FIRST AMENDMENT AND RESTATED BYLAWS OF

TWIN LAKES OWNERS ASSOCIATION, INC.

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FIRST AMENDMENT AND RESTATED

BYLAWS

OF

TWIN LAKES OWNERS ASSOCIATION, INC.

ARTICLE I Name, Membership, Applicability, and Definitions

- Section 1. Name. The name of the Association shall be Twin Lakes Owners Association, Inc., (hereinafter sometimes referred to as the "Association").
- Section 2. <u>Principal Office</u>. The principal office of the Association in the State of Texas shall be located in the Town of Double Oak, County of Denton or at such other location designated by the Board of Directors. The Association may have such other offices, either within or without the State of Texas, as the Board of Directors may determine or as the affairs of the Association may require.
- Section 3. Registered Office and Registered Agent. The Association shall have and continuously maintain in the State of Texas a registered office and a registered agent, whose office is identical with such registered office, as required by the Texas Nonprofit Corporation Act. The registered office may be, but need not be, identical with the principal office of the Association in the State of Texas, and the address of the registered office may be changed from time to time by the Board of Directors.
- Section 4. <u>Definitions</u>. The words used in these First Amended and Restated Bylaws (the Restated Bylaws) shall have the same meaning as set forth in that Second Amended and Restated Declaration of Covenants, Conditions, and Restrictions for Twin Lakes Owners Association, Inc. (said Second Amended and Restated Declaration, as amended, renewed, or extended from time to time, is hereinafter sometimes referred to as the "Declaration"), unless the context shall prohibit.
- Section 5. Amendment and Restatement. These Restated Bylaws have been approved by the requisite number of Members of the Association and shall amend, supercede and replace those bylaws of Twin Lakes Owner Association, Inc. (the "Original Bylaws") dated to be effective as of January 21, 1987.

ARTICLE II Association: Meetings, Quorum, Voting, Proxies

Section 1. Membership. Membership in the Association shall

be as more fully set forth in that Declaration, the terms of which to pertaining membership are specifically incorporated herein by reference.

- Section 2. <u>Place of Meetings</u>. Meetings of the Association shall be held at the principal office of the Association or at such other suitable place convenient to the Members as may be designated by the Board of Directors either in the subdivision of Twin Lakes Estates or as convenient thereto as possible and practical.
- Section 3. <u>Annual Meetings</u>. Annual meetings of the Members shall be held within sixty (60) days of the close of the Association's fiscal year. The annual meeting of the Members shall be held at a date and time as set by the Board of Directors.
- Section 4. Special Meetings. The President may call special meetings of the Association. In addition, it shall be the duty of the President to call a special meeting of the Association if so directed by resolution of a majority of a quorum of the Board of Directors or upon a petition signed by least ten percent (10%) of the total votes of the Association. The notice of any special meeting shall state the date, time, and place of such meeting and the purpose thereof. No business shall be transacted at a special meeting except as stated in the notice.
- Section 5. <u>Notice of Meetings</u>. Written or printed notice stating the place, day, and hour of any meeting of the Members shall be delivered, either personally or by mail, to each Member entitled to vote at such meeting, not less than ten (10) nor more than fifty (50) days before the date of such meeting, by or at the direction of the President or the Secretary or the officers or persons calling the meeting.
- If mailed, the notice of a meeting shall be deemed to be delivered when deposited in the United States mail addressed to the Member at his address as it appears on the records of the Association, with postage thereon prepaid.
- Section 6. <u>Waiver of Notice</u>. Waiver of notice of meeting of the Members shall be deemed the equivalent of proper notice. Any Member may, in writing, waive notice of any meeting of the Members, either before or after such meeting. Attendance at a meeting by a Member, whether in person or by proxy, shall be deemed waiver by such Member of notice of the time, date, and place thereof, unless such Member specifically objects to lack of proper notice at the time the meeting is called to order. Attendance at a special meeting shall also be deemed waiver of notice of all business transacted thereat unless objection to the calling or convening of the meeting, of which proper notice was not given, is raised before the business is put to a vote.
- Section 7. <u>Adjournment of Meetings</u>. If any meetings of the Association cannot be held because a quorum is not present, a majority

of the Members who are present at such meeting, either in person or by proxy, may adjourn the meeting to a time not less than ten (10) nor more than thirty (30) days from the time the original meeting was called. At such adjourned meeting at which a quorum is present, any business which might have been transacted at the meeting originally called may be transacted. If a time and place for the adjourned meeting is not filed by those in attendance at the original meeting or if for any reason a new date is fixed for the adjourned meeting after adjournment, notice of the time and place of the adjourned meeting shall be given to Members in the manner prescribed for regular meetings.

