

**BY-LAWS OF  
RANCH AT THE CANYONS ASSOCIATION, INC.**

**ARTICLE I  
NAME AND LOCATION**

The name of the Association is **Ranch at the Canyons** Association, Inc., hereinafter referred to as the "Association". The initial registered office of the Association shall be located at the Ranch at the Canyons, 1336 NE Eby Avenue, Terrebonne, OR 97760, but meetings of Members and directors may be held at such places within the State of Oregon as may be designated by the Board of Directors.

**ARTICLE II  
DEFINITIONS**

**2.0    "Association"**

"Association" shall have the meaning given in the introductory paragraph to these By-Laws.

**2.1    "Board"**

"Board" shall mean the Board of Directors of **Ranch at the Canyons** Association, Inc. constituted in accordance with Article V of these By-Laws.

**2.2    "Class A Members" or "Class A Membership"**

"Class A Members" or "Class A Membership" shall mean all Owners with the exception of the Declarant (except that beginning on the date on which the Class B membership is converted to Class A membership and thereafter, Class A Members shall be all Owners including the Declarant).

**2.3    "Class B Members" or "Class B Membership"**

"Class B Members" or "Class B Membership" shall mean Declarant until such membership is converted to Class A Membership in accordance with the Declaration. The Class B membership shall cease and be converted to Class A membership on the Conversion Date.

**2.4    "Conversion Date"**

"Conversion Date" shall be the date upon which Class B Membership shall cease and be converted to Class A Membership. Such date shall be the date which is the earlier of i) the Turnover Meeting; or ii) such earlier time as Declarant may elect in writing to terminate the

Class B membership and records a notice of the same in the real property records of Deschutes County, Oregon.

**2.5    "Declarant"**

"Declarant" shall mean Canyons Land and Cattle Company, LLC, an Oregon limited liability company, and its successors and assigns who are so designated by Declarant, and who consent in writing to assume the duties and obligations of Declarant with respect to the Tenancy in Common Interest(s) acquired by each successor or assign.

**2.6 "Declaration"**

"Declaration" shall mean and refer to that certain Declarations for **Ranch at the Canyons** dated **December 12, 2001** and recorded in the real property records of Deschutes County, Oregon December 20, 2001 at 2001-62897, and any amendments or supplements thereto made in accordance with its terms.

**2.7 "Design Review Committee"**

"Design Review Committee" or "Committee" shall mean the Design Review Committee of **Ranch at the Canyons**, as established pursuant to the Declaration.

**2.8 "Director"**

"Director" shall mean a director or the Association as described in and elected in accordance with Article VII of these By-Laws.

**2.9 "Landholding"**

"Landholding" shall have the meaning given it in the Declaration.

**2.10 "Member"**

"Member" or "Members" shall mean all Owners, including Declarant

**2.11 "Officer"**

"Officer" shall mean an officer of the Association as described in and elected in accordance with Article XI of these By-Laws.

**2.12 "Owner"**

"Owner" shall mean the record owner, whether one or more persons or entities, of a Tenancy in Common Interest (as defined in the Declaration); including contract sellers, but excluding those having an interest merely as security for the performance of an obligation.

**2.13 "Ranch Properties"**

"Ranch Properties" shall have the meaning given it in the Declaration.

**2.15 "Tenancy in Common Interest"**

"Tenancy in Common Interest" shall mean and refer to each undivided tenancy in common interest in and to the Property as further defined in that certain "Tenancy in Common Agreement" dated **December 12, 2001** and recorded in the real property records of Deschutes County, Oregon on **December 31, 2001** at 2001-61580, as amended by that certain Amended and Restated Tenancy in Common Agreement dated **May 22, 2003** and recorded in the real property records of Deschutes County, Oregon on June 4th 2003 at 2003-37141 and re-recorded on **June 11, 2003** at 2003-38949, as the same may be amended from time to time.

## **2.16 "The Property"**

"**The Property**" shall mean the real property described in **Exhibit A** to the Declaration and such additions thereto as may be brought within the jurisdiction of the Association and be made subject to the Declaration.

## **2.17 "Turnover Meeting"**

"**Turnover Meeting**" shall be the meeting called by the Declarant for the purpose of turning over administrative responsibility of the Association to the Class A Members pursuant to the Declaration. The meeting shall be called not later than one hundred twenty (120) days after Tenancy in Common Interests representing seventy five percent (75%) of the votes in **RANCH AT THE CANYONS** have been sold and conveyed to Owners other than Declarant.

## **2.18 Other Terms**

Capitalized terms used herein without definition shall have the respective meanings given to them in the Declaration.

