BYLAWS OF LEISURE PARK HOMEOWNERS ASSOCIATION, INC.

ARTICLE 1

NAME AND LOCATION

The name of the homeowners association ("Association") is **LEISURE PARK HOMEOWNERS ASSOCIATION**, **INC.** The principal office of the Association shall be in Kootenai County, Idaho.

ARTICLE 2

DEFINITIONS

- 2.1 The definitions contained in the Declaration are incorporated in these Bylaws by reference.
- 2.2 "Declaration" shall mean and refer to the Declaration of Covenants, Conditions and Restrictions for the Project recorded or to be recorded in the Office of the Kootenai County Recorder, and applicable to the Project.

ARTICLE 3

MEMBERSHIP; MEETINGS AND VOTING RIGHTS

- 3.1 <u>Classes of Members</u>. Pursuant to the Articles of Incorporation of the Association, the Class B membership has converted to Class A membership and shall forever cease to exist. The Association shall have a single class of voting membership (Class A) as established according to the Declaration.
- 3.2 <u>Voting Requirements.</u> Except when otherwise expressly provided in the Declaration, the Articles or these Bylaws, any action by the Association which must have the approval of the Association membership before being undertaken shall require the vote or written assent of the prescribed percentage of the total voting power of the Association. Except on matters specifically provided for in the Declaration, the Articles, or these Bylaws, the vote of a majority of a quorum present at any meeting, in person or by absentee ballot shall constitute the vote of the Members.
- 3.3 Quorum. The presence in person or by absentee ballot of at least thirty five percent (35%) of the total votes of the Association shall constitute a quorum. 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.
- 3.4. Absentee Ballots. At the annual meeting of Members, each Member may vote in person or by absentee ballot. All absentee ballots shall be in writing by the ballots provided by the Association and mailed or delivered to the Leisure Park office no less than ten (10) working days prior to the meeting. All absentee ballots must (1) indicate the number of responses needed to meet the quorum requirements; (2) state the percentage of approvals necessary to approve each matter other than election of directors. Absentee ballots are to be valid only for the meeting for which given. A person having voted by absentee ballot may attend Members'

meetings, but may not change or recover their vote for that meeting. However, if further business is conducted at that meeting, a Member that had voted absentee and then decides to attend a meeting may vote on business brought up for a vote by the membership during that meeting not originally on the absentee ballot. The Leisure Park Board of Directors will mail to each household an absentee ballot no later than thirty days (30) days prior to the second Tuesday of each June.

- 3.5 <u>Absentee Ballots and Procedures</u>. Absentee ballots for the annual membership meeting shall consist of the names of persons running for office and any other questions that may, at the time, be voted on by the Members during that annual meeting. This voting packet shall include, but not limited to: a ballot, instructions on how to use the absentee ballot, and how to return it for a proper vote, a small envelope to put the ballot in, and a larger envelope to mail the ballot.
- 3.6 <u>Annual Meetings.</u> Regular annual meetings of the Members of the Association shall be held on the second Tuesday of each June.
- 3.7 <u>Special Meetings.</u> A special meeting of members of the Association may be called by the President or by the Board (upon the vote for such a meeting by a majority of the quorum of the Board). A special meeting shall be called by the Board upon receipt of a written request therefore signed by members representing not less than twenty-five percent (25%) of the total voting power of the Association.
- 3.8 Notice and Location of Meetings. At the direction of the President, the Secretary, or the officers or persons calling a meeting, written notice of regular and special meetings shall be given to all Members in the manner specified for notices under these Bylaws. Such notice shall specify the place, day, and hour of the business to be undertaken, and, in the case of a special meeting, the purpose or purposes for which the meeting is called. Except in the case of an emergency, at least ten (10) days' notice, (but not more than fifty (50) day's notice) of any meeting shall be provided prior to the meeting. Meetings of the Association shall be held within the Project or at a meeting place as close thereto as possible. Notice shall also be delivered to any institutional lender filing a written request for notice with the Association, and any such lender shall be permitted to designate a representative to attend all such meetings.
- 3.9 <u>Waiver of Notice</u>. Before or at any meeting of the Members, any Member may, in writing, waive notice of such meeting and such waiver shall be deemed equivalent to the giving of such notice to that Member. Attendance by a Member at any meeting of the Members shall be a waiver of notice by him/her of the time and place of the meeting.
- 3.10 Adjournment. In the absence of a quorum at a Members' meeting, a majority of those present in person may adjourn the meeting to another time, but may not transact any other business. An adjournment for lack of a quorum shall be to a date not less than five (5) days and not more than thirty (30) days from the original meeting date. The quorum for such a reconvened meeting shall be ten percent (10%) of the total voting power of the Association.

