

**BYLAWS  
OF  
CARRIAGE PARK HOMEOWNERS ASSOCIATION, INC.**

**ARTICLE 1.  
NAME AND LOCATION**

The name of the corporation is Carriage Park Homeowners Association, Inc., hereinafter referred to as the "Association." The principal office of the Association shall be 8361 Sangre De Cristo Road, Suite 200, Littleton, CO 80127, but meetings of Members and directors may be held at such places within the State of Colorado as may from time to time be designated by the Board of Directors of the Association ("Board of Directors" or "Board").

**ARTICLE 2.  
PURPOSE**

The purpose for which the Association is formed is to govern the Community, exercise the rights, power and authority, and fulfill the duties of the Association, as provided in that certain Declaration of Covenants, Conditions and Restrictions of Carriage Park, and all amendments, clarifications and supplements thereto, recorded or to be recorded in the office of the Clerk and Recorder of Arapahoe County, Colorado ("Declaration") (terms which are defined in the Declaration shall have the same meanings herein unless otherwise defined herein), and those certain Articles of Incorporation of Carriage Park Homeowners Association, Inc., and any amendments thereto, filed in the office of the Secretary of State of the State of Colorado ("Articles of Incorporation"). All present and future Owners, tenants, occupants, and any other Person who may use any Unit, the Common Elements, or any portion thereof, or any facilities or appurtenances thereto or thereon, in any manner, shall be subject in all respects to the covenants, conditions, restrictions, reservations, easements, regulations, and all other terms and provisions set forth in the Declaration, Articles of Incorporation and these Bylaws. The mere acquisition, rental or occupancy of any Unit, or any portion thereof, shall signify that all terms and provisions of the Declaration, Articles of Incorporation and these Bylaws are accepted, ratified and shall be complied with.

**ARTICLE 3.  
MEETINGS AND VOTING OF MEMBERS**

**Section 3.1.** Annual Meetings.

The first annual meeting of the Members shall be held within twelve (12) months from the date of incorporation of the Association, and each subsequent regular annual meeting of the Members shall be held on such date, at such time and location, as may be designated by the Board of Directors from time to time. At each annual meeting, the Members shall elect directors to fill vacancies and conduct such other business as may properly come before the meeting.

**Section 3.2. Special Meetings.**

Special meetings of the Members may be called at any time by the President or by a majority of the Board of Directors or by Owners having at least twenty percent (20%) of the votes of the Association.

**Section 3.3. Notice of Meetings.**

Except as provided in Section 16.4 of the Declaration (Notice and Quorum for Association Actions), written notice of each meeting of the Members shall be given by, or at the direction of, the secretary of the Association or Person authorized to call the meeting. Not less than ten (10) nor more than fifty (50) days in advance of such meeting, the Person giving such notice shall cause notice of the meeting to be hand delivered or sent prepaid by United States first class mail to the mailing address of each Unit or to any other mailing address designated in writing by the Owner.

**Section 3.4. Quorum and Voting Requirements.**

3.4.1. Unless otherwise specified in the Declaration or by law, a quorum is deemed present throughout any meeting of the Association if Persons entitled to cast twenty percent (20%) of the votes which may be cast on a matter are present, in person or by proxy, at the beginning of the meeting. If the required quorum is not present, another meeting may be called subject to the same notice requirement, and the required quorum at the subsequent meeting shall be one-half (1/2) of the required quorum at the preceding meeting. No such subsequent meeting shall be held more than sixty (60) days following the preceding meeting.

3.4.2. Unless otherwise specifically provided by the Declaration, the Articles of Incorporation, these Bylaws or by statute, action on all matters, except election of the Board of Directors, coming before a meeting of Members at which a proper quorum is in attendance, in person or by proxy, is approved if the votes cast favoring such action exceed the votes cast opposing such action.

**Section 3.5. Proxies.**

3.5.1. If only one of the multiple Owners of a Unit is present at a meeting of the Association, such Owner is entitled to cast the vote allocated to that Unit. If more than one of the multiple Owners of a Unit are present, the vote allocated to that Unit may be cast only in accordance with the agreement of a majority in interest of the Owners, unless the Declaration expressly provides otherwise. There is majority agreement if any one of the multiple Owners casts the vote allocated to that Unit and a protest has not been made to the person presiding over the meeting by any of the other Owners of the Unit prior to the time the votes are tallied at such meeting.