# **ARTICLE III**

## **MEMBERSHIP AND VOTING RIGHTS**

### **3.1 Membership**

The Declarant and every Owner of a Tenancy in Common Interest by virtue of being an Owner of a Tenancy in Common Interest shall be a Member of the Association. Membership shall be appurtenant to and shall not be separated from ownership of any Tenancy in Common Interest. Such membership shall commence, exist, and continue simply by virtue of such ownership, and need not be confirmed or evidenced by any certificate of acceptance of membership.

### **3.2 Suspension**

All voting rights of an Owner shall be suspended during any period in which such Owner is delinquent in the payment of an assessment duly established pursuant to the Declaration or is otherwise in default hereunder or under the Declaration or Rules and Regulations of the Association; provided, however, such Owner has first received all notices, if any, required by the Declaration and applicable law. The Board of Directors may also suspend the Owner's right to use of any of the Ranch Properties during such period of default.

### **3.3 Voting Rights**

The Association shall have two classes of voting membership:

**3.3.1 Class A**. Class A Members shall be all Owners with the exception of Declarant (except that beginning on the date on which Class B Membership is converted to Class A Membership and thereafter, Class A Member shall be all Owners, including Declarant and any Builder) and shall be entitled to one (1) vote for each Tenancy in Common Interest owned.

When more than one person holds an interest in any Tenancy in Common Interest, all such persons shall be Members, but the vote for such Tenancy in Common Interest shall be exercised as they among themselves determine, and in no event shall more than one (1) vote be cast with respect to any Tenancy in Common Interest

**3.3.2 Class B.** The Class B Members shall be the Declarant who shall be entitled to three (3) votes for each Tenancy in Common Interest it owns until the date on which Class B Membership is converted to Class A Membership.

## **ARTICLE IV PROPERTY RIGHTS: RIGHTS OF ENJOYMENT**

### **4.1 Use and Enjoyment**

Each Member shall be entitled to the use and enjoyment of the Ranch Properties as provided in the Declaration.

## **ARTICLE V BOARD OF DIRECTORS; ELECTION; TERM OF OFFICE**

### **5.1 Number**

The affairs of the Association shall be managed by a Board of three (3) Directors prior to the Turnover Meeting and not less than three (3) nor more than five (5) directors after the Turnover Meeting. The Directors need not be Members of the Association prior to the Turnover Meeting but shall be Members of the Association after the Turnover Meeting.

### **5.2 Appointment by Declarant Prior to Turnover Meeting**

Until the Turnover Meeting, Declarant shall appoint all Directors, except that Declarant may revocably or irrevocably delegate the power to appoint Directors hereunder by written instrument delivered to the Association naming the party to whom the power to appoint Directors has been delegated. At and after the Turnover Meeting, the Directors shall be elected in the manner provided in Section 5.3. Voting for Directors shall not be cumulative.

### **5.3 Election of Directors**

At the Turnover Meeting, the Members shall elect one (1) Director for a term of one (1) year, one (1) Director for a term of two (2) years, and one (1) Director for a term of three (3) years, with each Owner entitled to the votes specified in Article III above. If more than three (3) Directors are elected at the Turnover Meeting, the additional Directors shall be elected as follows: i) one (1) additional Director - one (1) for a term of one (1) year; ii) two (2) additional Directors- one (1) for a term of one (1) year and one (1) for a term of two (2) years. Thereafter, at each annual meeting of the Association the Members shall elect a number of Directors equal to the number whose terms are then expiring, each to serve a term of two (2) years. Any Director may serve more than one term.

#### **5.4 Term of Office**

On the date of the Turnover Meeting, the Directors appointed by Declarant or its appointee shall submit their resignations, effective as provided in this Section. The Directors elected at any Meeting held for the purpose of Election of Officers, except to replace an Officer who leaves their position prior to the expiration of their term, shall assume all of the duties of office two (2) weeks after the date of the Meeting held for such purpose, at which time the resignation of the Directors in office prior to such Meeting shall become effective, and they shall have no further powers as Officers.

#### **5.5 Removal**

Any Director, other than a Director appointed by Declarant, may be removed, with or without cause, by the affirmative majority vote of Owners present and entitled to vote at any meeting of the Owners at which a quorum is present. No removal of a Director is effective unless the matter of removal was included in the notice of the meeting. At such meeting, the Owners shall elect a replacement Director to serve the remainder of the replaced Director's term.

#### **5.6 Resignation**

Any Director may resign at any time by sending a written notice of such resignation to the secretary. Unless otherwise specified in such notice, a resignation shall take effect upon receipt of the notice by the secretary.

