

# Bylaws of the Cedars Condominium Association



# Cedars Condominium Association Bylaws

## Contents

Article I.....	5
<b>Plan of Unit Ownership .....</b>	<b>5</b>
Section 1.1 Applicability.....	5
Section 1.2 Compliance.....	5
Section 1.3 Office .....	5
Article II.....	5
<b>Unit Owners' Association .....</b>	<b>5</b>
Section 2.1 Composition.....	5
Section 2.2 Membership.....	6
Section 2.3 Annual Meetings .....	6
Section 2.4 Place of Meeting .....	6
Section 2.5 Special Meetings .....	6
Section 2.6 Notice of Meetings .....	6
Section 2.7 Adjournment of Meetings .....	6
Section 2.8 Order of Business .....	6
Section 2.9 Title to Units.....	7
Section 2.10 Voting .....	7
Section 2.11 Proxies.....	7
Section 2.12 Quorum.....	7
Section 2.13 Conduct of Meeting.....	8
Article III.....	8
<b>Board of Directors .....</b>	<b>8</b>
Section 3.1 Number and Qualification.....	8
Section 3.2 Powers and Duties.....	8
Section 3.3 Managing Agent.....	10
Section 3.4 Election and Term of Office.....	11
Section 3.5 Removal or Resignation of Members of the Board of Directors .....	11
Section 3.6 Vacancies .....	11
Section 3.7 Organization Meeting.....	11
Section 3.8 Regular Meetings.....	12
Section 3.9 Special Meetings .....	12
Section 3.10 Waiver of Notice .....	12
Section 3.11 Quorum of Board of Directors .....	12
Section 3.12 Fidelity Bonds .....	12
Section 3.13 Compensation.....	12

# Cedars Condominium Association Bylaws

Section 3.14 Conduct of Meetings .....	12
Section 3.15 Action Without Meeting .....	13
Section 3.16 Liability of the Board of Directors, Officers, Unit Owners and Unit Owners' Association .....	13
Section 3.17 Common or Interested Directors .....	13
Section 3.18 Covenants Committee .....	14
Article IV .....	15
<b>Officers .....</b>	<b>15</b>
Section 4.1 Designation .....	15
Section 4.2 Election of Officers .....	15
Section 4.3 Removal of Officers .....	15
Section 4.4 President .....	15
Section 4.5 Vice President .....	15
Section 4.6 Secretary .....	15
Section 4.7 Execution of Documents .....	16
Section 4.8 Compensation of Officers .....	16
ARTICLE V .....	16
<b>Operation of the Property .....</b>	<b>16</b>
Section 5.1 Determination of Common Expenses and Assessments Against Unit Owners .....	16
Section 5.2 Payment of Common Expenses .....	18
Section 5.3 Collection of Assessments .....	18
Section 5.4 Statement of Common Expenses .....	18
Section 5.5 Maintenance, Repair, Replacement and Other Common Expenses .....	19
Section 5.6 Additions, Alterations or Improvements by Board of Directors .....	19
Section 5.7 Additions, Alterations or Improvements by Unit Owners .....	20
Section 5.8 Restrictions on Use of Unit; Rules and Regulations .....	20
Section 5.9 Rights of Access .....	22
Section 5.10 Utility Charges .....	22
Section 5.11 Parking Spaces .....	22
Section 5.12 Use of Common Elements .....	22
Section 5.13 Disclaimer of Bailee Liability .....	22
ARTICLE VI .....	22
<b>Insurance .....</b>	<b>22</b>
Section 6.1 Authority to Purchase .....	23
Section 6.2 Physical Damage Insurance .....	23
Section 6.3 Liability Insurance .....	24
Section 6.4 Other Insurance .....	24



# Cedars Condominium Association Bylaws

Section 6.5 Separate Insurance.....	25
Section 6.6 Insurance Trustee.....	25
Section 6.7 Board of Directors as Agents .....	25
ARTICLE VII .....	25
<b>Repair and Reconstruction After Fire or Other Casualty .....</b>	<b>25</b>
Section 7.1 When Repair and Reconstruction Are Required.....	25
Section 7.2 Procedure for Reconstruction and Repair .....	26
Section 7.3 Disbursements of Construction Funds .....	26
Section 7.4 When Reconstruction Is Not Required .....	26
ARTICLE VIII .....	27
<b>Mortgages .....</b>	<b>27</b>
Section 8.1 Notice to Board of Directors .....	27
Section 8.2 Notice of Default, Casualty or Condemnation.....	27
Section 8.3 Notice and Approval of Amendment of Declaration and Bylaws.....	27
Section 8.4 Other Rights of Mortgagees .....	28
ARTICLE IX .....	28
<b>Compliance and Default .....</b>	<b>28</b>
Section 9.1 Relief .....	28
Section 9.2 Lien for Assessments.....	29
Section 9.3 Supplemental Enforcement of the Lien .....	30
Section 9.4 Subordination and Mortgage Protection .....	30
ARTICLE X .....	30
<b>Amendments to Bylaws .....</b>	<b>30</b>
Section 10.1 Amendments.....	30
Section 10.2 Approval of Mortgagees .....	30
ARTICLE XI .....	30
<b>Miscellaneous .....</b>	<b>30</b>
Section 11.1 Notices.....	31
Section 11.2 Captions .....	31
Section 11.3 Gender.....	31
Attachments.....	32
<b>Attachments A – Definitions .....</b>	<b>32</b>
<b>Attachment B – New Mexico Condominium Act Hot Links.....</b>	<b>33</b>
<b>Attachment C – Rules and Regulations .....</b>	<b>34</b>

# Cedars Condominium Association Bylaws

## Article I

### Plan of Unit Ownership

#### Section 1.1 Applicability

These Bylaws provide for governance of the Condominium pursuant to the requirements of Section 47-7C of the Condominium Act. The Property, located in Colfax County, New Mexico, and more particularly described in the Declaration, has been submitted to the provisions of the Condominium Act by recordation of the Declaration among the land records of Colfax County in Misc. Book 117 at Page 7.

#### Section 1.2 Compliance

Pursuant to the provisions of Section 47-7C-2 of the Condominium Act, every Unit Owner and all those entitled to occupy a Unit shall comply with these Bylaws.

#### Section 1.3 Office

The office of the Condominium, the Unit Owners' Association and the Board of Directors shall be located at the Property or at such other place as may be designated from time to time by the Board of Directors.

## Article II

### Unit Owners' Association

#### Section 2.1 Composition

The Unit Owners' Association shall consist of a New Mexico corporation not-for profit. The Unit Owners' Association shall have the responsibility of administering the Condominium, establishing the means and administering the Condominium, establishing the means and methods of collecting assessments and charges, arrange for maintenance, repairs and updating as necessary.

Note: Capitalized terms used herein without definition shall have the meanings specified for such term in the Declaration creating this Condominium, or, if not defined therein, the meanings specified for such terms in Section 47-7A-3 of the New Mexico Condominium Act. References to "Condominium Act" or "the Act" mean the New Mexico Condominium Act, Laws 1982 Chapter 27, being Section 47-7A-1 that may be required or permitted to be performed by the Unit Owners' Association by the Condominium Act and the Declaration. Except as those matters which the Condominium Act specifically requires to be performed by the vote of the Unit Owners' Association, the foregoing responsibilities shall be performed by the Board of Directors or Managing Agent as more particularly set forth in Article III of these Bylaws.

# Cedars Condominium Association Bylaws

## Section 2.2 Membership

Ownership of a Unit is required in order to qualify for membership in the Association. Any person on becoming an owner of a Unit shall automatically become a member of the Association and be subject to these Bylaws.

## Section 2.3 Annual Meetings

The annual meetings of the Unit Owners' Association shall be held no later than thirty five (35) days before the beginning of the fiscal year. As such annual meetings, the Board of Directors shall be elected by ballot of the Unit Owners in accordance with the requirements of Section 3.4 of these Bylaws.

## Section 2.4 Place of Meeting

Meetings of the Unit Owners' Association shall be held at the principal office of the Unit Owners' Association or at such other suitable place convenient to the Unit Owners as may be designated by the Board of Directors.

## Section 2.5 Special Meetings

The President shall call a special meeting of the Unit Owners' Association if so directed by resolution of the Board of Directors or upon a petition signed and presented to the Secretary by Unit Owners of not less than twenty percent (20%) of the Unit Owners. The notice of any special meeting shall state the time, place and purpose thereof. No business shall be transacted at a special meeting except as stated in the notice.

## Section 2.6 Notice of Meetings

The Secretary shall mail to each Unit Owner a notice of each meeting of the Unit Owners at least ten (10) but not more than sixty (60) days prior to such meeting, stating the time and place of the meeting and the items of the agenda, including the general nature of any proposed amendment to the declaration or bylaws, any budget changes and any proposal to remove a director from office. The mailing of a notice of meeting in the manner provided in this Section and Section 11.1 of these Bylaws shall be considered service of notice. Electronic notification of meeting may replace postal mailing.

## Section 2.7 Adjournment of Meetings

If at any meeting of the Unit Owners' Association a quorum is not present, Unit Owners of a majority of the Unit Owners who are present at such meeting in person or by proxy may adjourn the meeting to a time not less than forty-eight (48) hours after the time the original meeting was called.

## Section 2.8 Order of Business

The order of business of all meetings of the Unit Owners' Association shall be as follows:

- (a) Roll call and determination of quorum
- (b) Proof of notice of meeting
- (c) Reading of minutes of preceding meeting
- (d) Reports of officers
- (e) Report of Board of Directors
- (f) Reports of committees
- (g) Election or appointment of inspectors of election (when so required)
- (h) Election of members of the Board of Directors (when so required)
- (i) Unfinished business



# Cedars Condominium Association Bylaws

## (j) New business

### Section 2.9 Title to Units

Title to a Unit may be taken in the name of one or more persons, in any manner permitted by law. The Unit Owners' Association may acquire, hold and transfer full legal title to one or more Condominium Units in the Condominium in its own name.

### Section 2.10 Voting

The vote to which each Unit Owner is entitled shall be the voting Interest assigned to his unit in the Declaration.

