

**Bylaws**  
**Plum Ridge Condominium Association, Inc.**

Order: WG753R5HS  
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**PLUM RIDGE CONDOMINIUM OWNERS ASSOCIATION, INC.**  
**RESTATED BY-LAWS**  
**DATED APRIL 27, 2006**  
**AS AMENDED JANUARY 12, 2016**

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**RESTATED BY-LAWS OF**  
**PLUM RIDGE CONDOMINIUM OWNERS ASSOCIATION, INC.**

**ARTICLE 1**

**Plan of Unit Ownership**

Section 1. Condominium Unit Ownership

Certain property located in the Town of Mt. Pleasant, Racine County, State of Wisconsin, ("Property") known as Plum Ridge Condominium Homes, has been submitted to the provisions of the Wisconsin Condominium Ownership Act ("Act") by a Declaration of Condominium ("Declaration") recorded in the office of the Register of Deeds for Racine County, Wisconsin on April 13, 1988, Volume 1908 of Records on Pages 165 through 185, as Document No. 1253585.

Section 2. Adoption of By-laws / Definitions

These Restated By-laws ("By-laws") are adopted as the By-laws of the Plum Ridge Condominium Owners Association, Inc. ("Association"), a Wisconsin Corporation organized under the Wisconsin Non-stock Corporation Law to serve as an association of unit owners under the Act. The Provisions of these By-laws apply to the Property and to the use and occupancy of this Property. The terms used in these By-laws shall, unless the Declaration requires otherwise, have the same meaning as the definitions contained in section 703.02 of the Act.

Section 3. Mailing Address

The mailing address for Plum Ridge Condominium Owners Association, Inc. shall be the mailing address of the then President of the Association.

**ARTICLE II**

**Board of Directors**

Section 1. Number and Qualifications

The Board of Directors shall be composed of seven persons, each of whom shall be owners of units, fiduciary owners, members or employees of partnership owners, members, officers or employees of limited liability company owners, or officers, stockholders or employees of corporate owners. Only one person per unit shall be a member of the Board of Directors at any one time.

## Section 2. Powers and Duties

The affairs of the Association and of the Property shall be governed by the Board of Directors. The Board of Directors shall have the powers and duties necessary for the administration of the affairs of the Association and of the Property, except those powers and duties as by law or by the Declaration or by these By-laws may not be delegated to the Board of Directors by the unit owners or have been specifically reserved by or to the unit owners. The Board of Directors shall have full powers and authority necessary for or desirable for the complete enforcement and administration of the Property and the provisions of the Act, the Declaration, these By-laws, and the rules and regulations.

## Section 3. Managing Agent and Manager.

The Board of Directors may employ a managing agent for the Property at a compensation established by the Board of Directors to perform the duties and services as the Board of Directors shall authorize.

## Section 4. Election and Term of Office

At the April 2006 meeting of the unit owners, the terms of the Board of Directors shall be fixed as follows: (a) the term of office of four members of the Board of Directors shall be fixed at two years, and (b) the term of office of three members of the Board of Directors shall be fixed at one year. Upon any increase in the number of members of the Board of Directors, the terms of office of additional directors shall be staggered so that the terms of office of approximately one-half of the directors shall expire every year. At the expiration of the term of office of each member of the Board of Directors, a successor shall be elected to serve for a term of two years. Each director may serve no more than two consecutive two-year terms, plus any partial term for which the director was elected in 2006. This restriction, however, does not limit the director from serving an appointment to fill an unexpired term. A former director shall be eligible for election or appointment to the Board of Directors after one full year out of office. Notwithstanding the foregoing, the members of the Board of Directors shall hold office until their respective successors have been elected by the unit owners.

## Section 5. Removal of Board Members

At any regular or special meeting of unit owners, any one or more of the members of the Board of Directors may be removed with or without cause by a majority of the authorized votes of all unit owners, and a successor may be elected to fill the vacancy created. Any member of the Board of Directors whose removal has been proposed by the unit owners shall be given an opportunity to be heard at the meeting.

## Section 6. Vacancies

Vacancies in the Board of Directors caused by any reason other than the removal of a member by a vote of the unit owners, shall be filled by a vote of a majority of the remaining members at a special meeting of the Board of Directors held for the purpose promptly after the occurrence of the vacancy even though the members present at the meeting may be less than a quorum, and each person so elected shall be a member of the Board of Directors for the remainder of the term of the member so removed

and until a successor is elected at the next annual meeting of the unit owners.

### Section 7. Organizational Meeting

*(intentionally deleted)*

### Section 8. Regular Meetings

Regular meetings of the Board of Directors may be held at the time and place as determined from time to time by a majority of the members of the Board of Directors, but which meetings shall be held not less than once per month. Notice of regular meetings of the Board of Directors shall be given to each member of the Board of Directors by mail, fax or personal delivery, at least 48 hours prior to the time of the meeting.

### Section 9. Special Meetings

Special meetings of the Board of Directors may be called by the President on 48 hours notice to each member of the Board of Directors by fax, personal delivery or telephonically, and the notice shall state the time, place and purpose of the meeting. Special meetings of the Board of Directors shall be called by the President or Secretary in like manner and on like notice on the written request of at least one member of the Board of Directors.

### Section 10. Attendance and Waiver of Notice

Any member of the Board of Directors who misses three (3) consecutive meetings without good cause shall be removed from the Board of Directors by the Board of Directors. Any member of the Board of Directors may, at any time, waive notice of any meeting of the Board of Directors in writing, and the waiver shall be deemed equivalent to the giving of the notice. Attendance by a member of the Board of Directors at any meeting of the Board shall be a waiver of notice of the time and place of the meeting. If all the members of the Board of Directors are present at any meeting of the Board, no notice shall be required, and any business may be transacted at the meeting.

### Section 11. Quorum of Board of Directors

At all meetings of the Board of Directors, a majority of the members shall constitute a quorum for the transaction of business, and the votes of a majority of the members of the Board of Directors present at a meeting at which a quorum is present shall constitute the decision of the Board of Directors. At any adjourned meeting at which a quorum is present, any business which might have been transacted at the meeting originally called may be transacted without further notice.

### Section 12. Fidelity Bonds

*(intentionally deleted)*

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### Section 13. Compensation

No member of the Board of Directors shall receive any compensation from the Association for acting as a director.