## **5.7 Vacancies**

Vacancies on the Board caused by the death, resignation, or removal of a Director shall be filled by vote of the majority of the remaining Directors, even if they constitute less than a quorum. Any Director so elected shall serve the remainder of the replaced Director's term.

## **5.8 Compensation**

No Director shall receive compensation for any service he may render to the Association. However, any Director may be reimbursed for his actual expenses incurred in the performance of his duties.

# **ARTICLE VI**

## **MEETINGS OF BOARD**

### **6.1 Initial Meeting**

The initial meeting of the Board shall occur within ninety (90) days after the date the Articles of Incorporation for the Association are filed and shall be called in accordance with Section 6.3.

### **6.2 Annual Meetings**

The Board shall meet at least annually, within thirty (30) days after each annual meeting of the Owners. At each annual meeting, in addition to the actions required by the Declaration, the treasurer shall present to the Board a report on the financial condition of the Association, including a report of receipts and disbursements for the preceding calendar year, the allocation thereof to each Tenancy in Common and Landholding, and the estimated receipts and expenses for the coming year.

### **6.3 Special Meetings**

Special meetings of the Board may be called at any time by the president or two Directors. Such meetings shall be scheduled by the secretary at least two (2), but not more than thirty (30), days after the secretary's receipt of written requests signed by two or more Directors; provided that if the purpose of a special meeting is to elect a successor secretary pursuant to Section 11.2 or to consider removal of the secretary pursuant to Section 11.5, such meeting may be scheduled by the president or, if the meeting is also for the purpose of electing a successor president or removing the president, any other Director.

### **6.4 Place of Meetings**

Meetings of the Board shall be held at such place within Oregon, as may be designated from time to time by the Board.

## **6.5 Notice of Meetings**

The secretary shall give written notice to each Director of each Board meeting at least three (3), but not more than thirty (30), days prior to the date set for such meeting, stating the purpose, time, and place of the meeting. Notice shall be sent to the address of each Director as listed on the books of the Association, or to such other address as any Director may designate by written notice to the secretary given at least ten (10) days prior to the giving of notice of the meeting. Notice of any meeting may be waived by any Director at any time. No Director who is present at a meeting may object to the adequacy or timeliness of the notice given. When a meeting is adjourned for fewer than thirty (30) days, whether or not a quorum is present at the adjourned meeting, no notice of the resumption or reconvening of such adjourned meeting need be given other than by announcement at the meeting at which such adjournment takes place. All meetings of the Board shall be open to all Owners. For other than emergency meetings, notice of Board meetings shall be mailed to all Owners, at the last address for each Owner in the records of the Association, not less than ten (10) days before the meeting; posted at a place or places on the Property at least three (3) days prior to the meeting; or provided by a method otherwise reasonably calculated to inform Owners of the meeting. Emergency meetings may be held without notice, if the reason for the emergency is stated in the minutes of the meeting. [All meetings of the Board may be conducted by telephonic communication.](#)

## **6.6 Voting by the Board**

Each Director shall have one vote. So long as a quorum is constituted, the vote of Directors together holding more than fifty (50) percent of the total votes shall be a binding vote of the Board for all purposes, unless a greater percentage is required by law or the Declaration.

## **6.7 Quorum**

The presence in person of a majority of the Directors shall constitute a quorum for voting at a Board meeting. The Board shall have the power to adjourn a meeting even if less than a quorum is present.

## **6.8 Right of Owners to Attend**

Except as otherwise permitted by applicable law, all meetings of the Directors shall be open to all Owners.

## **6.9 Action Without Meeting**

Action required or permitted to be taken at a meeting of the Board of Directors may be taken without a meeting if the action is taken by all members of the Board of Directors. The action must be evidenced by one or more written consents describing the action taken, signed by each Director, and included in the minutes or filed with the corporate records reflecting the action taken. Action taken without a meeting is effective when the last Director signs the consent, unless the consent specifies an earlier or later effective date.

**ARTICLE VII**  
**NOMINATION AND ELECTION OF**  
**DIRECTORS**

**7.1 Nomination**

At and following the Turnover Meeting, 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 need not be a member of the Board of Directors prior to the Turnover Meeting but who shall be a member of the Board of Directors following the Turnover Meeting, and two or more Members of the Association or Board of Directors. The Nominating Committee shall be appointed by the Board of Directors prior to the Turnover Meeting to nominate directors to be elected at the Turnover Meeting. Thereafter, a Nominating Committee shall be appointed by the Board of Directors prior to each annual meeting of the Members to 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.