- 3.11 Action Without Meeting. 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, is signed by all the Members entitled to vote thereon. Such consent shall have the same force and effect as a unanimous vote.
- 3.12 <u>Rules at Meetings</u>. Except as otherwise provided in these Bylaws, the Articles, or the Declaration, all meetings of the Members shall be governed by Roberts Revised Rules of Order.

BOARD OF DIRECTORS

- 4.1 <u>Number and Term of Directors</u>. The Board shall consist of five (5) Directors, each of whom shall be a Lot Owner. Each director will serve a two (2) year term.
 - 4.2 Election of Board of Directors.
 - 4.2.1 <u>Nomination</u>. The Board may appoint a Nominating Committee, which shall consist of a Chairman, who shall be a member of the Board of Directors, and two (2) or more Members of the Association. If the Board determines to appoint a Nominating Committee, the Committee shall be appointed at least seventy- five (75) days prior to each annual meeting of the Members, to serve until the close of such annual meeting, and 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.
 - 4.2.2 <u>Election of Directors.</u> Elections of Board members shall be by secret written ballot and absentee ballot. Each designated voter shall have one vote for each office to be filled. At the annual meeting to elect the Board of Directors the results of the voting shall be announced and posted in the Clubhouse, as well as published in the monthly newsletter.
- 4.3 <u>Removal</u>. An individual Director shall not be removed prior to the expiration of his term of office if the number of votes cast against his removal is at least equal to the number of votes which would be sufficient to elect that Director in an election of the entire Board.
- 4.4 <u>Vacancies</u>. Vacancies in the Board caused by any reason other than the removal of a Director by the voting in of a replacement by the Members shall be filled by vote of the majority of the remaining Directors, and each person so elected shall be a Director for the remainder of the term of the Director he/she replaces, or until a successor is elected at a special meeting of the Members called for that purpose.
- 4.5 <u>Regular Meetings</u>. Regular meetings of the Board shall be conducted at least quarterly at a time and place within the Project, as may be fixed by the Board. Notice of the time and place of regular meetings shall be given to each Director, personally or by mail or telephone, at least three (3) days prior to the day named for the meeting, and shall be posted at a prominent place or places within the Project. One of the regular meetings of the Board of Directors shall be held within ten (10) days following the annual meeting of the Members.

- 4.6 <u>Special Meetings.</u> A special meeting of the Board may be called by written notice signed by the President of the Association or by any two (2) Directors other than the President. Notice shall be provided to all Directors and posted within the Project in the manner prescribed for notice of regular meetings, and shall include a description of the nature of any special business to be considered by the Board.
- 4.7 <u>Waiver of Notice</u>. Before or at any meeting of the Board, any Director may, in writing, waive notice of such meeting and such waiver shall be deemed equivalent to the giving of such notice to that Director. Attendance by a Director at any meeting of the Board shall be waiver of notice by him/her of the time and place of the meeting, except where such attendance is for the limited and express purpose of objecting to the transaction of any business at the meeting because the meeting is not lawfully called or convened.
- 4.8 Quorum. The presence, in person, of a majority of the Directors at any meeting of the Board shall constitute a quorum. The vote of a majority of the quorum actually present at any meeting shall constitute the vote of the Board.
 - 4.8.1 <u>Telephonic Conference</u>. The Board of Directors may, in the event of the absence of a Director, determine to establish telephone contact with the absent Director, and permit the absent Director to participate by telephonic conference in any regular or special meeting the same as if present at the meeting. Such telephonic conference participation shall be counted in determining presence of a quorum.
- 4.9 <u>Action by Consent of Directors.</u> Any action required or permitted to be taken by the Board of Directors may be taken without a meeting, if all members of the Board shall individually or collectively consent in writing to such action.
- 4.10 <u>Adjournment: Executive Session</u>. The Board may, with the approval of a majority of a quorum of the Directors, 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.
- 4.11 <u>Board Meeting Open to Members</u>. Regular and special meetings of the Board shall be open to all Members of the Association; provided, however, that Association Members who are not on the Board may not participate in any deliberation or discussion unless expressly so authorized by the vote of a majority of a quorum of the Board.

