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**4442765**

**Office of the County Recorder  
Washington County, Minnesota**  
*Amy Stenftenagel, County Recorder*

**BYLAWS OF COPPER RIDGE HOMEOWNERS ASSOCIATION OF WOODBURY  
INC., A MINNESOTA NONPROFIT CORPORATION**

**ARTICLE I  
INCORPORATION**

Section 1. Name. The name of the corporation is Copper Ridge Homeowners Association of Woodbury Inc. ("Association"). The Association is formed pursuant to Chapter 317A, known as the Minnesota Nonprofit Corporation Act, and laws amendatory thereof and supplemental thereto. The terms used in these Bylaws shall have the same meaning as they have in the Minnesota Nonprofit Corporation Act, except as otherwise specified herein or in the Declaration for Copper Ridge Homeowners Association of Woodbury Inc.

Section 2. Date of Incorporation. The Articles of Incorporation of the Association were filed in the office of the Secretary of State of the State of Minnesota, July 1, 2024.

Section 3. Membership and Voting. The membership of the Association shall consist of the Unit Owners of the Units within Copper Ridge 9<sup>th</sup> Addition, Washington County, Minnesota (hereinafter referred to as the "Common Interest Community"), which was created by the filing of the Declaration of the Common Interest Community in the Office of the County Recorder, Washington County, Minnesota (the "Declaration"). Membership in the Association shall be appurtenant to, and shall not be separated from, Unit ownership in the Common Interest Community. A person shall cease to be a member of the Association at such time as that person ceases to be a Unit Owner of a Unit. Notwithstanding any provision to the contrary, each Unit shall be allocated one vote, except that each Unit owned by a Developer is allocated two votes. Where there is more than one Unit Owner of a Unit, all of such Unit Owners shall be Members of the Association and the vote(s) allocated to that Unit in accordance with the Declaration and these Bylaws shall be cast as the Unit Owners among themselves may determine and signify in writing to the Association, but in no event shall more than one or two vote(s), as applicable, be cast with respect to any Unit nor shall the vote(s) allocated to a Unit be split or otherwise cast separately by the Unit Owners. Where there is more than one Unit Owner of a Unit, the Unit Owners thereof shall notify the Secretary of the Association in writing of the name of the Unit Owner who has been designated to cast the vote(s) attributable to that Unit, on behalf of all the Unit Owners of that Unit. If the Unit Owners cannot agree on the Unit Owner who is to be designated to cast the vote(s) attributable to the Unit owned by such Owners, or on the manner in which such vote(s) is to be cast, the Unit Owners shall submit such dispute to the Board of Directors of the Association. The Board of Directors shall resolve such dispute in the manner determined by the Board of Directors to be fair and equitable and such determination shall be binding on said Unit Owners. Membership in the Association shall automatically pass when the ownership of a Unit is transferred in any manner.

Section 4. Registration of Unit Owner. It shall be the duty of each Unit Owner to register with the Secretary of the Association in writing (A) the name and address of such Unit Owner; (B) the nature and satisfactory evidence of such Unit Owner's interest or estate in a Unit; and (C) the addresses at which such Unit Owner desires to receive notice of any duly called meeting of the Members. If a Unit Owner does not register as provided in this paragraph, the Association shall be under no duty to recognize the rights of such person hereunder, and shall not recognize such person's right to vote as provided herein, but such failure to register shall not relieve a Unit Owner of any obligation, covenant or restriction under the Declaration or these Bylaws. If there is more than one Unit Owner of a Unit, each must execute the registration as provided in this paragraph.

## **ARTICLE II**

### **MEMBERS**

Section 1. Place of Meeting. Meetings of Members and Directors of the Association may be held at such places within the State of Minnesota, County of Washington, as may be designated by the Board of Directors.

Section 2. Annual Meetings. The first annual meeting of the Members shall be held within sixty (60) days following the expiration of the period of Developer Control as set forth in the Declaration or within sixty (60) days if called by the Board of Directors. Each subsequent regular annual meeting of the Members shall be held at least once each year on the same day of the same month of each year thereafter (unless the Board of Directors designates a different date for annual meetings), at such hour as may be designated by the Secretary in the notice of said meeting, as hereinafter provided. At each annual meeting, the Members shall, subject to the provisions of Article III, Section 2 hereof, elect Members to the Board of Directors from among themselves and shall transact such other business as may properly come before the meeting.

Section 3. Special Meetings. Special meetings of the Members may be called for any purpose at any time by the President or by the Board of Directors, on their own initiative or upon the delivery of a written, signed request signed by (A) fifty percent (50%) or more of Unit Owners of Units, who are Members of the Association, or (B) Members which are assigned twenty-five percent (25%) or more of the votes in the Association, whichever is less, to either the President or the Treasurer, stating the purpose or purposes of the special meeting. No business shall be transacted in a special meeting of the Members except as stated in the notice of the meeting, as herein after provided.