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, provided that at least twenty-five percent (25%) of the total votes of the Association remains present in person or by proxy, and provided further that any action taken shall be approved by at least a majority of the Members required to constitute a quorum of the twenty-five percent (25%) of members.

Section 8. <u>Voting</u>. The voting rights of the Members shall be as set forth in the Declaration, and such voting rights provisions are specifically incorporated herein.

Section 9. 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 or Association's agent before the appointed time of each meeting. Every proxy shall be revocable and shall automatically cease upon conveyance by the Member of his or her Lot or upon receipt of notice by the Secretary of the Board of the death or judicially declared incompetence of a Member or upon the expiration of eleven (11) months from the date of the proxy.

Section 10. Majority. As used in these Restate Bylaws, the term "majority" shall mean those votes, owners, or other group as the context may indicate totaling more than fifty percent (50%) of the total number.

Section 11. Quorum. Except as otherwise provided in these Restated Bylaws or in the Declaration, the presence in person or by proxy of fifty-one percent (51%) of the Members shall constitute a quorum at all meetings of the Association. In the event a quorum is not present, another meeting may be called subject to the same notice requirement, and the required quorum at the subsequent meeting shall be twenty-five percent (25%) of the total votes of the Association. Any provision in the Declaration concerning quorums is specifically incorporated herein.

Section 12. <u>Conduct of Meetings</u>. The President shall preside over all meetings of the Association, and the Secretary shall keep the minutes of the meeting and record in a minute book all resolutions

adopted at the meeting, as well as a record of all transactions occurring thereat.

Section 13. Action Without a Meeting. Any action required by law to be taken at a meeting of the Members, or 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 shall be signed by all of the Members entitled to vote with respect to the subject matter thereof, and such consent shall have the same force and effect as a unanimous vote of the Members. Consent delivered via email shall be accepted as valid consent in writing.

ARTICLE III Board of Directors: Number, Powers, Meetings

A. Composition and Selection.

Section 1. <u>Governing; Body; Composition</u>. The affairs of the Association shall be governed by a Board of Directors. The Directors shall be Members or spouses of such Members; provided, however, no person and his or her spouse may serve on the Board at the same time.

Section 2. <u>Number of Directors</u>. The number of Directors in the Association shall be not less than five (5) nor more than nine (9), as the Board of Directors may from time to time determine by resolution.

Nomination of Directors. Nominations for election Section 3. to the Board of Directors shall be made by a Nominating Committee. The Nominating Committee shall consist of a Chairman, who shall be a member of the Board of Directors, and two (2) or more Members of the Association. The Nominating Committee shall be appointed by the Board of Directors not less than thirty (30) days prior to each annual meeting of the Members to serve from the close of such annual meeting until the close of the next annual meeting, and such appointment shall be announced at each such annual meeting. The Nominating Committee shall make as many nominations for election to the Board of Directors as it shall in its discretion determine, but in no event less than the number of vacancies or terms to be filled. Nominations shall be permitted from the floor. All candidates shall have a reasonable opportunity to communicate their qualifications to the Members and to solicit votes.

Section 4. <u>Election and Term of Office</u>. Notwithstanding any other provision contained herein:

Terms of the Directors shall be three (3) years. There shall be concurrent terms for no less than two (2) members. At the expiration of the initial term of office of each respective member of the Board of Directors, a successor shall be elected to serve for a term of three (3) years. The members of the Board of Directors shall hold

office until their respective successors shall have been elected by the Association.

Section 5. Removal of Directors and Vacancies. Unless the entire Board is removed from office by the vote of the Association Members, an individual Director shall not be removed prior to the expiration of his or her term of office if the number of votes cast against his or her removal would be sufficient to elect him or her if voted cumulatively at an election at which the same total number of votes were cast and the entire number of Directors authorized at the time of the more recent election of Directors were than being elected. A Director who was elected solely by the votes of Members may be removed from office prior to the expiration of his or her term by the votes of a majority of Members.