POWERS AND DUTIES OF THE BOARD OF DIRECTORS

The Board shall have the powers and duties necessary for the administration of the affairs of the Association. Without limitation on the generality of the foregoing powers and duties, the Board shall be vested with, and responsible for, the following powers and duties:

- 5.1 To select, appoint, supervise, and remove all officers, agents and employees of the Association; to prescribe such powers and duties for them as may be consistent with law, and with the Articles, the Declaration and these Bylaws; and to require from them security for faithful service when deemed advisable by the Board;
- 5.2 To enforce the applicable provisions of the Declaration, Articles, these Bylaws and other instruments relating to the ownership, management and control of the Project;
- 5.3 To adopt and publish rules and regulations governing the use of any community areas and their tenants, guests and invitees thereon, and to establish procedures and penalties for the infraction thereof;
- 5.4 To pay all taxes and assessments which are, or could become, a lien on any Association property or a portion thereof;
- 5.5 To contract for casualty, liability and other insurance on behalf of the Association as required or permitted in the Declaration;
- 5.6 To cause any Association property to be maintained or repaired and to contract for goods and/or services for the maintenance or repair of Association property;
- 5.7 To delegate its powers to committees, officers or employees of the Association, or to a management company pursuant to a written contract, as expressly authorized by the Articles, Declaration, and these Bylaws;
- 5.8 To keep complete and accurate books and records of the receipts and expenditures of the Association, specifying and itemizing the maintenance and repair expenses incurred, and to prepare budgets and financial statements for the Association as required in these Bylaws in accordance with good accounting procedures; to provide for independent audits as required by law and these Bylaws;
- 5.9 To initiate and execute disciplinary proceedings against Members of the Association for violations of the Articles of Declaration, these Bylaws and such rules as may be promulgated by the Board, in accordance with procedures set forth in these Bylaws;
- 5.10 To enter upon any privately owned Lot as necessary in connection with construction, maintenance, or emergency repair for the benefit of the Project or the Owners:
- 5.11 To borrow money and incur indebtedness for purposes of the Association, and to cause to be executed and delivered therefore in the Association's name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations or other evidences of debt and securities therefore, subject to the approval requirements of the Articles, these Bylaws, or the law;
- 5.12 To fix and collect regular and special Assessments according to the Declaration and these Bylaws, and, if deemed appropriate in the Board's discretion, to record a Notice of Assessment Lien and foreclose the lien against any Unit for which an Assessment is not paid within thirty (30) days after the due date, or bring an action at law against the Owner personally obligated to pay such Assessment;

- 5.13 To prepare and file annual tax returns with the federal government and to make such elections as may be necessary to reduce or eliminate the tax liability of the Association. Without limiting the generality of the foregoing, the Board may, on behalf of the Association, elect to be taxed under Section 528 of the Internal Revenue Code or any successor or similar statute conferring income tax benefits on homeowners associations.
- 5.14 To turn over to the Corporate Office all original copies of correspondence received or sent in an official capacity as an Association Board Officer or Board Member within fourteen (14) days of sending or receiving said correspondence.

OFFICERS

- 6.1 Enumeration and Term. The officers of this Association shall be a President, Vice-President, Secretary, Treasurer, and such other officers as the Board may, from time to time, create by resolution. The officers shall be elected annually by the Board and each shall hold office for one (1) year unless he/she resigns sooner, or is removed, or otherwise disqualified to serve.
- 6.2 <u>Election of Officers</u>. The election of officers shall take place at the first regular scheduled meeting of the Board of Directors following each annual meeting of the Members.
- 6.3 <u>Resignation and Removal</u>. Any officer may be removed from office by a majority of the Board at any time. 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 the date of receipt of such notice or at any later time specified therein.
- 6.4 <u>Vacancies</u>. A vacancy in any office may be filled by appointment by the Board. The officer appointed to such vacancy shall serve for the remainder of the term of the officer he/she replaces.
- 6.5 <u>Multiple offices</u>. Any two or more offices may be held by the same person, except the office of President.
 - 6.6 <u>Duties</u>. The duties of the officers are as follows:
 - 6.6.1 <u>President.</u> The President shall preside at all meetings of the Association and the Board of Directors; shall see that orders and resolutions of the Board are carried out; shall sign all leases, mortgages, deeds, and other written instruments and shall co-sign all checks (unless the authority to sign checks in the ordinary course of Association business has been delegated to a management company) and promissory notes.
 - 6.6.2 <u>Vice-President</u>. The Vice-President shall act in the place and stead of the President in the event of his/her absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required of him/her by the Board.