**7.2 Election**

Election to the Board of Directors shall be by secret written ballot cast at the annual meeting. 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 Articles of Incorporation. The person(s) receiving the largest number of votes shall be elected. Cumulative voting is not permitted.

**ARTICLE VIII**  
**POWERS AND DUTIES OF THE BOARD OF DIRECTORS**

**8.1 Powers**

The Board of Directors shall have the power:

- (a) To adopt and publish rules and regulations governing the use of the Landholdings and The Ranch Properties, and the conduct of the Members and their guests thereon, and to establish penalties for the infraction thereof;
- (b) To exercise for the Association all power, duties and authority vested in or delegated to this Association and not reserved to the membership by other provisions of these By-Laws, the Articles of Incorporation, and the Declaration;
- (c) To 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 without just cause having been furnished to and accepted by the Board;
- (d) To establish, and disburse and maintain such petty cash fund as is

necessary for efficiently carrying on the business of the Association;

- (e) To engage the services of a manager, an independent contractor, or such employees as it deems necessary, and to prescribe the conditions, compensation and duties of their work. Such power shall include authority to enter into management agreements with other parties to manage, operate or perform all or any part of the affairs and business of the Association;
- (f) To exercise powers of a nonprofit corporation pursuant to the general nonprofit Association laws of the State of Oregon, as amended from time to time; and
- (g) To exercise any additional or different powers necessary or desirable for the purpose of carrying out the functions of the Association pursuant to the Declaration or otherwise managing [Ranch at the Canyons](#) and promoting the general benefit of the Owners within [Ranch at the Canyons](#).

## **8.2 Duties**

It shall be the duty of the Board of Directors:

- (a) To 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, when such statement is requested in writing by one-fourth (1/4) of the votes of the Members of both classes who are entitled to vote;
- (b) To supervise all Officers, agents and employees of this Association, and to see that their duties are properly performed;
- (c) To establish membership fees or assessments;
- (d) To procure and maintain adequate liability and hazard insurance on property owned by the Association as described in Article XV and, if deemed appropriate, insurance on the behalf of any Director, Officer, employee, or agent of the Association against any liability asserted against him and incurred by him in any such capacity or as arising out of his status as such;
- (e) To cause all Officers, employees or agents, having fiscal responsibility to be bonded, as it may deem appropriate;
- (f) To cause the Ranch Properties to be maintained, repaired and, when necessary, replaced;
- (g) To maintain a current mailing list of the Association;
- (h) To conduct the ranching and farming operations on the Property and such other duties as are delegated to the Association under the Declaration; and
- (i) To prepare and adopt an annual budget within thirty (30) days of adopting each budget, the Board shall provide a summary of the same to all Owners.

## **ARTICLE IX** **COMMITTEES**

### **9.1 Committees**

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

### **9.2 Committee Function**

It shall be a function of each committee to receive complaints from Members on any matter involving Association duties and activities within its field of responsibility. It shall dispose of such complaints as it deems appropriate or refer them to such other committee, Director or Officer of the Association as is further concerned with the matter presented.

## **ARTICLE X** **MEETINGS OF THE MEMBERS**

### **10.1 Annual Meetings Prior to Turnover Date**

A regular or annual meeting of Owners shall be held annually. Such meeting shall be called in accordance with Section 10.4 below.

### **10.2 Meetings to Elect Directors: Annual Meetings Following Turnover Meeting**

The first meeting of the Owners held for the purpose of electing Directors pursuant to this Article X shall be the Turnover Meeting. The first annual meeting of the Association shall be held within one (1) year from the date of incorporation of the Association and each subsequent regular annual meeting of the Members shall be held annually on a date within thirty (30) days of the anniversary date of the first annual meeting of the Members. If the day for the annual meeting is a legal holiday, the meeting will be held at the same hour on the first day following which is not a legal holiday. At the annual meeting, the president, and any other Officer of the Board or whom the president may designate, shall report on the activities and financial condition of the Association.

### **10.3 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 the Members who are entitled to vote one-fourth (1/4) of all of the votes of the entire membership. Business transacted at a special meeting shall be confined to the purposes stated in the notice of such special meeting.

### **10.4 Notice of Meetings**

Except as otherwise provided in the Articles of incorporation, or these By-Laws, 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, **at least ten (10) days before such meeting**, but no more than fifty (50) days before such meeting, to each Member entitled to vote thereat, **addressed to the Member's address last appearing on the books of the Association, or supplied by such Member to the Association for the purpose of notice**. Such notice shall specify the place, day and hour of the meeting and the items on the agenda, including the general nature of any proposed amendment to the Declaration or these

By-Laws, any budget changes, or any proposal to remove a Director or Officer. Notice of any such meeting may be waived by any Owner at any time. No Owner who is present at a meeting may object to the adequacy or timeliness of the notice given. Copies of the notice of meeting shall be sent to all mortgagees who have requested the same. Mortgagees may designate a representative to attend a meeting called under this Section 10.4.

