

BYLAWS
OF
CASA SECA HOMEOWNER'S ASSOCIATION
An Association for a Residential Condominium Development

NOTICE
(Gov. Code §12956.1)

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BYLAWS
OF
CASA SECA HOMEOWNER'S ASSOCIATION

ARTICLE 1 - NAME; LOCATION AND APPLICABILITY

1.1 **Name; Nonprofit Mutual Benefit Corporation.** The name of the corporation is Casa Seca Homeowner's Association ("Association"). The Association has been formed pursuant to the California Nonprofit Mutual Benefit Corporation Law (Corp. Code §§ 7110-8970) as a nonprofit mutual benefit corporation.

1.2 **Principal Office.** The principal office of the Association is located in San Diego, California. The Board shall have the full power and authority to change the principal office of the Association from one location to another in the County of San Diego, California. Any such change shall be adopted by a resolution of the Board and noted in the meeting minutes.

1.3 **Application.** These Bylaws are applicable to the Association and all Owners, residents, tenants, employees, and other persons who use the facilities of the residential condominium development known as Casa Seca Homeowner's Association ("Development"), consisting of twenty-four Units, located in the City of San Diego, County of San Diego, State of California.

1.4 **Definitions.** Unless otherwise specified in these Bylaws, the definitions set forth in Article 1 of the Restated Declaration of Covenants, Conditions and Restrictions for Casa Seca Homeowner's Association on January 2, 2013, as File/Page No. 2013-0001487 of Official Records of the County Recorder of San Diego County, apply to these Bylaws.

1.5 **References to Statutes.** Statutes that are shown in brackets at the beginning of a section or paragraph in these Bylaws show that the respective section or paragraph is based on the particular statute referred to in the brackets. Unless otherwise noted, all references are to statutes of the State of California. Any issues not addressed expressly by the Governing Documents of the Association shall be controlled by relevant provisions of the applicable law and by judicial interpretations of it, whether the Association is incorporated or not.

1.6 **Membership Rights.** The qualifications for membership are set forth in Article 2 of the Restated Declaration and are hereby incorporated by reference.

1.7 **Continuity of Life of Association.** If the Association should be dissolved or suspended, an unincorporated association immediately and without further action or notice shall be deemed to exist and shall succeed to all rights and duties of the Association. The affairs of such unincorporated association shall be governed by the laws of the State of California and the Governing Documents.

ARTICLE 2 - MEETINGS OF MEMBERS

2.1 **Place of Membership Meetings; Conduct.** [Corp. Code §§ 7510(a) & 7511] All meetings of the Members shall be held at a place designated by the Board. This meeting place shall be within the Development or as close to it as reasonably possible. If no meeting place is designated, the meetings shall be held at the principal office of the Association. No meeting of the Members shall, unless unusual conditions exist, be held outside of San Diego County, California. [Civ. Code § 5000] Meetings of Members shall be conducted in accordance with a recognized system of parliamentary procedure or such parliamentary procedures as the Board may adopt by resolution.

2.2 **Annual Membership Meetings.** [Corp. Code §§ 7510(a) and (b)] The annual meeting of the Members shall be held on the date specified in the Declaration at a time established by the Board, provided that adjournments of such meeting for lack of quorum or otherwise may be held as soon thereafter as practical. The actions to be taken at any annual meeting may be taken by ballot without holding an annual meeting at the discretion of the Board.

2.3 **Special Membership Meetings.** [Corp. Code §§ 7151(e), 7510(e) and 7511(a)] Special meetings of the Members may be called for any lawful purpose by a majority of a quorum of the Board, the President of the Association, or by a written request signed by Members representing at least one-third of the Voting Power.

2.3.1 If the special meeting is requested by the Members, it shall be held not less than thirty-five or more than ninety days after receipt of the request by an Officer of the Association.

2.3.2 Only that business stated in the notice of meeting shall be transacted at the special meeting. The actions to be taken at any special meeting may be taken by ballot without holding a special meeting at the discretion of the Board.