### Section 14. Liability of the Board of Directors

Unless otherwise specifically stated in these By-laws, the members of the Board of Directors shall not be liable to the unit owners for any mistake of judgment, failure to adhere to the provisions of the Declaration or By-laws, negligence or otherwise, except for their own individual willful misconduct or bad faith. The unit owners shall indemnify and hold harmless each member of the Board of Directors against all contractual liability to others arising out of contracts made by the Board of Directors on behalf of the Association, unless any contract shall have been made in bad faith. It is intended that the members of the Board of Directors shall have no personal liability with respect to any contract made by them on behalf of the Association. It is also intended that the liability of the unit owners arising out of any contract made by the Board of Directors, or out of the indemnity in favor of the members of the Board of Directors, shall be shared equally by all of the unit owners, and the liability of any single unit owner shall be limited to an equal proportionate share of the total liability. At the option of the Board of Directors, Directors' and Officers' liability insurance may be obtained and shall be paid for as a common expense.

### Section 15. Informal Action

Any action which is required to be taken at a meeting of the Board of Directors, or which may be taken at a meeting, may be taken without a meeting if a consent in writing setting forth the action so taken shall be signed by all of the directors entitled to vote with respect to the subject matter. The consent shall have the same force and effect as a unanimous vote.

## ARTICLE III

### Unit Owners

#### Section 1. Annual Meetings

The annual meeting of the unit owners shall be held in April of each year. At such meetings the Board of Directors shall be elected by ballot of the unit owners in accordance with the requirements of Section 4 of Article II of these By-laws. The unit owners may transact other business at the meetings as may properly come before them.

#### Section 2. Place of Meetings

Meetings of the unit owners shall be held at any suitable place convenient to the unit owners as may be designated by the Board of Directors.

### Section 3. Special Meetings

It shall be the duty of the President to call a special meeting of the unit owners if so directed by resolution of the Board of Directors or upon a petition signed and presented to the Secretary by unit owners having 25% of the total authorized votes of all owners. The notice of any special meeting shall state the time, place and purpose of the meeting. No business shall be transacted at a special meeting except as stated in the notice.

### Section 4. Notice of Meetings

The Secretary shall deliver or cause to be delivered to each unit owner of record a notice of each annual or special meeting of the unit owners, at least 10 but not more than 20 days prior to the meeting, stating the purpose of the meeting as well as the time and place where it is to be held.

### Section 5. Adjournment of Meetings

Any meeting of unit owners at which a quorum has or has not attended may be adjourned at the option of the unit owners by vote of a majority of the authorized votes of the unit owners who are present, either in person or by proxy, at the meeting.

### Section 6. Title to Units

Title to units may be taken in the name of an individual or in the names of two or more persons, as tenants in common, survivorship marital property, or as joint tenants, in the name of a corporation, partnership or limited liability company, or in the name of a fiduciary.

### Section 7. Voting

Each unit owner shall furnish the Association with the owner's name and current mailing address. No unit owner may vote at meetings of the Association until this information is furnished. The owner or owners of each unit, or some person designated by the owner or owners to act as proxy and who need not be an owner, shall be entitled to cast the vote belonging to the unit at all meetings of unit owners. The designation of any proxy shall be made in writing to the Secretary, and shall be revocable at any time by written notice to the Secretary by the owner or owners so designating. Any proxy shall be effective only for a maximum period of 180 days following its issuance, unless granted to a mortgagee, land contract vendor or lessee of a unit. Each unit owner (including the Board of Directors if the Board of Directors shall then hold title to one or more units) shall be entitled to cast at all meetings of the unit owners the vote belonging to each unit owned. Where ownership is in the name of two or more persons, the vote may be cast by any one owner; provided, however, that if any owner protests promptly the casting of the vote to the person presiding over the meeting or files a written statement with the Secretary stating that thereafter the vote must be cast prorata in accordance with each owner's interest in the unit, then the vote shall thereafter be cast prorata by all owners in accordance with their interest in the unit. Where the unit is sold under a land contract, the land contract vendee shall be entitled to vote the vote for that unit (where there are two or more vendees, they shall be considered joint owners). Notwithstanding the provisions of this section, if the Association has recorded a statement of

condominium lien on a unit and the amount necessary to release the lien has not been paid at the time of the meeting, the unit owner may not vote at the meeting.

## Section 8. Majority of Unit Owners

As used in these By-laws, the term “majority of unit owners” shall mean those unit owners having more than 50% of the authorized votes of all unit owners present in person or by proxy and voting at any meeting of the unit owners, determined in accordance with the provisions of Section 7 of this Article III.

## Section 9. Quorum

Except as otherwise provided in these By-laws, the presence in person or by proxy of unit owners having 25% of the total authorized votes of all unit owners shall constitute a quorum at all meetings of the unit owners.

## Section 10. Majority Vote

The vote of a majority of unit owners at a meeting at which a quorum shall be present shall be binding upon all unit owners for all purposes except where a higher percentage vote is required by law, by the Declaration or by these By-laws.

## Section 11. Action by Unanimous Consent and Action Without a Meeting by Written Ballot

(a) Any action required to be taken or which may be taken at a meeting of unit owners may be taken without a meeting if a consent in writing setting forth the action taken shall be signed by all unit owners entitled to vote. The signature required in each instance shall be that person who is then entitled to cast the vote for a unit. All such consent actions shall have the same force and effect as a unanimous vote.

(b) Any action required or permitted by any provision of the Wisconsin Condominium Ownership Act, the Wisconsin Non-stock Corporation Law, the Declaration, the Articles of Incorporation, or these Bylaws to be taken by the vote of the unit owners may be taken without a meeting if the Association delivers a written ballot to every unit owner entitled to vote on the matter. The written ballot shall set forth each proposed action, shall provide an opportunity to vote for or against each proposed action, and shall be accompanied by a notice stating the number of responses need to meet the quorum requirements, the percentage of approvals necessary to approve each matter other than the election of directors and the time by which the ballot must be received by the secretary of the Association in order to be counted. Approval of any action by written ballot shall be valid only when the number of votes cast by ballot equals or exceeds the quorum required 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 vote cast was the same as the number of votes cast by ballot. Once received by the secretary of the Association, a written ballot by not be revoked.

## Section 12. Membership

(a) All unit owners shall be members of the Association. This is not intended to include persons who hold an interest in a unit merely as security for the performance of an obligation. Land contract vendors shall not be members; land contract vendees shall be members. Membership shall belong to and may not be separated from ownership of any unit.