6.6.3 Secretary. The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the members, serve notice of meetings of the Board 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. A Board-hired employee may perform assigned duties of the Secretary.

6.6.4 <u>Treasurer</u>. 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; shall co-sign all checks and promissory notes of the Association; and shall keep proper books of accounts and prepare, or have prepared, financial statements and tax returns as required in these Bylaws. The duty of the Treasurer to receive and deposit funds and to sign checks in the ordinary course of Association business may be delegated to a management company as provided in the Bylaws. A Board-hired employee may perform assigned duties of the Treasurer.

ARTICLE 7

ASSESSMENTS

Pursuant to the procedures and guidelines set forth in the Declaration, the Board shall levy, collect, and enforce regular and special assessments for the operation of the Association, and for the management, maintenance, and operation of any Association property. The assessments shall be used exclusively to promote the recreation, health, safety, and welfare of all residents in the entire project, and for the improvement and maintenance of the project. Regular assessments shall include an adequate reserve fund for maintenance, repairs, and replacement of those areas for which the Association is responsible.

ARTICLE 8

DISCIPLINE OF MEMBERS; SUSPENSION OF RIGHTS

The Association shall have no power to cause a forfeiture or abridgement of an Owner's right to the full use and enjoyment of his individually owned Lot on account of a failure by the Owner to comply with provisions of the Declaration, Articles, these Bylaws, or of duly enacted rules of operation for any community area and facilities, except where the loss or forfeiture is the result of the judgment of a court or a decision arising out of arbitration or on account of a foreclosure or sale under a power of sale for failure of the Owner to pay Assessments levied by the association. Notwithstanding the foregoing, the Board shall have the power to impose monetary penalties, temporary suspensions of an Owner's rights as a Member of the Association or other appropriate discipline for failure to comply with the Declaration, Articles, these Bylaws or duly enacted rules; provided that the accused shall be given notice and the opportunity to be heard by the Board with respect to the alleged violations before a decision to impose discipline is reached. In the case in which monetary penalties are to be imposed, such penalties shall include actual attorney's fees and all costs in connection with the collection of such penalties.

BUDGETS, FINANCIAL STATEMENTS, BOOKS AND RECORDS

- 9.1 <u>Budgets and Financial Statements</u>. Financial statements and pro forma operating budgets for the Association shall be regularly prepared and copies shall be made available to each Member of the Association. All books and records shall be audited by an independent auditor at the discretion of the Board.
- 9.2 <u>Fiscal Year</u>. The fiscal year of the Association shall be as designated by resolutions of the Board. In the absence of such a resolution, the fiscal year shall be the calendar year.
- 9.3 Inspection of Association's Books and Records. The membership register, books of account, vouchers authorizing payments, minutes of meetings of the Members, of the Board, and of committees of the Board of the Association, and copies of the current Declaration, Articles, Bylaws and rules and regulations for the Project shall be made available for inspection and copying by any Member of the Association or by his/her duly appointed representative, at any reasonable time and for a purpose reasonably related to his/her interest as a Member, at the office of the Association or at such other place within or near the Project as the Board shall prescribe. Such inspection may take place on weekdays during normal business hours, following at least forty-eight (48) hours' written notice to the Board by the Member desiring to make the inspection. Any Member desiring copies of any document shall pay the reasonable cost of reproduction. Every Director 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 Director includes the right to make extracts and copies of documents.
- 9.4 <u>Statement of Account.</u> Upon ten (10) days' notice to the Board and payment of a reasonable fee, any Lot Owner shall be furnished a statement of his account setting forth the amount of any unpaid Assessments or other charges due and owing from such Owner.

ARTICLE 10

AMENDMENT OF BYLAWS

These Bylaws may be amended at any time and in any manner by RESOLUTION only approved by a majority of the Board of Directors, subject to repeal or change by action of a majority of the voting power of the Members, provided any such amendment shall not be inconsistent with the Articles, the Declaration, or the law.

