Lot) that is existing and creating a danger to the Common Elements contrary to the intent and meaning of the provisions of the Documents (the Executive Board shall not be deemed liable for any manner of trespass by this action); or

B. to enjoin, abate or remedy by appropriate legal proceedings, either at law or in equity, the continuance of any breach.

Section 5.2 Fine for Violation. By resolution, following Notice and Hearing, the Executive Board may levy a fine of up to \$25 per day for each day that a violation of the Documents or rules persists after Notice and Hearing, but this amount shall not exceed that amount necessary to insure compliance with the rule or order of the Executive Board.

## **VI - INDEMNIFICATION**

The Directors and officers of the Association shall have the liabilities, and be entitled to indemnification, as provided in the Colorado Revised Nonprofit Corporation Act, the provisions of which are incorporated by reference and made a part of this document.

## **VII - RECORDS**

Section 7.1 Records. The Association shall maintain financial records. The financial records shall be maintained in accordance with the Declaration and the Act.

Section 7.2 Examination. All records maintained by the Association or the Manager shall be available for examination and copying by any Lot Owner, any holder of a Security Interest in a Lot or its insurer or guarantor, or by any of their duly authorized agents or attorneys, at the expense of the person examining the records, during normal business hours and after reasonable notice.

Section 7.3 Records. The Association shall keep the following records:

A. an account for each Lot, which shall designate the name and address of each Lot Owner, the name and address of each mortgagee who has given notice to the Association that it holds a mortgage on the Lot, the amount of each Common Expense assessment, the dates on which each assessment comes due, the amounts paid on the account and the balance due;

B. an account for each Lot Owner showing any other fees payable by the Lot Owner;

C. a record of any capital expenditures in excess of \$5,000 approved by the Executive Board for the current and next two succeeding fiscal years;

D. a record of the amount and an accurate account of the current balance of any reserves for capital expenditures, replacement and emergency repairs, together with the amount of those portions of reserves designated by the Association for a specific project;

E. the most recent regularly prepared balance sheet and income and expense statement, if any, of the Association;

F. the current operating budget adopted pursuant to Section 315(1) of the Act and ratified pursuant to the procedures of Section 303(4) of the Act;

G. a record of any unsatisfied judgments against the Association and the existence of any pending suits in which the Association is a defendant;

H. a record of insurance coverage provided for the benefit of Lot Owners and the Association;

I. a record of any alterations or improvements to Lots or Limited Common Elements that violate any provisions of the Declarations of which the Executive Board has knowledge;

J. a record of any violations, with respect to any portion of the Project, of health, safety, fire or building codes or laws, ordinances, or regulations of which the Executive Board has knowledge;

K. a record of the actual cost, irrespective of discounts and allowances, of the maintenance of the Common Elements;

L. balance sheets and other records required by local corporate law;

M. tax returns for state and federal income taxation;

N. minutes of proceedings of incorporators, Lot Owners, Directors, committees of Directors and waivers of notice; and

O. a copy of the most current versions of the Declaration, Bylaws, Rules, and resolutions of the Executive Board, along with their exhibits and schedules.

## **VIII - MISCELLANEOUS**

Section 8.1 Notices. All notices to the Association or the Executive Board shall be delivered to the office of the Manager, or, if there is no Manager, to the office of the Association, or to such other address as the Executive Board may designate by written notice to all Lot Owners and to all holders of Security

Interests in the Lots who have notified the Association that they hold a Security Interest in a Lot. Except as otherwise provided, all notices to any Lot Owner shall be sent to the Lot Owner's address as it appears in the records of the Association. All notices to holders of Security Interests in the Lots shall be sent, except where a different manner of notice is specified elsewhere in the Documents, by registered or certified mail to their respective addresses, as designated by them in writing to the Association. All notices shall be deemed to have been given when mailed, except notices of changes of address, which shall be deemed to have been given when received.

Section 8.2 Fiscal Year. The Executive Board shall establish the fiscal year of the Association.

Section 8.3 Waiver. No restriction, condition, obligation or provision contained in these Bylaws shall be deemed to have been abrogated or waived by reason of any failure to enforce the same, irrespective of the number of violations or breaches which may occur.

Section 8.4 Office. The principal office of the Association shall be on the Property or at such other place as the Executive Board may from time to time designate.

## **IX - AMENDMENTS TO BYLAWS**

The Bylaws may be amended by the Executive Board in accordance with the Declaration and the Act.

ATTEST: Certified to be the Bylaws adopted by consent of the Directors of Black Bear Townhomes Owners Association, dated \_\_\_\_\_, 2004.

\_\_\_\_\_  
Secretary

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