3.5.2. The vote allocated to a Unit may be cast pursuant to a proxy duly executed by an Owner. If a Unit is owned by more than one Person, any Owner of such Unit may register protest to the casting of a vote by any other Owner of such Unit through a duly executed proxy; but each Unit shall only have one vote allocated to it, as provided in the Declaration. An Owner may not revoke a proxy given pursuant to this Section except by actual notice of revocation to the Person presiding over a meeting of the Association. A proxy is void if it is not dated or purports to be revocable without notice. A proxy terminates eleven (11) months after its date unless it provides otherwise.

**Section 3.6. Action by Written Ballot.**

Any action that may be taken at any annual, regular, or special meeting of the Members may be taken without a meeting if the Association delivers (by mail or otherwise) a written ballot to every Member entitled to vote on the matter which sets forth each proposed action and provides an opportunity to vote for or against each proposed action. Approval by written ballot is valid only when the number of votes cast by ballot equals or exceeds the quorum required to be present at a meeting authorizing the action and the number of approvals equals or exceeds the number of votes that would be required to approve the matter at a meeting at which the total number of votes cast was the same as the number of votes cast by ballot. Solicitations for vote by written ballot must be accompanied by written information sufficient to permit a Member to reach an informed decision on the matter and must specify:

- 3.6.1. the number of responses needed to meet the quorum requirements;
- 3.6.2. the percentage of approvals necessary to approve each matter other than election of the directors; and
- 3.6.3. the time by which a ballot must be received in order to be counted.

**Section 3.7. Security Interest Holders.**

Each Security Interest Holder shall have the right to designate a representative to attend all meetings of Members.

**ARTICLE 4.**

**BOARD OF DIRECTORS - SELECTION - TERM OF OFFICE**

**Section 4.1. Number.**

The affairs of this Association shall be managed by a Board of Directors of three (3) directors. Directors shall be Members and, in the case of any Members who are not natural persons, may include the officers, directors, partners, members, employees, or authorized agents of each such Member. Notwithstanding the foregoing, the number of directors may be changed from time to time by a vote of the Board of Directors; provided, however that, except as provided above, the number of directors may not be greater than seven (7) nor less than three (3).

**Section 4.2. Power to Appoint or Elect.**

During the 75% Control Period, the Declarant shall have the power to appoint the directors as more fully described in the Declaration. Subject to the Declarant's right to appoint, the Members shall elect the directors.

**Section 4.3. Term of Office.**

4.3.1. Any director appointed by the Declarant during the 75% Control Period, shall serve until such director's appointed or elected successor takes office.

4.3.2. Within sixty (60) days of the time at which 25% of the Units That May Be Created have been conveyed to Owners other than the Declarant, a special meeting of the Members shall be held at which the Members (other than the Declarant) shall elect a sufficient number of directors (other than those appointed by the Declarant in Section 4.3.1 above) to constitute at least one (1) but not less than twenty-five percent (25%) of the Board, provided that the Declarant reserves the right to appoint a majority of the Board. These directors shall serve until the next annual meeting of the Members.

4.3.3. Within sixty (60) days of the time at which 50% of the Units That May Be Created have been conveyed to Owners other than the Declarant, a special meeting of the Members shall be held at which the Members (other than the Declarant) shall elect a sufficient number of directors (other than those appointed by the Declarant in Section 4.3.1 above) to constitute at least one (1) but not less than thirty three and one-third percent (33 1/3%) of the Board, provided that the Declarant reserves the right to appoint a majority of the Board. These directors shall serve until the next annual meeting of the Members.

4.3.4. Upon termination of the 75% Control Period, a special meeting of the Members shall be held at which the Members shall elect the directors which directors shall serve until the next annual meeting of the Members.

4.3.5. At the first annual meeting of the Members after termination of the 75% Control Period, the Members shall elect one (1) director to serve for a term of one (1) year and two (2) directors to serve for a term of (2) years, and at each annual meeting thereafter, the Members shall elect the same number of directors as there are directors whose terms are expiring at the time of each election, for a term of two (2) years.