- (a) Where the ownership of a Unit is in more than one person, the person who shall be entitled to cast the vote of such Unit shall be the person named in a certificate executed by all the owners of such Unit and filed with the Secretary, or, in the absence of such named person from the meeting, the person who shall be entitled to cast the vote of such Unit shall be the person owning such Unit who is present. If more than one person owning such Unit is present then such vote shall be cast only in accordance with the agreement of a majority of them pursuant to Section 47-7C-10 of the Condominium Act. Such certificate shall be valid until revoked by a subsequent certificate similarly executed.
- (b) Subject to the requirements of Section 47-7C-10 of the Condominium Act, wherever the approval or disapproval of a Unit Owner is required by the Condominium Act, the Declaration or these Bylaws, such approval or disapproval shall be made only by the person who would be entitled to cast the vote of such Unit at any meeting of the Unit Owners' Association. Except where a greater number is required by the Condominium Act, the Declaration or these Bylaws, a majority of the Unit Owners entitled to cast twenty percent (20%) or more of the votes in the Association, present in person or by proxy at one time at a duly convened meeting at which a quorum is present, is required to adopt decisions at any meeting of the Association.
- (c) No Unit Owner may vote at any meeting of the Unit Owners' Association or be elected to or serve on the Board of Directors if they are not current on their dues or special assessment or if the Unit Owners' Association has perfected a lien against his Unit and the amount necessary to release such lien has not been paid at the time of such meeting or election.
- (d) No votes allocated to a unit owned by the Association may be cast.

### Section 2.11 Proxies

A vote may be cast in person or by proxy. Such proxy may be granted by any Unit Owner in favor of only another Unit Owner or a Mortgagee. Proxies shall be duly executed in writing or by electronic submission and shall be valid only for the particular meeting designated therein and must be filed with the Secretary before the appointed time of the meeting. Such proxy shall be deemed revoked only upon actual receipt of notice of revocation from any of the persons owning such Unit by the person presiding over the meeting. No proxy shall in any event be valid for a period in excess of one hundred eighty (180) days after the execution thereof.

### Section 2.12 Quorum

Except as otherwise provided in these Bylaws, the presence in person or by proxy of Unit Owners entitled to cast twenty percent (20%) or more of the votes in the Association shall constitute a quorum at all meetings of the Association.

# Cedars Condominium Association Bylaws

## Section 2.13 Conduct of Meeting

The President shall preside over all meetings of the Unit Owners' 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. The President may appoint a person to serve as parliamentarian at any meeting of the Unit Owners' Association. The then current edition of Robert's Rules of Order shall govern the conduct of all meetings of the Unit Owners' Association when not in conflict with the Declaration, these Bylaws or the Condominium Act. All votes shall be tallied by tellers appointed by the President.

## Article III

### Board of Directors

#### Section 3.1 Number and Qualification

The affairs of the Unit Owners' Association shall be governed by a Board of Directors. The Board of Directors shall be composed of three (3) persons, all of whom shall be Unit Owners or spouses of Unit Owners, Mortgagees or designees of Mortgagees. Directors shall serve three year staggered terms with one director's term expiring each year. In the event a director cannot complete their term, a replacement director will be elected to complete the remaining term period.

#### Section 3.2 Powers and Duties

The Board of Directors shall have all of the powers and duties necessary for the administration of the affairs of the Unit Owners' Association and may do all such acts and things as are not by the Condominium Acts, the Declaration or by these Bylaws required to be exercised and done by the Unit Owners. The Board of Directors shall have the power from time to time to adopt any Rules and Regulations deemed necessary for the benefit and enjoyment of the Condominium; provided, however, that such Rules and Regulations shall not be in conflict with the Condominium Act, the Declaration or these Bylaws. The Board of Directors shall delegate to one of its members or to a person employed for such purpose, the authority to act on behalf of the Board on such matters relating to the duties of the Managing Agent (as defined in Section 3.3 of these Bylaws) if any which may arise between meetings of the Board of Directors as the Board of Directors deems appropriate. In addition to the duties imposed by these Bylaws or by any resolution of the Unit Owners' Association that may hereafter be adopted, the Board of Directors, in conjunction with the Managing Agent, shall on behalf of the Unit Owners' Association:

- (a) Prepare an annual budget, in which there shall be established the assessment of each Unit Owner for the Common Expense pursuant to Article V, herein.
- (b) Make assessments against Unit Owners to defray the cost and expense of the Condominium, establish the means and methods of collecting such assessments from the Unit Owners, and establish the period of the installment payment of the annual assessment for the Common Expenses. Unless otherwise determined by the Board of Directors, the annual assessment against each Unit Owner for his proportionate share of the Common Expenses shall be payable in equal quarterly installments, each such installment to be due and payable in advance on the first day of each month for such quarter.
- (c) Provide for the operation, care, upkeep and maintenance of all of the Property and services of the Condominium.



# Cedars Condominium Association Bylaws

- (d) Designate, hire and dismiss the personnel necessary for the maintenance, operation, repair and replacement of the Common Elements and provide services for the Property and, where appropriate, provide for the compensation of such personnel in the performance of their duties, which supplies and equipment shall be deemed part of the Property.
- (e) Collect the assessments against the Unit Owners and deposit the proceeds thereof in bank depositories designated by the Board of Directors of the Property.
- (f) Make and amend the Rules and Regulations
- (g) Open bank accounts on behalf of the Unit Owners' Association and designate the signatories thereon.
- (h) Make or contract for the making of repairs, additions and improvements to or alterations of the Property and repairs to and restoration of the Property in accordance with the Condominium Act, the Declaration and these Bylaws after damage or destruction by fire or other casualty, or, as a result of condemnation or eminent domain proceedings.
- (i) Enforce by legal means the provisions of the Declaration, these Bylaws and Rules and Regulations and act on behalf of the Unit Owners with respect to all matters arising out of any eminent domain proceedings.
- (j) Obtain and carry insurance against casualties and liabilities as provided in Article VI of these Bylaws, pay the premiums therefore and adjust and settle any claims there under.
- (k) Pay the cost of all authorized services rendered to the Unit Owners' Association and not billed to Unit Owners of individual Units or otherwise provided for in Section 5.1 and 5.2 of these Bylaws.
- (l) Keep books and detailed accounts in chronological order of the receipts and expenditures affecting the Property and the administration of the Condominium, specifying the expenses of maintenance and repair of the Common Elements and any other expenses incurred. Such books and vouchers accrediting the entities thereupon shall be available for examination by the Unit Owners, their duly authorized agents or attorneys during general business hours on working days at the time and in the manner set and announced by the Board of Directors for the general knowledge of the Unit Owners. All books and records shall be kept in accordance with accepted accounting practices.
- (m) Notify a Mortgager of any default hereunder by the Unit Owner of the Unit subject to such Mortgage in the event such default continues for a period exceeding sixty (60) days.
- (n) Borrow money on behalf of the Condominium when required in connection with any one instance relating to the operation, care, upkeep and maintenance of the Common Element, provided however, that the consent of at least two-thirds (2/3) in Percentage Interest of all Unit Owners, obtained at a meeting duly called and held for such purpose in accordance with the provisions of these Bylaws, shall be required to borrow any sum in excess of Ten Thousand Dollars (\$10,000.00). If any sum borrowed by the Board of Directors on behalf of the Condominium pursuant to the authority contained in this paragraph is not repaid by the Unit Owners' Association, a Unit Owner who pays to the creditor such proportion thereof as his Percentage Interest bears to the total Percentage Interest in the Condominium shall be entitled to obtain from creditor a release of any judgement or other lien which such creditor shall have filed or shall have the right to file against such Unit Owner's Condominium Unit.
- (o) Acquire, hold and dispose of Condominium Units and mortgage the same if such expenditures and hypothecations are included in the budget adopted by the Unit Owners' Association.

# Cedars Condominium Association Bylaws

- (p) In its sole discretion, designate from time to time certain Common Elements as "Reserved Common Elements" and impose such restrictions and conditions on the use thereof as the Board of Directors deems appropriate.
- (q) Furnish the statement required by Section 47-7D-9 of the Condominium Act, within ten (10) working days after the receipt of a written request therefore from any Unit Owners set forth in Form 2302A, Resale Certificate.
- (r) File all required governmental reports.
- (s) Do such other things and acts not inconsistent with the Condominium Act, the Declaration or these Bylaws which the Board of Directors may be authorized to do by a resolution of the Unit Owners' Association.

## Section 3.3 Managing Agent

The Board of Directors may employ for the Condominium a "Managing Agent" at a compensation established by the Board of Directors.

- (a) Requirements: The Managing Agent shall be a bona fide business enterprise which manages common interest residential communities. Such firm shall employ persons possessing a high level of competence in the technical skills necessary to properly manage the Condominium. The Managing Agent must be able to advise the Board of Directors regarding the administrative operation of the Condominium and shall employ personnel expert in the areas of condominium insurance, accounting, labor relations and condominium regulations.
- (b) Duties: The Managing Agent shall perform such duties and services as the Board of Directors shall authorize, including but not limited to the duties listed in paragraphs (a), (c), (d), (e), (g), (h), (i), (j), (k), (l), (m), (n), (o) and (s) of Section 3.2 of these Bylaws. The Board of Directors may delegate to the Managing Agent all the powers granted to the Board of Directors by these Bylaws other than the powers set forth in paragraphs (b), (f), (p) and (q) of Section 3.2 litigations, duties and services relating to management of the property, the rights of Mortgagees and the maintenance of reserve funds in compliance with the provisions of these Bylaws.
- (c) Standards: The Board of Directors shall impose appropriate standards of performance upon the Managing Agent. Unless the Managing Agent is instructed otherwise by the Board:
  - 1. The cash method of accounting shall be employed.
  - 2. Two (2) or more persons shall be responsible for handling cash to maintain adequate financial control procedures.
  - 3. Cash accounts of the Unit Owners' Association shall not be co-mingled with any other accounts.
  - 4. No remuneration shall be accepted by the Managing Agent from vendors, independent contractors or others providing good or services to the Unit Owners' Association whether in the form of commissions, finders fees, service fees or otherwise. Any discounts received shall benefit the Unit Owners' Association.
  - 5. Any financial or other interest which the Managing Agent may have in any firm providing goods or services to the Unit Owners' Association shall be disclosed promptly to the Board of Directors.
  - 6. A quarterly financial report shall be prepared for the Unit Owners' Association disclosing:
    - i. All income and disbursements activity for the preceding quarter.
    - ii. The status of all accounts in an "actual" versus "projected" (budget) format.



# Cedars Condominium Association Bylaws

- iii. Any actual or pending obligations which are in excess of budgeted amounts by an amount exceeding the operational reserves or fifteen percent (15%) of a major budget category (as distinct from a specific line item in an expanded chart of accounts).
- (d) Limitations: The Unit Owners' Association shall not employ a new Managing Agent without thirty (30) days prior written notice to, and approval by, all Unit Owners.