(b) Initial membership in the Association was established by the recording of the Declaration in the office of the Register of Deeds for Racine County, Wisconsin. Transfer of membership in the Association shall be established by the recording in the office of the Register of Deeds for Racine County, Wisconsin of a deed or other instrument establishing a change of record title to a unit or the recording in that office of a land contract. A notice of change of ownership shall be delivered to the Association by the transferee or vendee. The transferee designated by the instrument or the vendee shall then become a member of the Association, and the membership of the prior owner or vendor shall then be terminated. Until the delivery the transferee or vendee shall not be entitled to vote as a member of the Association and shall not be entitled to notice of meetings of unit owners. The Association shall maintain a current roster of names and addresses of every unit owner to who notice of meetings of the Association must be sent.

## ARTICLE IV

### Officers

#### Section 1. Designation, Election and Removal

The principal officers of the Association shall be the President, the Vice President, the Secretary and the Treasurer, all of whom shall be members of the Board of Directors and who shall be elected annually by the Board of Directors. The Board of Directors may appoint such other officers as in its judgment may be necessary. Any officer may, with or without cause, be removed by the Board of Directors, and a successor selected, by majority vote of the members of the Board of Directors, at any regular meeting of the Board of Directors, or at any special meeting called for that purpose.

#### Section 2. President

The President shall be the chief executive officer of the Association. The President shall preside at all meetings of the unit owners and of the Board of Directors. The President shall have all of the general powers and duties of the president of a stock corporation organized under the Wisconsin Business Corporation Law, including, but not limited to, the power to appoint unit owners to any committee which is established under these By-laws. The President and one other member of the Board of Directors may act on behalf of the Board of Directors in a crisis or emergency situation.

#### Section 3. Vice President

The Vice President shall take the place of, and perform the duties of, the President whenever the

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

#### Section 4. Secretary

The Secretary shall keep the minutes of all meetings of the unit owners and of the Board of Directors, have charge of such books and papers as the Board of Directors may direct, and shall, in general, perform all the duties of the Secretary of a stock corporation organized under the Wisconsin Business Corporation Law. The Secretary shall count the votes at meetings of the Association.

#### Section 5. Treasurer

The Treasurer shall be responsible for Association funds and securities and for keeping full and accurate financial records and books of account showing all receipts and disbursements and for the preparation of all required financial statements. The Treasurer shall be responsible for the deposit of all monies and other valuable effects in the name of the Association in such depositories as may from time to time be designated by the Board of Directors, and shall, in general, perform all the duties of Treasurer of a stock corporation organized under the Wisconsin Business Corporation Law.

#### Section 6. Agreements. Contracts. Deeds. Checks

All agreements, contracts, deeds, leases, checks and other instruments of the Association may be executed by any such person or persons as may be designated by the Board of Directors.

#### Section 7. Compensation of Officers

No officer shall receive any compensation from the Association for acting as an officer.

### **ARTICLE V**

#### **Operation of the Property**

##### Section 1. Determination of Common Expenses

(a) The Board of Directors shall, at least annually, prepare a budget for the Property, determine the amount of the common expenses for the forthcoming year and allocate and assess the common expenses against the unit owners according to their respective undivided percentage interests in the common elements as described in the Declaration. The assessment for common expenses for the entire year shall be effective as of January 1 of each year but shall be payable at such time or times as the Board of Directors shall determine. The common expenses shall include, among other things, the cost of all insurance premiums on all policies of insurance required to be or which have been obtained by the Board of Directors pursuant to the provisions of Section 2 of this Article V. The common

expenses may also include such amounts as the Board of Directors may deem proper for the operation and maintenance of the Property including, without limitation, an amount for working capital, for a general operating reserve, for a reserve fund for replacement, and for making up any deficit in the common expenses for any prior year, sewer charges and water consumed or used in or in connection with the Property. The initial contribution to the working capital fund is not refundable to, or assignable by, the unit owner. The common expenses may also include such amounts as may be required for the purchase or lease by the Board of Directors on behalf of all unit owners, of any unit whose owner has elected to sell or lease such unit or of any unit which is being sold at a foreclosure or other judicial sale. The Board of Directors shall advise each unit owner in writing of the amount of common expenses payable by the unit owner, and shall furnish copies to all unit owners of each budget on which the common expenses are based.

(b) For any year in which the Association maintains a statutory reserve account for the condominium under Section 703.163 of the Wisconsin Statutes, the Board of Directors shall include within the budget the amount of reserve funds to be collected for the ensuing year after considering:

1. the reserve funds then in the reserve account;
2. the estimated cost of repairing or replacing Common Elements, other than routine maintenance;
3. the estimated remaining useful life of the Common Elements, and
4. the approximate proportion of the estimated cost of repairing or replacing Common Elements that will be covered by the reserve account and the approximate proportion that will be funded by other means.

All funds collected to fund a statutory reserve account, as described in this subsection (b), shall be held in a separate, segregated account maintained in the name of the Association. Funds may be withdrawn from said account only for the purpose of repairing or replacing common elements, other than routine maintenance, or for such other purposes as may be allowed under Section 703.163 of the Wisconsin Statutes. Funds held in the statutory reserve account may be invested only in those investments allowed by law.

## Section 2. Insurance

The Board of Directors shall obtain and maintain, to the extent obtainable, fire insurance with extended coverage, vandalism and malicious mischief endorsements, insuring all buildings (including all of the units and the bathroom and kitchen fixtures initially installed by the Declarant, but not including furniture, furnishings or other personal property supplied or installed by unit owners), together with all heating and air-conditioning equipment and other service machinery contained in the units, and all limited common elements. The insurance shall cover the Property and shall name as insureds the Association, and all unit owners and their mortgagees, as their interests may appear, in an amount equal to not less than the replacement value of the buildings, without deduction for depreciation. Each policy shall provide that proceeds shall be payable to the Association, as provided in these By-laws, as trustee for all unit owners and their mortgagees or land contract vendors as their interests may appear. All such policies shall provide that adjustment of loss shall be made by the Association, and that the net insurance

proceeds shall be payable to the Association.

All policies of physical damage insurance shall contain waivers of subrogation and waivers of any defense based on co-insurance or of invalidity arising from any acts of the insured, and shall provide that the policies may not be cancelled or substantially modified without at least ten days prior written notice to all of the insureds. Prior to obtaining any policy of fire insurance or any renewal of the policy, the Association shall obtain an appraisal from a fire insurance company or otherwise of the full replacement value of the buildings including all of the units and all of the common and limited common elements without deduction for depreciation, for the purpose of determining the amount of fire insurance to be purchased.