## **10.5 Quorum**

**The presence at the meeting of Members entitled to cast, or of proxies entitled to cast, one half (1/2) of the votes shall constitute a quorum** for any action except as otherwise provided in the Articles of Incorporation, the Declaration, or these By-Laws and provided that no quorum shall be required for the Turnover 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 at the meeting, until a quorum as aforesaid, shall be present or be represented.

## **10.6 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 cessation of membership or restriction of the Member's voting rights.

## **10.7 Canvass in Lieu of Meeting**

In the event that a quorum of Members is not achieved at any scheduled meeting, the Board of Directors may authorize a door-to-door canvass of all Members whose votes shall be duly recorded, and any action so taken shall have the same force and effect as if taken at a meeting at which a quorum of Members was present. Any such canvass must be completed within thirty (30) days of the Board's decree.

## **10.8 Majority Vote; Withdrawal of Quorum**

When a quorum is present at any meeting of the Members, the vote of the holders of a majority of the votes, **present in person or represented by proxy**, shall decide any question brought before such meeting unless the question is one upon which by express provision of the statutes, the Articles of Incorporation or these By-Laws, a different vote is required in which case such express provision shall govern and control the deciding of such question. The Members present at a duly organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal of enough Members to leave less than a quorum.

## **10.9 Voting By Mail**

In any case in which voting by mail is necessary or desirable, the secretary shall give written notice to all Owners, which notice shall (a) include a written resolution setting forth the proposed action, (b) state that the Owners are entitled to vote by mail for or against such resolution, and (c) specify a date not less than twenty five (25) days after the date of such notice by which all votes must be received at the principal office of the Association. Votes received after the date specified shall be of no effect. Any voting by mail shall be conducted in accordance with applicable law.

## **ARTICLE XI** **OFFICERS AND THEIR DUTIES**

### **11.1 Enumeration of Officers**

The Officers of this Association shall be a president and a 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 may from time to time by resolution create.

### **11.2 Election of Officers**

The Officers of the Association shall be elected annually by the Board and shall hold office at the pleasure of the Board and until their successors are elected and qualified. If any office becomes vacant, the Board shall elect a successor to fulfill the unexpired term at a special meeting of the Board called for such purpose.

### **11.3 Term**

The Officers of this Association shall be elected annually by the Board and shall hold office for two (2) years unless he shall sooner resign, or shall be removed, or otherwise disqualified to serve.

### **11.4 Special Appointments**

The Board 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 may, from time to time, determine.

### **11.5 Resignation and Removal**

Any Officer may be removed from office with or without cause by the Board and a successor may be elected at a special meeting of the Board called for such purpose. Any Officer may resign at any time by giving 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; the acceptance of such resignation shall not be necessary to make it effective.

### **11.6 Vacancies**

A vacancy in any office may be filled by election at a special ~~mee~~ of the Board called for such purpose. The Officer elected to such vacancy shall serve for the remainder of the term of the Officer he replaces.

### **11.7 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 11.4.

## **11.8 Duties**

The duties of the Officers are as follows:

- (a) President. The president shall be a Director and shall preside at all meetings of 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 (together with either the vice-president or treasurer) all checks, payment vouchers, and promissory notes of the Association.
- (b) Vice-President. The vice president shall act in the place and stead of the president in his absence or inability or refusal to act, shall co-sign (together with either the president or treasurer) all checks, payment vouchers, and promissory notes of the Association and shall exercise and discharge such other duties as may be required of him by the Board.
- (c) Secretary. The secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the Members, keep the corporate seal of the Association and affix it on all papers requiring said seal, 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.
- (d) Treasurer. 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 (together with either the president or vice-president) all checks, payment vouchers, and promissory notes of the Association, keep proper books of account, 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.

## **11.8 Compensation**

Other than reimbursement of out-of-pocket expenses incurred on behalf of the Association, neither the president, nor the treasurer, nor the secretary, nor the vice-president, nor any other officer shall receive any compensation from the Association for acting as an Officer, unless such compensation is authorized by the Board.

# **ARTICLE XII ASSESSMENTS**

## **12.1 Conformance with Declaration**

The Association shall levy, collect, and enforce the payment of assessments in accordance with all relevant provisions of the Declaration.