Section 4. Notice of Meetings. At least twenty-one (21) days in advance of any annual or regularly scheduled meeting, and at least seven (7) days in advance of any other meeting, the Secretary of the Association shall send to each Unit Owner a written notice of the time, place and complete agenda of the meeting which is the subject of such notice. Such notice shall be hand delivered or sent by United States mail to all Unit Owners of record at the address of their respective Unit and to such other addresses as any Unit Owner may have designated in writing to the Secretary. Unit Owners of record

shall be those Unit Owners who are registered with the Secretary as provided in Article I, Section 4 on a date specified by the Board of Directors (the "Record Date"). Such Unit Owners of record shall be entitled to notice of any duly called meeting of the Members; provided that the Board of Directors may not specify a Record Date which is more than thirty-five (35) days prior to the date of an annual meeting or more than twenty (20) days prior to the date of a special meeting. A Unit Owner may at any time waive notice of any meeting by a signed writing or by attendance at the meeting.

Section 5. Quorum and Adjournment. The presence of Members in person or represented by proxy who have the authority to cast twenty-five percent (25%) of the total of the votes of all Members of the Association shall be requisite for and shall constitute a quorum at all meetings of the Association for the transaction of business except that of adjourning the meeting to reconvene at a subsequent time and except as otherwise provided by law. If, however, such percentage shall not be present or represented at any such meeting, the Members entitled to vote thereat, present in person or by proxy, shall have power to adjourn the meeting from time to time without notice other than announcement at the meeting until a quorum shall be present, at which time any business may be transacted which might have been transacted at the meeting as initially called had a quorum then been present. The quorum, having once been established at a meeting, shall continue to exist for that meeting, notwithstanding the departure of any Member previously in attendance in person or by proxy.

Section 6. Voting Register. At the beginning of each meeting of the Members, the Secretary shall deliver to the chairman for the meeting a written list of the Unit numbers, the respective name or names of the Unit Owners entitled to notice of such meeting, and the respective name of the person (in the case of multiple Unit Owners) authorized to vote.

Section 7. Order of Business. To the extent applicable, the order of business at annual meetings of the Members, and at such other membership meetings of the Members as may be practical, shall be essentially as follows:

- A Presenting of Voting Register, proxy certification and establishment of a quorum.
- B. Reading or distribution of minutes of the preceding meeting of the Members.
- C. Reports of Officers.
- D. Reports of committees.
- E. Appointment by the Chairman of inspectors of election as determined by the Chairman or when requested by a member of the Board of Directors.
- F. Election of members of the Board of Directors.
- G. Unfinished business.
- H. New business.

I. Adjournment.

Section 8. Manner of Voting. Proxies shall be in writing, signed by the Member giving the Proxy, and filed with the Secretary of the Association prior to the meeting. All elections and all questions shall be decided by the concurring vote of the Members who are entitled to cast a majority of the votes represented by all Members present in person or by proxy at a meeting, except as otherwise specifically provided in the Declaration or these Bylaws. Cumulative voting shall not be permitted. Every proxy shall be revocable and shall automatically cease upon the expiration of eleven (11) months from the date of its execution, upon the conveyance by the Member of his Unit or upon the Member's personal attendance at the meeting.

No vote in the Association shall be deemed to inure to any Unit during the time when the Unit Owner thereof is the Association.

Section 9. Action Taken Without A Meeting. Any action which might be taken at a meeting of the Unit Owners may be taken without a meeting if authorized in a writing or writings signed by all of the Unit Owners.

### **ARTICLE III**

#### **BOARD OF DIRECTORS**

Section 1. Number and Qualification. The first Board of Directors shall consist of the persons designated as Directors in the Articles of Incorporation of the Association, who need not be Unit Owners. Following incorporation, the Developer shall have the power to appoint Directors to replace Directors who leave the Board during the period of Developer Control. Upon the ending of the terms of the last Directors appointed by Developer, the Board of Directors shall be composed of three (3) Directors, all of whom shall be Members; or, in the case of ownership of a Unit by a fiduciary or legal entity with the capacity to enter into legally binding contracts it shall be officers, managers, partners or employees of such fiduciary or legal entity.

