

**BY-LAWS OF
BROOKSIDE CONDOMINIUM ASSOCIATION
AMENDMENT BY THE ENTIRETY
NOVEMBER 14, 2017**

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**BY-LAWS OF
BROOKSIDE CONDOMINIUM ASSOCIATION
AMENDMENT BY THE ENTIRETY**

ARTICLE 1: NAME, LOCATION, & FISCAL YEAR

1. The name of the corporation is Brookside Condominium Association (the Association). The Association is a private, non-profit, non-stock corporation organized under the laws of the State of Maine.
2. The principal office of the Association shall be located at Yarmouth, Maine.
3. The fiscal year of the Association shall end December 31 of each year.

ARTICLE 2: PURPOSE

1. The purpose of the Association is to act on behalf of its members collectively as their governing body with respect to the administration, maintenance, repair, and replacement of certain property.
2. It is the desire of the undersigned to be incorporated as a private non-profit corporation pursuant to Title 13-B, MRSA Chapter 101 et seq.
3. The Association shall be subject to the provisions of the Unit Ownership Act of the State of Maine, Title 33, Chapter 10, Section 560 et seq and the Maine Condominium Act, Title 33, Chapter 31, but only such sections as are specifically referred to in the By-Laws and the concurrent Declaration.
4. The Association may own or acquire any real estate, or interest, or rights therein or appurtenant thereto, and any and all personal property in connection therewith as may be incidental or necessary to its purposes.

ARTICLE 3: MEMBERS

1. The Owner or Owners of record from time to time of each unit of the Association shall constitute one member of the Association, and each member shall have the same percentage of interest and voting rights in the corporation as in the common areas and facilities in the Association.
2. Membership shall be appurtenant to the units, and the transfer of title to a unit shall automatically transfer the membership appurtenant to that unit to the transferee or transferees. A transfer in mortgage, however, shall not transfer membership until foreclosure or sale in lieu of foreclosure.
3. The membership of each unit Owner shall terminate upon sale, transfer, or other disposition of ownership interest in the property. Membership in the Association shall automatically be transferred to the new unit Owner succeeding to such ownership interest.

ARTICLE 4: MEETINGS OF THE ASSOCIATION

It is the intention of the Association members that this Article of the By-Laws shall conform to the Maine Condominium Act, Title 33, Chapter 31, Section 1603-108.

1. The Annual Meeting of the members shall be held in October of each year.
2. Meetings of members shall be held on the property or at a convenient location within a thirty-mile radius of the property.
3. Special meetings of members may be called by any member of the Board of Directors of the Association or upon a petition signed by 12 members.
4. Written notice of any meeting shall be given to each Association member by the Secretary, or any other officer designated in Article 9, Section 1, at least ten days before the meeting. Notice may be given by hand, US mail, or electronically delivering the notice to the member's address as it appears in the records of the Association, except as provided in Title 33, Chapter 31, Section 1603-103 C of 33 MRSA as pertains to proposed budgets.
 - a. The notice shall specify the date, time, place, purpose, and agenda for the meeting.
 - b. All membership meeting agendas shall include an item for Other Business.
 - c. A majority of votes cast shall prevail unless otherwise required by the Declaration or these By-Laws.
5. Members who are unable to attend a meeting of the Association may give their proxy to another member.
 - a. The proxy must be given in writing on a form (available from the Secretary) and submitted to the Secretary prior to the beginning of the meeting.
 - b. The holder of the proxy may vote the proxy only on items published with the Notice of the meeting.
 - c. A proxy is valid only for the meeting to which it originally applies and any continuation of that meeting.
6. No member shall hold proxies from more than three other members.
7. A quorum for any meeting shall be constituted by 15 of the members eligible to vote and present in person.
 - a. Proxy votes shall not be counted in the quorum count.
 - b. A majority of less than a quorum may postpone any meeting to a new time or place.

ARTICLE 5: POWERS OF THE ASSOCIATION

Subject to the provisions of the Declaration, the Association may:

1. Adopt and amend the Declaration, By-Laws, and Rules and Regulations.
2. Adopt and amend budgets for revenues, expenditures and reserves and collect assessments from members for common expenses.
3. Approve by vote of at least 25 members expenditures in excess of \$10,000 from the Emergency Reserve.