In the event of death or resignation of a Director, his or her successor shall be selected by a majority of the remaining members of the Board and shall serve for the unexpired term of the predecessor.

Section 6. <u>Voting Procedure for Directors</u>. The first election of the Board was conducted at the first meeting of the Association. At such election, and each thereafter, 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 Declaration. The persons receiving the largest number of votes shall be elected.

B. Meetings.

Section 7. Organization Meetings. The first meeting of the members of the Board of Directors following each annual meeting of the Association shall be held within ten (10) days at such time and place as shall be fixed by the Board.

Section 8. Regular Meetings. Regular meetings of the Board of Directors may be held at such time and place as shall be determined from time to time by a majority of the Directors, but at least four (4) such meetings shall be held during each fiscal year with at least one (1) meeting per quarter. Notice of the time and place of the meeting shall be communicated to Directors not less than four (4) days prior to the meeting; provided, however, notice of a meeting need not be given to any Director who has signed a waiver of notice or a written consent to holding of the meeting.

Section 9. Special Meetings. Special meetings of the Board of Directors shall be held when called by written notice signed by the President, Vice President, or Secretary of the Association, or by any two (2) Directors. The notice shall specify the time and place of the meeting and nature of any special business to be considered. The notice shall be given to each Director by one of the following methods: (a) by personal delivery; (b) written notice by first class mail, postage prepaid; (c) by telephone communication, either directly

to the Director or to a person at the Director's office or home who would reasonably be expected to communicate such notice promptly to the Director; (d) by telegram, charges prepaid; or (e) via email. All such notices shall be given or sent to the Director's address or telephone number or email address as shown on the records of the Association. Notices sent by first class mail shall be deposited into a United States mailbox at least four (4) days before the time set for the meeting. Notices given by personal delivery, telephone, or telegraph shall be delivered, telephoned, or given to the telegraph company at least seventy-two (72) hours before the time set forth the meeting.

Section 10. <u>Waiver of Notice</u>. The transaction of any meetings of the Board of Directors, however called and noticed or wherever held, shall be as valid as though taken at a meeting duly held after regular call and notice if (a) a quorum is present, and (b) either before or after the meeting each of the directors not present signs a written waiver of notice, a consent to holding the meeting, or an approval of the minutes. The waiver of notice or consent need not specify the purpose of the meeting. Notice of a meeting shall also be deemed given to any Director who attends the meeting without protesting before or at its commencement about the lack of adequate notice.

Section 11. Quorum of Board of Directors. At all meetings of the Board of Directors, a majority of the Directors shall constitute a quorum for the transaction of business, and the votes of a majority of the Directors present at a meeting at which a quorum is present shall constitute the decision of the Board of Directors. A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of Directors, if any action taken is approved by at least a majority of the required quorum for that meeting.

Section 12. <u>Compensation</u>. No Director shall receive any compensation from the Association for acting as such unless approved by a majority vote of the total vote of the Association at a regular or special meeting of the Association.

Section 13. <u>Conduct of Meetings</u>. The President shall preside over all meetings of the Board of Directors, and the Secretary shall keep a minute book of the Board of Directors, recording therein all resolutions adopted by the Board of Directors and a record of all transactions and proceedings occurring at such meetings.

Section 14. Open Meetings. All meetings of the board shall be open to all Members, but Members other than Directors may not participate in any discussions or deliberation unless expressly so authorized by a majority of a quorum of the Board.

Section 15. <u>Executive Session</u>. The Board may, with approval of a majority of a quorum, 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, financial issues pertaining to individual Members, 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.

Section 16. Action without a Formal Meeting. Any action to be taken at a meeting of the Directors or any action that may be taken at a meeting of the Directors may be taken without a meeting if a consent in writing (electronic communications included), setting forth the action so taken, shall be signed by a majority of the Directors, and such consent shall have the same force and effect as a vote.

C. Powers and Duties.

Section 17. <u>Powers</u>. The Board of Directors shall be responsible for the affairs of the Association and shall have all of the powers and duties necessary for the administration of the Association's affairs and, as provided by law, may do all acts and things as are not by the Declaration, Articles, or these Restated Bylaws directed to be done and exercised exclusively by the Members.

The Board of Directors may delegate to one of the Directors the authority to act on behalf of the Board of Directors on all matters relating to the duties of the Managing Agent or Manager, if any, which might arise between meetings of the Board of Directors.