Section 2. Term of Office. Notwithstanding the right to remove a Director under Article III, Section 9, and notwithstanding anything else herein contained, Developer may appoint the members of the Board of Directors of the Association during the period beginning on the date of creation of the Common Interest Community through sixty (60) days after the sale of all Units by the Developer, including any successor Developer; or until an earlier, voluntary surrender of control of the Association by the Developer, whichever first occurs. If Developer elects to voluntarily surrender control of the Association prior to sixty (60) days after the sale of all Units by the Developer, including any successor Developer then, following an Association meeting at which new Directors and Officers are elected and take office, Developer may prepare a Notice of Surrender of Developer Control to Association ("Notice") and provide written notice to Unit Owners by depositing such notice in the U.S. Mail, properly addressed and postage prepaid, to the last known address for all Owners. The Notice shall recite the Association meeting

at which control was surrendered; shall be signed by Developer; shall be signed by the resigning President and Secretary; shall include an acceptance signed by the newly elected President and Secretary; and shall include acknowledgements for all parties signing. Upon the happening of the earliest of said events, all Directors elected and/or appointed by the Developer shall resign from the Board of Directors. Notwithstanding the foregoing, a meeting of the Unit Owners shall be called and held within sixty (60) days after the Developer control period voluntarily or involuntarily terminates, at which the Board shall be elected by all Unit Owners, including Developer. Upon the resignation from the Board of Directors of all Directors appointed by the Developer, three (3) Directors shall be elected, two (2) for two-year terms, and one (1) for a one-year term. At each annual meeting thereafter, two (2) or one (1) (as the case may be) Directors shall be elected, to a two-year term, as successors to the two (2) or one (1) (as the case may be) Directors whose terms are then ending. The term of a member of the Board of Directors shall expire upon the election of a successor at an annual meeting of the Members. A Director shall hold office until he shall resign and his resignation shall have become effective, or until a qualified successor has been elected and shall have accepted the office, or until the Director has been removed in accordance with the provisions of these Bylaws. The Board of Directors elected by the Developer shall have the power to adopt these Bylaws of the Association, to elect Officers, to establish a schedule of assessments and shall have generally the powers and duties of the Board of Directors as set forth herein and in the Declaration.

Section 3. Election. The three (3) Directors being elected upon the resignation from the Board of Directors of all Directors appointed by the Developer shall be elected in one voting. Each Unit shall be entitled to cast up to three (3) votes. Such votes may not be used cumulatively and, if cast, must be cast for separate candidates. At the initial election of Directors, the candidates receiving the first and second highest number of votes shall be elected to two-year terms and the candidate receiving the third highest number of votes shall be elected to a one-year term. Thereafter, the two (2) or one (1) (as the case may be) Directors being elected at any annual meeting shall be elected in one voting. Each Unit shall be entitled to cast two (2) or one (1) (as the case may be) votes. Such votes may not be used cumulatively and such two (2) or one (1) (as the case may be) votes, if cast, must be cast for two (2) or one (1) (as the case may be) separate candidate(s). After the initial election of Directors, all Directors elected at any annual meeting shall be elected to two-year terms.

Section 4. General Powers. The Board of Directors shall manage the property, affairs and business of the Association. Specifically, and without Limiting the generality of the foregoing, the Board of Directors shall have the power to:

A. Adopt and publish administrative rules and regulations governing the operation and the use of the Common Elements, the use and occupancy of the Units and the personal conduct of the Members and their tenants and guests thereon and therein, parking, matters of aesthetics affecting the Common Interest Community or any part thereof and

such other matters as are necessary or desirable to the harmonious use and enjoyment of the Common Interest Community by the Unit Owners, copies of all of such rules and regulations shall be made available to all Unit Owners;

B. Supervise the operation, maintenance, repair and replacement of the Common Elements and the making of any additions or improvements thereto;

C. Exercise for the Association all powers, duties and authority vested in or delegated to the Association and not reserved to the membership by law or by other provisions of these Bylaws, the Articles of incorporation or the Declaration;

D. Authorize the making of any contracts, leases, management contracts, employment contracts or leases of recreational areas or facilities, if any, on behalf of the Association, engage the services of and discharge a manager, managing agent, independent contractor or other employees as they deem necessary, and determine the duties and compensation of such persons. No such lease or contract shall be entered into on behalf of the Association whose term exceeds two (2) years; and any contract for professional management of the Real Estate, or any other contract providing for services by the Developer, shall be terminable by the Association or the other party thereto on ninety (90) days' written notice without cause and without the imposition of any penalty or termination fee and shall be terminable for cause by the Association on thirty (30) days' written notice;

E. Lease or purchase and mortgage a Unit or other residential quarters for management and maintenance personnel. All rental or debt service paid by the Association pursuant to such lease agreement or mortgage shall be a general Common Expense;

F. Exercise the irrevocable right to have access to each Unit from time to time during reasonable hours as may be necessary for the maintenance, repair or replacement of any of the Common Elements therein or accessible therefrom, or at any time for making emergency repairs therein necessary to prevent damage to the Common Elements or to another Unit or Units;

G. Determine what shall constitute Common Expenses required for the affairs of the Association, which shall include all ordinary or extraordinary and necessary expenses for the operation and the repair, replacement and maintenance of the Real Estate, and the establishment of a reserve for future repair, replacement and maintenance of those portions of the Common Elements which must be repaired, replaced or maintained on a periodic basis. Said reserve funds shall be used only for the repair, replacement and maintenance of the Common Elements and shall not be used for any unrelated purposes such as for dispute resolution, litigation or attorneys' fees;