The Board of Directors shall also obtain and maintain, to the extent obtainable, public liability insurance in such limits as the Association may from time to time determine, covering each member of the Board of Directors, the managing agent, the manager, and each unit owner and appropriate fidelity bond coverage for any person handling Association funds. The public liability coverage shall also cover cross liability claims of one insured against another. The Board of Directors shall review the insurance limits once each year prior to renewal date. The public liability insurance shall be in a single limit of at least \$1,000,000.00 covering all claims for bodily injury or property damage arising out of one occurrence. The Association may obtain and maintain workers' compensation insurance to the extent necessary to comply with any applicable laws.

Unit owners or their mortgagees or land contract vendors shall not be prohibited from carrying other insurance for their own benefit provided that all policies shall contain waivers of subrogation, and that the liability of the carriers issuing insurance obtained by the Association shall not be affected or diminished by reason of any additional insurance. The insurance obtained by the Association will not cover the contents of units or public liability claims arising out of occurrences happening within the boundaries of the units.

### Section 3. Repair and Reconstruction After Damage

(a) In the event of any damage to or destruction of the property in the amount of \$10,000.00 or less whether or not the insurance proceeds, if any, are sufficient to complete repair or reconstruction, the Board of Directors is authorized to and shall arrange for the prompt repair and reconstruction (including any damaged units, and any kitchen or bathroom fixtures initially installed by the Declarant, but not including any wall, ceiling or floor decorations or coverings or other furniture, furnishings, fixtures, interior walls and/or partitions or equipment installed by unit owners in the units), and the Board of Directors shall disburse any insurance proceeds to the contractors engaged in the repair and reconstruction in appropriate progress payments. Any cost of repair and reconstruction in excess of the insurance proceeds shall be a common expense, and the Board of Directors may assess all the unit owners for the deficit as part of the common expenses.

By acceptance of the deed to a unit, each unit owner shall be deemed to have consented to this authorization and direction for repair and reconstruction. The authorization and direction shall be deemed continuous action by the Association by unanimous consent pursuant to Section 11, Article III of these By-laws and shall constitute the determination by the unit owners and the Association to repair or reconstruct as required by the Act.

(b) In the event the Property is destroyed or damaged in an amount in excess of \$10,000.00, and the insurance proceeds, if any, together with an amount not exceeding \$10,000.00 are insufficient to complete repair or reconstruction, the Association, by vote of a majority of unit owners, shall determine within 90 days after the damage or destruction whether to proceed with the repair, reconstruction or sale. If the Association determines to repair or reconstruct, the Board of Directors shall arrange for the repair or reconstruction in accordance with the preceding paragraph of this section. If the Association, within 90 days after such damage or destruction in excess of \$10,000.00, fails to make a determination of whether to repair, reconstruct or sell, the Property shall be deemed to be owned in common by the unit owners in the same percentages as previously owned by each unit owner in the common elements and be subject to an action for partition at the suit of any unit owner. In the event of a partition action, the net proceeds of sale, together with the net insurance proceeds, shall be divided by the Board of Directors, or the insurance trustee, as the case may be, among all the unit owners in proportion to their respective interests in common elements, after first paying out of the share of each unit Owner, to the extent sufficient for the purpose, all liens on the undivided interest in the Property owned by each unit owner.

(c) In the event the Property is destroyed or damaged in an amount in excess of \$10,000.00 and the insurance proceeds together with an amount not exceeding \$10,000.00, are sufficient to complete repair or reconstruction, the Board of Directors is authorized and shall arrange for the repair or reconstruction in accordance with Section 3(a), Article V of these By-laws.

By acceptance of the deed to a unit, each unit owner shall be deemed to have consented to this authorization and direction for repair and reconstruction. The authorization and direction shall be deemed continuous action by the Association by unanimous consent pursuant to Section 11, Article III of these By-laws and shall constitute the determination by the unit owners and the Association to repair or reconstruct as required by the Act. If, notwithstanding the foregoing provisions, a determination is submitted to the vote of the unit owners, then the affirmative vote of one unit owner shall be sufficient to determine to repair or reconstruct.

#### Section 4. Payment of Common Expenses

All owners shall pay the common expenses assessed by the Board of Directors pursuant to the provisions of Section 1 of this Article V at such times as the Board of Directors shall determine. A late charge of up 20% of the payment due may be imposed by the Board of Directors against a unit owner if any balance in common expenses remains unpaid by the 20th day of the month when due.

No unit owner shall be liable for the payment of any part of the common expenses assessed against the unit after a sale, transfer or other conveyance of the unit by the owner (made in accordance with the provisions of Section 1, Article VII of these By-laws). A purchaser of a unit shall be liable for the payment of common expenses assessed against the unit before the acquisition by the purchaser of the unit, except that if the Association or Board of Directors furnishes a statement pursuant to the Act, the liability shall be limited to the amount set forth in the statement. Each unit owner shall be obligated to pay common expenses under these By-laws notwithstanding the fact that the unit owner may have a pending dispute with the Association or the Board of Directors on any matter.

## Section 5. Collection of Assessments

The Board of Directors shall assess additional common expenses against the unit owners when necessary and at least annually shall take prompt action to collect from a unit owner any assessment due which remains unpaid by the unit owner for more than 30 days from the due date for its payment.

## Section 6. Default In Payment of Common Expenses

In the event of default by any unit owner in paying to the Board of Directors the assessed common expenses, the unit owner shall be obligated to pay interest at 18% per year or the highest rate permitted by law per year, whichever is less, on the common expenses from the due date, together with all expenses, including attorney's fees, incurred by the Board of Directors in any proceeding brought to collect the unpaid common expenses. The Board of Directors shall have the right and duty to attempt to recover the common expenses, together with interest, and the expenses of the proceedings, including attorney's fees, in any action brought against the unit owner, or by foreclosure of the lien on the unit granted by the Act. The Board of Directors shall also have the right to prohibit a unit owner from voting at a meeting of the Association if the Association has recorded a statement of condominium lien on the unit, and the amount necessary to release the lien has not been paid, at the time of the meeting.

## Section 7. Foreclosure of Liens

In any action brought by the Board of Directors to foreclose a lien on a unit because of unpaid common expenses, the unit owner shall be required to pay reasonable rent for the use of the unit, and the plaintiff in the foreclosure action shall be entitled to the appointment of a receiver to collect the rent. The Board of Directors, acting on behalf of all unit owners, shall have power to purchase the unit at the foreclosure sale and to acquire, hold, lease, mortgage, vote the votes belonging to, convey or otherwise deal with the unit after purchase. A suit to recover a money judgment for unpaid common expenses shall be maintainable without foreclosing or waiving the lien securing the amount due.