4. Hire and terminate managing agents and other employees, agents and independent contractors.
5. Institute, defend or intervene in litigation or administrative proceedings in its own name on behalf of itself or two or more members on matters affecting the condominium.
6. Make contracts and incur liabilities.
7. Regulate the use, maintenance, repair, replacement and modification of common elements.
8. Cause additional improvements to be made as part of the common elements.
9. Acquire, hold, encumber and convey in its own name any right, title or interest to real or personal property, provided that common elements may be conveyed or subjected to a security interest only pursuant to Title 33, Chapter 31, Section 1603-112 of the Maine Condominium Act.
10. Grant easements, leases, licenses and concessions through or over common elements.
11. Impose and receive any payments, fees or charges for the use, rental or operation of the common elements, except for limited common elements described in Maine Condominium Act, Title 33, Chapter, 31, Section 1602-102, paragraphs 2 and 4, and services provided to the members.
12. Impose charges for late payment of all assessments and, after providing notice and an opportunity to be heard, levy reasonable fines for violation of the Declaration, By-Laws and Rules and Regulations of the Association.
13. Impose reasonable charges for the preparation and recordation of amendments to the Declaration, By-Laws, resale certificates required by Maine Condominium Act, Title 33, Chapter, 31, Section 1604-108 of the Maine Condominium Act, or statements of unpaid assessments.
14. Provide for the indemnification of its officers and executive Board and maintain Directors and Officers liability insurance.
15. Assign its rights to future income, including the right to receive common expense assessments, but only to the extent the Declaration expressly provides.
16. Exercise any powers conferred by the Declaration or By-Laws.
17. Exercise all other powers which may be exercised in the State by legal entities of the same type as the Association.
18. Exercise any other powers necessary and proper for the governance and operation of the Association.

ARTICLE 6: BOARD OF DIRECTORS

1. The business of the Association shall be managed by the Board of Directors which may exercise all the powers of the Association except those powers reserved to the members of the Association by the Maine Condominium Act, Title 33, Chapter 31, MRSA Section 1603-102 and these By-Laws and Declaration, which powers may be delegated to the Board of Directors by the Association.
2. The Board of Directors shall number seven. Each Director shall be a resident Owner or resident spouse of an Owner.

3. The Board of Directors shall be elected at the Annual Meeting for a term of three years.
 - a. No more than one Owner per unit may serve on the Board of Directors at any one time.
 - b. Each Director shall hold office until his/her successor has been elected and qualified.
 - c. No Director may serve more than six successive years.
 - d. The terms of such Directors shall be fixed so that the terms of at least 2 of the persons on the Board shall expire annually.
4. The term of each Director begins at the conclusion of the meeting at which he or she is elected.
5. A Director who during a calendar year does not attend three or more meetings in person or by electronic means is considered to have vacated his or her position on the Board.
6. In the event of a vacancy on the Board, Directors shall appoint a successor to serve until the next Annual Meeting of the Association. The appointment must be approved by at least four Directors. At that meeting a Director shall be elected to complete the original term.
7. A Director may be removed from office at the Annual Meeting or a Special Meeting of the Association by a vote approved by two-thirds ($\frac{2}{3}$) of the Association members present or represented by proxy.
8. Directors and Officers shall not receive compensation for their services.

ARTICLE 7: POWERS OF THE BOARD OF DIRECTORS

The powers of the Board shall be those delegated to the Board by annual vote of the Association. The Association may add or delete from this list.

1. To establish Standing Committees and ad hoc committees, appoint the Chairs of each committee, set goals for each committee, and confirm the membership of these committees.
2. To formulate at least annually and present to the Association for approval a budget for revenues, expenditures and reserves.
3. To collect assessments for common expenses from members and pay bills for expenses of the Association.
4. To enter into contracts, institute temporary restraining orders or temporary injunctions and respond to legal action or administrative proceedings brought against the Association on behalf of the Association, or two or more members, on matters affecting the Association. Such contracts are to be ratified by the Association at the next Association meeting.
5. To enter into and terminate contracts on behalf of the Association of not more than one year's duration for work and expenses provided for in the budget and incur liabilities not to exceed \$1,000 unless specifically approved in the current budget, or by approval of the Board of Directors.
6. To regulate the use, maintenance, repair, and replacement of common elements.