## **12.2 Basis of Annual Assessments for Class A Members**

Subject to the other provisions of this Section 12.2 and without consideration of special assessments, the maximum annual assessment for any Tenancy in Common and Landholding shall not exceed an amount determined in good faith by the Board. From and after January 1st of the year immediately following the conveyance of the first Tenancy in Common Interest by Declarant, the maximum annual assessment for the Tenancy in Common and Landholding may be increased each year by a percentage above the prior year's assessment determined to be reasonable by the Board without a vote of the membership.

## **12.3 Assessments to be Levied by Board**

After consideration of current operating costs, maintenance, repair and replacement costs and all other future needs of the Association, the Board of Directors may levy the annual assessments. The Board of Directors shall have the authority to adjust the amount of annual assessments during any assessment period, upon not less than thirty (30) days' notice to the Members, subject to the limitations as set forth in Section 12.2. Assessments may be used to fund all costs incurred by the Association pursuant to the Declaration, the Tenancy in Common Agreement, these By-Laws or otherwise in the reasonable discretion of the Directors, including without limitation, maintenance, insurance, taxes, management and administrative costs.

## **12.4 Special Assessments for Working Capital Fund, Non-Recurring Maintenance and Capital Improvements**

In addition to the annual assessments authorized above together with all other assessments authorized by the Declaration, the Association may levy special assessments as follows:

- (a) In any assessment year, a special assessment applicable to that year only for the purpose of defraying, in whole or in part, the cost of any non-recurring maintenance, or the acquisition, construction, reconstruction, repair or

replacement of a capital improvement upon any Ranch Properties, including fixtures and personal property related thereto may be assessed. The Association shall not

commingle the proceeds of such special assessments with other assessment funds. Such proceeds shall be used solely and exclusively to fund the non- recurring maintenance or improvements in question.

(b) The Board of Directors shall determine the necessity and the amount of any special assessment. Special assessments shall not be effective unless approved by a vote of two-thirds (2/3) of each class of Members who are voting in person or by proxy at a meeting called for the purpose of approving the special assessments and conducting other business, if any. Written notice of such meeting shall be sent to each such Member not less than ten (10) days nor more than fifty (50) days in advance of the meeting.

## **12.5 Uniform Rate**

Except as otherwise provided in the Declaration., both annual and special assessments must be fixed at a uniform rate for each Tenancy in Common Interest and Landholding and may be collected on a monthly, quarterly or annual basis *as* determined by the Directors at least thirty (30) days in advance of each assessment period.

## **12.6 Quorum for any Action Authorized under Sections 12.2 and 12.4**

At any meeting called, as provided in Section 12.4 hereof, the presence at the meeting of Members or of proxies entitled to cast a majority of all the votes of each class of membership shall constitute a quorum. If the required quorum is not forthcoming at any meeting, another meeting may be called, subject to the notice requirement set forth in Section 12.4; however, the quorum requirement shall be one-half (1/2) of the previous quorum requirements. No such subsequent meeting shall be held more than sixty (60) days following the preceding meeting. The necessary approval may also be obtained by a canvass of the Members as set forth in Section 10.7.

## **12.7 Date of Commencement of Annual Assessments: Due Dates**

All assessments provided for herein shall commence as to all Tenancy in Common and Landholding on the date provided in the Declaration; provided, however, until the Turnover Meeting, Declarant shall have the right to grant exceptions as provided in the Declaration. All other matters relating to as easements shall be governed by the applicable provisions of the Declaration and the Tenancy in Common Agreement.

## **12.8 Effect of Non-payment of Assessments: Remedies of the Association**

Any assessments which are not paid when due shall be delinquent. If the assessment is not paid within ten (10) days after the due date, the Association shall have the remedies set forth herein, in the Declaration and by applicable law.

## **12.9 No Reimbursement to Declarant**

The proceeds of the regular annual assessments shall not be used to reimburse Declarant for any capital expenditures incurred in the construction of any common facilities or other improvements on the Ranch Properties by Declarant, if any.

However, upon Declarant's completion of any such common facilities or other improvements, the Association shall be responsible for the operation, maintenance and repair of the common facilities or other improvements as provided in the Declaration and the costs incurred by the Association in connection therewith shall be funded from the assessments or other fees paid to the Association by the Members.

## **BOOKS AND RECORDS**

### **13.1 Books and Records**

The books, records and papers of the Association shall at all times, during reasonable business hours, be subject to inspection by any Member. The Articles of Incorporation and the By-Laws of the Association shall be available for inspection by any Members at the principal office of the Association, where copies may be purchased at reasonable cost.