4.3.6. Notwithstanding anything contained in the Sections 4.3.1 through 4.3.5 above, any director may at any time, resign, be removed (subject to Section 4.4 of these Bylaws), or otherwise be disqualified to serve.

**Section 4.4. Removal.**

The Owners, by a vote of sixty-seven percent (67%) of the Association votes cast by Members present in person or by proxy at any meeting of the Owners at which a quorum is present, may remove any director with or without cause, other than a director appointed by the Declarant. Declarant may at any time remove, and appoint the successor of, any director who was appointed by the Declarant. In the event of death, resignation or removal of a director, his or her successor shall be selected by a

majority of the remaining directors, whether or not such remaining directors constitute a quorum, and shall serve for the unexpired term of the director being replaced; provided, however, that the Declarant may appoint the successor of any director who served in such capacity as a result of being appointed by the Declarant.

**Section 4.5.** Compensation.

No director shall receive compensation for any service rendered to the Association. However, any director may be reimbursed for actual expenses incurred in the performance of the director's duties.

**ARTICLE 5.**  
**NOMINATION AND ELECTION OF DIRECTORS**

**Section 5.1.** Nomination.

Nomination for election to the Board of Directors may be made by a nominating committee if such a committee is appointed, from time to time, by the Board of Directors. Nominations may also be made from the floor at any Member meeting.

**Section 5.2.** Election.

Election to the Board of Directors shall be by secret written ballot if any Member so requests or in the discretion of the Board of Directors. At each election of directors, the Members or their proxies may cast, in respect to each vacancy, as many votes as they are entitled to exercise under the provisions of the Declaration. Cumulative voting is not permitted. Unless otherwise specifically provided by the Declaration, the Articles of Incorporation, these Bylaws, or by statute, the election of the Board of Directors at a meetings of the Members at which a proper quorum is in attendance, in person or by proxy, shall be decided as follows:

5.2.1. When only one director is being voted upon, the affirmative vote of a majority of the Members constituting a quorum at the meeting of the Members at which the election occurs shall be required for election to the Board of Directors. If multiple persons are running for one directorship and no one receives a majority of the votes, then another election shall be held at which the two (2) persons running for such directorship who received the most votes in the prior election shall be voted upon and the person receiving a majority of the affirmative votes cast by Members shall be elected;

5.2.2. When multiple directors are being elected, that number of candidates equaling the number of directors to be elected, having the highest number of votes cast in favor of their election, are elected to the Board of Directors.

**ARTICLE 6.**  
**MEETINGS OF THE BOARD OF DIRECTORS**

**Section 6.1.** Regular Meetings.

Regular meetings of the Board of Directors shall be held not less often than quarterly, without notice, at such place and hour as may be fixed from time to time by the Board. Should any meeting fall

upon a legal holiday, then that meeting shall be held at the same time on the next day which is not a legal holiday.

**Section 6.2. Special Meetings.**

Special meetings of the Board of Directors shall be held when called by the president of the Association, or by any two directors, after not less than three (3) days' notice to each director.

**Section 6.3. Quorum; Actions of Board of Directors.**

A quorum at any meeting of the Board of Directors is present if directors entitled to cast fifty percent (50%) of the votes on the Board of Directors are present. Every act or decision done or made by a majority of a quorum of the directors present, in person or by proxy granted to another director (as more specifically set forth below), at a duly held meeting shall be regarded as the action of the Board of Directors.

**Section 6.4. Action Taken Without a Meeting.**

The directors shall have the right to take any action in the absence of a meeting which they could take at a meeting if each and every director in writing ("Written Vote(s)") does either of the following set forth in subsections 6.4.1 or 6.4.2:

6.4.1. Votes for such action; or

6.4.2. Votes against such action or abstains from voting and waives the right to demand that a meeting be held.

Action under this Section is valid only if the affirmative vote for such action equals or exceeds the minimum number of votes that would be necessary to take such action at a meeting at which all of the directors then in office were present and voted. For any action taken under this Section to be effective, the Association must receive the Written Votes described in subsections 6.4.1 and 6.4.2 signed and not revoked. Written Votes may be received by the Association by facsimile. A director may revoke such director's Written Vote by a writing signed and dated describing the action and stating that the director's prior vote is revoked ("Revocation") if such Revocation is received by the Association before the last Written Vote necessary to effect the action is received by the Association. The Association shall keep the Written Votes and any Revocations with the minutes of the meetings of the Board of Directors.