## Section 3.4 Election and Term of Office

Directors will serve staggered three (3) year terms with one position up for election each year. Should a director be unable to complete their term, a replacement will be elected to complete the remaining period. The members of the Board of Directors shall hold office until their respective successors shall have been elected by the Unit Owners' Association. Persons qualified to be members of the Board of Directors may be nominated for election only as follows:

- (a) Any Unit Owner may submit to the Secretary at least thirty (30) days before the meeting at which the election is to be held, a nominating petition signed by Unit Owners owning at least two (2) Units, a statement that the person nominated is willing to serve on the Board of Directors and a biographical sketch of the nominee. The secretary shall mail or electronically transmit or hand deliver the submitted items to every Unit Owner along with the notice of such meetings, or;
- (b) Nominations may be submitted from the floor at the meeting at which the election is held for each vacancy on the Board of Directors for which no more than one person has been nominated by petition.

## Section 3.5 Removal or Resignation of Members of the Board of Directors

At any regular or special meeting duly called, any one or more of the members of the Board of Directors may be removed with or without cause by a Majority of the Unit Owners and a successor may then and there be elected to fill the vacancy thus created. Any director whose removal has been proposed by the Unit Owners shall be given at least seven (7) days' notice of the time, place and purpose of the meeting and shall be given an opportunity to be heard at the meeting. A member of the Board of Directors may resign at any time and shall be deemed to have resigned upon disposition of his Unit.

## Section 3.6 Vacancies

Vacancies in the Board of Directors caused by any reason other than the removal of a director by a vote of the Unit Owners' Association shall be filled by a vote of a majority of the remaining Directors at a special meeting of the Board of Directors held for such vacancy, even though the directors present at such meeting may constitute less than a quorum. Each person so elected shall be a member of the Board of Directors for the remainder of the term of the member being replaced and until a successor shall be elected at the next annual meeting of the Unit Owners' Association.

## Section 3.7 Organization Meeting

The first meeting of the Board of Directors following the annual meeting of the Unit Owners' Association shall be held within seven (7) days thereafter at such time and place as shall be fixed by the Unit Owner's Association at the meeting at which such Board of Directors shall have been elected. No notice shall be necessary to the Board of Directors, who individually or collectively consent in writing or electronically to such action. Any such written or electronically transmitted consent shall be filed with the minutes of the proceedings of the Board of Directors.



# Cedars Condominium Association Bylaws

## Section 3.8 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 such meetings shall be held at least once every three (3) months during each fiscal year. Notice of regular meetings of the Board of Directors shall be given to each director by mail or electronically at least thirty (30) days prior to the day named for such meeting. Meetings may be conducted electronically (on-line).

## Section 3.9 Special Meetings

Special meetings of the Board of Directors may be called by the President on three (3) business days' notice to each director, given by mail, telephone or electronically, with electronic backup. This notice shall state the time, place and purpose of the meetings. Special meetings of the Board of Directors shall be called by the President or Secretary in like manner on like notice on the written or electronic request of at least two (2) directors. Meetings may be conducted electronically or by telecom with electronic backup.

## Section 3.10 Waiver of Notice

Any director may at any time, in writing or electronically, waive notice of any meeting of the Board of Directors, and such waiver shall be deemed equivalent to the giving of such notice. Attendance by a director at any meeting of the Board of Directors shall constitute a waiver of notice by him at the time, place and purpose of such meetings. If all directors are present at any meeting of the Board of Directors, no notice shall be required and any business may be transacted at such meeting.

## Section 3.11 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. If at any meeting of the Board of Directors there shall be less than a quorum present, a majority of those present may adjourn the meeting from time to time. At any such adjourned meeting at which a quorum is present, any business which might have been transacted at the meeting originally called may be transacted without further notice.

## Section 3.12 Fidelity Bonds

As required by Section 6.4 (a) of these Bylaws, fidelity bonds shall be obtained in an amount not less than one and one-half (1.5) times the amount of the annual budget (in such form and such greater amounts as may be required by the Mortgagees) for all officers, directors and employees of the Unit Owners' Association including the Managing Agent handling or responsible for Condominium funds. The premiums on such bonds shall constitute a Common Expense.

## Section 3.13 Compensation

No directors shall receive any compensation from the Condominium for acting as a director but may be reimbursed for expenses incurred on behalf of the Association.

## Section 3.14 Conduct of Meetings

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 transaction and proceedings occurring at such meetings.

# Cedars Condominium Association Bylaws

The then current edition of Robert's Rules of Order shall govern the conduct of the meeting of the Board of Directors when not in conflict with the Declaration, these Bylaws or the Condominium Act.

## Section 3.15 Action Without Meeting

To the extent allowed by the Condominium Act, any action by the Board of Directors required or permitted to be taken at any meeting may be taken without a meeting if all of the members of the Board of Directors shall individually or collectively consent in writing or electronically to such action. Any such written consent shall be filed with the minutes of the proceedings of the Board of Directors.

## Section 3.16 Liability of the Board of Directors, Officers, Unit Owners and Unit Owners' Association

To the extent allowed by law, the officers and members of the Board of Directors shall not be liable to the Unit Owners' Association for any mistake of judgement, negligence or otherwise, except for their own individual willful misconduct or bad faith.

- (a) The Unit Owners' Association shall indemnify and hold harmless each of the officers and directors from and against all contractual liability to others arising out of contracts made by the officers or the Board of Directors on behalf of the Unit Owners' Association unless any such contract shall have been made in bad faith or contrary to the provisions of the Condominium Act, the Declaration or these Bylaws. Officers and members of the Board of Directors shall have no personal liability with respect to any contract made by them on behalf of the Unit Owners' Association. The liability of any Unit Owner arising out of the aforesaid indemnity in favor of the members of the Board of Directors or officers, or for damages as a result of injuries arising in connection with the Common Elements solely by virtue of his ownership of a Percentage Interest therein or for liabilities incurred by the Unit Owners' Association shall be limited to the total liability multiplied by his Percentage Interest. Every agreement made by the officers, the Board of Directors of the Managing Agent on behalf of the Unit Owners' Association shall, if obtainable, provide that the officers, the members of the Board of Directors or the Managing Agent, as the case may be, are acting only as agents for the Unit Owners' Association and shall have no personal liability thereunder (except as Unit Owner), and that the total liability thereunder multiplied by his Common Expense Liability.
- (b) The Unit Owners' Association shall not be liable for any failure of water supply or other services to be obtained by the Unit Owners' Association or paid for as a Common Expense, or for injury or damage to Person or property caused by elements of by the Unit Owners of any Condominium Unit, or any other person, or resulting from electricity, water, snow or ice which may leak or flow from any portion of the Common Elements or from any pipe, drain, conduit, appliance or equipment. The Unit Owners' Association shall not be liable to any Unit Owner for loss or damage by theft or otherwise of articles which may be stored upon the Common Elements. No diminution or abatement of any assessments, as herein elsewhere provide, shall be claimed or allowed for inconvenience or discomfort arising from the making of repairs or improvement to the Common Elements or from any action taken by the Unit Owners' Association to comply with any law, ordinance or with the order of directive of any municipal or other governmental authority.

## Section 3.17 Common or Interested Directors

Each member of the Board of Directors shall exercise his powers and duties in good faith and with a view of the interests of the Condominium. No Contract or other transactions between the



# Cedars Condominium Association Bylaws

Unit Owners' Association and any of its directors, or between the Unit Owners' Association and any corporation, firm or association of the Unit Owners' Association are directors or officers or are pecuniary or otherwise interested is either void or voidable because any such director is present at the meeting of the board of Directors or any committee thereof which authorizes or approves for such purposes, however, if any of the conditions specified in any of the following subparagraphs exists, then a contract can be executed:

- (a) The fact of the common directorate or interest is disclosed or known to the Board of Directors or a majority thereof or noted in the minutes, and the Board of Directors authorizes, approves or ratifies such contract or transaction in good faith by a vote sufficient for the purpose, or
- (b) The fact of the common directorate or interest is disclosed or known to at least a majority of the Unit Owners and the Unit Owners approve or ratify the contract or transaction in good faith by a vote sufficient for the purpose.
- (c) The contract or transaction is commercially reasonable to the Unit Owners' Association at the time it is authorized, ratified, approved or executed. Any common or interested directors may be counted in determining the presence of a quorum of any meeting of the Board of Directors or committee thereof which authorizes, approves or ratifies any contract or transaction and may vote thereat to authorize any contract or transaction with like force and effect as if such director were not such director or officer of such Unit Owner's Association or not so interested.

## Section 3.18 Covenants Committee

The Board of Directors perform this responsibility, or, if desired, shall establish a Covenants Committee, consisting of five (5) members (at least two (2) of whom must be Directors) appointed by the Board of Directors, each to serve for a term of three (3) years in order to assure that the Condominium shall always be maintained in a manner as follows:

- (a) Providing for visual harmony and soundness of repair.
- (b) Avoiding activities deleterious to the esthetic of property values of the Condominium.
- (c) Furthering the comfort of the Unit Owners, their guests and tenants.
- (d) Promoting the general welfare of the Condominium Community.
  - 1. Powers: The Covenants Committee shall regulate the external design, appearance, use and maintenance of the Common Elements. The Covenants Committee shall have the power to issue a cease and desist request to a Unit Owner, his guest, invitees or lessees whose actions are inconsistent with the provisions of the Condominium Act, the Condominium Instruments, the Rules and Regulations or resolutions of the Board of Directors (upon petition of any Unit Owners or upon its own motion). The Covenants Committee shall from time to time, as required, provide interpretations of the Condominium Instruments, Rules and Regulations and resolutions pursuant to the intents, provisions and qualifications thereof when requested to do so by a Unit Owner or the Board of Directors. Any action, ruling or decision of the Covenants Committee may be appealed to the Board of Directors by any party deemed by the Board of Directors to have standing as an aggrieved party and a vote of a quorum of the Board of Directors may modify or reverse any such action, ruling or decision.
  - 2. Authority: The Covenants Committee shall have such additional duties, power and authority as the Board of Directors may from time to time provide by resolution. The Board of Directors may relieve the Covenants Committee of any of its duties, powers and authority either generally or on a case by case basis by vote of a quorum thereof. The Covenants Committee shall carry out its duties



# Cedars Condominium Association Bylaws

and exercise its powers and authority in the manner provided for in the Rules and Regulations or by resolution of the Board of Directors.

## Article IV

### Officers

#### Section 4.1 Designation

The principal officers of the Unit Owners' Association shall be the President, the Vice President and the Secretary, all of whom shall be elected by the Board of Directors. The Board of Directors may appoint an assistant secretary and such other officers as in its judgment may be necessary. The President, Vice President and Secretary shall be members of the Board of Directors.