H. Levy and collect the Common Expenses from the Unit Owners;

I. Open bank accounts on behalf of the Association and designate signatories required therefore;

J. Obtain insurance for the Common Interest Community pursuant to the provisions of the Declaration;

K. Dedicate or transfer easements for public utilities, public rights-of-way or for other public purposes, and cable television or other communications, and to grant easements, leases, or licenses to Unit Owners for purposes authorized by the Declaration and consistent with the intended use of the Common Elements over any part of the Common Elements to any governmental subdivision or public agency or public utility;

L. Levy reasonable fines for violations of the Governing Documents and the Rules and Regulations of the Association; and

M. Exercise any other powers conferred by law or by the Governing Documents, or which are necessary and proper for the governance of the Association.

Section 5. General Duties. In addition to and without limitation of the powers and duties assigned to the Board of Directors elsewhere herein or by the Declaration, it shall be the duty of the Board of Directors to:

A. Contract for labor and materials needed to maintain, repair and replace the Common Elements, pay for insurance, utilities and other expenses of operating the Common Elements and to perform the other duties of the Association as provided by law, the Declaration or herein, and assess the costs thereof against the Members of the Association in the manner provided for herein and in the Declaration. The Board shall include in the monthly assessments such amount as is necessary to accumulate an adequate reserve for the maintenance, repair and replacement of those Common Elements that must be replaced, repaired or maintained on a periodic basis, and may accumulate an additional reserve from time to time in anticipation of extraordinary Common Expenses.

B. Cause to be kept detailed, accurate records in chronological order, of the receipts and expenditures affecting the Common Elements, specifying and itemizing the maintenance repair and replacement expenses of the Common Elements and any other expenses incurred. Such records and the vouchers authorizing the payments shall be available for examination by the Unit Owners during normal business hours.

C. Prepare or cause to be prepared an annual report, a copy of which shall be provided to each Unit Owner with the notice of each annual meeting and shall be available to each Unit Owner at the annual meeting, showing the financial affairs of the Association, and containing at a minimum the following:

(i) A statement of any capital expenditures in excess of two percent (2%) of the current budget or \$5,000.00, whichever is greater, approved by the Association for the current fiscal year or succeeding two (2) fiscal years;

(ii) A statement of the balance of any reserve or replacement fund and any portion of the fund designated by the Board for any specified project;

(iii) A copy of the statement of revenues and expenses for the Association's last fiscal year and a balance sheet as of the end of said fiscal year;

(iv) A statement of the status of any pending litigation or judgments in which the Association is a party;

(v) A detailed description of the insurance coverage provided by the Association, if any; and

(vi) A statement of the total past due assessments on all individual Units, current as of not more than sixty (60) days prior to the date of the meeting.

D. If the Board of Directors so determines or if applicable law requires, the Board of Directors shall furnish or cause to be furnished a resale disclosure certificate which shall be substantially similar to that in Minn. Stat. Section 515B.4-107(b). The Board of Directors shall have the power to establish and collect a fee for such certificates, which fee shall be in an amount reasonably related to the costs incurred by the Association in furnishing such certificate.

Any Member of the Association shall have the right, upon reasonable notice to the Treasurer, to review the accounts and financial records of the Association. If the Association does not elect to include an audit as a part of the Common Expenses, one or more Members may call for an audit of the affairs of the Association by written notice to the President. If the audit shall disclose errors of three percent (3%) or greater in any figures contained in the most recent statements issued by the Board, the Association shall bear the expense of the audit. If no such error of three percent (3%) or greater shall be established by the audit, the Member or Members requesting the audit shall bear the entire expense thereof, which shall be a lien upon their individual Units until paid.

Section 6. Limitation of Authority. Anything herein or in the Declaration to the contrary notwithstanding, unless specifically authorized herein or in the Declaration, the Board of Directors shall have no authority, except as may specifically be granted by the majority (or such higher number as may otherwise be required hereunder or by the Declaration) of the Members present in person or by proxy at a meeting thereof, to do any of the following:

A. Purchase any Unit except that the Board of Directors may accept any Unit surrendered to it for unpaid assessments and may purchase a Unit at any sale held pursuant to foreclosure for unpaid assessments provided that the Board of Directors shall not, unless authorized by the Members, bid at any such foreclosure sale, any amount in excess of the total of the delinquent assessment on account of which the foreclosure sale is being held, any interest thereon and other costs related thereto which are, pursuant to the Declaration and hereunder, collectible from the Unit Owner of such Unit.

B. Levy or assess as a Common Expense the cost of any capital improvement or acquisition, other than the repair or replacement of an existing portion of the Real Estate unless specifically authorized by not less than sixty-seven percent (67%) of the total voting power of the Association.