In addition to the duties imposed by these Restated Bylaws or by any resolution of the Association that may be hereafter adopted, the Board of Directors shall have the power to and be responsible for the following, in way of explanation, but not limitation:

- (a) preparation and adoption of an annual budget in which there shall be established the contribution of each Owner to the Common Expenses;
- (b) making assessments to defray the Common Expenses, establishing the means and methods of collecting such assessments, and establishing the period or the installment payments of the annual assessment;
- (c) providing for the operation, care, upkeep, and maintenance of all of the Areas of Common Responsibility;
- (d) designating, hiring, and dismissing the personnel necessary for the maintenance, operation, repair, and replacement of the Association, its property, and the Areas of Common Responsibility and, where appropriate, providing for the compensation of such personnel and for the purchase of equipment, supplies, and material to be used by such personnel in the performance of their duties;

- (e) collecting the assessments, depositing the proceeds thereof in a bank depository which it shall approve, and using the proceeds to administer the Association;
 - (f) making and amending rules and regulations;
- (g) opening of bank accounts on behalf of the Association and designating the signatories required;
- (h) making or contracting for the making of repairs, additions, and improvements to or alterations of the Areas of Common Responsibility in accordance with the other provisions of the Declaration and these Restated Bylaws after damage or destruction by fire or other casualty;
- (i) enforcing or defending by legal means the provisions of the Declaration, these Restated Bylaws, and the rules and regulations adopted by it and bringing any proceedings which may be instituted on behalf of or against the Owners concerning the Association
- (j) obtaining and carrying insurance against casualties and liabilities, as provided in the Declaration, and paying the premium cost thereof;
- (k) paying out of the funds of the Association the cost of all services rendered to the Association or its Members and not chargeable to Owners;
- (1) keeping books with detailed accounts of the receipts and expenditures affecting the Association and its administration, specifying the maintenance and repair expenses and any other expenses incurred. The said books and vouchers accrediting the entries thereupon shall be available for examination by the owners and mortgagees, their duly authorized agents, accountants, or attorneys, during general business hours on working days at the time and in a manner that shall be set and announced by the Board of Directors for the general knowledge of the owners. All books and records shall be kept in accordance with generally accepted accounting practices;
- (m) establish Committees according to Article V of these Restated Bylaws.

Section 18. Management Agent.

(a) The Board of Directors may employ for the Association a professional management agent or agents at a compensation established by the Board of Directors to perform such duties and services as the Board of Directors shall authorize. The Board of Directors may delegate to the managing agent or manager, subject to the Board's supervision, all of the powers granted to the Board of Directors by these Restated Bylaws, other than the powers set forth in subparagraphs (a), (b), (f), and (i) of Section 17 of this Article.

- (b) No management contract may have a term in excess of one (1) year and must permit termination by either party without cause and without termination fee on ninety (90) days or less written notice.
- Section 19. <u>Accounts and Reports</u>. The following management standards of performance will be followed unless the Board by resolution specifically determines otherwise:
- (a) accrual accounting, as defined by generally accepted accounting principles, shall be employed;
- (b) cash accounts of the Association shall not be commingled with any other accounts;
- (c) no remuneration shall be accepted by the Managing Agent from vendors, independent contractors, or others providing goods or services to the Association, whether in the form of commissions, finder's fees, service fees, prizes, gifts, or otherwise; any thing of value received shall benefit the Association;
- (d) any financial or other interest which the Managing Agent may have in any firm providing goods or services to the Association shall be disclosed promptly to the Board of Directors; and
- (e) the following monthly, or at a minimum quarterly financial reports shall be prepared for the Association containing:
 - (i) a balance sheet on an accrual basis;
 - (ii) an income statement reflecting all income and expense activity for the preceding three (3) months on an accrual basis;
 - (iii) cash receipts summary;
 - (iv) cash disbursements summary; and
 - (v) a delinquency report.
- (f) A balance sheet as of the last day of the Association's fiscal year and an income statement for said fiscal year, shall be prepared annually which shall be distributed within ninety (90) days after the close of each fiscal year;
- (g) Expenditures approved by the majority of the Board Members outside of the regular board meetings must be reviewed as an agenda item at the next regular meeting of the Board of Directors.
- Section 20. <u>Borrowing</u>. The Board of Directors shall have the power to borrow money for the purpose of repair or restoration of the Areas of Common Responsibility and facilities without the approval of

the Members of the Association; <u>provided</u>, <u>however</u>, the Board shall obtain membership approval in the same manner provided in Article IX, Section 4, of the Declaration for special assessments in the event that the proposed borrowing is for the purpose of modifying, improving, or adding amenities, and the total amount of such borrowing exceeds or would exceed five percent (5%) of the budgeted gross expense of the Association for that fiscal year.