#### Section 4.2 Election of Officers

The officers of the Unit Owners' Association shall be elected annually by the Board of Directors at the organizations meeting of each new Board of Directors and shall hold office at the pleasure of the Board of Directors.

#### Section 4.3 Removal of Officers

Upon the affirmation vote of a majority of all members of the Board of Directors, any officer may be removed, either with or without cause, and a successor may be elected at any regular meeting of the Board of Directors or at any special meeting of the Board of Directors called for such purpose.

#### Section 4.4 President

The President shall be the chief executive officer of the Unit Owners' Association and preside at all meetings of the Unit Association and of the Board of Directors and have all the general powers and duties which are incident to the office of the President of the corporation including without limitation, the power to appoint committees from among the Unit Owners from time to time as the President may in his discretion decide is appropriate to assist in the conduct of the affairs of the Unit Owners' Association.

#### Section 4.5 Vice President

The Vice President shall take the place of the President and perform the duties of the President whenever the President shall be absent or unable to act. If neither the President nor the Vice President is able to act, the Board of Directors shall appoint some other member of the Board of Directors to act in the place of the President on an interim basis. The Vice President shall also perform such other duties as shall from time to time be imposed upon him by the Board of Directors or by the President.

#### Section 4.6 Secretary

The Secretary shall keep the minutes of all meetings of the Unit Owners' Association and of the Board of Directors, have charge of such books and papers as the Board of Directors may direct; maintain a register setting forth the place to which all notices to Unit Owners and Mortgagees

# Cedars Condominium Association Bylaws

hereunder shall be delivered, and, in general, perform all the duties incident to the office of secretary of the corporation.

## Section 4.7 Execution of Documents

All agreements, contracts, deeds, leases, checks and other instruments of the Unit Owners' Association for expenditures or obligations in excess of One Thousand Dollars (\$1,000.00) shall be executed by any two persons designated by the Board of Directors. All such instruments for expenditures or obligation of One Thousand Dollars (\$1,000.00) or less may be executed by any one person designated by the Board of Directors.

## Section 4.8 Compensation of Officers

No officer who is also a director shall receive any compensation from the Unit Owners' Association for acting as such officer, provided however, that officers may be reimbursed for expenses incurred on behalf of the Association upon approval of the Board of Directors. All amendments to the Declaration required to be executed by the Association shall be executed by the President and the Secretary.

## ARTICLE V

### Operation of the Property

#### Section 5.1 Determination of Common Expenses and Assessments Against Unit Owners

- (a) Fiscal year: The fiscal year of the Unit Owners' Association shall be the calendar year unless otherwise determined by the Board of Directors.
- (b) Preparation and Approval of Budget:
  - 1. At least eighty (80) days before the beginning of the fiscal year, the Board of Directors shall adopt a budget for the Unit Owners' Association containing an estimate of the total amount considered necessary to pay the cost of maintenance, management, operation, repair and replacement of the Common Elements and those parts of the Units as to which it is the responsibility of the Board of Directors to maintain, repair and replace, and the cost of wages, materials, insurance premiums, services, supplies and other expenses that may be declared to be Common Expenses by the Condominium Act, the Declaration, these Bylaws or a resolution of the Unit Owners' Association and which will be required during the ensuing fiscal year for the administration, operation, maintenance and repair of the property and the rendering to the Unit Owners of all related services.
  - 2. Such budget shall also include such reasonable amounts as the Board of Directors considers necessary to provide working capital, a general operating reserve and reserves for contingencies and replacements. No later than sixty five (65) days before the beginning of the fiscal year, the Board of Directors shall send or transmit electronically, to each Unit Owner a copy of the budget in a reasonably itemized form which sets forth the amount of the Common Expenses and any special assessment payable by each Unit Owner. Such budget shall constitute the basis for determining each Unit Owner's assessment for the Common Expense of the Unit Owners' Association if ratified pursuant to Section 47-7C-3 of the Act.
  - 3. The Board of Directors shall set a date for a meeting of the Unit Owners to consider ratification of the budget not less than fourteen (14) days nor more than thirty (30) days after mailing of the copy of the budget. Unless a majority of the Unit Owners



# Cedars Condominium Association Bylaws

- reject the budget, the budget shall be deemed ratified, whether or not a quorum is present. In the event the proposed budget is rejected, the periodic budget last ratified by the Unit Owners shall continue until such time as the Unit Owners ratify a subsequent budget proposed by the Board of Directors.
4. The amount of assessment attributable to each Unit shall thereafter be the amount specified in the adjusted budget until a new budget shall have been adopted by the Board of Directors.
- (c) **Assessment and Payment of Common Expenses:** Subject to the provisions of Section 9.1 (a) of these Bylaws, the total amount of the estimated funds required for the operation of the Property set forth in the Unit Owners' Association shall be assessed against each Unit Owner in proportion to his respective Common Expense Liability and shall be a lien against each Unit Owner's Unit as provided in Section 9.2 of these Bylaws. On or before the first day of each fiscal year, and the first day of each succeeding three (3) months in such fiscal year, each Unit Owner shall be obligated to pay to the Board of Directors or the Managing Agent (as determined by the Board of Directors), one quarter (1/4) of such assessment. Within sixty (60) days after the end of each fiscal year, the Board of Directors shall supply to all unit owners, and upon written request to each Mortgagee, an itemized accounting of the Common Expenses for such fiscal year actually incurred and paid, together with a tabulation of the amounts collected pursuant to the budget adopted by the Board of Directors for such fiscal year, and showing the new amount over or short of the actual expenditures plus reserves. Any amount accumulated in excess of the amount required for actual expenses and reserves shall, if the Board of Directors deems advisable, be credited according to each Unit Owner's Common Expense Liability to the next quarterly installments due from Unit Owners under the current fiscal year's budget until exhausted. Any net shortage shall be assessed promptly against the Unit Owners after preparation of a revised budget until ratified as provided in subparagraphs 5.1 (b) (2) and 5.1 (b) (3). The shortage shall be assessed in accordance with their Common Expense Liability and shall be payable either:
1. In full with payment of the next periodic assessment due; or
  2. In not more than six (6) equal monthly installments as the Board of Directors may determine.
- (d) **Reserves:** The board of Directors shall build up and maintain reasonable reserves for working capital, operations, contingencies and replacements. Extraordinary expenditures not originally included in the annual budget which may become necessary during the year shall be charged first against such reserves. If the reserves are inadequate for any reason, including non-payment of any Unit Owner's assessment, upon ratification by the Unit Owners of an adjusted budget, the Board of Directors may, at any time, levy a further assessment which shall be assessed against the Unit Owners according to their respective Common Expenses Liabilities and which may be payable in a lump sum or in installments as the Board of Directors may determine. The Board of Directors shall serve notice of any such further assessment on all Unit Owners by a statement in writing or electronically giving the amount and reason therefore, and such further notice becomes effective with the next periodic payment which is due more than ten (10) days after the delivery of such notice of further assessment. All Unit Owners shall be obligated to pay the adjusted amount or, if such further assessment is not payable in installments, such assessment shall be a lien as of the effective date as set forth in the preceding paragraph (c).
- (e) **Effect of Failure to Prepare or Adopt Budget:** The failure or delay of the Board of Directors to prepare or adopt a budget for any fiscal year shall not constitute a waiver or release in any manner of a Unit Owner's obligation to pay his allocable share of the



# Cedars Condominium Association Bylaws

Common Expense as herein provided whenever the same be determined and, in the absence of any annual budget or adjusted budget, each Unit Owner shall continue to pay each periodic installment at the quarterly rate established for the previous fiscal year until notice of the quarterly payment which is due more than fifteen (15) days after such new annual or adjusted budget shall have been delivered and ratified by the Unit Owners.

- (f) Accounts: All sums collected by the Board of Directors with respect to assessments against the Unit Owners or from any other source may be co-mingled into a single fund, but shall be held for each Unit Owner in accordance with his Common Expense Liability.

## Section 5.2 Payment of Common Expenses

Each Unit Owner shall pay the Common Expenses assessed by the Board of Directors pursuant to the provisions of Section 5.1 of these Bylaws. No Unit Owner may exempt himself from liability for his contribution toward Common Expenses by waiver of the use or enjoyment of any of the Common Elements or by abandonment of his unit. No Unit Owner shall be liable for the payment of any part of the Common Expenses assessed against his Unit after the date of recordation of a conveyance by him, provided notice is given to the Association prior to conveyance. Before or at the time of any such conveyance, all liens, unpaid charges and assessments shall be paid in full and discharged. The purchaser of a Unit shall be jointly and severally liable with the selling Unit Owner for all unpaid assessments against the latter for his proportionate share of the Common Expenses up to the time of such recordation, without prejudice to the purchaser's right to recover from the selling Unit Owner amounts paid by the purchaser therefore; provided, however any such purchaser shall be entitled to a statement setting forth the amount of the unpaid assessment against the selling Unit Owner within ten (10) working days following a written request therefore to the Board of Directors or Managing Agent and such purchaser shall not be liable for, nor shall the Unit conveyed be subject to a lien for any unpaid assessments in excess of the amount therein set forth; and provided further that each Mortgagee who comes into possession of a Condominium Unit by virtue of foreclosure or by deed or assignment in lieu of foreclosure, or any purchaser at a foreclosure sale, shall take the Condominium Unit free of any claims for unpaid assessments or charges against such Unit which accrued before the time such Mortgagee comes into possession thereof, except for claims for a pro rata share of such assessments or charges resulting from a pro rate reallocation of such assessments or charges to all Condominium Units including the mortgaged Condominium Unit.

## Section 5.3 Collection of Assessments

The Board of Directors or the Managing Agent, at the request of the Board of Directors, shall take prompt action to collect any assessments for common Expenses due from any Unit Owner which remains unpaid for more than ten (10) days from the due date for payment thereof. Any assessment or installment thereof, not paid within fifteen (15) days after due shall accrue a late charge in the amount of twenty five dollars (\$25.00) plus a one and one-half percent (1.5%) of the overdue assessment or installment for each month the assessment or installment is unpaid. Any assessment overdue by two (2) quarters will be sent to a Collection Agency for action.

## Section 5.4 Statement of Common Expenses

The Board of Directors or the Managing Agent shall promptly provide any Unit Owners, contract purchaser or Mortgagee so requesting the same in writing or electronically with a written statement of all unpaid assessments for Common Expenses due from such Unit Owner. Such statement shall be furnished within ten (10) business days after receipt of the request and is

# Cedars Condominium Association Bylaws

binding on the Association's Board of Directors and every Unit Owner. The Board of Directors may impose a reasonable charge for the preparation of such statement to cover the cost of preparation to the extent permitted by the Condominium Act.