**Section 6.5. Proxies.**

For purposes of determining a quorum with respect to a particular proposal, and for purposes of casting a vote for or against a particular proposal, a director may be deemed to be present and to vote if the director has granted a signed written proxy to another director who is present at the meeting, authorizing the other director to cast the vote that is directed to be cast by the written proxy with respect to the particular proposal that is described with reasonable specificity in the proxy. Except as provided in this Section and in Section 6.4 of these Bylaws (Action Taken Without a Meeting), directors may not vote or otherwise act by proxy.

## **ARTICLE 7.**

### **POWERS AND DUTIES OF THE BOARD OF DIRECTORS; MEMBER APPROVAL**

**Section 7.1.** The Board of Directors shall have power to:

7.1.1. adopt and publish rules and regulations governing the use of the Units, the Common Elements, the Community, any property which is visible from any Unit, or any portion thereof, and any facilities thereon and the personal conduct of the Members, their guests and other Persons thereon, and to establish penalties or levy fines (in accordance with Section 13.1 of the Declaration) for the infraction thereof;

7.1.2. suspend the voting rights of any Member during any period in which such Member shall be in default in the payment of any Assessment levied by the Association. Such rights may also be suspended after notice and hearing, for a period not to exceed sixty (60) days, for infraction of these Bylaws or published Association rules and regulations;

7.1.3. enter into, make, perform or enforce contracts, licenses, leases and agreements of every kind and description;

7.1.4. borrow money;

7.1.5. provide for direct payment of Assessments to the Association from Owners' checking, credit or other accounts;

7.1.6. exercise for the Association all powers, duties and authority vested in or delegated to the Association and not reserved to the membership by other provisions of these Bylaws, the Articles of Incorporation or the Declaration;

7.1.7. declare the office of a director to be vacant in the event such director shall be absent from two (2) regular meetings of the Board of Directors during any one year period;

7.1.8. employ a manager, an independent contractor(s), or such other employees as they deem necessary and prescribe their duties;

7.1.9. cooperate with or any other community association(s) and/or any district(s), as provided in the Declaration; and

7.1.10. exercise any and all powers granted by the Colorado Revised Non-Profit Corporation Act or by CCIOA.

**Section 7.2. Duties.**

It shall be the duty of the Board of Directors to:

7.2.1. cause to be kept a complete record of all its acts and corporate affairs and present a statement thereof to the Members at the annual meeting of the Members, or at any special meeting when such statement is requested in writing by Owners entitled to cast at least one-fourth (1/4) of the votes at such meeting;

7.2.2. when an issue is to be submitted to the Members for a vote that involves a mixed issue involving the interests of both the Owners of the Residential Units and the Owners of the Garage Units, the Board will endeavor to segregate the issues to allow for voting in as fair a manner as practicable;

7.2.3. supervise all officers, agents, and employees of the Association, and see that their duties are properly performed;

7.2.4. as more fully provided in the Declaration, to:

7.2.4.1. determine the amount of the annual Assessment against each Unit, from time to time, in accordance with the Association budget, and revise the amount of the annual Assessment in accordance with the ratified budget; and

7.2.4.2. foreclose the lien against any Unit for which Assessments are not paid within such time as may be determined by the Board of Directors from time to time, or bring an action at law against the Owner personally obligated to pay the same;

7.2.5. issue, or cause an appropriate officer or authorized agent to issue, upon demand by any Person, a certificate setting forth whether or not any Assessment has been paid. A reasonable charge may be made by the Board for the issuance of these certificates. If a certificate states that an Assessment has been paid, such certificate shall be conclusive evidence of such payment as to all Persons who rely thereon in good faith;

7.2.6. procure and maintain insurance, as more fully provided in the Declaration;

7.2.7. provide for maintenance, repair and/or reconstruction of the Common Elements, other property, and Improvements, as more fully provided in the Declaration; and

7.2.8. keep financial records sufficiently detailed to enable the Association to comply with the requirement that it prove statements of unpaid Assessments. All financial and other records shall be made reasonably available for examination by any Owner and such Owner's authorized agents.