ARTICLE 11

MISCELLANEOUS PROVISIONS

11.1 <u>Regulations.</u> All Owners, tenants, and their employees, and any other person that might use the facilities of the Project in any manner, are subject to the regulations and reasonable rules set forth in or enacted pursuant to these Bylaws, the Articles, or the Declaration. Acquisition, rental, or occupancy of any Lot shall constitute acceptance and ratification of the provisions of all such rules and regulations.

- 11.2 Compensation and Indemnity of Officers and Directors. No Director or officer shall receive any loan from the Association, or shall receive any compensation for services rendered on behalf of the Association, except reimbursement for actual sums spent on behalf of the Association, to the extent authorized by the Board. To the maximum extent permitted by the Idaho Nonprofit Corporation Act, each Director and officer shall be indemnified by the Association against all expenses and liabilities, including attorney's fees, reasonably incurred by or imposed upon him/her by judgment or settlement in connection with any proceeding to which he/she may be a party, or in which he/she may become involved, by reason of his/her being or having been a Director or officer of the Association, except in cases of fraud, gross negligence or bad faith of the Director or officer in the performance of his/her duties.
- 11.3 <u>Committees.</u> The Board may appoint a Nominating Committee, as provided in these Bylaws. The Board shall appoint an Architectural Control Committee consisting of at least three (3), but no more than five (5) members who shall serve concurrent one (1) year terms. In addition, the Board of Directors shall appoint other committees as deemed appropriate in carrying out its purpose; provided, however, that the power and authority of any such committee shall be limited according to the Idaho Nonprofit Act.
- 11.4 Notices. Any notice permitted or required to be given by the Project Documents may be delivered either personally or by mail or as otherwise specifically provided in the Project Documents. If delivery is by mail, it shall be deemed to have been given seventy-two (72) hours after a copy of the same has been deposited in the United States mail, postage prepaid, addressed to each person at the current address given by such person to the Secretary of the Association or addressed to the Unit of such person if no address has been given to the Secretary; provided, however that notice of regular or special meetings of Members of the Board may be mailed without request for a return receipt.

Dated this 7 day of OFCEMBER, 2020.

Dick Schmidt, President

Joan Benson, Secretary/Treasurer

LEISURE PARK HOMEOWNERS ASSOCIATION

BYLAWS ADDENDUM

A Sequential History of Bylaw Amendments and Deletions Reviewed by legal council Peter Smith on 9-10-2007

1	Article 4: Section 4.1 Number and Term of Directors O Amended: May 22, 1996 @ Special Board meeting Amended: June 11, 1996 @ Annual meeting of the membership
2	Article 4: Section 4.8 Quorum O Amended: July 5, 1996 @ Regular Board meeting
3	Article 9: Section 9.1 Budget and Financial Statements O Amended: December 20, 1996 @ Special Board meeting
4	Article 11: Section 11.4 Notices O Amended: March 7, 1997 @ Regular Board meeting
5	Article 3: Section 3.4 Proxies o Amended: September 17, 1999 @ Regular Board meeting o Amended: May 12, 2000 @ Special Board meeting
6	Article 4: Section 4.2.1 Nominations O Amended: March 23, 2001 @ Regular Board meeting
7	Article 3: Section 3.2 Voting Requirements (Deleted Proxy voting) Section 3.3 Quorum (Changed Quorum to 35%) Section 3.4 Proxies (Deleted Proxy voting) Section 3.4.a Absentee Ballots (Added Absentee Ballots) Section 3.4.b Absentee Ballots and Procedures Amended: December 15, 2004 @ Regular Board meeting
8	Article 4: Section 4.2.2 Election of Directors (Added Absentee Ballot voting) O Amended: December 15, 2004 @ Regular Board meeting
9	Article 3: Section 3.4.a Absentee Ballots O Amended: April 25, 2007 @ Special Board meeting (Changed mailing of Absentee Ballots to no later than 30 days prior to Annual meeting)
10	Article 3: Section 3.1 Class of Members Section 3.4 Absentee Ballots October 16, 2007 @ Special Board meeting
11	Article 5: Section 5.14 Powers and Duties of Board of Directors O Amended: October 16, 2007 @ Special Board meeting
12	Article 6: Section 6.6.3 Secretary Section 6.6.4 Treasurer • Amended: October 16, 2007 @ Special Board meeting
13	Article 11: Section 11.3 Committees October 16, 2007 @ Special Board meeting
14	Article 5 Section 5.3 Powers and Duties of the Board of Directors Amended: December 7, 2020 @ Regular Board Meeting

5.3, subject to approval of the membership;