## Section 5.5 Maintenance, Repair, Replacement and Other Common Expenses

### (a) By the Board of Directors:

1. The Board of Directors shall be responsible for the maintenance, repair and replacement (unless, if in the opinion of not less than two-thirds (2/3) of the Board of Directors determine such expense was necessitated by the negligence or misconduct of a Unit Owner) of all of the Common Elements (including the Limited Common Elements) as defined herein or in the Declaration, whether located inside or outside of the Units, the cost of which shall be charged to all Unit Owners as a Common Expense, provided however, that Unit Owners shall perform normal maintenance on the Limited Common Elements appurtenant to his Unit and any portion of the reserved Common Elements which the Board of Directors, pursuant to the Rules and Regulations, has given him permission to utilize, including without limitation, the items enumerated in subsection 5.5(b) hereof.

### (b) By the Unit Owner:

1. Each Unit Owner shall keep his Unit and its equipment, appliances and appurtenances in good order, condition and repair and in a clean and sanitary condition and shall do all redecorating, painting and varnishing which may at any time be necessary to maintain the good appearance and condition of his Unit. In addition, each Unit Owner shall be responsible for all damage to any other Units or to the Common Elements caused by the failure or negligence to make any of the repairs required by this Section. Each Unit Owner shall perform his responsibility in such manner as shall not unreasonably disturb or interfere with the other Unit Owners. Each Unit Owner shall promptly report to the Board of Directors or the Managing Agent any defect of need for repairs for which the Board of Directors is responsible.
2. The Unit Owner of any Unit to which a patio, terrace or balcony is appurtenant shall perform the normal maintenance for such patio, terrace or balcony including keeping it in a clean and sanitary condition, free and clear of snow, ice and any accumulation of water, and shall also make all repairs thereto caused or permitted by his negligence, misuse or neglect. All structural repair or replacement shall be made by the Board of Directors as a Common Expense as provided in Subsection 5.5 (a) above.
3. Any Unit Owner permitted by the Board of Directors to use a specific portion of the Common Elements for storage is responsible for the maintenance and care of such portion and shall use such portion in a safe and sanitary manner.

### (c) Manner of Repair and Replacement:

1. All repairs and replacements shall be substantially similar to the original construction and installation and shall be of first-class quality. The method of approving payment vouchers for all repairs and replacements shall be determined by the Board of Directors.

## Section 5.6 Additions, Alterations or Improvements by Board of Directors

Whenever in the judgement of the Board of Directors improvements costing in excess of Ten Thousand Dollars (\$10,000.00) during any period of twelve (12) consecutive months, the making of such additions, alterations or improvements shall be approved by a majority of the Unit Owners and the Board of Directors shall proceed with such additions, alterations or



# Cedars Condominium Association Bylaws

improvements and shall assess all Unit Owners for the cost thereof as a Common Expense. In addition, alterations or improvements costing Ten Thousand Dollars (\$10,000.00) or less during any period of twelve (12) consecutive months may be made by the Board of Directors without approval of the Unit Owners and the cost thereof shall constitute a Common Expense. Notwithstanding the foregoing, if, in the opinion of not less than two-thirds (2/3) of the members of the Board of Directors, such additions, alterations or improvements are exclusively or substantially exclusively for the benefit of the Unit Owner or Unit Owners requesting the same, such requesting Unit Owners shall be assessed thereof in such proportion as they jointly approve or, if they are unable to agree thereon, in such proportions as may be determined by the Board of Directors.

## Section 5.7 Additions, Alterations or Improvements by Unit Owners

No Unit Owner shall make any structural addition, alterations or improvements in or to his Unit without the prior written consent of the Board of Directors. No Unit Owner shall paint or alter the exterior appearance of his Unit, including the doors and windows, nor shall any Unit Owner paint or alter the exterior of any building without the prior written consent of the Board of Directors. The Board of Directors shall be obligated to answer any written request by a Unit Owner for approval of a proposed structural addition, alteration or improvement in such Unit Owner's Unit within thirty (30) days after such request, and failure to do so within the stipulated time shall constitute a consent to the alteration or improvement. Director approval or disapproval may be transmitted electronically. If any application to any governmental authority for a permit to make any such structural addition, alteration or improvement in or to any Unit requires execution by the Unit Owners' Association, and provided consent has been given by the Board of Directors, then the application shall be executed on behalf of the Unit Owners' Association by the Board of Directors only, without however, incurring any liability on the part of the Board of Directors or any of the Directors to any contractor, subcontractor or material men on account of such addition, alteration or improvement, or to any person having claim for injury or damage to property arising therefrom. Subject to the approval of any Mortgage of such affected Units, the Board of Directors and any Unit Owner affected, any Unit may be subdivided or may be altered so as to relocate the boundaries between such Unit and any adjoin Units. The Secretary shall record any necessary amendments to the Declaration to effect such action as provided in Section 47-7B-12 and 47-7B-13 of the Condominium Act.

## Section 5.8 Restrictions on Use of Unit; Rules and Regulations

Each Unit and the Common Elements shall be occupied as follows:

- (a) No Unit shall be used for other than housing and the related common purpose for which the Property was designed. The Board of Directors may permit reasonable, temporary non-residential use from time to time.
- (b) Nothing shall be done or kept in any Unit or in the Common Elements which will increase the rate of insurance for the Property or any part thereof applicable for residential use without the prior written consent of the Board of Directors. No Unit Owner shall permit anything to be done or kept in his Unit or in the Common Elements which will result in the cancellation of insurance on the Property or any part thereof or which would be in violation of any law, regulations or administrative ruling.
- (c) No offensive or unlawful use shall be made of the Property or any part thereof, and all valid laws, zoning ordinances and regulations of all governmental agencies having jurisdiction thereof shall be observed. All laws, orders, rules, regulations or requirements of any governmental agency having jurisdiction thereof relating to any portion of the Property shall be complied with by and at the sole expense of the Unit owner or the Board of Directors, whichever shall have the obligation to maintain or repair



# Cedars Condominium Association Bylaws

such portion of the Property, and, if the latter, then the cost of such compliance shall be a Common Expense.

- (d) No Unit Owner shall obstruct any of the Common Elements nor shall any Unit Owner store anything upon any of the Common Elements (except those areas designated for such storage by the Board of Directors) without the approval of the Board of Directors. Vehicular parking upon the Common Elements may be regulated or assigned by the Board of Directors. Nothing shall be altered or constructed in or removed from the Common Elements upon the prior written consent of the Board of Directors or the Covenants Committee, as appropriate.
- (e) The Common Elements shall be used only for the furnishing of the services and facilities for which the same are reasonably suited and which are incident to the use and occupancy of the Units.
- (f) All lessees shall comply with the Condominium Instruments and Regulations and failure to comply shall constitute a default under the lease. The Board of Directors may provide a suggested standard form lease for use by Unit Owners. Each Unit Owner shall promptly, following the execution of any such lease, forward a conformed copy thereof to the Board of Directors. The foregoing provisions of this subparagraph shall not apply to a Mortgagee in possession of a unit as a result of a foreclosure or other judicial sale or as a result of any proceeding in lieu of foreclosure during the period of such Mortgagee's possession.
- (g) Trailers, campers, recreational vehicles or boats may be parked on the Property only in parking areas designated for such purpose by the Board of Directors. No junk or derelict vehicles or other vehicles on which current registration plates are not displayed shall be kept upon any of the Common Elements.
- (h) The maintenance, keeping, boarding and/or raising of animals, livestock, poultry or reptiles of any kind, regardless of number shall be and is prohibited within any Unit or upon the Common Elements except that the keeping of small, orderly domestic pets (e.g. cats, fish or caged birds) does not exceed one per Unit without the approval of the Board of Directors is permitted subject to the Rules and Regulations adopted by the Board of Directors, provided however, that such pets are not kept or maintained for commercial purposes or creating a nuisance or unreasonable disturbance or noise shall be permanently removed from the Property upon three (3) days written notice from the Board of Directors. Such pets shall not be permitted upon the Common Elements unless accompanied by an adult and unless carried or leashed. Any Unit Owner who keeps and maintains any pet upon any portion of the Property shall be deemed to have indemnified and agreed to hold the Condominium and each Unit Owner free and harmless from any loss, claim or liability of any kind or character whatever arises by reason of keeping or maintaining such pet within the Condominium. All pets shall be registered with the Board of Directors and shall otherwise be registered and inoculated as required by law.
- (i) No signs of any character shall be erected, posted or displayed upon, in or from any Unit or Common Elements without prior written approval of the Board of Directors. The provisions of this subparagraph shall not be applicable to the intuitional holder of any first mortgage which comes into possession of any Unit by reason of any remedies provided for the mortgage, foreclosure or any mortgage or any deed of trust or other proceedings in lieu of foreclosure. Each Unit and the Common Elements shall be occupied and used in compliance with the Rules and Regulations which may be promulgated and amended by the Board of Directors. Copies of the Rules and Regulations shall be furnished by the Board of Directors to each Unit Owner. Amendments to the Rules and Regulations shall be conspicuously posted prior to the

# Cedars Condominium Association Bylaws

time when the same shall become effective and copies thereof shall be furnished to each Unit Owner upon request.

## Section 5.9 Rights of Access

By acceptance of his deed of conveyance, each Unit Owner thereby grants a right of access to his Unit, as provided by Section 47-7C-7 of the Condominium Act and Article IV, Section 4.1 (b) of the Declaration, to the Board of Directors or the Managing Agent, or any other person authorized by the Board of Directors of the Managing Agent, or any group of the foregoing, for the purpose of enabling the exercise and discharge of their respective power and responsibilities, including without limitation, making inspection, correcting any condition originating in his Unit and threatening another Unit or the Common Elements, performing installations, alterations or repairs to the mechanical or electrical services to the Common Element in his Unit or elsewhere in the Property or to correct any condition which violates any mortgage, provided however, that requests for entry for purposes of maintenance or repair are made in advance and that such entry is at a time reasonably convenient to the Unit Owner. In case of emergency, such right of entry shall be immediate whether the Unit Owner is present at the time or not.

## Section 5.10 Utility Charges

The cost of utilities serving the Condominium exclusive of the Units shall be a Common Expense.

## Section 5.11 Parking Spaces

Parking spaces designated as such on the Plats and Plans shall be used by the Unit Owners for self-service parking purposes on a "first come, first served" basis provided however, that no Unit Owner shall park more than two (2) vehicles (owned or leased by such Unit Owner, a member of his family or a tenant residing in his Unit) on the Common Element parking spaces without the prior written consent of the Board of Directors. The cost of maintenance and repair of all parking areas shall be a Common Expense.