### **13.2 Financial Records**

The Association shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of the Board and committees having any of the authority of the Board and shall keep at its registered or principal office a record giving the names and addresses of the Directors. All books and records of the Association may be inspected by any Director, or his agent or attorney, for any proper purpose at any reasonable time.

### **13.3 Financial Statements**

The Board may, but shall not be obligated to, appoint a certified public accountant or certified public accounting firm as auditor, who shall not be an Officer or own any interest in any Tenancy in Common Interest, to audit the books and financial records of the Association. **Within ninety (90) days after the end of each fiscal year**, the Board shall cause to be prepared an **annual financial statement** of the Association, consisting of a **balance sheet and income and expense statement** for the preceding fiscal year. The Association shall make available to Owners and to holders, insurers or guarantors of any mortgage on a Tenancy in Common Interest, for their inspection and copying, upon request, during normal business hours or under other reasonable circumstances, current copies of: (i) the Declaration, Articles of Incorporation, By- laws, and rules concerning **Ranch at the Canyons**, (ii) the Association's most recent financial statement, (iii) the current operating budget of the Association, and (iv) all other records of the Association. The Association may charge a reasonable fee for furnishing copies of any documents, information, or records described in this Section 13.3.

### **13.4 Tax Returns**

The Board shall cause to be filed the necessary income tax returns for the Association.

## **ARTICLE XIV FISCAL YEAR**

### **14.1 Fiscal Year**

The Fiscal Year of the Association shall begin on the first day of January and end on the 31st day of December of every year, except that the first fiscal year shall begin on the date of incorporation.

## **ARTICLE XV**

## INSURANCE

### **15.1 By the Association**

The Board shall obtain, and maintain in effect, from reputable insurance companies authorized to do business in the State of Oregon, such insurance as is required by the Declaration and such other insurance as the Board deems prudent and advisable. The insurance coverage obtained and maintained by the Board may not be brought into contribution with insurance bought by Owners or their mortgagees. Any insurance policy obtained by the Association pursuant to the Declaration shall show the Association as the named insured and shall, if commercially reasonable, be written by an insurer with a "B" general policyholder's rating and a "IIT" financial size category in Best's "Key Rating Guide." Toe policies obtained by the Association pursuant to the Declaration may contain such deductibles as the Board shall deem prudent and advisable.

### **15.2 By the Owner**

Each Owner of a Tenancy in Common Interest shall obtain and maintain in effect, from reputable insurance companies authorized to do business in the State of Oregon, such insurance as is required by the Declaration. Each Owner shall also be responsible for obtaining fire and extended coverage casualty insurance with respect to that Owner's personal property.

### **15.3 Insurance for Annexed Landholdings**

The Board and Owners of annexed Tenancy in Common Interests and/or Landholdings shall be responsible for obtaining any additional insurance coverages specified in any Declaration of Annexation made pursuant to the Declaration of Annexation.

### **15.4 Director and Officer Insurance**

At the discretion of the Board, the Association may purchase and maintain insurance on behalf of any person who is or was a Director, Officer, employee, or agent of the Association, or is or was serving at the request of the Association, against any liability asserted against him or her and incurred by him or her in any such capacity, or arising out of his or her status as such, whether or not the Association would have the power to indemnify him or her against such liability under the provisions of the Articles of Incorporation of the Association.

### **15.5 General Provisions**

Premiums for insurance obtained by the Board pursuant to this Article XV shall be a common expense of the Association.

## ARTICLE XVI RULES AND REGULATIONS

The Board shall have power to adopt and publish rules and regulations governing the conduct of persons and the operation and use of the Landholdings and the Ranch Properties as it may deem necessary or appropriate to assure the peaceful and

orderly use and enjoyment of [Ranch at the Canyons](#), and to establish penalties for the infraction thereof. Such rules and regulations may be adopted upon a majority vote of the members of the Board present at a meeting at which there is a quorum of Board members and as to which notice has been given as provided in these By-Laws. Such notice shall include a verbatim copy of all proposed rules and regulations. Upon adopting any such rules and regulations, the Board shall cause copies thereof to be mailed to each Owner. All such rules and regulations become binding on all Owners and occupants of all Tenancy in Common Interests and/or Landholdings thirty (30) days after the date of mailing. Any rule or regulation which conflicts with these By-Laws or the Declaration shall be null and void.