2.4 **Notice of Membership Meetings.** [Corp. Code §§ 7511(a) & (b)] The Secretary of the Association shall give written notice of any Members' meeting to each Member of record in accordance with the following:

2.4.1 [Corp. Code § 7511(b)] Except as otherwise provided in this Article, the notice shall be given at least ten but not more than ninety days before the meeting, by first class mail, by personal delivery or Electronic Transmission.

2.4.2 [Corp. Code § 7511(b)] The notice shall be addressed to the Member at the address appearing on the books of the Association, or the address supplied by the Member to the Association for this purpose.

2.4.3 [Corp. Code § 7511(a)] The notice shall state the place, date, and time of the meeting and the means, if any, by which a Member may

participate by Electronic Transmission or electronic video screen. If Directors are to be elected at the meeting, the ballot shall include the names of all those who are nominees at the time the notice is given. The notice or ballot shall also state those matters that the Board, at the time the notice is given, intends to present for action by the Members.

2.4.4 [Corp. Code § 7510(e)] In the case of a special meeting which is called by Members, the notice shall be given within twenty days after receipt of the request for the meeting. If that twenty day requirement is not satisfied, the Members who called the meeting may give the notice.

2.4.5 [Corp. Code § 7511(b)] An affidavit of the mailing or other means of giving any notice of any Members' meeting may be executed by the Secretary, and if so executed, shall be filed with the corporate records or made a part of the minutes of the meeting. Such affidavit shall constitute prima facie evidence of the giving of notice.

2.5 Waiver of Notice of Membership Meetings. [Corp. Code § 7511(e)]

2.5.1 Attendance by a Member or proxy holder for a Member at a meeting or submission of a ballot by a Member shall constitute a waiver of notice of that meeting, except when the Member or proxy holder objects at the beginning of the meeting to the transaction of any business due to the inadequacy or illegality of the notice.

2.5.2 Attendance at a meeting is not a waiver of any right to object to the consideration of matters not included in the notice of the meeting which are required to be described therein if that objection is expressly made at the meeting.

2.6 Voting Rights of Members. Members shall have the power to exercise their voting rights subject to the following provisions:

2.6.1 Each Unit shall be assigned one vote. In an election of Directors, each Unit shall be assigned one vote for each position on the Board to be filled at the election.

2.6.2 Fractional votes shall not be allowed. When there is more than one record Owner of a Unit (co-owners), all of the co-owners shall be Members, but only one of them shall be entitled to cast the single vote attributable to the Unit. Co-owners may designate in writing one of the co-owners to vote. If no such designation is made or if it is revoked, the co-owners shall decide among themselves, by majority vote, how that Unit's vote is to be cast. Unless the Board receives a written objection in advance from a co-owner, it shall be conclusively presumed that the voting co-owner is acting with the

consent of his or her co-owners. No vote shall be cast for the Unit on a particular matter if a majority of the co-owners present in person, by proxy, or by ballot, do not agree on a vote.

2.6.3 [Corp. Code § 5034] If no percentage of the Voting Power is specified in the Governing Documents or by California law for a particular action or decision by the membership, the approval by a majority of the votes cast when a quorum is established shall be required.

2.6.4 [Corp. Code § 7611] The Board may fix, in advance, a record date or dates for the purpose of determining the Owners who are entitled to exercise voting rights.

2.6.5 A Member's voting rights may be suspended by the Board as provided in the Declaration.

2.7 **Quorum at Membership Meetings.** [Corp. Code §§ 7510 & 7512]

2.7.1 At any meeting, Members may be considered present by appearing in person, by proxy, or by ballot. The presence of Members entitled to cast votes equal to at least fifty percent of the Voting Power shall constitute a quorum for any action except as otherwise provided in the Governing Documents or applicable law.

2.7.2 At the Board's discretion, Members may, by Electronic Transmission or electronic video screen, participate, be considered present for quorum purposes and vote at a meeting of Members subject to the requirements of Corporations Code section 7510.