Section 21. Rights of the Association. With respect to the Areas of Common Responsibility or other properties for which the Association has assumed responsibility, and in accordance with the Articles of Incorporation and Restated Bylaws of the Association, the Association shall have the right to contract with any person for the performance of various duties and functions. Without limiting the foregoing, this right shall entitle the Association to enter into common management, operational, or other agreements with trusts, condominiums, cooperatives, or neighborhood and other homeowners or residents associations, both within and without the Properties. Such agreements shall require the consent of two-thirds (2/3) of the total votes of all Directors of the Association.

Section 22. <u>Hearing Procedure</u>. The Board shall not impose a fine, suspend voting, or infringe upon any other rights of a Member or other occupant for violations of rules unless and until the following procedure is followed:

- (a) <u>Demand</u>. Written demand to cease and desist from an alleged violation shall be served either personally or by mail upon the alleged violator specifying:
 - (i) the alleged violation;
 - (ii) the action required to abate the violation; and
 - (iii) a time period, of not less than ten (10) days, during which the violation may be abated without further sanction, if such violation is a continuing one, or a statement that any further violation of the same rule may result in the imposition of a sanction after notice, and hearing if the violation is not continuing.
- (b) <u>Notice</u>. At any time within twelve (12) months of such demand, if the violation continues past the period allowed in the demand for abatement without penalty or if the same rule is subsequently violated, the Board or its delegate shall serve the violator either in person or by mail with written notice of a hearing to be held by the Covenants Committee in Executive Session. The notice shall contain:
 - (i) the nature of the alleged violation;
 - (ii) the time and place of the hearing, which time shall

- not be less than ten (10) days from the giving of the notice;
- (iii) an invitation to attend the hearing and produce any statement, evidence, and witness on his or her behalf; and
- (iv) the proposed sanction to be imposed.
- (c) <u>Hearing</u>. The hearing shall be held in Executive Session pursuant to the notice served pursuant to Section 22(b) of this Article affording the Member a reasonable opportunity to be heard. Prior to the effectiveness of any sanction hereunder, proof of notice and the invitation to be heard shall be placed in the minutes of the meeting. Such proof shall be deemed adequate if a copy of the notice, together with a statement of the date and manner of deli very, is entered by the officer, Director, or agent who delivered such notice. The notice requirement shall be deemed satisfied if the alleged violator appears at the meeting. The minutes of the meeting shall contain a written statement of the results of the hearing and the sanction, if any, imposed.
- (d) <u>Appeal</u>. Following a hearing before the Covenants Committee, the violator shall have the right to appeal the decision to the Board of Directors, the decision of which shall be final. To perfect this right, a written notice of appeal must be received by the President or Secretary of the Association within thirty (30) days after the hearing date.

ARTICLE IV Officers

- Section 1. Officers. The officers of the Association shall include a President, Vice President, Secretary, and Treasurer. The Board of Directors may elect such other officers, including one or more Assistant Secretaries and one or more Assistant Treasurers, as it shall deem desirable, such officers to have the authority and perform the duties described from time to time by the Board of Directors. Any one or more offices may be held by the same person, excepting the offices of President and Secretary. The President and Treasurer shall be elected from among the members of the Board of Directors.
- Section 2. <u>Election, Term of Office, and Vacancies</u>. The officers of the Association shall be elected annually by the Board of Directors at the first meeting of the Board of Directors following each annual meeting of the Members, as herein set forth in Article II. A vacancy in any office arising because of death, resignation, removal, or otherwise may be filled by the Board of Directors for the unexpired portion of the term.
 - Section 3. Removal. Any officer may be removed by the Board

of Directors whenever in its judgment the best interests of the Association will be served thereby.