## Section 5.12 Use of Common Elements

No Unit Owner shall place or cause permit to be placed on or in the public halls, stairways or other Common Elements (other than in the areas designated as storage areas) any furniture, packages or objects of any kind. The lobbies, vestibules, public halls and stairways shall be used for no purposes other than for normal transit.

## Section 5.13 Disclaimer of Bailee Liability

The Board of Directors, the Unit Owners' Association and any Unit Owner shall not be considered a Bailee of any personal property stored on the Common Elements (including property located in vehicles parked on the Condominium) whether or not exclusive possession of the particular area is given to a Unit Owner for storage purposes, and shall not be responsible for the security of such personal property or for any loss or damage thereto, whether or not due to negligence.

## ARTICLE VI

### Insurance



# Cedars Condominium Association Bylaws

## Section 6.1 Authority to Purchase

Except as otherwise provided in Section 6.5 of these Bylaws, all insurance policies relating to the Property shall be approved by the Board of Directors. Neither the Board of Directors or the Managing Agent shall be liable for failure to obtain any coverage required by this Article VI or for any loss or damage resulting from such failure if such failure is due to the unavailability of such coverage from reputable insurance companies or if such coverage are so available only at demonstrably unreasonable costs.

(a) Each such policy shall provide that:

1. The insurer waives any right to claim by way of subrogation against the Unit Owners' Association, the Board of Directors, the Managing Agent or the Unit Owners and their respective agents, employees, guests and, in the case of the Unit Owners, the members of their households.
2. Such policy shall not be canceled, invalidated or suspended due to the conduct of any Unit Owner (including his invitees, agents and employees) or of any member, officer or employee of the Board of Directors or the Managing Agent without a prior demand in writing that the Board of Directors or the Managing Agent cure the defect and neither shall have so cured such defect within sixty (60) days after such demand.
3. Such policy may not be canceled or substantially modified (including cancellation for non-payment or premium without at least thirty (30) days prior written notice to the Board of Directors and the Managing Agent in the case of physical damage insurance, to all Mortgagees.
4. All policies of insurance shall be written by reputable companies licensed to do business in the State of New Mexico. Physical damage policies shall be in form and substance acceptable to the Unit Owners.

## Section 6.2 Physical Damage Insurance

(a) The Board of Directors shall obtain and maintain a blanket "all risk" form policy of fire insurance with extended coverage, vandalism, malicious mischief, windstorm, sprinkler leakage (if applicable), debris removal, cost of demolition and water damage endorsement, insuring the entire Property (including any damaged Units and the floor coverings, kitchen or bathroom fixtures and appliances initially installed therein by the Declarant, and replacement thereof installed by the Declarant but not including furniture, wall coverings, furnishings or other personal property supplied or installed by Unit Owners), together with other service machinery contained therein, and covering the interest of the Unit Owners' Association, the Board of Directors and all Unit Owners and their Mortgagees, as their interest may appear (subject however to the loss payment and adjustment provisioned in favor of the Board of Directors contained in Section 6.6 and 6.7 of these Bylaws) in an amount equal to one hundred percent (100%) of the current replacement cost of the Property (excluding the land, excavations, foundations and other items normally excluded from such coverage) without deduction for depreciation, the amount of such insurance shall be re-determined annually by the Board of Directors with the assistance of the insurance company affording such coverage.

(b) Such policy shall also provide:

1. A waiver of any right of the insurer to repair, rebuild or replace any damage or destruction if a decision is made pursuant to these Bylaws not to do so.
2. The agreed amount of the endorsement or equivalent.
3. That any "other insurance" clause expressly excludes individual Unit Owners' policy purchased by the Board of Directors shall be deemed excess coverage, and in no event shall the insurance coverage obtained and maintained by the Board of

# Cedars Condominium Association Bylaws

Directors hereunder provided for or be brought into contribution with insurance purchased by individual Unit Owners or their Mortgagees unless otherwise required by law.

- (c) A duplicate original of the policy of physical damage insurance, all renewals thereof and any sub-policies or certificates and endorsements issued thereunder together with proof of payment of premiums shall be delivered by the insurer to any Unit Owner so requesting at least thirty (30) days prior to expiration of the current policy. Prior to obtaining any policy of physical damage insurance or any renewal thereof, the Board of Directors shall obtain and appraisal from an insurance company or such other source as the Board of Directors may determine, of the current replacement cost of the Property (exclusive of the land, excavation, foundations and other items normally excluded from such coverage), without deduction for depreciation, for the purpose of determining the amount of physical damage insurance to be secured pursuant to Section 6.2 of these Bylaws. All Unit Owners shall be notified promptly of any event giving rise to a claim under such policy.

## Section 6.3 Liability Insurance

The Board of Directors shall obtain and maintain comprehensive general liability for death and bodily injury (including libel, slander, false arrest and invasion of privacy coverage and errors and omissions coverage for directors), medical payments and property insurance in such limits as the Board of Directors may from time to time determine, insuring against any liability to the public or to the Unit Owners (and their invitees, agents and employees) arising out of or incident to the ownership and/or use of the Common Elements. Such insurance shall be issued on a comprehensive liability basis and shall contain:

- (a) Cross liability endorsement under which the rights of a named insured under the policy shall not be prejudiced with respect to his action against another names insured.
- (b) Hired and non-owned vehicle coverage.
- (c) Host liquor liability coverage with respect to events sponsored by the Unit Owners' Association.
- (d) Deletion of the normal products exclusion with respect to events sponsored by the Unit Owners' Association.
- (e) A "severability of interest" endorsement which shall preclude the insurer from denying liability to a Unit Owner because of negligent acts of the Unit Owners' Association or of another Unit Owner. The Board of Directors shall review such limits once each year but in no event shall such insurance be less than One Million Dollars (\$1,000,000.00) covering all claims for bodily injury or property damage arising out of one occurrence. Reasonable amounts of "umbrella" liability insurance in excess of the primary limits shall also be obtained.

## Section 6.4 Other Insurance

The Board of Directors shall obtain and maintain:

- (a) Adequate fidelity coverage to protect against dishonest acts on the part of the officers, directors, trustees and employees of the Unit Owners' Association and all others who handle or are responsible for handling funds of the Unit Owners' Association including the Managing Agent. Such fidelity bonds shall:
  - 1. Name the Unit Owners' Association as an obligee.
  - 2. Be written in an amount not less than one and one-half (1.5) times the estimated annual operation expenses of the Condominium, including reserves.
  - 3. Contain waivers of any defense based upon the exclusion of persons who serve without compensation from any definition of "employee" or similar expression.



# Cedars Condominium Association Bylaws

- (b) If required by any governmental or quasigovernmental agency including without limitation to the Federal National Mortgage Association or the Federal Home Loan Mortgage Corporation, flood insurance in accordance with the then application regulations of such agency.
- (c) Workman's compensation insurance if and to the extent necessary to meet the requirements of law.
- (d) Such other insurance as the Board of Directors may determine or as may be requested from time to time by a Majority of the Unit Owners.

## Section 6.5 Separate Insurance

Each Unit Owner shall have the right, at his own expense, to obtain insurance coverage upon his personal property and for his personal liability as well as upon any improvements made by him to his Unit normally called "tenants" improvements and betterments coverage; provided however, that no Unit Owner shall be entitled to exercise his right to acquire or maintain such insurance coverage so as to decrease the amount which the Board of Directors, on behalf of all Unit Owners, may realize under any insurance policy maintained by the Board of Directors or to cause any insurance coverage maintained by the Board of Directors to be brought into contributions with insurance coverage obtained by a Unit Owner. All such policies shall contain waivers of subrogation. No Unit Owner shall obtain separate insurance policies except as provided in Section 6.5 of these Bylaws.

## Section 6.6 Insurance Trustee

All physical damage insurance policies purchased by the Board of Directors shall be for the benefit of the Unit Owners' Association, the Unit Owners and their Mortgagees as their interests may appear. All such proceeds shall be paid to the Board of Directors as Trustee for the Unit Owners and their Mortgagees to be applied pursuant to the terms of Article VII of these Bylaws.

## Section 6.7 Board of Directors as Agents

The Board of Directors is hereby irrevocably appointed the agent for each Unit Owner, each Mortgagee, other named insured's and their beneficiaries and any other holder of a lien or other interest in the Condominium or the Property to adjust and settle all claims arising under insurance policies purchased by the Board of Directors and to execute and deliver releases upon the payment of claims.

# ARTICLE VII

## Repair and Reconstruction After Fire or Other Casualty

### Section 7.1 When Repair and Reconstruction Are Required

Except as otherwise provided in Section 7.4 or these Bylaws, in the event of damage to or destruction of all or any portion of the building as a result of fire or other casualty, the Board of Directors or the Managing Agent shall arrange for and supervise the prompt repair and restoration of the Buildings (including any damaged Units and the floor coverings, kitchen or bathroom fixtures and appliances initially installed therein by the Declarant, and replacement thereof installed by the Declarant, but not to include any furniture, furnishings, fixtures, equipment or other personal property supplied or installed by the Unit Owners in the Unit). Notwithstanding the foregoing, each Unit Owner shall have the right to supervise the redecoration of his own Unit.

# Cedars Condominium Association Bylaws

## Section 7.2 Procedure for Reconstruction and Repair

- (a) Cost Estimate: Immediately after a fire or other casualty causing damage to any building, the Board of Directors or the Managing Agent shall obtain reliable and detailed estimates of the cost of repairing and restoring such building (including any damaged Units and any floor coverings and kitchen and bathroom fixtures and appliances initially installed by Declarant, and the replacement thereof, but not including any other furniture, furnishings, fixtures or equipment installed by the Unit Owner in the Unit to a condition as good as that existed before such casualty. Such costs may also include professional fees and premiums for such bonds as the Board of Directors determines to be necessary.
- (b) Assessments: If the proceeds of insurance are not sufficient to defray such estimated costs or reconstruction and repair, or if upon compliance of reconstruction and repair and funds for the payment of the costs thereof are insufficient, the amount necessary to complete such reconstruction and replacement funds and/or shall be deemed a common Expense and a special assessment therefore shall be levied.
- (c) Plans and Specifications: Any such reconstruction or repair shall be substantially in accordance with the original construction of the Property.