2.7.3 The Members present at a duly called or held meeting at which a quorum is present may continue to transact business until adjournment notwithstanding the withdrawal of enough Members to leave less than a quorum, if the action taken, other than adjournment, is approved by at least a majority of Members required to constitute a quorum.

2.8 **Adjournment for Lack of Quorum at Membership Meetings.**

2.8.1 If a quorum is not present at a duly called meeting, a majority of those Members present in person or by proxy may adjourn the meeting to a time not less than five days or more than thirty days from the meeting date, but no other business may be transacted.

2.8.2 Provided that the date, time and place of the adjourned meeting are announced at the original meeting, the adjourned meeting may be held without additional written notice. If no such announcement is made, or if the selected date is changed after adjournment, notice

of the time and place shall be given to Members in the manner provided in these Bylaws for notice of the annual meeting.

2.8.3 The quorum for any adjourned meeting shall be twenty-five percent of the Voting Power.

2.9 Adjustment of Voting Power and Quorum at Membership Meetings.

For purposes of establishing a quorum and determining the Voting Power of the Association, if a Member's voting rights are suspended as provided in the Governing Documents, the Voting Power of the Association shall be reduced for the period of time for which the suspension is in effect by an amount equal to the number of Units for which membership voting rights have been suspended.

2.10 Voting by Proxy at Membership Meetings. [Civ. Code § 5130; Corp. Code §§ 5069, 7514 & 7613] At all meetings of Members, each Member may vote by proxy. All proxies shall be in writing, filed with the Secretary of the Association, and comply with any applicable laws.

2.11 Voting by Ballot at Membership Meetings. [Civ. Code § 5115] Votes cast at an annual or special membership meeting by ballot may be counted to establish a quorum at such meeting.

2.12 Voting by Ballot Without a Membership Meeting. [Civ. Code § 5115; Corp. Code § 7513] Any action that may be taken at an annual or special meeting of the Members may be taken without a meeting provided the following ballot requirements are satisfied:

2.12.1 The Association shall distribute a ballot in any manner allowed by applicable law to every Member entitled to vote on the matter.

2.12.2 The ballot shall comply with any applicable law and any applicable Rules. If allowed by applicable law, Owners may vote electronically.

2.12.3 The proposed action shall be considered approved if:

- (a) The number of votes cast by ballot within the specified time period equals or exceeds the quorum required to be present at a meeting authorizing the action, and
- (b) The number of approvals equals or exceeds the number of votes that would be required for approval at a meeting at which the total number of votes cast was the same as the number of votes cast by ballots.

2.12.4 Once a written ballot is submitted to the Association, the Member submitting the ballot may not revoke it.

2.12.5 Any deadline stated for return of the ballots may be extended for successive reasonable periods with the approval of the inspectors of election.

ARTICLE 3 - BOARD OF DIRECTORS

3.1 Number and Qualification of Directors. The affairs of this Association shall be managed and its duties and obligations performed by an elected Board of Directors, consisting of three persons. Members of the Board must be Members of the Association or a Unit occupant who is a parent, sibling or other family member of a Member. No more than one Owner or parent, sibling or other family member of a Member of any Unit may serve on the Board at the same time.

3.2 Qualifications of Candidates for Election to the Board. Candidates for election to the Board must be Members in good standing or the parent, sibling or other family member of a Member in good standing. Good standing shall mean that as of the date specified in advance by the Board for the preparation of the ballot (1) all assessments, fees, charges or monetary penalties due the Association must be no more than thirty days delinquent and (2) the membership rights of the Member must not be suspended for any violations of the Association's Governing Documents.

3.3 Board Election. [Civ. Code § 5000 et seq.; Corp. Code § 7615] The Members shall fill by election all positions of Directors annually in accordance with the following:

3.3.1 The election may be held at an annual or special meeting of Members called for that purpose or held by secret ballot without a meeting.

3.3.2 Voting for Directors shall be by secret ballot. However, if the number of candidates equals or is less than the number of positions to be filled at the election, Members may elect the Directors by acclamation.