- Section 4. <u>Powers and Duties</u>. The officers of the Association pertain to their respective offices, as well as such powers and duties as may from time to time be specifically conferred or imposed by the Board of Directors. The President shall be the chief executive officer of the Association. The Treasurer shall have primary responsibility for the preparation of the budget as provided for in the Declaration and may delegate all or part of the preparation and notification duties to a finance committee, management agent, or both.
- Section 5. Resignation. Any officer may resign at any time by giving written notice to the Board of Directors, the President, or the Secretary. Such resignation shall take effect on the date of the receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
- Section 6. Agreements, Contracts, Deeds, Leases, Checks, Etc. All agreements, contracts, deeds and leases shall be executed by the President of the Association, or, in his absence, by a Vice President and shall be witnessed by the Secretary. All checks and/or other financial documents shall be executed by the Treasurer and witnessed by the Secretary. By resolution of the Board of Directors, additional Directors or other persons may be designated to execute specific documents, including contracts and other agreements.

ARTICLE V Committees

Section 1. <u>General</u>. Committees to perform such tasks and to serve for such periods as may be designated by a resolution adopted by a majority of the Directors present at a meeting at which a quorum is present are hereby authorized. Such committees shall perform such duties and have such powers as may be provided in the resolution. Each committee shall be composed as required by law and shall operate in accordance with the terms of the resolution of the Board of Directors designating the committee or with rules adopted by the Board of Directors. Election to the Board of Directors does not exclude committee participation.

Section 2. <u>Covenants Committee</u>. The Board of Directors shall appoint a Covenants Committee consisting of at least three (3) and no more than five (5) members. Acting in accordance with the provisions of the Declaration, these Restated Bylaws, and resolutions the Board may adopt, the Covenants Committee shall be the hearing tribunal of the Association.

Section 3. Other Committees. The Board of Directors may, from time to time, by a majority vote of the Board of Directors, appoint other Committees for such purposes, and with such duties and authorizations, as the Board of Directors may determine by majority vote, provided that such duties and authorizations are consistent with the terms of the Restated Declaration, these Restated Bylaws and the Articles of Incorporation.

Article VI Miscellaneous

- Section 1. $\underline{\text{Fiscal Year}}$. The fiscal year of the Association shall be set by resolution of the Board of Directors.
- Section 2. <u>Parliamentary Rules</u>. Except as may be modified by Board resolution establishing modified procedures, <u>Robert's Rules of Order</u> (current edition) shall govern the conduct of Association proceedings when not in conflict with Texas law, the Articles of Incorporation, the Declaration, or these Restated Bylaws.
- Section 3. <u>Conflicts</u>. If there are conflicts or inconsistencies between the provisions of Texas law, the Articles of Incorporation, the Declaration, and these Restated Bylaws, the provisions of Texas law, the Declaration, the Articles of Incorporation, and the Restated Bylaws (in that order) shall prevail.

Section 4. Books and Records.

- (a) <u>Inspection by Members and Mortgagees</u>. The Amended and Restated Declaration and Restated Bylaws, membership register, books of account, and minutes of meetings of the Members, the Board, and committees shall be made available for inspection and copying by any Mortgagee, Member of the Association, or by his or her duly appointed representative at any reasonable time and for a purpose reasonably related to his or her interest as a Member at the office of the Association or at such other place as the Board shall prescribe.
- (b) Rules for Inspection. The Board shall establish reasonable rules with respect to:
 - (i) notice to be given to the custodian of the records;
 - (ii) hours and days of the week when such an inspection may be made; and
 - (iii) payment of the cost of reproducing copies of documents requested.
- (c) <u>Inspection by Directors</u>. 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 at the expense of the Association.

- Section 5. <u>Notices</u>. Unless otherwise provided in these Restated Bylaws, all notices, demands, bills, statements, or other communication under these Restated Bylaws shall be in writing and shall be deemed to have been duly given if delivered personally or if deposited in the U.S. mail with first class postage prepaid:
- (a) if to a Member, at the address which the Member has designated in writing and filed with Secretary or, if no such address has been designated, at the address of the Property of such owner; or
- (b) if to the Association, the Board of Directors, or the Managing Agent, at the principal office of the Association or the Managing Agent, if any, or at such other address as shall be designated by the notice in writing to the Members pursuant to this Section.

Section 6. Amendment. These Restated Bylaws may be further amended only by the affirmative votes (in person or by proxy) or written consent of Members representing a majority of votes of the Association. However, the percentage of votes necessary to amend a specific clause or provision shall not be less than the prescribed percentage of affirmative votes required for action to be taken under that clause.