## Section 8. Statement of Common Expenses

The Board of Directors shall promptly provide any unit owner who makes a request in writing with a written statement of the unit owner's unpaid common expenses.

## Section 9. Abatement and Enjoining of Violations

The violation of any rule or regulation adopted by the Board of Directors, or the breach of any By-law, or the breach of any provision of the Declaration or the Act, shall give the Board of Directors the right, in addition to any other rights set forth in these By-laws to: (a) enter the unit in which the violation or breach exists and to abate and remove, at the expense of the defaulting unit owner, any structure, thing or condition that may exist in the unit contrary to the intent and meaning of the provisions of this Section, (the Board of Directors shall not be deemed guilty in any manner of trespass in so acting); or (b) enjoin, abate or remedy the thing or condition by appropriate legal proceedings.

## Section 10. Grievance Procedure

(a) A unit owner or the Board of Directors may file a written complaint with the Secretary of the Association against any unit owner or tenant of a unit for violation of the Act, the Declaration, these By-Laws and the rules and regulations. Upon receipt of a complaint, the Secretary shall furnish a written notice of the alleged violation, the penalties for the violation and the hearing procedure to the unit owner or the tenant complained of by personal delivery or by regular mail. The unit owner or the tenant complained of may, within five days of delivery or mailing of the notice, file a written answer with the Secretary admitting or denying the allegations in the notice. If, within the time period allowed, the unit owner or the tenant complained of fails to file an answer or admits the allegations of the notice, a violation will be conclusively deemed to have occurred. If, within the time period allowed, the unit owner or the tenant complained of denies the allegations of the notice, the Secretary shall schedule a hearing before the Grievance Committee to be held not less than 5 or more than 10 days after delivery or mailing of a notice of hearing to the parties.

(b) Upon the delivery or mailing of the notice of hearing, the President of the Association shall appoint the Grievance Committee. The Grievance Committee shall consist of three unit owners who are not members of the Board of Directors, relatives of the unit owner or the tenant complaining or complained of, witnesses at the hearing or persons otherwise interested in the hearing.

(c) The hearing shall be conducted by the Grievance Committee. The Board of Directors shall represent the party filing the written complaint. The parties and the Grievance Committee shall be entitled to representation at the hearing by counsel and shall be entitled to examine and cross-examine witnesses. When summoned by the Grievance Committee to do so, it shall be the obligation of each unit owner or tenant to appear and testify at the hearing and to produce records and data relevant to the subject matter of the hearing. The hearing shall be informal, and conformity to the legal rules of evidence shall not be required. Within seven days after the conclusion of the hearing, the Grievance Committee shall file a written decision with the Secretary which shall be binding upon all involved parties.

### (d) Penalty – Unit Owner Violation

(i) *First violation:* Upon a determination by the Grievance Committee that a violation by a unit owner has occurred, the Board of Directors shall, without limiting any other rights set forth in these By-laws, impose a fine against the defaulting unit owner in such amount as is from time to time set forth by the Board of Directors in the rules and regulations.

(ii) *On-going violation:*

(a) If, after the unit owner complained of fails to file an answer or admits the allegations of the initial notice (as provided under Article V, Section 10(a)), or after the Grievance Committee issues an initial or subsequent written decision determining that a violation has occurred, the Board of Directors is advised that the violation has not been remedied and is on-going, the Board of Directors may schedule a new hearing before the Grievance Committee.

- (b) The notice of the new hearing shall be personally delivered or mailed to the offending unit owner not more than 30-days after the unit owner complained of fails to file an answer or admits the allegations of the initial notice (as provided under Article V, Section 10(a)), or not more than 30-days after the filing of the initial or subsequent written decision of the Grievance Committee, as applicable.
  - (c) The new hearing shall be held not less than 5 nor more than 10 days after delivery or mailing of the notice of the new hearing to the unit owner.
  - (d) The new hearing shall be held in accordance with Article V, Section 10(c).
  - (e) If within seven days after the new hearing the Grievance Committee files a written decision finding that the violation has not been remedied and is on-going, then each day after the unit owner complained of fails to file an answer or admits the allegations of the initial notice (as provided under Article V, Section 10(a)), or after the initial finding by the Grievance Committee of a violation, as applicable, shall constitute an additional and separate violation.
  - (f) The Board of Directors shall, without limiting any other rights set forth in these By-laws, impose a fine against the defaulting unit owner in such amount as is from time to time set forth by the Board of Directors in the rules and regulations for each additional and separate violation under this Article V, Section 10(d)(ii).
- (iii) *Second Violation:* Upon a determination by the Grievance Committee that a unit owner violated a second, but different provision of the Act, the Declaration, these By-laws, or the rules and regulations, the Board of Directors shall, without limiting any other rights set forth in these By-laws, impose a fine against the defaulting unit owner in such amount as is from time to time set forth by the Board of Directors in the rules and regulations.
  - (iv) If any amount due under this Article V, Section 10(d) is not paid within three days after it becomes due, the amount due shall bear interest from the due date at the rate of 18% per year, or the highest rate permitted by law if less than 18% per year, and shall be a lien against the unit until paid in full.

(e) Penalty – Tenant Violation

- (i) *First violation:* Upon a determination by the Grievance Committee that a violation by a tenant has occurred, the Board of Directors shall, without limiting any other rights set forth in these By-laws, impose a fine against the defaulting tenant in such amount as is from time to time set forth by the Board of Directors in the rules and regulations.
- (ii) *On-going violation:*
  - (a) If, after the tenant complained of fails to file an answer or admits the allegations of the initial notice (as provided under Article V, Section 10(a)), or after the Grievance Committee issues an initial or subsequent written decision determining that a violation has occurred, the Board of Directors is advised that the violation has not been remedied and is on-going, the Board of Directors may schedule a new hearing before the Grievance Committee.
  - (b) The notice of the new hearing shall be personally delivered or mailed to the offending tenant not more than 30-days after the tenant complained of fails to file an answer or admits the allegations of the initial notice (as provided under Article V, Section 10(a)), or not more than 30-days after the filing of the initial or subsequent written decision of the Grievance Committee, as applicable.
  - (c) The new hearing shall be held not less than 5 nor more than 10 days after delivery or mailing of the notice of the new hearing to the tenant.
  - (d) The new hearing shall be held in accordance with Article V, Section 10(c).
  - (e) If within seven days after the new hearing the Grievance Committee files a written decision finding that the violation has not been remedied and is on-going, then each day after the tenant complained of fails to file an answer or admits the allegations of the initial notice (as provided under Article V, Section 10(a)), or after the initial finding by the Grievance Committee of a violation, as applicable, shall constitute an additional and separate violation.
  - (f) The Board of Directors shall, without limiting any other rights set forth in these By-laws, impose a fine against the defaulting tenant in such amount as is from time to time set forth by the Board of Directors in the rules and regulations for each additional and separate violation under this Article V, Section 10(e)(ii).
- (iii) *Second Violation:* Upon a determination by the Grievance Committee that a tenant violated a second, but different provision of the Act, the Declaration, these By-laws, or the rules and regulations, the Board of Directors shall, without

limiting any other rights set forth in these By-laws, impose a fine against the defaulting tenant in such amount as is from time to time set forth by the Board of Directors in the rules and regulations.