## Section 7.3 Disbursements of Construction Funds

- (a) Construction Funds and Disbursements: The proceeds of insurance collected on account of casualty, and the sums received by the Board of Directors or the Managing Agent from collections of assessments against Unit Owners on account of such casualty, shall constitute a construction fund which shall be disbursed in payment of the costs of reconstruction and repair upon order of the Board of Directors.
- (b) Surplus: It shall be presumed that the first monies disbursed in payment of the cost of reconstruction and repair for which the fund is established, such balance shall be divided among all Unit Owners in proportion to their Percentage Interest and shall be distributed in accordance with the priority of interest in each Unit.
- (c) Common Elements: When the damage is to both Common Elements and Units, the insurance proceeds shall be applied first to the cost of repairing those portions of the Common Elements which enclose and service the Units, then to the cost of repairing the other Common Elements and thereafter to the cost of repairing the Units.
- (d) Certificates: The Insurance Trustee shall be entitled to rely upon a certificate executed by the President or Vice President and the Secretary certifying:
  - 1. Whether the damaged Property is required to be reconstructed and repaired.
  - 2. The name of the payee and the amount to be paid with respect to disbursement from any construction fund or whether surplus funds to be distributed are less than the assessments paid by the Unit Owners, and
  - 3. All other matters concerning the holding and disbursing of any construction fund.Any such certificate shall be delivered to the Insurance Trustee promptly after request.

## Section 7.4 When Reconstruction Is Not Required

In the event of substantial damage to the Common Elements and if the Unit Owners shall elect not to repair the same, then in such event any insurance proceeds received on account of such damage shall be distributed among all Unit Owners and their respective Mortgagees in proportion to their respective Percentage Interest. If the condominium is terminated pursuant to Section 47-7B-18 of the Condominium Act, the net assets of the Condominium, together with the net proceeds of insurance policies – if any – shall be divided by the Board of Directors or the Insurance Trustee, as the case may be, among all Unit Owners and their respective Mortgagees



# Cedars Condominium Association Bylaws

in proportion to their respective interests after first paying out of the share of each Unit Owner, to the extent sufficient therefore, the amount of any unpaid liens of his Unit in the order of priority of such liens.

## ARTICLE VIII

### Mortgages

#### Section 8.1 Notice to Board of Directors

A Unit Owner who mortgages his Unit shall notify the Board of Directors of the name and address of his Mortgager.

#### Section 8.2 Notice of Default, Casualty or Condemnation

The Board of Directors, when giving notice to any Unit Owner of a default in paying an assessment for Common Expenses or any other default, shall simultaneously send a copy of such notice to the Mortgager of such Unit. Each Mortgagee shall also be promptly notified of any casualty giving rise to a possible claim under any insurance purchased under Article VI of all actions taken under Article VII and of any taking in condemnations or by eminent domain and action of the Unit Owners' Association with respect thereto. For purpose of this Section only, when notice is to be given to Mortgager, the Board of Directors shall also give such notice to the Federal Home Loan Mortgage Corporation, the Veterans Administration, the Federal Home Administration, the Farmer's Home Administration and Government National Mortgage Association and any other public or private secondary mortgage market entity participating in purchasing or guaranteeing Mortgages of Units in the Condominium of the Board of Directors has notice of such participation.

#### Section 8.3 Notice and Approval of Amendment of Declaration and Bylaws.

The Board of Directors shall give notice to all Mortgagees thirty (30) days before the date on which the Unit Owners, in accordance with the provisions of these Bylaws, materially amend the Condominium Instruments. The consent of the Unit Owners to which at least seventy percent (70%) of the votes in the Owners' Association are allocated is required to add or amend any material provisions of the Condominium Instruments of the project which established, govern or regulate any of the following:

- (a) Voting Rights
- (b) Assessments, assessment liens or subordination of such liens
- (c) Reserve for maintenance repair and replacement of the common areas
- (d) Insurance of Fidelity Bonds
- (e) Rights to use of the common areas
- (f) Responsibility for maintenance and repair
- (g) Boundaries of any Unit
- (h) The interests in the general or limited common areas
- (i) Convertibility of Units into common elements or of common elements into Units
- (j) Leasing of Units
- (k) Imposition of any right of first refusal or similar restriction on the right of a unit estate owner to sell, transfer or otherwise convey his or her unit estate
- (l) Any provisions which are for the express benefit of mortgage holders, eligible mortgage holders or eligible insurers or guarantors of first mortgages on unit estates
- (m) By act or omission withdraw the submission of Property to the Condominium Act<sup>5</sup>, except as provided by the Condominium Instruments or the Condominium Act

# Cedars Condominium Association Bylaws

- (n) Expansion or contraction of the project or the project or the addition, annexation or withdrawal of property to or from the project
- 1. In addition to the Unit Owner's consent, the approval of the holders of mortgages on Unit which have at least fifty-one (51%) percent of the votes of Units subject to mortgages is required to add or amend any material provisions of the Condominium Instruments of the project which establish, govern or regulates the matters set forth in Section 8.3 (a), (b), (c), (d), (f), (g), (h), (i), (l) and (m).

An addition or amendment to such documents shall not be considered material if it is for the purpose of correcting technical errors or for clarification only. The constituent documents may provide that an eligible mortgage holder who receives a written request to approve additions or amendments who does not deliver or post to the requesting party a negative response within thirty (30) days shall be deemed to have approved such request.

## Section 8.4 Other Rights of Mortgagees

All Mortgagees or their representatives shall be entitled to attend meetings of the Unit Owners' Association and shall have the right to speak thereat. All such Mortgagees shall have the right to examine the books and records of the Condominium and to require the submission of annual financial reports and other budgetary information.

## ARTICLE IX

### Compliance and Default

#### Section 9.1 Relief

Each Unit Owner shall be governed by and shall comply with all the terms of the Condominium Instruments and the Condominium Act as any of the same may be amended from time to time. In addition to the remedies provided in Section 47-7C-16 of the Condominium Act, a default by a Unit Owner shall entitle the Unit Owners' Association, acting through its Board of Directors or through the Managing Agent, to the following relief:

- (a) Additional Liability: Each Unit Owner shall be liable for the expense of all maintenance, repair or replacement rendered necessary by his act, neglect or carelessness or the act, neglect or carelessness of any member of his family or his employees, agents or licensees, but only to the extent that such expense is not covered by the proceeds of insurance carried by the Board of Directors. Such liability shall include his employees, agents or licensees, but only to the extent that such expense is not covered by the proceeds of insurance carried by the Board of Directors. Such liability shall include any increase in casualty insurance rates occasioned by use, misuse, occupancy or abandonment of any Unit or its appurtenances.
- (b) Costs and Attorney's Fees: In any proceeding arising out of any alleged default by a Unit Owner, the prevailing party shall be entitled to recover the costs of such proceeding and such reasonable attorney's fees as may be determined by the court.
- (c) No waiver of Rights: The failure of the Unit Owners' Association, the Board of Directors or of the Unit Owner to enforce any right, provision, covenant or condition which may be granted by the Condominium Instruments or the Condominium Act shall not constitute a waiver of the right of the Unit Owners' Association, the Board of Directors or the Unit Owner to enforce such right, provision, covenant or condition in the future. All rights, remedies and privileges granted to the Unit Owners' Association, the Board of Directors



# Cedars Condominium Association Bylaws

or any Unit Owner pursuant to any term, provision, covenant or condition of the Condominium Instruments or the Condominium Act shall be deemed to be cumulative and the exercise of any one or more thereof shall not be deemed to constitute an election of remedies, nor shall it preclude the party exercising the same from exercising such other privileges as may be granted to such party by the Condominium Instrument or the Condominium Act or at law or in equity.

- (d) Interest: In the event of a default by any Unit Owner in paying any sum assessed against his Unit other than for Common Expense, which continues for a period in excess of thirty (30) days, the principal amount unpaid shall bear interest at the rate of eighteen percent (18%) per annum from the due date until paid.
- (e) Abating and Enjoining Violations by Unit Owners: The violation of any of the Regulations adopted by the Board of Directors, the breach of any Bylaw contained herein or the breach of any provision of the Declaration or the Condominium Act shall give the Board of Directors the right, in addition to any other rights set forth in these Bylaws to:
  - 1. Enter the Unit in which, or as to which, such violation or breach exists and summarily to abate and remove, at the expense of the defaulting Unit Owner, any structure, thing or condition that may exist therein contrary to the intent and meaning of the provisions hereof and the Board of Directors shall not thereby be deemed guilty in any manner of trespass; or
  - 2. To enjoin, abate or remedy by appropriate legal proceedings, either at law or in equity, the continuance of any such breach.
- (f) Legal Proceedings: Failure to comply with any of the terms of the Declaration, these Bylaws and the Rules and Regulations shall be grounds for relief, including without limitation, an action to recover any sums due for money damages, injunctive relief, foreclosure or the lien for payment of all assessments, any other relief provided for in these Bylaws or any combination thereof and any other relief afforded by the court of competent jurisdiction, all of which relief may be sought by the Unit Owners' Association, the Board of Directors, the Managing Agent, or, if appropriate, by an aggrieved Unit Owner and shall not constitute an election of remedies.

## Section 9.2 Lien for Assessments

- (a) The total annual assessment of each Unit Owner for Common Expenses or any special assessment made pursuant to these Bylaws is hereby declared to be a lien levied against the Condominium Unit of such Unit Owner as provided in Section 47-7C-16 of the Condominium Act, which lien shall – with respect to annual assessments – be effective on the first day of each fiscal year of the Condominium, and as to special assessments, on the first day of the next month which begins more than fifteen (15) days after delivery to the Unit Owner of notice of such special assessment. The Board of Directors or the Managing Agent may file or record such other or further notice of any such lien, or such other or further document, to confirm the establishment and priority of such lien.
- (b) Where an assessment against a Unit Owner is payable in installments, upon default by such Unit Owner in the timely payment of any two (2) consecutive installments, the maturity of the remaining total of the unpaid installments of such assessment may be accelerated at the option of the Board of Directors and the entire balance of the annual assessment may be declared due and payable in full by the service of notice to such effect upon the defaulting Unit Owner and his Mortgagees by the Board of Directors or the Managing Agent.

# Cedars Condominium Association Bylaws

- (c) The lien for assessment may be enforced and foreclosed in the manner provided by the laws of the State of New Mexico by action in the name of the Board of Directors or the Managing Agent acting on behalf of the Unit Owners' Association. During the pendency of such suit, the Unit Owner shall be required to pay a reasonable rental for the Unit for any period prior to sale pursuant to any judgment or order of any court having jurisdiction over such sale. The plaintiff in such proceedings shall have the right to the appointment of a receiver, if available, under the laws of the State of New Mexico.
- (d) A suit to recover a money judgement for unpaid contributions may be maintained without foreclosing or waiving the lien securing the same and a foreclosure may be maintained notwithstanding the pendency of any suit to recover a money judgement.