Section 7. Resignation. A Director of the Association may resign at any time by giving written notice to the Board of Directors, such resignation to take effect at the time of receipt of such notice or at any later date or time specified therein. Unless otherwise specified therein, acceptance of a resignation shall not be necessary to make it effective.

Section 8. Vacancy. A vacancy on the Board of Directors caused by resignation, death, disqualification, removal or any inability to act shall be filled by the Board of Directors and such action shall be valid notwithstanding the fact that the number of Directors then in office is less than the number specified herein.

Section 9. Removal. Any Director or all Directors, except the members of the Board of Directors appointed by Developer, may be removed at any time with or without cause by a majority vote of a quorum of the Unit Owners at any annual or special meeting of the Association. A Director shall be automatically removed without a meeting or other action of the Unit Owners on the date of closing of any sale or transfer of his Unit or on the date of transfer of possession thereof in connection with any such sale or transfer, whichever occurs earlier.

Section 10. Regular Meeting. The regular annual meeting of the Board of Directors shall be held without notice at the place, and immediately following the adjournment of the annual meeting of the Members of the Association, to transact such business as may properly come before the Board.

Section 11. Special Meetings of the Board of Directors. Special meetings of the Board of Directors shall be held upon written request of the President or of any Director, stating the purpose or purposes thereof Notice of such meeting shall be given by personal delivery, by mail, by a form of electronic communication or by facsimile transmission to each Director, addressed to him at his residence or usual place of business at least three (3) days before the day on which such meeting is to be held. Every such notice shall state the time, place and purpose of the meeting. No business other than that stated in the notice shall be transacted at said meeting without the unanimous consent of the Directors.

Section 12. Quorum and Manner of Acting. Except as otherwise provided by statute, the Declaration or these Bylaws, a majority of the Directors in office at the time of any meeting of the Board of Directors shall constitute a quorum for transaction of business at such meeting and the act of a majority of the Directors present at any such meeting at which a quorum is present shall be the act of the Board of Directors. In the absence of a quorum, a majority of the Directors present may adjourn the meeting from time to time without notice other than announcement at the meeting until a quorum be had.

Section 13. Waiver of Notice. Notice of a special meeting may be waived by any member of the Board of Directors in writing and shall be waived by attendance at such meeting in person.

Section 14. Action Taken Without A Meeting. Any action which might be taken at a meeting of the Board of Directors may be taken without a meeting if authorized in a writing or writings signed by all of the Directors.

Section 15. Fidelity Bonds and Fidelity Insurance. The Board of Directors shall require that all Officers, Directors, employees and representatives of the Association, and all officers, employees and agents of any management agent employed by the Association, handling or responsible for the Association funds shall furnish adequate fidelity bonds or fidelity insurance coverage. Such fidelity bonds or fidelity insurance coverage shall be in such amount as the Board of Directors deems appropriate and not less than an amount as may be required by the Federal Housing Administration, the Federal National Mortgage Association, the Department of Housing and Urban Development, the Federal Home Loan Mortgage Corporation, the Department of Veteran Affairs or other applicable federal agency or program as a precondition to their insuring, purchasing or financing a mortgage on a Unit. Such bonds shall name the Association as an obligee, or in the case of the management: company's fidelity insurance, shall name the Association as an additional insured. Any fidelity insurance coverage or bond shall contain waivers of defenses based on exclusion of persons serving without compensation and shall provide that they may not be canceled or substantially modified (including cancellation for nonpayment of premium) without at least ten (10) days' prior written notice to the Association and each holder of a first mortgage on any Unit. The premiums on such bonds or insurance shall be a Common Expense.

Section 16. Compensation. No Director shall receive compensation for any service he may render in his capacity as a member of the Board of Directors unless such compensation is approved at a meeting of the Members. However, any Director may be reimbursed, by resolution of the Board of Directors, for his actual expenses incurred in the performance of his duties as a Director or President of the Association from and after the date of Incorporation of the Association.

#### **ARTICLE IV OFFICERS AND THEIR DUTIES**

Section 1. Officers. The officers of the Association shall be a President, a Vice President, a Secretary and a Treasurer and such assistant or other Officers as the Board of Directors may designate. Each Officer shall be selected by a majority vote of the Board of Directors. One person may hold the office and perform the duties of any two of said Officers; provided, however, that the same person shall not at the same time

hold the offices of President and Secretary. The President shall be selected from among the Board of Directors. Each Officer shall continue in office until:

- A. The next annual meeting of the Board and thereafter until a successor is elected; or
- B. He/she shall resign and his resignation shall have become effective; or
- C. He/she shall no longer be a Member of the Association (provided that Officers selected by Directors appointed by Developer need not be Members of the Association); or
- D. He/she shall be removed as hereinafter provided.

Vacant offices shall be filled by the Board.