Any of the aforesaid duties, but not the responsibility therefor, may be delegated by the Board of Directors to any other Person(s) or to the Association's managing agent.

**Section 7.3. Limitation on Powers.**



The Board of Directors may not act on behalf of the Association to amend the Declaration, to terminate this Community, or to elect directors or determine the qualifications, powers and duties, or terms of office of directors, but the Board of Directors may fill vacancies in its membership for the unexpired portion of any term.

**ARTICLE 8.**  
**RIGHTS OF THE ASSOCIATION**

The Association may exercise any and all rights or privileges given to it under the Declaration, the Articles of Incorporation or these Bylaws, or as may otherwise be given to it by law, and every other right or privilege reasonably to be implied therefrom or reasonably necessary to effectuate any such right or privilege.

**ARTICLE 9.**  
**OFFICERS AND THEIR DUTIES**

**Section 9.1.** Enumeration of Offices.

The officers of this Association shall be a president, a secretary, and a treasurer, and such other offices as the Board may from time to time by resolution create.

**Section 9.2.** Election of Officers.

The election of officers shall take place at the first meeting of the Board of Directors following each annual meeting of the Members.

**Section 9.3.** Term.

9.3.1. The officers of this Association shall be elected annually by the Board of Directors. Any officer elected by the Board shall serve until the first meeting of the Board of Directors which is held subsequent to each annual meeting of the Members.

9.3.2. Notwithstanding anything contained in the Section 9.3.1 above, any officer may at any time, resign, be removed, or otherwise be disqualified to serve.

**Section 9.4.** Special Appointments.

The Board of Directors may elect such other officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Board may, from time to time, determine.

**Section 9.5.** Resignation and Removal.

Any officer may be removed from office, with or without cause, by the Board of Directors. Any officer may resign at any time by giving written notice to the Board of Directors, the president, or the secretary. Such resignation shall take effect on the date of receipt of such notice or at any later time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

**Section 9.6. Vacancies.**

A vacancy in any office may be filled by appointment by the Board of Directors. The officer appointed to such vacancy shall serve for the remainder of the term of the officer replaced.

**Section 9.7. Multiple Offices.**

The same individual may simultaneously hold two or more offices, subject to any applicable requirements or limitations contained in the Declaration, Articles of Incorporation, these Bylaws or applicable law.

**Section 9.8. Duties.**

The duties of the president, vice-president, secretary and treasurer, which are delegable to other persons or the managing agent, are as follows;

9.8.1. President: The president shall preside at all meetings of the Board of Directors and Members; shall see that orders and resolutions of the Board are carried out; shall sign all leases, mortgages, deeds and other written instruments; and shall co-sign or authorize a designated agent to co-sign promissory notes and checks of the Association.

9.8.2. Vice-President: The vice-president, if any, shall act in the place and stead of the president in the event of the president's absence, inability, or refusal to act, and shall exercise and discharge such other duties as may be required of the vice-president by the Board of Directors.

9.8.3. Secretary: The secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board of Directors and of the Members; shall keep the corporate seal of the Association and affix it on all papers requiring said seal; shall serve notice of meetings of the Board and of the Members; shall keep appropriate current records showing the names of the Members together with their addresses; shall prepare, execute, certify and record amendments to the Declaration on behalf of the Association; shall keep a record of the names and addresses of Security Interest Holders furnished to the Association by the Members; and shall perform such other duties as required by the Board.

9.8.4. Treasurer: The treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors; shall sign or authorize a designated agent to sign promissory notes and checks of the Association; shall keep proper books of account; shall cause an annual compilation report of the Association books to be made by a Certified Public Accountant at the completion of each fiscal year or, at the option of the Board of Directors, an annual review or audited financial statement may be required; and shall prepare an annual budget to be presented to the membership, and give a copy or summary thereof to the Members (as provided in the Declaration).