7. To grant easements, leases, licenses and concessions through or over common elements, pursuant to paragraph 9 following.
8. To impose and receive any payments, fees, or charges for the use, rental or operation of the common elements other than limited common elements described in Title 33, Chapter 31, MSRA, Section 1602-102, paragraphs 2 and 4 of the Maine Condominium Act, and services provided to members within the framework of policies adopted by the Association.
9. To impose charges for late payments of assessments and, after providing notice and an opportunity to be heard, levy reasonable fines for violation of the Declaration, By-Laws and Rules and Regulations of the Association.
10. To impose reasonable charges for the preparation and recordation of amendments to the Declaration, By-Laws, resale certificates required by Title 33, Chapter 31, MSRA, Section 1604-108 of the Maine Condominium Act, or statements of unpaid assessments.
11. To provide for the indemnification of its officers and executive Board and maintain Directors and Officers liability insurance.

ARTICLE 8: MEETINGS OF THE BOARD OF DIRECTORS

1. The meetings of the Board of Directors may be held at any reasonable time and place called by the President or a majority of the Directors.
2. For the convenience of Association members, at its first meeting of the year the Board of Directors shall publish a schedule of meetings for the balance of the year. However, nothing shall prevent changing any meeting date, provided required notice is given (see paragraph 3).
3. Notice that a meeting has been called must be given to the Directors and members at least three days in advance of the meeting.
 - a. The notice of meeting must include the date, the time and the place of the meeting.
 - b. This requirement may be waived in an emergency by the President or Director in charge in the President's absence.
4. Notice of any meeting of the Board of Directors may be waived by a Director, in writing, signed by the Director entitled to such notice, whether before or after the time of such meeting, and shall be equivalent to the giving of such notice. Attendance of a Director at such meeting shall constitute a waiver of notice thereof, except where a Director attends such a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully convened.
5. A majority of the Directors then in office shall constitute a quorum. A majority of less than a quorum may postpone any meeting to a new time or place. If a quorum of the Directors exists, a majority of the Directors present may take any action within the jurisdiction and consistent with the powers delegated to the Board of Directors.
6. When an action that is within the Board's authority requires an urgent decision that should not wait for a meeting, the Board president may call for a written or electronic vote on the matter. If all Directors vote in favor, the action may be taken, and the vote recorded by the Secretary. If the vote is not unanimous, then the action must await approval at the next regular or special Board meeting.

7. The President shall preside at all meetings of the Board of Directors and the Association. If the President is unable to conduct the meeting, the succeeding Officer, as outlined in Article 9 of these By-Laws, shall conduct the meeting.
8. An opportunity shall be given to the Association members to speak to the matters discussed at each meeting of the Board of Directors.

ARTICLE 9: OFFICERS

1. The Officers of the Association shall consist of a President, a Vice President, a Secretary, and a Treasurer, and such other officers as the Board of Directors may elect from the members of the Board.
2. All officers shall be members of the Board of Directors, except the Treasurer who need not be a Board member.
3. All officers shall be elected by the Board of Directors at the first meeting following the Annual Meeting and shall hold office until the next Annual Meeting of members and until their successors are chosen and qualified.
4. The President shall be a Director and shall be the Chief Executive Officer of the Association. The President shall have general supervision and control of the business of the Association, subject to the direction of the Board of Directors and the Association, and shall also have such other powers and duties as the Board of Directors and the Association may delegate.
5. The Vice President shall be a Director and shall serve in place of the President and assume such other duties as the Board of Directors shall delegate to that office.
6. The Secretary shall be a Director and perform the following duties:
 - a. Record the proceedings of all meetings of the Association and the Board of Directors in books kept for that purpose. Such record books shall be open at all reasonable times for inspection by any member of the Association.
 - b. Keep the membership transfer books of the Association.
 - c. Notify the members and Directors of all meetings in accordance with these By-Laws Article 4, paragraph 3 and Article 8, paragraphs 1 and 2, and the Declaration. If the Secretary is absent from any meeting of the Association or the Board of Directors, a temporary Secretary shall be chosen to exercise the duties of secretary at such meeting.
 - d. Track the terms of Board members and inform the Nominating Committee about the need for new nominations.
7. The Treasurer is appointed by the Board. The Treasurer need not be a member of the Board nor a member of the Association.
 - a. The Treasurer shall be responsible for the following duties:
 - (1) To have, subject to the direction of the Association and the Board of Directors, general charge of the financial affairs of the Association.
 - (2) To assist and support the Finance Committee in preparing the annual budget and presenting it to the Board and the Association.
 - (3) To prepare and submit at the regular meetings of the Board, or whenever the Board shall require, accurate financial reports in such format and level of detail that Association members can understand the financial status of the Association.