## Section 9.3 Supplemental Enforcement of the Lien

In addition to the proceedings at law or in equity for the enforcement of the lien established by the Declaration, these Bylaws or the Condominium Act, all of the Unit Owners may be required by the Board of Directors to execute bonds conditioned upon the faithful performance and payment of the installments of the lien established thereby.

## Section 9.4 Subordination and Mortgage Protection

Notwithstanding any other provisions hereof to the contrary, the lien of any assessment levied pursuant to these Bylaws upon any Unit (and any penalties, interest on assessments, late charges or the like) shall be subordinate to and shall in no way affect the rights of the holder of a Mortgage made in good faith for value received, provided however, that such Mortgagee secures a loan made by an institutional lender and provided further, that such subordination shall apply only to assessments which have become due and payable prior to a sale or transfer of such Unit pursuant to a decree of foreclosure or transfer of such Unit pursuant to a decree of foreclosure or any proceedings in lieu of foreclosure. Sure sale or transfer shall not relieve the purchaser of the Unit at such sale from liability for any assessment thereafter becoming due, nor from the lien of any such subsequent assessment, which lien shall have the same effect and be enforced in the same manner as proved herein.

## ARTICLE X

### Amendments to Bylaws

#### Section 10.1 Amendments

These Bylaws may not be modified or amended except by a vote of seventy percent (70%) of the votes in the Condominium, pursuant to the Act, the Declaration and these Bylaws.

#### Section 10.2 Approval of Mortgagees

These Bylaws contain provisions concerning various rights, priorities, remedies and interests of Mortgagees. Such provisions in these Bylaws are to be construed at covenants for the protection of such Mortgage. Accordingly, no amendment or modification of these Bylaws impairing or affecting such rights, priorities, remedies or interest of Mortgagees shall be adopted without the prior written consent of such Mortgagees.

## ARTICLE XI

### Miscellaneous



# Cedars Condominium Association Bylaws

## Section 11.1 Notices

All notices, reports, action and routine billing under these Bylaws may be submitted in writing or sent electronically to the Owner's email address.

(a) Demands, bills, statements or other communications under these Bylaws shall be in writing and shall be deemed to have been duly given if delivered personally or if sent by registered or certified mail, return receipt requested, postage prepaid (or otherwise as the Condominium Act may permit):

1. If to a Unit Owner, at the address which the Unit Owner shall designate in writing and file with the Secretary, or, if no such address is designated, at the address of the Unit of such Unit Owner, or
2. If to the Unit Owners' Association, the Board of Directors or the Managing Agent or at such other address as shall be designated by notice in writing to the Unit Owners pursuant to this Section. If a Unit is owned by more than one person, each such person who so designated an address in writing to the Secretary shall be entitled to receive all notices hereunder.

## Section 11.2 Captions

The captions herein are inserted only as a matter of convenience and for reference and in no way define, limit or describe the scope of these Bylaws or the intent of any provisions thereof.

## Section 11.3 Gender

The use of the masculine gender in these Bylaws shall be deemed to include the feminine and neuter genders and the use of the singular shall be deemed to include the plural and visa versa, whenever the context so requires.

IN WITNESS WHEREOF, these Bylaws have been executed and attested by the President on behalf of the Unit Owners Association this 10 day of DECEMBER, 2021

THE CEDARS CONDOMINIUM ASSOCIATION

  
\_\_\_\_\_  
President

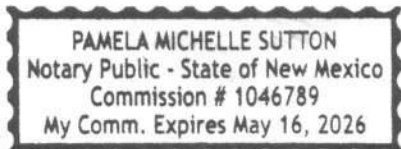
## ACKNOWLEDGEMENT

State of New Mexico   )  
  ) ss  
County of Colfax   )

The foregoing instrument was acknowledged before me on this 10<sup>th</sup> day of  
December 2022, by Fred M. Miller.

Pamela Michelle Sutton  
Notary Public

(Seal)





# Cedars Condominium Association Bylaws

## Attachments

### Attachments A – Definitions

Word	Definition
Eminent Domain	The right of a government or its agent to expropriate private property for public use, with payment of compensation.
Hypothecations	Hypothecation occurs when an asset is pledged as collateral to secure a loan. The owner of the asset does not give up title, possession, or ownership rights, such as income generated by the asset. However, the lender can seize the asset if the terms of the agreement are not met. Hypothecation is different from a mortgage, lien, or assignment.
Resale Certificate	A resale certificate is a signed document that indicates that the purchaser intends to resell the goods. It is usually provided by a retailer to a wholesale dealer. In addition, manufacturers issue resale certificates to suppliers of materials that become incorporated into the products they manufacture. In some states, resale certificates are also used to purchase taxable services that become a part of property for resale.
Diminution	A reduction in the size, extent, or importance of something.
Pecuniary	Relating to or consisting of money.
Deleterious	Causing harm or damage.
Condominium Instruments	Includes the Declaration, the Articles and the Bylaws, together with any supplements, amendments, exhibits, schedules, or certifications thereto.
Appurtenances	Common examples of appurtenances are driveways, drainage ditches, fences, and rights of way.
Bailee	A person or party to whom goods are delivered for a purpose, such as custody or repair, without transfer of ownership.
Obligee	One to whom another is bound by contract.
Caption	The headings of a legal instrument. For example, see the article and section titles in this table of content.

# Cedars Condominium Association Bylaws

## Attachment B – New Mexico Condominium Act Hot Links

SECTION	LINK
47-7A-1	<a href="#">Condominium Act - General Provisions</a>
47-7A-3	<a href="#">Definitions</a>
47-7B-12	<a href="#">Relocation of Boundaries Between Adjoining Units</a>
47-7B-13	<a href="#">Subdivision of Units</a>
47-7B-18	<a href="#">Termination of Condominium</a>
47-7C-2	<a href="#">Powers of Unit Owners' Association</a>
47-7C-3	<a href="#">Executive Board Members and Officers</a>
47-7C-7	<a href="#">Upkeep of Condominium</a>
47-7C-10	<a href="#">Voting; proxies</a>
47-7C-16	<a href="#">Lien for Assessments</a>
47-7D-9	<a href="#">Resales of Units</a>



# Cedars Condominium Association Bylaws

## Attachment C – Rules and Regulations

*Copied from Section 5.8 Restrictions on Use of Unit; Rules and Regulations*

Each Unit and the Common Elements shall be occupied as follows:

- (a) No Unit shall be used for other than housing and the related common purpose for which the Property was designed. The Board of Directors may permit reasonable, temporary non-residential use from time to time.
- (b) Nothing shall be done or kept in any Unit or in the Common Elements which will increase the rate of insurance for the Property or any part thereof applicable for residential use without the prior written consent of the Board of Directors. No Unit Owner shall permit anything to be done or kept in his Unit or in the Common Elements which will result in the cancellation of insurance on the Property or any part thereof or which would be in violation of any law, regulations or administrative ruling.
- (c) No offensive or unlawful use shall be made of the Property or any part thereof, and all valid laws, zoning ordinances and regulations of all governmental agencies having jurisdiction thereof shall be observed. All laws, orders, rules, regulations or requirements of any governmental agency having jurisdiction thereof relating to any portion of the Property shall be complied with by and at the sole expense of the Unit owner or the Board of Directors, whichever shall have the obligation to maintain or repair such portion of the Property, and, if the latter, then the cost of such compliance shall be a Common Expense.
- (d) No Unit Owner shall obstruct any of the Common Elements nor shall any Unit Owner store anything upon any of the Common Elements (except those areas designated for such storage by the Board of Directors) without the approval of the Board of Directors. Vehicular parking upon the Common Elements may be regulated or assigned by the Board of Directors. Nothing shall be altered or constructed in or removed from the Common Elements upon the prior written consent of the Board of Directors or the Covenants Committee, as appropriate.
- (e) The Common Elements shall be used only for the furnishing of the services and facilities for which the same are reasonably suited and which are incident to the use and occupancy of the Units.
- (f) All lessees shall comply with the Condominium Instruments and Regulations and failure to comply shall constitute a default under the lease. The Board of Directors may provide a suggested standard form lease for use by Unit Owners. Each Unit Owner shall promptly, following the execution of any such lease, forward a conformed copy thereof to the Board of Directors. The foregoing provisions of this subparagraph shall not apply to a Mortgagee in possession of a unit as a result of a foreclosure or other judicial sale or as a result of any proceeding in lieu of foreclosure during the period of such Mortgagee's possession.
- (g) Trailers, campers, recreational vehicles or boats may be parked on the Property only in parking areas designated for such purpose by the Board of Directors. No junk or derelict vehicles or other vehicles on which current registration plates are not displayed shall be kept upon any of the Common Elements.
- (h) The maintenance, keeping, boarding and/or raising of animals, livestock, poultry or reptiles of any kind, regardless of number shall be and is prohibited within any Unit or upon the Common Elements except that the keeping of small, orderly domestic pets (e.g. cats, fish or caged birds) does not exceed one per Unit without the approval of the Board of Directors is permitted subject to the Rules and Regulations adopted by the Board of Directors, provided however, that such pets are not kept or maintained for

## Cedars Condominium Association Bylaws

commercial purposes or creating a nuisance or unreasonable disturbance or noise shall be permanently removed from the Property upon three (3) days written notice from the Board of Directors. Such pets shall not be permitted upon the Common Elements unless accompanied by an adult and unless carried or leashed. Any Unit Owner who keeps and maintains any pet upon any portion of the Property shall be deemed to have indemnified and agreed to hold the Condominium and each Unit Owner free and harmless from any loss, claim or liability of any kind or character whatever arises by reason of keeping or maintaining such pet within the Condominium. All pets shall be registered with the Board of Directors and shall otherwise be registered and inoculated as required by law.

- (i) No signs of any character shall be erected, posted or displayed upon, in or from any Unit or Common Elements without prior written approval of the Board of Directors. The provisions of this subparagraph shall not be applicable to the intuitional holder of any first mortgage which comes into possession of any Unit by reason of any remedies provided for the mortgage, foreclosure or any mortgage or any deed of trust or other proceedings in lieu of foreclosure. Each Unit and the Common Elements shall be occupied and used in compliance with the Rules and Regulations which may be promulgated and amended by the Board of Directors. Copies of the Rules and Regulations shall be furnished by the Board of Directors to each Unit Owner. Amendments to the Rules and Regulations shall be conspicuously posted prior to the time when the same shall become effective and copies thereof shall be furnished to each Unit Owner upon request.