Section 2. Removal of Officers. Upon an affirmative vote of a majority of the members of the Board, any Officer may be removed, with or without cause, and his successor appointed or elected at any regular meeting of the Board of Directors, or at any special meeting of the Board of Directors called for that purpose.

Section 3. Duties of Officers. The Officers shall have the duties and responsibilities normally pertaining to their respective offices together with such specific duties as may be specified by the Articles of Incorporation, these Bylaws or the Board of Directors. The President shall preside over the meetings of the Board of Directors and of the Association of Unit Owners, shall have all of the general powers and duties which are normally vested in the office of President of a corporation and shall have the power to execute contracts and similar documents on behalf of the Association. In the absence of the President, the Vice President shall assume and perform the duties of the President. The Secretary shall keep the minute book of the Association wherein minutes of all meetings and all resolutions, proceedings and votes of the Members and of the Board of Directors shall be recorded, and shall keep a record of the name and mailing address of each Unit Owner, and the Unit or Units in which he has an interest and shall give all notices required by the Articles of Incorporation of the Association, these Bylaws or the Declaration. The Treasurer shall keep the financial records and books of account of the Association. The Treasurer shall have custody of all intangible property of the Association including funds, securities and evidences of indebtedness. The Treasurer shall deposit all moneys and other valuable effects in the name of or to the credit of the Association in such depositories as may be designated by the Board of Directors and shall disburse the funds of the Association as ordered by the Board of Directors and shall perform all other duties incident to the office of Treasurer, including the annual review of the financial statements of the Association. He shall furnish upon request of any Unit Owner a statement as to the current account of the Unit Owner upon the assessment rolls of the Association. Officers shall serve without compensation except for reimbursement for out-of-pocket expenses incurred in the performance of their duties. If desired by the Board, administrative tasks of the Officers may be performed by a managing agent selected by the Board.

**ARTICLE V**  
**OPERATION OF THE PROPERTY**

Section 1. Budget; Levy. The Board of Directors shall from time to time, and at least annually in advance of the beginning of the Association's fiscal year, prepare a budget of Common Expenses for the Association and shall allocate, assess and levy such Common Expenses among the Unit Owners as specified in the Declaration. Upon the vote of the Board of Directors adopting a resolution which sets forth the budget of Common Expenses and the allocation thereof to the Unit Owners, the amount so allocated to the Unit Owners of each Unit shall, without further resolution by the Board of Directors, be levied as the annual assessment against such Unit, payable in equal monthly installments due on the first day of each month during the period covered by the budget. The Common Expenses shall include those Common Expenses set forth in the Declaration and these Bylaws and may include such other amounts as the Board of Directors may deem proper for the operation and maintenance of the Real Estate, provided, however, that the assessment for Common Expenses shall include an adequate reserve fund for maintenance, repair and replacement of those Common Elements that must be replaced on a periodic basis, and shall, when practicable, be payable in regular installments. Contributions to any reserve funds established by the Association may not be withdrawn by any Unit Owner and, said reserve funds shall be used only for the repair, replacement and maintenance of the Common Elements and shall not be used for any unrelated purposes such as dispute resolution, litigation or attorneys' fees. The Board of Directors shall advise all Unit Owners in writing prior to the beginning of the period covered by the budget as to the amount of the monthly assessment payable by each of them, and shall, upon request by the Unit Owner, furnish copies of each budget on which such Common Expenses and the assessment are based to such Unit Owner and to his/her First Mortgagee. The total of any budget shall be the amount of the estimated Common Expenses for the period covered thereby, including a reasonable allowance for contingencies and reserves, less the amounts of any unneeded Common Expense account balances existing from the previous periods budget, and less any estimated payments to be received by the Association from rental, licensing or other payments for the purpose of defraying the costs of the use of the Common Elements. If a budget is not made by the Board of Directors as required, a monthly assessment in the amount required by the last prior budget shall be due upon each monthly assessment payment date until changed by a new budget. In the event an annual or other budget proves to be insufficient, or in the event of extraordinary or unforeseen Common Expenses, the budget and monthly assessments based thereon may be amended, or a special assessment levied, at any time by the Board of Directors. Any special assessment shall be assessed against the Unit Owners, shall be a lien on the Units and shall be enforceable in the same manner as the monthly assessments. Special assessments shall be payable in installments or lump sum, all as designated by the Board of Directors.

Section 2. Payment of Common Expenses. All Unit Owners shall be obligated to pay the Common Expenses assessed and levied by the Board of Directors pursuant to Article V, Section 1 hereof. A Unit Owner may not avoid assessment for Common Expenses by failing or waiving the right to use or enjoyment of the Common Elements. Monthly assessments shall be due as provided in Article V, Section I hereof and special assessments shall be due when designated by the Board of Directors. Any mortgagee acquiring a first mortgage interest from any Unit Owner and its appurtenant undivided interest in Common Elements may, as a condition of the loan, include in the mortgage note or deed a requirement that the mortgagor, upon execution of the mortgage deed, make a monthly deposit with the mortgagee of an amount each month sufficient to pay when due and payable all Common Expenses attributable to that Unit. The mortgage note or deed may further provide that a default in making such deposit shall be a default under the terms of the mortgage deed. In the event that mortgagee collects the monthly installments, such mortgagee shall remit the installments monthly on a current basis to the Association.