- (4) To prepare and submit to the Association Annual Meeting a statement of the accounts of transactions and of the financial condition of the Association.
 - (5) To submit reports required by the Board and the Association to the Finance Committee for review and comment at least three days in advance of the Board meeting or the date required for submission to the Annual meeting.
 - (6) To submit all information required by the Association's accountant required for preparation of tax returns and for any level of financial review required by the Association.
 - (7) To employ (hire, supervise, or remove) a bookkeeper or administrative assistant, subject to approval by the Finance Committee and the Board of Directors.
 - (8) To prepare and issue resale certificates.
- b. The Treasurer shall be bonded according to the requirements of the Declaration, Section 11, Paragraph 8.
 - c. When the Treasurer is not an Association member or an elected Board member, the Treasurer shall not have a Board vote.
- 8. When action must be taken by the Board or by a specific Officer on behalf of the Association, and the Board cannot meet to act or the Officer cannot act, the following Officers in the following succession may act for the Association: President, Vice President, Secretary, Treasurer if a Board member. All such actions taken should be ratified at the next meeting of the Board of Directors.
 - 9. Any officer may be removed from his or her office by a vote approved by 5 of all the Directors then in office.
 - 10. Any Officer may at any time resign from office by a written resignation delivered to the President or Secretary of the Association.
 - 11. A vacancy in any office (other than Treasurer) shall be filled by the Board of Directors by the election of a successor from among the Board of Directors to hold office for the unexpired term of the Officer whose place position is vacant. If there is a vacancy in the office of Treasurer, the Board may fill the vacancy by appointment of any member of the Association.

ARTICLE 10: COMMITTEES OF THE BOARD

- 1. The Board shall establish Committees which shall include but not be limited to the following standing committees:
 - a. Finance Committee
 - b. Governance Committee
 - c. Landscape Committee
 - d. Hardscape Committee
 - e. Hospitality Committee
 - f. Long-Range Planning Committee
 - g. Maintenance Committee
 - h. Nominating Committee
 - i. Recreation Committee

2. The Board of Directors shall from time to time define the responsibilities and tasks of each Committee.
3. With the exception of the Nominating Committee, a member of the Board of Directors shall be a member of each committee, but the majority of members of each committee shall be non-Board members.

ARTICLE 11: BUDGET

1. The Board of Directors shall cause the Finance Committee to prepare a budget for each fiscal year. The budget shall be presented to the Association at the Annual Meeting for approval and adoption.
 - a. The budget shall take into account the revenues, estimated common expenses and cash requirements for the year including, but not limited to, salaries, wages, payroll, taxes, supplies, materials, parts, services, repairs, replacements, landscaping, insurance, fuel, snow removal, and other common expenses as distinguished from the personal expenses of members for such expenses for mortgage, insurance, utilities, taxes, etc.
 - b. The budget shall contain an account for Maintenance and Improvement. All planned maintenance and improvement projects of any size shall be included in this account, together with an allowance to meet generally expected minor repair or replacement needs.
 - c. To the extent that the regular assessments and other cash income collected during the preceding year shall be more or less than the expenditures for such preceding year, the surplus or deficit, as the case may be, shall also be taken into account.
 - d. The budget must be communicated to the Association members 14 days prior to the Annual Meeting.
2. The estimated budget for each fiscal year shall be approved by the Association in the manner described in Section 1 of this Article.
3. If the budget, as presented at the Annual Meeting, is not approved by the Association, the annual budget last approved by the Association shall continue to be in effect until a new budget is approved.
 - a. If the Association does not approve the budget presented at the Annual Meeting, the Board must present a revised budget for approval, at a meeting called for that purpose, no less than fourteen (14) nor more than thirty (30) days from the Annual Meeting.
 - b. If this second proposed budget is not approved, the Board must present a second revised – or third proposed – budget for approval at a meeting called for that purpose not less than fourteen (14) nor more than thirty (30) days from the second meeting.
 - c. If the second revised, or third proposed, budget is not approved by the Association, then the Board of Directors may approve an Association budget for the then current budget year.
4. Copies of the approved budget shall be furnished to each member not later than forty-five (45) days after the approval of such budget.
5. In the event that during the course of any year it shall appear to the Board of Directors that the monthly assessments determined in accordance with the estimated