- (iv) If any amount due under this Article V, Section 10(e) is not paid within three days after it becomes due, the amount due shall bear interest from the due date at the rate of 18% per year, or the highest rate permitted by law if less than 18% per year.
- (v) In addition to imposing the fine against the tenant, the Board of Directors shall send a notice to the tenant and the owner of the unit occupied by the tenant ("landlord unit owner"), which notice shall include the following information:
  - (a) The amount of the fine for which the tenant is liable; and
  - (b) Notice that if the tenant fails to pay the Association the amount of the fine (including interest) within 30-days after the tenant receives the notice, the landlord unit owner shall be liable to the Association for the amount unpaid by the tenant, although the tenant may be liable to the landlord unit owner for any amounts the landlord unit owner pays.

The notice shall either be given to the landlord unit owner and the tenant in person or, if personal service cannot be obtained, a copy of the notice shall be sent by certified mail to the landlord unit owner and the tenant. If the tenant does not pay the fine within 30-days after the tenant receives the notice, the fine shall be imposed against the landlord unit owner and shall be a lien against the landlord unit owner's unit until paid in full. When the fine (including interest) is imposed against the landlord unit owner, such fine shall constitute a special assessment against the landlord unit owner and if unpaid may be foreclosed against the landlord unit owner's unit in accordance with Section 7, Article V of these By-Laws.

### Section 11. Maintenance and Repair

- (a) All maintenance and repairs to any unit (including replacement of window panes and glass doors, if any), structural or nonstructural, ordinary or extraordinary shall be made by the owner of the unit. Each unit owner shall be responsible for all damages to any other unit and to the common and limited common elements resulting from the unit owner's negligence, misuse or misconduct.
- (b) All maintenance, repairs and replacements to the common and limited common elements (unless necessitated by the negligence, misuse or misconduct of a unit owner, in which case the expense shall be charged to the unit owner) shall be made by the Board of Directors and be charged to all the unit owners as a common expense.

## Section 12. Use of Property

In order to provide for congenial occupancy of the Property and for the protection of the values of the units, the use of the Property shall be subject to the following limitations:

(a) The units shall be used for residential purposes only. The garage shall not be used for any purpose other than as a garage.

(b) The common and limited common elements shall be used only for the purposes for which they are reasonably suited and which are incidental to the use and occupancy of units provided, however, that one or more unit owners may reserve the common elements for a temporary special use with the permission of the Board of Directors.

(c) No nuisances shall be allowed on the Property, nor shall any use or practice be allowed which is a source of annoyance to its residents or which interferes with the peaceful possession or proper use of the Property by its residents.

(d) No immoral, improper, offensive or unlawful use shall be made of the Property by its residents, and all valid laws, zoning ordinances and regulations of all governmental bodies having jurisdiction over the Property shall be followed. Compliance shall be accomplished at the sole expense of the unit owners or the Board of Directors, whichever shall have the obligation to maintain or repair the affected portion of the Property.

(e) A unit owner shall not place any furniture or other personal property in the common elements unless permitted by the Board of Directors. A unit owner shall place only those items on the patio, balcony or parking space assigned to the unit as approved by the rules and regulations adopted by the Board of Directors. The unit owner shall not park or store any vehicle, other than vehicles which may be licensed as automobiles in the State of Wisconsin, or perform any repair work of any sort upon any type of vehicles (except in the case of an emergency) on any part of the common elements or limited common elements, including but not limited to outside parking areas.

(f) No animals, livestock or poultry of any kind used or intended to be used for commercial purposes shall be raised, bred, or kept on the property. No exotic pets are allowed including, but not limited to, snakes, rats and loud birds. Dogs, cats and other household pets may be kept by the unit owners in the living area of their respective units; limitations on the size and number of pets may be imposed by the Board of Directors. All pets shall be carried or kept on a leash at all times when not in the units. No pets shall be permitted to cause a nuisance or unreasonable disturbance. Any pet which causes such a nuisance or disturbance to a unit owner shall be permanently removed from the unit at the order of the Board of Directors. All unit owners and occupants shall promptly and regularly clean up the excrement of their pets.

(g) No more than three people shall reside permanently in any one bedroom unit and no more than four people shall reside in any two bedroom unit. This provision shall be enforceable without regard to the age, sex or relationship of occupants.

(h) No signs, including but not limited to signs advertising sale or rental of units, shall be allowed in the common elements or limited common elements, except as specifically authorized by the

Board of Directors.

### Section 13. Additions, Alterations or Improvements by the Board of Directors

Whenever in the judgment of the Board of Directors the common and limited common elements require additions, alterations or improvements costing in excess of \$10,000.00, and the making of the additions, alterations or improvements has been approved by a majority of unit owners, the Board of Directors shall proceed with the additions, alterations or improvements and shall assess all unit owners for the cost as a common expense. Any additions, alterations or improvements costing \$10,000.00 or less may be made by the Board of Directors without approval of the unit owners, and the cost shall constitute a common expense.

### Section 14. Structural Additions, Alterations or Improvements by Unit Owners

A unit owner may make additions, improvements or alterations within the unit which do not impair the structural integrity or lessen the support of any portion of the Property. Any alterations requiring a building permit must have written consent from the Board of Directors. No unit owner shall make any change in, nor affix anything to, the exterior of the building containing the unit or of any portion of the property. The Board of Directors shall not be liable to any contractor, subcontractor or material supplier or to any person sustaining personal injury or property damage, for any claim arising in connection with the additions, alterations or improvements.

### Section 15. Rules of Conduct

Rules and regulations concerning the use of the units and the common and limited common elements may be made and amended by the Board of Directors. Copies of the rules and regulations shall be furnished by the Board of Directors to each unit owner or renter prior to their effective date.