The president, vice president, secretary or treasurer of the Association may prepare, execute, certify, file and/or record amendments to the Declaration, the Articles of Incorporation or these Bylaws, on behalf of the Association, except that the Board of Directors may authorize other officers to do so.

**ARTICLE 10.**  
**DELEGATION OF AUTHORITY TO A MANAGING AGENT**

**Section 10.1.** Once the Association includes thirty (30) Units, if the Board of Directors or officers of the Association delegate any of their powers of collection, deposit, transfer or disbursement of Association funds to other Person(s) or to a managing agent, then the following provisions shall be required:

10.1.1. That the other Person or managing agent maintain fidelity insurance coverage or a fidelity bond in an amount of not less than Fifty Thousand and no/100 Dollars (\$50,000.00) or such higher amount as the Board of Directors may require from time to time; and

10.1.2. That the other Person or managing agent maintain all funds and accounts of the Association separate from the funds and accounts of other homeowners associations that are managed by such other Person or managing agent, and keep and maintain all reserve accounts of each such homeowners association so managed separate from operational accounts of the Association; and

10.1.3. That an annual accounting of the Association funds and a financial statement be prepared and presented to the Association by the managing agent, a public accountant, or a certified public accountant.

**ARTICLE 11.**  
**COMMITTEES**

The Board of Directors may appoint such committee(s) as it deems appropriate, from time to time, in carrying out its purposes.

**ARTICLE 12.**  
**BOOKS AND RECORDS**

The Association shall make available to Owners current copies of the Declaration, Articles of Incorporation, these Bylaws, the rules and regulations, books, records and financial statements of the Association. "Available" shall mean available for inspection, upon request, during normal weekday business hours or under other reasonable circumstances.

**ARTICLE 13.**  
**CORPORATE SEAL**

The Association shall have a seal in circular form and within its circumference the words: Carriage Park Homeowners Association, Inc.

**ARTICLE 14.**  
**AMENDMENTS**

**Section 14.1.** These Bylaws may be amended by the Board of Directors. These Bylaws may also be amended by the Members as long as, prior to any meeting of Members at which an amendment will be voted on: the Association gives notice to each Member entitled to vote on the amendment; such notice states that one of the purposes of the meeting is to consider the amendment; such notice is accompanied by a copy or summary of the amendment; and, at such regular or special meeting of the Members at which a quorum is present in person or by proxy, the votes that are cast in favor of said amendment exceed the votes that are cast against such amendment. In addition, these Bylaws may be amended by a vote of Members by written ballot as provided in these Bylaws.

**Section 14.2.** Notwithstanding anything to the contrary contained in this Article, the written approval of HUD or VA shall be required for any amendments enacted during the 75% Control Period if, at the time such amendment is enacted, HUD has insurance or VA has a guarantee(s) on one or more Security Interests and HUD or VA requires such approval.

**ARTICLE 15.**  
**CONFLICTS OF PROVISIONS**

In the case of any conflict between the Articles of Incorporation and these Bylaws, the Articles shall control; in the case of any conflict between the Declaration and these Bylaws, the Declaration shall control; and in the case of any conflict between the Articles of Incorporation and the Declaration, the Declaration shall control.

**ARTICLE 16.**  
**FISCAL YEAR**

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

IN WITNESS WHEREOF, we, being all of the directors of Carriage Park Homeowners Association, Inc., have hereunto set our hands this 4<sup>th</sup> day of November, 2002.

DIRECTORS:

  
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Devin Blea

  
\_\_\_\_\_

Derek Blea

I, the undersigned, do hereby certify:

That I am the duly elected and acting Secretary of Carriage Park Homeowners Association, Inc., a Colorado non-profit corporation, and

That the foregoing Bylaws constitute the Bylaws of said Association as duly adopted at a meeting of the Board of Directors thereof, held on the 4<sup>th</sup> day of November, 2002.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of said Association this 4<sup>th</sup> day of November, 2002.

(SEAL)

Kathryn B. Bancroft  
\_\_\_\_\_, Secretary

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