## **ARTICLE XVII** **SHARES OF STOCK AND DIVIDENDS PROHIBITED**

The Association shall not have or issue shares of stock. No dividends shall be paid and no part of the income of the Association shall be distributed to its Directors or Officers, or to the Owners. The Association may pay compensation in a reasonable amount to its Officers or Directors for services rendered as provided by the Articles of Incorporation, the Declaration, other provisions of these By-Laws, or resolution of the Board of Directors.

## **ARTICLE XVIII** **DESIGN CONTROL**

The Design Review Committee shall perform and shall be empowered to perform all acts relating to building restrictions as provided in the Declaration on behalf of the Association.

## **ARTICLE XIX** **TRANSFER OF CONTROL**

Declarant shall call the Turnover Meeting as required by the Declaration. Declarant shall give notice of such meeting as provided in Section 10.4 to each Owner. The notice shall state the purpose of the meeting, which shall be the relinquishment by Declarant of control of the administration of the Association, and the time and place at which the meeting is to be held. If Declarant does not call the Turnover Meeting required by the Declaration within the required period, any Owner may call such a meeting and give notice as required by this Article

At the Turnover Meeting: (a) Declarant shall relinquish control of the administration of the Association and the Owners shall assume the control thereof; (b) the Directors of the Association then serving shall resign, and the Owners shall elect a Board of Directors in accordance with these By-Laws; and (c) Declarant shall deliver to the Association the books, records, and other materials belonging to the Association that are in Declarant's control.

## **ARTICLE XX WAIVER OF NOTICE**

Whenever any notice is required to be given under the laws of the State of Oregon, as it exists or may be amended in the future, or under the provisions of the Articles of Incorporation or these By-Laws, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

## **ARTICLE XXI ACTION WITHOUT A MEETING**

Any action which applicable law, the Declaration or these By-Laws require or permit the Owners or the Board to take at a meeting may be taken without a meeting if a consent in writing setting forth the action so taken is signed by all of the Owners or Directors entitled to vote on the matter. The consent, which shall have the same effect as a unanimous vote of the Owners or the Board, as the case may be, shall be filed in the records of minutes of the Association.

## **ARTICLE XXII AMENDMENTS**

Except as expressly provided in the Declaration, these By-Laws may be amended or repealed and new By-Laws may be adopted by a majority of the Directors present at any regular meeting or at any special meeting, if at least two (2) days' written notice is given of intention to amend or repeal and adopt new By-Laws at such meeting accompanied by a copy or summary of the amendment; provided however, that the Board shall have no authority to amend or repeal any provision of these By-Laws relating to the election, qualifications, powers, duties or terms of Directors without the approval of the Owners given at a special meeting called for such purpose.

## **ARTICLE XXIII GENDER AND GRAMMAR**

The singular wherever used herein shall be construed to mean the plural when applicable, and the necessary grammatical changes required to make the provision hereof apply either to corporations or individuals, men or women, shall in all cases be assumed *as though* in each case fully expressed.

## **ARTICLE XXIV ENFORCEMENT**

If the Association institutes legal action to enforce any restrictive covenant or other condition of the Declaration, Articles of Incorporation or By-Laws, and the violator voluntarily corrects or abates such violation after litigation has been filed, the Association shall not dismiss or abandon such legal action until it has been reimbursed all of its expenses, including reasonable attorney's fees and court costs.

## **ARTICLE XXV LOANS TO DIRECTORS AND OFFICERS PROHIBITED**

### **25.1 No Loans to Directors or Officers**

No loan shall be made by the Association to its Directors or Officers. The Directors of the Association who vote for or assent to the making of a loan to a Director or Officer of the Association, and any Officer or Officers participating in the making of such loan, shall be jointly and severally liable to the Association for the amount of such loan until the repayment thereof.

### **25.2 Contribution; Subrogation**

Any Director against whom a claim shall be asserted under or pursuant to this Article XXV shall be entitled to contribution from the other Directors who voted for the action upon which the claim is asserted. To the extent that any Director is required to pay such claim, he shall be subrogated to the rights of the Association against the debtor on the loan.

## **ARTICLE XXVI CONFLICTS AND PARTIAL INVALIDITY**

### **26.1 Conflicts**

These By-Laws are intended to comply with applicable law and the Declaration. In case of any irreconcilable conflict, applicable law and the Declaration shall control over these By-Laws (unless the By-Laws expressly provide otherwise) and any amendments hereto, and any rules or regulations adopted hereunder.

### **26.2 Partial Invalidity**

The invalidation of any one of the provisions of these By-Laws by judgment or court order shall not affect any other provisions, which shall remain in full force and effect.

**Dated:** August 6, 2003;

Combined with Amendment 1: 4/27/2005; Amendment 2: 11/30/2009; Amendment 3: 2015