### Section 16. Water and Sewer Charges

Municipal sewer and water service shall be supplied to all of the units and the common elements. The sewer charge levied by the municipality and the charges for water service, including charges for water consumed or used in connection with the common elements, shall be paid by the Board of Directors as a common expense.

### Section 17. Electricity

Electricity required to service the units and the common elements is supplied by the public utility companies serving the area. The Board of Directors shall pay the bills for all electricity consumed or used in or for the common elements as a common expense. Electricity is separately metered for each unit. Each unit owner shall pay the bills for electricity consumed or used in or for that owner's unit, including the electricity consumed or used in or for the operation of the exterior courtesy light for each

unit.

## Section 18. Right of Access

Each unit owner shall grant a right of access to the unit to the manager, the managing agent and any other person authorized by the Board of Directors, to make inspections, to correct any condition originating in the unit and threatening another unit or the common or limited common elements, to install, alter or repair mechanical or electrical services or other common or limited common elements in the unit or elsewhere in the building, and to correct any condition which violates the provisions of any mortgage covering another unit. Requests for entry shall be made in advance, and entry shall be scheduled for a time reasonably convenient to the unit owner. However, in case of an emergency, the right of entry shall be immediate, whether the unit owner is present at the time or not. Such right of access shall include entry for the purposes of access to the common water meter and control valve.

## ARTICLE VI

### Mortgagees

#### Section 1. Mortgage of Units

Each unit may be separately mortgaged.

#### Section 2. Notice to Board of Directors

A unit owner who mortgages a unit shall notify the Board of Directors of the name and address of the mortgagee.

#### Section 3. Notice of Unpaid Common Expenses

The Board of Directors, whenever so requested in writing by a mortgagee of a unit, shall promptly report any unpaid common expenses or other default by the owner of the mortgaged unit.

#### Section 4. Notice of Default

The Board of Directors, when giving notice to a unit owner of a default in paying common expenses or other default, shall send a copy of the notice to each holder of a mortgage covering the unit whose name and address have previously been furnished to the Board of Directors.

#### Section 5. Examination of Books

Each unit owner and each mortgagee of a unit shall be permitted to examine the books of account of the Association at reasonable times, on business days, but not more often than once a month.

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## Section 6. Land Contracts

For purposes of these By-laws, land contract vendors and vendees shall have the same rights as mortgagees and mortgagors, respectively.

## ARTICLE VII

### Sales and Leases of Units

#### Section 1. Sales and Leases

A unit owner may sell the unit owner's unit, or any interest in the unit, provided the provisions of this Article are followed. A unit owner's sale of the unit shall include the sale of (a) the undivided percentage interest in the common and limited common elements belonging to the unit; (b) the interest of the unit owner in any units previously acquired by the Association on behalf of all unit owners, or the proceeds of the sale or leases of those units, if any; and (c) the interest of the unit owner in any other assets of the Association.

A unit owner may lease the unit owner's unit, or any interest in the unit, provided the provisions of this Article are followed.

#### Section 2. No Severance of Ownership

No unit owner shall execute any deed, mortgage, or other instrument conveying or mortgaging title to a unit without including the interests described in Section 1 of this Article VII, it being the intention to prevent any severance of the combined ownership. Any deed, mortgage or other instrument purporting to affect one or more of these interests, without including all interests, shall be deemed and taken to include the interest or interests so omitted, even though the latter shall not be expressly mentioned or described. No part of these interests of any unit may be sold, transferred or otherwise disposed of, except as part of a sale, transfer or other disposition of the unit to which the interests belong, or as part of a sale, transfer or other disposition of that part of these interests belonging to all units.

#### Section 3. Financing of Purchase of Units by Association

Acquisition of units by the Association, on behalf of all unit owners, may be made from the working capital and assessments for common expenses possessed by the Board of Directors, or if those funds are insufficient, the Association may borrow money to finance the acquisition of the unit; provided, however, that no financing may be secured by an encumbrance or hypothecation of any property other than the unit so to be acquired by the Association. Title to any real or personal property acquired by the Association shall be taken in the name of the Association. The Association shall borrow money, and acquire and convey property in the same manner as corporations formed under Chapter 181, Wisconsin Statutes.

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#### Section 4. Waiver of Right of Partition With Respect to Units Acquired by Association

In the event that a unit shall be acquired by the Association on behalf of all unit owners as tenants in common, all unit owners shall be deemed to have waived all rights of partition with respect to the unit.

#### Section 5. Rental

An owner may lease his or her unit on such terms and conditions as the owner may desire, subject, in every case, to the following:

- (a) With the exception set forth at (j) below, no more than twenty-five percent (25%) of all units located on the Property may be subject to a lease at any time.
- (b) No lease shall be for a term of less than twelve (12) months.
- (c) At least twenty (20) days prior to the proposed effective date of any lease, the unit owner proposing to lease his or her unit must provide the Board of Directors with a copy of the proposed lease, and shall furnish the Board of Directors with such additional information as the Board of Directors may reasonably request. Requests to lease shall be dated stamped and shall be considered by the Board of Directors in order of receipt. If the Board of Directors, in its reasonable opinion, finds that the proposed lease is contrary to the best interest of the unit owners or the Association, it may prohibit such lease by written notice to such owner. The approval by the Board of Directors of any lease shall in no way constitute an opinion by the Board of Directors as to the legality or enforceability of such lease or any provision contained in the lease.
- (d) All proposed leases shall include a provision whereby the tenant agrees to abide by the terms of the Declaration, these Bylaws and any rules and regulations adopted by the Board of Directors (collectively, the "Governing Documents") to the same extent as a unit owner would be required to abide by the same, and an acknowledgment by the tenant that he or she has received copies of such documents prior to executing the lease.
- (e) Upon approval of any lease by the Board of Directors, such lease may not be materially revised without first submitting the proposed revision to the Board of Directors, which may, in its reasonable discretion, approve or deny such proposed revision by written notice to the unit owner and the tenant.
- (f) Except as otherwise provided in (j) or (k) below, no unit owner may lease his or her unit unless the unit owner shall have occupied the unit for at least two (2) years before the lease becomes effective. There shall be no exceptions to this occupancy requirement without approval of the Board of Directors.
- (g) No unit may be leased to a number of occupants in violation of reasonable municipal or state guidelines for occupancy.

(h) Units may not be subsequently subleased by a tenant, unless such tenant and the unit owner follow the procedure as outlined in these by-laws for rental of a unit.