Section 3. Assessment Roll. The assessments against all Unit Owners shall be set forth upon a roll of the Units which shall be available in the office of the Association or of any managing agent retained by the Association for inspection at all reasonable times by Unit Owners or their duly authorized representatives. Such roll shall indicate for each Unit the name and address of the Unit Owner or Owners, the assessments for all purposes, and the amounts of all assessments paid and unpaid.

Section 4. Default in Payment of Common Expenses. In the event any Unit Owner does not make payment of a Common Expense assessment on or before the date when due, such Unit Owner shall be obligated to pay interest on such assessment from the date due at the rate specified from time to time by the Board of Directors which shall not exceed the highest rate of interest which may be charged thereon pursuant to the laws of the State of Minnesota relative to usury. In addition, such Unit Owner shall be obligated to pay all expenses, including reasonable attorneys' fees incurred by the Board in any proceeding brought to collect any such unpaid assessment, whether or not an action has been commenced with respect thereto. The right of a Unit Owner to pay the annual assessment in monthly installments is hereby made conditional on the prompt payment when due of such monthly installments. In the event of a default in the prompt payment of the monthly installments, the Board of Directors may, by written notice given to the defaulting Unit Owner, accelerate the entire unpaid portion of the annual assessment, whereupon the same shall become immediately due and payable. Additionally, the Board of Directors shall have the right to withhold services from any defaulting Unit Owner. The Board of Directors shall have the right and duty to attempt to recover all assessments for Common Expenses, together with interest thereon and the expenses of the proceeding, including reasonable attorneys' fees, in an action to recover the same brought against a Unit Owner, by foreclosure of the lien on a Unit pursuant to the Declaration, or by another remedy available hereunder.

Section 5. Records. The Board of Directors shall cause to be kept at the registered office of the Association or at such other place as the Board of Directors may determine, records of the actions of the Board of Directors, minutes of the meetings of the Board of Directors, minutes of the meetings of the Members of the Association, names of the Unit Owners and names of any First Mortgagees who have requested the notice of default described in the Declaration and the Unit on which such First Mortgagee holds a mortgage, and detailed and accurate records, in chronological order, of the receipts and expenditures affecting the Association. Such records shall be available for examination by the Unit Owners or Mortgagees at convenient hours of weekdays. Separate accounts shall be maintained for each Unit setting forth the amount of the assessments against the Unit, the date when due, the amount paid thereon and the balance remaining unpaid.

Section 6. Foreclosure of Liens for Unpaid Assessments. The Association has the right to foreclose a lien against a Unit for an assessment imposed by the Association for a Common Expense as more fully described in the Declaration.

Section 7. Financial Review. Until the period of Developer Control terminates, the Board of Directors may cause the financial records of the Association to be "reviewed" by an independent certified public accountant on an annual basis. Upon expiration of the period of Developer Control, the Board of Directors shall cause the financial records of the Association to be "reviewed" by an independent certified public accountant on an annual basis. A licensed, independent certified public accountant means an accountant who (A) is not an employee of the Developer or its affiliates, (B) is professionally independent of the control of the Developer or its affiliates, (C) is licensed by the Minnesota State Board of Accountancy and (D) satisfies the tests for independence as promulgated by the American Institute of Certified Public Accountants. Where the financial statements are prepared by an independent certified public accountant, they shall be prepared in accordance with generally accepted accounting principles as established from time to time by the American Institute of Certified Public Accountants, and shall be reviewed in accordance with standards for accounting and review services. In such case, the financial statements shall be presented on the full accrual basis using an accounting format that separates operating activity from replacement reserve activity. The reviewed financial statements shall be delivered to all Members of the Association within one hundred eighty (180) days after the end of the Association's fiscal year. This requirement may be waived, on an annual basis, by the vote of the Unit Owners holding at least thirty percent (30%) of the total votes in the Association. The waiver must be approved prior to sixty (60) days after the end of the Association's fiscal year. A waiver vote shall not apply to more than one (1) fiscal year. The Board of Directors may require the review or an audit notwithstanding a vote by the Unit Owners.

Section 8. Enforcement of Obligations. All Unit Owners, Occupants and their guests are obligated and bound to observe the provisions of the Governing Documents and the Rules and Regulations. The Association may impose any or all of the charges,

sanctions, and remedies authorized by the Governing Documents, the Rules and Regulations or by law to enforce and implement its rights and to otherwise enable it to manage and operate the Association.