3.3.3 At an election, the Member or the Member's proxy holder may give a single candidate a number of votes equal to the number of Directors to be elected multiplied by the number of Units owned by the Member, or may distribute the Member's cumulated votes among any two or more candidates as the member desires.

3.3.4 The candidates receiving the highest number of votes shall be elected. In the event of a tie vote between candidates for the last position on the Board, the winner of the tie vote shall be determined by a game of chance such as a coin toss or high card draw.

3.4 Term of Office of Directors. [Corp. Code § 7220(b)] The terms of office of all members of the Board shall be concurrent one year terms. There shall be no limit

to the number of consecutive terms to which a Director may be reelected. Each Director shall hold office until the election of his or her successor or until the Director's death, resignation or removal. Directors shall be elected annually to fill the vacancies of those Directors whose terms then expire.

3.5 Vacancies and Removal of Directors. [Corp. Code § 7221] Vacancies may be declared, or Directors may be removed as follows:

3.5.1 The Board may declare vacant the office of a Director on the occurrence of any of the following events:

- (a) The Director is declared of unsound mind by a final order of a court.
- (b) The Director is convicted of a felony.
- (c) The Director has failed to attend three consecutive regular meetings of the Board.
- (d) The Director ceases to be an Association Member or a Unit occupant who is a parent, sibling or other family member of a Member.
- (e) The Director is more than ninety days delinquent in the payment of any assessments, fees, charges or monetary penalties due the Association.

3.5.2 [Corp. Code § 7222] One or more Directors may be removed prior to the expiration of their terms, without cause, by a vote of the Members. Any removal without cause shall be approved by the vote of Members representing a majority of all Members. Notwithstanding the foregoing, unless the entire Board is removed from office by the vote of the Members, an individual Director shall not be removed prior to the expiration of his or her term of office except in compliance with Corporations Code section 7222 or any successor statute.

3.5.3 [Corp. Code § 7222(f)] By a majority vote, the Board may remove any Director who was appointed by the Board to fill a vacancy on the Board.

3.6 Resignation of Directors. [Corp. Code § 7224] Any Director may resign at any time by giving written notice to the Board, the President, or the Secretary, or by giving verbal notice at an open Board meeting or an executive session. Such resignation shall take effect on the date of receipt of such notice, or at any time later specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

3.7 Filling Vacancies on the Board. [Corp. Code §§ 7220(b) & 7224]

- 3.7.1 The remaining Directors shall appoint a new Director to fill any vacancy on the Board caused by the death, removal or resignation of a Director unless the vacancy is created by the removal of a Director by the Members.
- 3.7.2 The Members shall vote to fill any vacancy on the Board created by the removal of a Director by the Members.
- 3.7.3 A successor Director shall serve for the unexpired term of the Director he or she replaced. If the Board accepts the resignation of a Director which is scheduled to take effect at a future date, the Board may appoint a successor to take office when the resignation becomes effective, and the resigning Director may participate in the appointment of a successor.

3.8 No Compensation of Directors. No Director shall receive any compensation for any service he or she may render to the Association; provided, however, that a Director may be reimbursed for actual out-of-pocket expenses incurred by the Director in the performance of his or her duties. Any expenses for travel outside of San Diego County must have prior approval of the Board.

3.9 Powers and Duties of Directors. [Civ. Code §§ 4800 & 4805; Corp. Code § 7140] The Board shall exercise for the Association all powers and duties vested in or delegated to the Board or the Association by the Governing Documents and the California Corporations Code governing nonprofit mutual benefit corporations, and the Davis-Stirling Common Interest Development Act. Said powers and duties shall be subject to the limitations of the Governing Documents, and shall include, but not be limited to, the following:

- 3.9.1 [Civ. Code § 4340 et seq.] Formulating Rules for the use and operation of the Units, Exclusive Use Common Areas, Common Area, common facilities and facilities owned or controlled by the Association.
- 3.9.2 [Civ. Code § 5105] Formulating Rules to regulate membership meetings, elections, appointment of inspector(s) of election, and voting procedures.
- 3.9.3 Enforcing the applicable provisions of the Governing Documents and any other instruments governing the ownership, management, and control of the Development.
- 3.9.4 [Civ. Code § 5110; Corp. Code § 7614] Appointing inspectors of election for any membership vote.