(i) One or more of the foregoing conditions may be waived by the Board of Directors at its discretion when a unit owner transfers title in his or her unit to a family member for estate planning purposes with the intent that the unit owner will continue to reside in the unit and/or a unit owner allows a family member to occupy his or her unit for estate planning purposes.

(j) In the event that title to a unit is received in any manner by a new unit owner as a result of the death of a prior unit owner who did reside in the unit for at least two (2) years before death, and the new unit owner does not intend to reside in the unit, this Section 5 shall not prevent the new owner from leasing the unit in compliance with Section 5, even though the twenty-five percent (25%) limit on leases may be exceeded.

(k) In the event that a unit owner occupies the unit as a residence following termination of a lease, the unit owner is subject to all of the provisions of Section 5 with respect to leasing the unit, except that the periods of occupancy by the owner prior to the lease and after the termination of the lease may be added to determine the unit owner's eligibility to lease the unit.

The terms and conditions of this Section 5 shall also apply to any proposed sublease (if allowed). In the event a tenant violates any provisions of the Governing Documents, the unit owner and tenant shall be jointly and severally liable for correction of the violation and payment of any damages, fines and/or fees caused by such violation or incurred by the Association in accordance with the Governing Documents. In addition to any remedies for such violations listed elsewhere in the Governing Documents, the Board of Directors shall have the right, in its sole discretion, to terminate the lease of any tenant committing such violations. Any unit owner leasing his or her unit shall indemnify and hold harmless the Association from any actions or claims brought by a tenant of his or her unit for any purported violation of residential leasing standards including, without limitation, any requirements of Chapter ATCP 134 of the Wisconsin Administrative Code or other Wisconsin statute.

The limitation on rental units shall not apply to unit owners whose units are leased or advertised for lease at the date of adoption of this amendment to the bylaws (January 12, 2016). The unit owners understand that the number of units excepted exceeds twenty-five percent (25%) of the units and that no additional units may be leased until the number of units leased falls below twenty-five percent (25%) of the total number of units.

## Section 6. Payment of Assessments

No unit owner shall be permitted to convey, mortgage, pledge, hypothecate, sell or lease a unit unless and until the unit owner shall have paid in full to the Association all unpaid common expenses previously assessed by the Board of Directors against the unit.

## **ARTICLE VIII**

### **Condemnation**

#### **Section 1. Common Elements**

In the event of a taking in condemnation or by eminent domain of part or all of the common elements of the Property, the award made for the taking shall be payable to the Association. The Association shall promptly undertake to restore the common elements. The proceeds of the award shall be disbursed to affect the restoration, and any costs in excess of the award shall be a common expense. The Board of Directors shall effect the restoration in accordance with Section 3(a), Article V of these By-laws.

#### **Section 2. Units**

In the event of a taking in condemnation or by eminent domain of any of the units, the Association, by vote of a majority of unit owners of the Condominium within 90 days of payment of the award (or other payment if conveyed in lieu of the taking), shall determine whether to proceed with the repair or reconstruction. If the Association determines to repair or reconstruct, the Board of Directors shall effect the repair or reconstruction in accordance with Section 3(a), Article V of these By-laws. Any cost of repair or reconstruction in excess of the award shall be a common expense. If the Association determines not to repair or reconstruct or fails to vote within the 90 day period, the entire net proceeds shall be disbursed to those unit owners whose units have been taken in proportion to the percentage of interest in the common elements belonging to their respective units. If any unit owner is in default in paying common expenses, the amount of the common expenses shall be deducted from that owner's share of the proceeds. Upon receipt of the share of the proceeds, each unit owner shall execute a release, in form satisfactory to the Association, of that owner's undivided percentage interest in the common elements and shall thereafter no longer be considered a unit owner. The interests of the remaining unit owners in the common elements shall be recomputed by the Board of Directors, whose decision shall be final, to reflect the releases. The unit owner's rights to a share of the proceeds shall be subject to rights of all holders of liens on the unit.

## **ARTICLE IX**

### **Records**

#### **Section 1. Records and Reports**

The Board of Directors shall keep detailed records of the action of the Association and the Board of Directors, minutes of the meetings of the Board of Directors, minutes of the meetings of the unit owners, and financial records, and books of account of the Association. A written report summarizing all receipts and expenditures of the Association shall be rendered by the Board of Directors to all unit owners at least semiannually. Any such report of the Treasurer will be subject to review; and, if a

majority of the unit owners desire that a certified public accountant perform that audit and review, such will be done.

## **ARTICLE X**

### **Miscellaneous**

#### **Section 1. Notices**

All notices to the Board of Directors or the Association shall be sent by mail to the Board of Directors at the address listed in Section 3 of Article I. Except when delivered in person, all notices to any unit owner or the tenant shall be mailed or hand delivered to the unit or to such other address as may have been designated by the owner or tenant from time to time, in writing, to the Board of Directors. All notices to mortgagees of units shall be mailed or hand delivered to their respective addresses, as designated by the unit owner to the Board of Directors. All notices shall be deemed to have been given when mailed, except notices of change of address which shall be deemed to have been given when received. Notices to the unit owners, their mortgagees or tenants need not be mailed be registered or certified mail.

#### **Section 2. Invalidity**

The invalidity of any part of these By-laws shall not impair or affect in any manner the validity, enforceability or effect of the balance of these By-laws.

#### **Section 3. Captions**

The captions in these By-laws are inserted only as a matter of convenience and for reference, and in no way define, limit or describe the scope of these By-laws or the intent of any provision of these By-laws.

#### **Section 4. Singular - Plural**

The use of the singular in these By-laws shall be deemed to include the plural, whenever the context so requires.

#### **Section 5. Waiver**

No restriction, condition, obligation or provision contained in these By-laws shall be deemed to have been abrogated or waived by reason of any failure of enforcement, regardless of the number of violations or breaches which may occur.

## **ARTICLE XI**

### **Conflicts**

#### **Section 1. Control of Conflicts**

These By-laws are set forth to comply with the requirements of the Act. In case any of these By-laws conflicts with the provisions of the Act, the provisions of the Act shall control. In case any of these By-laws conflicts with the provisions of the Declaration or Articles of Incorporation, the Declaration or Articles of Incorporation, as applicable, shall control.

## **ARTICLE XII**

### **Fiscal Year**

#### **Section 1. Adoption of Fiscal Year**

The fiscal year of the Association shall begin on the first day of January and end on the last day of December in each year.

## **ARTICLE XIII**

### **Amendments to By-laws**

These By-laws may be amended by the assent of at least 67% of the votes of the unit owners.