annual budget for such year are insufficient or inadequate to cover the estimated common expenses for the remainder of such year, the Board of Directors shall prepare and approve for presentation to members of the Association for their approval a supplemental budget covering the estimated deficiency for the remainder of such year.

- a. If the supplemental budget is not approved by the Association, the Board of Directors will follow the procedure outlined in Section 3 of this Article for budget approval.
- b. If the supplemental budget is approved, a supplemental assessment shall be made to each member for the established proportionate share of such supplemental budget.
- c. Such supplemental assessment shall be retroactive to the date of approval.

ARTICLE 12: RESERVES

1. Emergency Reserve

- a. To comply with applicable State Law, FNMA (Fannie Mae) requirements, and any other legal requirements for a reserve equal to 10% of the annual budget, the Association shall maintain an Emergency Reserve equal to at least two (2) months' assessments to each unit as calculated in accordance with the Declaration, Appendix II.
- b. The Emergency Reserve shall be funded by a fee equal to two months assessment paid by new Owners within 60 days of purchase.
- c. This Emergency Reserve will be a segregated interest-bearing account or instrument.
- d. Funds may be withdrawn from this Reserve only with the approval of the Association and only after all other reserve funds have been exhausted.
- e. In the event that sales do not replenish the Emergency Reserve to the required level, the Board must include an assessment to all members as part of the budget for the succeeding year.
- f. If the Emergency Reserve exceeds the requirements specified in sub-paragraph b, above, the Board of Directors may by majority vote direct the excess to be transferred to the Maintenance Reserve described in Paragraph 2, below.

2. Maintenance Reserve

In addition to the Emergency Reserve, the Board shall provide for a Maintenance Reserve for the following expenses:

- a. Upkeep, repair, replacement, or addition to the common areas and limited common areas not anticipated in the annual budget that must be done in the current fiscal year to preserve the value of Association property.
- b. Unexpected other obligations of the Association during the current year.
- c. To prepare for planned projects in future years.
- d. For any other lawful purposes approved by the Association.
- e. The Maintenance Reserve shall be included in the budget and funded out of regular assessments for common expenses.
- f. Use of funds from the Maintenance Reserve must be approved by the Board of Directors upon recommendation of the Finance Committee.

3. Other Reserves

The Board may establish other reserves for specific purposes together with regulations defining the management and use of such reserves.

ARTICLE 13: MEMBER PAYMENTS

1. It shall be the obligation of every member to pay the established proportionate share of the common expenses, in the same ratio as the percentage of ownership in the common areas and facilities.
2. Beginning with the payment due on January 1 following the Annual Meeting and each succeeding month of the year covered by the annual budget, each member shall pay the respective monthly assessment for the common expenses, one-twelfth (1/12) of the proportionate annual share.
 - a. Such proportionate share for each member shall be in accordance with respective ownership interest in the common areas and facilities.
 - b. No member shall be relieved of the obligation to pay the assessment or common expenses by abandoning or not using the unit or the common areas and facilities.
3. If any member shall fail or refuse to make any such payment of the common expenses which is due and payable by the 10th of each month, the balance of the full amount of the monthly assessment thereof shall constitute a lien on such unit, pursuant to Title 33, Chapter 31 MRSA Section 1603-116.
 - a. Notice of arrearage or unpaid assessments shall be sent to the member responsible for payment by Certified Mail forty-five 45 days after payment is due.
 - b. The notice shall state that the arrearage or unpaid assessment is due and payable as of the day after the due date, and that interest and/or late fees or fines on the amount due, as set by the Board, will be added to the amount as of that date.
4. Any past due common expense assessment or installment thereof shall bear interest at the rate established by the Association not exceeding 18% per year or by these By-Laws or as otherwise available at law or in equity for the collection of all unpaid assessments.
5. The Association shall have the authority to exercise and enforce any and all remedies as provided in the MRSA Title 33, Chapter 31, Section 1603-115 except for assessments under subsections c and d, common expenses, which shall be assessed against all the units in accordance with the allocations set forth in the Declaration pursuant to MRSA Title 33, Chapter 31, Section 1607-107.
6. A member may not exempt himself from liability for his or her share of common expenses subsequently assessed after a conveyance of his or her unit to the Association.