- 3.9.5 Initiating and executing disciplinary proceedings against Members for violations of provisions of the Governing Documents.
- 3.9.6 Paying taxes and assessments that are, or could become, a lien on all or a portion of the Common Area.
- 3.9.7 Fixing and establishing the fiscal year for the Association, including the power to modify the fiscal year.
- 3.9.8 Contracting for casualty, liability, and other insurance on behalf of the Association.
- 3.9.9 [Corp. Code § 7212] Creating committees pursuant to resolution adopted by a majority of the Board; provided that if a committee will exercise any power or authority of the Board, it shall consist of two or more Directors and only Directors. No Directors need serve on any committee which does not exercise any power or authority of the Board (e.g., social committees).
- 3.9.10 [Corp. Code § 7210] Delegating its authority, duties, and responsibilities to its Officers, employees, committees, or agents, including a community association manager. The term of any agreement with a manager shall not exceed one year, renewable by agreement of the parties for successive one year periods, and shall provide for termination by either party for cause with no more than thirty days' written notice, or without cause and without payment of a termination fee or penalty with no more than ninety days' written notice.
- 3.9.11 Filling vacancies on the Board, except for a vacancy created by the removal of a Director by Members.
- 3.9.12 Providing any Owner with any documents required by any applicable law to be provided to an Owner.
- 3.9.13 Being indemnified and defended by the Association against loss, liability or expense (including attorneys' fees) arising out of the performance of the Board's duties to the maximum extent permitted by law.

ARTICLE 4 - MEETINGS OF DIRECTORS

4.1 **Regular Board Meetings.** [Corp. Code § 7211(a)(2)] Regular Meetings of the Board of Directors shall be held monthly at a time and place fixed by resolution of the Board. The Meeting place shall ordinarily be within the Development unless, in the judgment of the Board, a larger meeting room is required than exists within the

Development. Any larger meeting room selected by the Board shall be as close as possible to the Development.

4.2 **Special Board Meetings.** [Corp. Code §§ 7211(a)(1) & (2)] Special Meetings of the Board shall be held when called by written notice signed by the President of the Association or by any two Directors other than the President. The Meeting notice shall specify the time and place of the Meeting and the nature of any special business to be considered.

4.3 **Board Meeting Notice to Board Members.** [Corp. Code § 7211(a)(2)]

4.3.1 Regular Meetings of the Board may be held without notice to Board members if the time and place of the Meetings are fixed by the Board.

4.3.2 Regular Meetings, if the time and place are not fixed by the Board, and special Meetings of the Board shall be held upon four days' notice by first-class mail or forty-eight hours' notice delivered personally or by telephone, including a voice messaging system or by Electronic Transmission to Board members.

4.3.3 Notice need not be given to any Director who has signed a waiver of notice or a written consent to holding of the Meeting.

4.4 **Organizational Board Meetings.** Immediately after the annual meeting, or as soon thereafter as reasonably practicable, the Board shall meet to elect the Officers of the Association and conduct any other business of the Association as the Board, in its discretion, shall determine is necessary.

4.5 **Emergency Board Meetings.** [Civ. Code § 4923]

4.5.1 An emergency Meeting of the Board, either in open session or executive session, may be called by the President, or by any two Board members if there are circumstances that could not have been reasonably foreseen which require immediate attention and possible action by the Board, and which of necessity make it impracticable to provide notice as required herein.

4.5.2 Electronic Transmissions may be used as a method of conducting an emergency Meeting if all Board members agree in writing or Electronic Transmission to conducting the emergency Meeting by Electronic Transmission. The consent of each Board member must be filed with the minutes of the emergency Meeting. If all the Board members consent to conducting the emergency Meeting by Electronic Transmission, a decision by a majority of the Directors voting on the item of business shall be the act of the Board as long as a quorum of the Board votes.