## **ARTICLE VI**

### **AMENDMENT TO BYLAWS**

Section 1. These Bylaws may be amended only in the same manner and to the same extent as the Declaration.

## **ARTICLE VII**

### **INDEMNIFICATION OF OFFICERS AND DIRECTORS**

Section 1. The Association shall indemnify and hold harmless every Director and Officer, his heirs, executors and administrators, against all loss, cost, judgment and expense, including attorneys' fees, which may be imposed upon or reasonably incurred by him in connection with or arising out of the defense or settlement of any claim, action, suit or proceeding to which he may be made a party by reason of his being or having been a Director or Officer of the Association whether or not he is an Officer or Director at the time of incurring such loss, cost, judgment or expense, except as to matters as to which he shall be finally adjudged in such action, suit or proceeding to have been guilty of willful or fraudulent conduct detrimental to the best interests of the Association. In the event of a settlement, indemnification shall be provided only in connection with such matters covered by the settlement as to which the Board of Directors has agreed on behalf of the Association that the person to be indemnified has not been guilty of willful or fraudulent conduct detrimental to the best interests of the Association in the performance of his duty as such Director or Officer in relation to the matter involved. The foregoing rights shall not be exclusive of other rights to which such Director or Officer may be entitled. All liability, loss, damage, costs and expenses incurred or suffered by the Association by reason or arising out of or in connection with the foregoing indemnification provisions shall be treated and handled by the Association as a Common Expense. Nothing in this Section shall be deemed to obligate the Association to indemnify any Unit Owner who is or has been a Director or Officer of the Association, with respect to any duties or obligations assumed or damage or liabilities incurred by him solely in his capacity as a Unit Owner.

## **ARTICLE VIII**

### **MISCELLANEOUS**

Section I. Notices. All notices required hereunder to be given to the Association or the Board of Directors shall be sent by U.S. mail to the Board of Directors at the office of the Association or to such other address as the Board of Directors may hereafter designate from time to time by written notice given in the manner hereinafter prescribed. All

notices to any Unit Owner Member, or Occupant entitled to any notice, shall be sent by U.S. mail to his Unit address or to such other address as may be designated by him in writing from time to time to the Association. All notices to First Mortgagees of Units shall be sent by U.S. mail to their respective addresses as designated by them from time to time in writing to the Association. All notices shall be deemed to have been given when deposited in the U.S. mail postage prepaid, except notices of change of address, which shall be deemed to have been given when received.

Section 2. Invalidity. The invalidity of any part of these Bylaws shall not impair or affect in any manner the validity, enforceability or effect of the balance of these Bylaws.

Section 3. 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 provision hereof.

Section 4. Waiver. No restriction, condition, obligation or provision contained in these Bylaws shall be deemed to have been abrogated or waived by reason of any failure to enforce the same, irrespective of the number of violations or breaches thereof which may occur.

Section 5. No Corporate Seal. The Association shall have no corporate seal.

Section 6. Election Under Internal Revenue Code. The Board shall make and file all elections and documents required pursuant to the Internal Revenue Code, and any other applicable state or regulation, in order to exempt from taxation, insofar as possible, the income of the Association consisting of assessments paid by Unit Owners.

Section 7. Fiscal Year. The fiscal year of the Association shall be as determined by the Board of Directors.

Section 8. Supplemental to Law. The provisions of these Bylaws shall be in addition to and supplemental to all other provisions of law.

Section 9. Definition of Terms. As used in these Bylaws, any words or terms defined shall have the meaning there ascribed to them. The singular shall be deemed to include the plural wherever appropriate and each reference to a male pronoun shall include the female and neutral; and unless the context clearly indicates to the contrary, any obligation imposed shall be joint and several.

Section 10. Administration. The administration of the Common Interest Community shall be in accordance with the provisions of the Declaration, these Bylaws of the Association, and the Rules and Regulations of the Association. In the event of any conflict among the provisions of the Declaration, these Bylaws of the Association or any Rules and Regulations adopted by the Association, the documents shall control in the following order of priority:

A. the Declaration;



## **Legal Description**

These Bylaws pertain to the following real estate:

Lots 1 - 6, Block 1, Copper Ridge 9th Addition, Washington County

Lots 1 - 6, Block 2, Copper Ridge 9th Addition, Washington County

Lots 1 – 6, Block 3, Copper Ridge 9th Addition, Washington County

Lots 1 – 4, Block 4, Copper Ridge 9th Addition, Washington County

Lots 1 – 3, Block 5, Copper Ridge 9th Addition, Washington County

Lots 1 – 6, Block 6, Copper Ridge 9th Addition, Washington County

Lots 1 – 8, Block 7, Copper Ridge 9th Addition, Washington County

Outlot C, Copper Ridge 9th Addition, Washington County .