ARTICLE 14: FINANCIAL MANAGEMENT AND ACCOUNTING

1. The Treasurer shall cause a separate record to be maintained for each member showing the respective assessments charged to and paid by such member and the status of his or her record from time to time.

2. All financial and other records shall be made reasonably available for examination by any member or a member's authorized agents as required by Title 33, Chapter 31 MRSA Section 1603-118.
3. Requests by members for a copy of their financial record for the current month will be directed to the bookkeeper or fiscal agent.
4. Within ninety (90) days after the end of each fiscal year, the Treasurer shall cause to be furnished for review by any member a statement for such year so ended showing the receipts and expenditures for that fiscal year, and such other information as the Board of Directors may require.
5. Any payment which exceeds \$1,000 must be approved by two Officers of the Board of Directors. Approval takes place by signature on a check, digital signature, or an electronic message of approval to the Treasurer or fiscal agent. This requirement does not apply to payments for contracts which have been approved in the current budget.

ARTICLE 15: RIGHT OF APPEAL

1. Matters of dispute or disagreement of members with respect to interpretation or application of the provisions of the current Declaration, the By-Laws or the Rules and Regulations of the Association shall be investigated by the Governance Committee, which shall recommend a resolution to the Board of Directors, whose determination shall be binding on all members.
2. The standing committees and other committees established by the Board of Directors shall be the appropriate bodies to review and rule recommend a course of action to the Board for approval on questions or problems which are referred to said committee by the Board.
 - a. Any such question or problem shall be immediately referred to the appropriate committee by the Board member receiving that question or problem.
 - b. The Board member shall report the communication to the Board at the next Board meeting. All such communications shall be in writing and submitted to a member of the Board as well as, if applicable, to the appropriate Committee Chair.

ARTICLE 16: AMENDMENTS

1. MRSA Title 33: Property, Chapter 10: Unit Ownership, §576, requires a provision that "...75% of the unit Owners may at any time modify or amend the By-Laws, but that no amendment shall be contrary to the requirements of this section."
2. The Board of Directors shall direct the Governance Committee to periodically review the By-Laws and, where appropriate, recommend changes.
3. Amendments to the By-Laws may be proposed to the Governance Committee in writing at any time by any member.
4. Any amendment proposed by a member shall be reviewed by the Governance Committee before being presented to the Board of Directors. The Committee will hear testimony from the proposer and may negotiate modifications to the proposal. The Governance Committee may recommend approval, rejection, or take no position on the final proposal.

5. The Board of Directors shall review all proposed amendments before presenting them to the Association for decision. The Board may recommend approval or rejection, or take no position.
6. All proposed amendments must be submitted to the Association for consideration and decision.
7. Amendments to be recorded by the Association shall be prepared, executed, recorded and certified on behalf of the Association by any officer of the Association designated for that purpose, or, in the absence of designation, by the President of the Association.

Accepted and Approved by Brookside Condominium Association at its Annual Meeting,
November 14, 2017.

Dated: _____

By: _____
William S. Richards, President

State of Maine, County of Cumberland

Personally appeared before me the above-named William S. Richards, on behalf of the Brookside Condominium Association, who certified that these Amended By-Laws are the same approved by the Brookside Condominium Association which will be duly recorded at the Registry of Deeds, Cumberland County, State of Maine.

SEAL

My Commission Expires _____
(Name)
Notary Public

Date: _____
State of Maine County of Cumberland

Date Recorded: _____