4.6 Executive Sessions of the Board. [Civ. Code § 4935]

4.6.1 The Board may, with the approval of a majority of a quorum of the Board, meet in executive session with its legal counsel, or meet to discuss and vote upon (1) litigation in which the Association is or may become involved, (2) matters that relate to the formation of contracts with third parties, (3) personnel matters, (4) Member disciplinary matters, (5) orders of business of a similar nature, and (6) to meet with a Member upon the Member's request regarding the Member's payment of assessments.

4.6.2 An executive session which does not follow an open Meeting may be called and noticed to the Board members in the same manner as a special Meeting or as an emergency Meeting if required by the circumstances.

4.6.3 Any matter discussed in executive session shall be generally noted in the minutes of the next Meeting of the Board of Directors which is not an executive session.

4.7 Quorum at Board Meetings. [Corp. Code §§ 7211(a)(7) & (8)]

4.7.1 A majority of the number of the Directors then in office, so long as there is more than one such Director, shall constitute a quorum. If a quorum is present, the decision of a majority of the Directors present shall be the act of the Board.

4.7.2 Board members shall be considered present and may participate in a Board Meeting through use of a conference telephone or electronic video screen as long as all Board members participating in the Meeting are able to hear one another.

4.7.3 Board members shall be considered present and may participate in a Meeting through Electronic Transmission, other than conference telephone and electronic video screen, as long as each Board member participating in the Meeting can communicate with all the other Board members in attendance concurrently.

4.8 Adjournment of Board Meetings. [Corp. Code § 7211(a)(4)] A majority of the Directors present, whether or not a quorum is present, may adjourn any Meeting to another time and place. If the Meeting is adjourned for more than twenty-four hours, notice of the adjournment shall be given, prior to the time of the adjourned Meeting, to the Directors who were not present at the time of the adjournment.

4.9 Owner Attendance at Board Meetings; Notice. [Civ. Code §§ 4920, 4923 & 4925]

- 4.9.1 Any Member of the Association may attend Meetings of the Board except when the Board adjourns to executive session. Members who are not on the Board may speak at any Meeting, except executive sessions, subject to reasonable limitations established by the Board of Directors.
- 4.9.2 Notice of the time and place of a Board Meeting, except for emergency Meetings and executive sessions, shall be communicated to Members not less than four days prior to the Meeting.
- 4.9.3 Notice of the time and place of executive session Board Meetings, except for emergency Meetings, shall be communicated to Members not less than two days prior to the Meeting.
- 4.9.4 Notice shall be given by any means allowed by applicable law. Any Member may request and receive the notice by mail or Electronic Transmission, at the address requested by the Member.

4.10 **Board Meeting Minutes; Availability to Owners.** [Civ. Code §§ 4950 & 5200; Corp. Code § 8320] The Board shall keep accurate written minutes of its Meetings, and shall retain them in the permanent records of the Association. The minutes, minutes proposed for adoption that are marked to indicate draft status, or a summary of the minutes, of any Board Meeting, other than executive session, shall be available to Members within thirty days after the Meeting. The minutes, proposed minutes, or summary minutes shall be distributed to any Member upon request and upon reimbursement for the costs in making that distribution. Members shall be notified in writing at the time that the budget is distributed, or at the time of any general mailing to the entire membership, of their right to have copies of the minutes of Meetings of the Board, and how and where those minutes may be obtained.

ARTICLE 5 - OFFICERS

5.1 **Enumeration of Officers.** [Corp. Code § 7213(a)] The Officers of this Association shall be a president, a secretary, and a treasurer. The Board may appoint such additional Officers as it may, in its sole discretion, determine necessary or desirable. Officers must be a Member or a Unit occupant who is a parent, sibling or other family member of a Member.

5.2 **Appointment and Term of Officers.** The Officers shall be appointed annually by the Board. Each shall hold office until the next annual meeting unless he or she shall sooner resign, or be removed, or otherwise become disqualified to serve. Any vacancies shall be filled by the Board. Each Officer shall hold his or her office at the pleasure of the Board.

5.3 **Duties of Officers.** Unless otherwise delegated by the Board, the duties of each Officer shall be as set forth in the Declaration.

5.4 **Delegation of Officers' Duties.** With Board approval, an Officer may delegate his or her powers and duties to any committee, employee or agent of the Association, including, but not limited to, a community association manager.

5.5 **Resignation and Removal of Officers.**

5.5.1 The Board may remove any Officer from office either with or without cause.

5.5.2 An Officer may resign at any time by giving written notice to the Board, the President or the Secretary or by giving verbal notice at an open Board meeting or executive session. The resignation shall take effect at the date of receipt of the notice or at any later time specified in the notice. Unless otherwise specified in the notice, acceptance of the resignation by the Board shall not be necessary to make it effective.

5.6 **Return of Association Materials by Officers.** All books, records, papers and other materials provided by or from the Association to Directors or Officers remain property of the Association. Upon resignation, removal or expiration of the Officers' terms, Officers shall return to the Association those Association materials in their possession.

5.7 **No Compensation of Officers.** An Officer shall not receive any compensation for any service he or she may render to the Association; provided, however, that any Officer may be reimbursed for actual out-of-pocket expenses incurred by the Officer in the performance of his or her duties. Any expenses for travel outside of San Diego County must have prior approval of the Board.

5.8 **Limitation of Officer's Powers.** No Officer may enter into any contract or incur any debt or other obligation for the Association without authorization of the Board of Directors.

ARTICLE 6 - BOOKS AND RECORDS; INSPECTION RIGHTS

6.1 **Member Inspection of Association Records.** [Civ. Code § 5200 et seq.]

6.1.1 "Association Records" and "Enhanced Association Records," defined in Civil Code section 5200 or any successor statutes, shall be open to inspection upon the written demand on the Association by any Member for a purpose reasonably related to such Member's interests as a Member in accordance with the terms and conditions of Civil Code section 5200 and any successor statutes.

6.1.2 Members may not inspect the minutes of executive meetings, information related to disciplinary matters, individual Unit files (except their personal Unit file), or any other records except those

specifically allowed herein or as allowed by the Board or by applicable law.

6.1.3 The Association may withhold or redact information if the release of the information is reasonably likely to lead to fraud in connection with the Association or identity theft or the information is privileged by applicable law, all as more specifically set forth in Civil Code section 5215 and any successor statutes.

6.2 Member Inspection of Membership Register. Subject to Section 6.3 and any applicable law, Members may obtain copies of the membership register within ten days upon a written demand to the Association and payment of a reasonable charge for copying and mailing costs. The demand shall state the purpose for which the list is requested.

6.3 Denial of Inspection Request for Membership Register. [Corp. Code § 8338] In accordance with section 8338 of the Corporations Code, the membership register is a corporate asset. The Association may deny a Member access to the membership register, including copies thereof, where the Association reasonably believes that the information will be used for a purpose not reasonably related to the Member's interest as a Member, or where the Association provides a reasonable alternative method of achieving the purpose identified in the written demand from the Member in accordance with section 8330(c) of the Corporations Code.

6.4 Director Inspection of All Association Records. [Corp. Code § 8334] Subject to any limitations imposed by applicable law, every Director shall have the right to inspect all Association records and the physical properties owned or controlled by the Association at any reasonable time as provided by section 8334 of the Corporations Code.

6.5 Removal of Records. No Member or Director may remove the Association's copies of the Governing Documents, books and records of account, minutes, the membership register, or other records or documents from the Association's office or designated depository without the prior consent of the Board.

ARTICLE 7 - AMENDMENTS

These Bylaws may be amended with the approval of Owners of at least thirteen Units.

CERTIFICATE OF SECRETARY

OF

CASA SECA HOMEOWNER'S ASSOCIATION
a California Nonprofit Mutual Benefit Corporation

I, the undersigned, do hereby certify that I am the duly elected Secretary of the Casa Seca Homeowner's Association, a California corporation. The foregoing Bylaws of said Association constitute the Bylaws as approved by the membership of the Association.

DATED: _____, 20____.

Secretary