

BY-LAWS

OF

WEST VIEW ACRES HOMEOWNERS ASS'N, INC.

I. OFFICERS AND THEIR DUTIES:

1. The officers of the Corporation and the Board of Directors shall be the President, Vice-President, Secretary and Treasurer.

2. The President, and in his absence, the Vice-President, shall preside at the meetings of the board, and at the annual and special meetings. He shall exercise the usual functions of a President and he shall conduct such meetings according to the latest edition of Robert's Rules of Order.

3. The Secretary shall keep the records of the corporation. He or she shall keep a role of membership and advise the officers of all changes therein. The Secretary shall be responsible for sending or delivering all of the written notices to the members of the corporation at least ten days prior to an annual meeting and five days prior to the special meeting of the corporation. Said notices shall contain the time, date and place of meeting and if a special meeting, shall state the purpose of such meeting. If notices are sent by mail, they shall be sent by ordinary United States Mail. The members of the corporation shall notify the secretary upon the sale or transfer of any of the property which they may own in the subdivision, giving the Secretary the name and address of the new owner or owners. Whenever conveyance has been made and there is a change of title in the ownership of any of the property in West View Acres Addition to Johnson County, Iowa, the new owner shall have the responsibility of notifying the secretary of his name, address and date that he became the owner of the property. He shall also notify the Secretary from whom he purchased the property. The Secretary shall keep all records and documents in his or her possession and they will be open for inspection and review by any eligible voting member or agent of any eligible voting member. All records shall be kept at a location in the West View Acres Subdivision. Upon termination of the office, all records and documents shall be turned over to the Secretary's successor in good order.

4. The Treasurer shall have the duty of collecting all revenue of the corporation, pay authorized debts which the corporation shall incur and make an accurate accounting of all assets and expenses. All books shall be open for inspection, review or audit by any eligible voting member or agent of an eligible voting member. When called upon at any members meeting or board meeting, the Treasurer shall give a report of the financial condition of the corporation. All records kept by the Treasurer for the corporation shall be kept at a location in the West View Acres Subdivision. Upon termination of the duties of the Treasurer, the Treasurer shall turn all of the records over to his successor after making a prompt final accounting.

5. The officers of the corporation shall be elected from the membership of the board of directors and they shall serve for a period of one year. No board member may hold more than one office.

6. The President may call a meeting of the board of directors and notice of the time and place will be given either by the Secretary or other delegated person. This notice shall be in writing or personally given to the members of the board of directors, three days prior to the meeting. The notice will advise as to the time and location where the meeting shall be held. A quorum for the board of directors meeting shall be three board members. Meetings of the board of directors shall be held at least once every year or more often according to the needs of the corporation.

II. BOARD OF DIRECTORS AND THEIR DUTIES:

1. The eligible voting members of this corporation at their annual meeting or special meeting called for that purpose, shall elect a board of directors.

2. The board of directors shall serve for a term of one year unless the term of office is terminated according to the provisions of the articles or unless a vacancy should occur for any reason.

3. Each member of the board of directors shall have one vote and a proxy vote will be accepted so long as it is in writing and is received prior to the time of the meeting.

4. Pet owners shall keep their pets tied or kenneled. All pet owners shall have their pets vaccinated for rabies. The board of directors may adopt other rules pertaining to pets owned by the members, their tenants or guests.

5. The board of directors shall be authorized to post traffic signs to control the speed of vehicles using the roads within the subdivision.

6. The board of directors shall have the power to bring legal action against any member or members for non-payment of the assessments or to file mechanic liens against the property owner for non-payment of assessments which may be due and owing to the corporation.

7. The board of directors is hereby authorized to go on a member's property and trim unsightly weeds or untrimmed plantings or remove unsightly debris. The board shall then add to the assessment of that particular member or members, a reasonable amount providing for such services.

8. The board is also charged with the responsibility of seeing to it that buildings will be maintained in good repair and enhance the quality of the neighborhood.

9. Temporary parking along the roadway shall be permitted by the association members or their guests. However, should the privilege be abused, the board is charged with correcting the matter in a prompt, reasonable and legal manner.

10. The members agree that no permanent parking of a vehicle of a gross weight of over 20,000 pounds shall be permitted. Recreation vehicles in excess of this weight shall be exempted as long as they are in occasional use and are parked behind the back line of the house. Members also agree that the burning of trash will not be done if it will unreasonably interfere with the neighbors, nor shall members use their property in any way which will adversely affect their neighbor's property. The board of directors is charged with the enforcement of this paragraph.

11. The board of directors will act for the Homeowners Association in granting approval of the construction or alteration of a structure as provided for in the protective covenants which the members have taken their property subject to.

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The board of directors are also charged with the enforcement of the protective covenants when a violation of these covenants affect the association and its members.)

12. A shareholder may vote either in person or by a written proxy executed by the shareholder. A proxy shall remain in effect for a period of no longer than thirty days.

13. Whenever the board of directors computes assessments and charges for these assessments, it shall, to the best extent possible, try to match the assessments with the actual or projected cost of running the association and will not make assessments that will produce a large surplus to the corporation.

14. At the first annual meeting of the shareholders, guidelines for the computation of assessments shall be adopted.

15. The Treasurer is hereby authorized to pay any routine bills of less than \$100.00 without prior approval of the Board or Officers of the Board. Any unusual, questionable, or larger amounts to be paid, must be approved by the Board, and the check co-signed by the President.

16. The Board of Directors is also charged with the responsibility of seeing that proper tax returns are filed for the corporation each year.

Passed and approved by the members of the West View Acres Homeowners Ass'n, Inc., on June 22, 1977.


Ronald William Schintler, Secretary.

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030923
By-Laws
Amend Art. V
ASSESSMENTS

West View Acres Homeowners Association, Inc.
Gerald L. Scott, Registered Agent
5 West View Acres NE,
Iowa City, Iowa 52240

September 23, 2003

Secretary of State
Articles of Amendment Filing
Business Services Division
Lucas Building, 1st Floor
Des Moines, IA 50319

Pursuant to Iowa law, the undersigned submits this Filing and encloses a \$10 filing fee to amend the Articles of Incorporation of the domestic nonprofit corporation named below.

1. CORPORATION NAME: West View Acres Homeowners Association, Inc.
2. Article V of the Articles of Incorporation of said corporation has been amended by the members by adding the underlined sentence as follows:

**ARTICLE V.
ASSESSMENTS**

Assessments shall be computed on a per-lot basis and shall be determined by taking the actual or projected expenses and dividing this figure by the number of lots within this Corporation; provided however, that Lot 1 shall not be assessed for any expenses incurred by the Corporation for the roadways designated on the plat as West View Drive or West View Circle. Further, Lots 1, 2, 3, 12, 13, 14, and 15 shall not be assessed for any expenses incurred by this Corporation for the drinking water system. Payment for assessments shall be to the Treasurer of the West View Acres Homeowners Association, Inc. The property of each member shall be subject to a lien in the event of non-payment of assessments when due.

3. A. Date of meeting at which the amendment was adopted _____.
- B. Number of Corporation members: 15, number present _____, number required for quorum: 8, number required to amend per Articles: 9, number required to amend per 504A.36 Code of Iowa: *two-thirds of the votes which members present at such meeting or represented by proxy were entitled to cast.*
- C. Number of votes cast for adopting the amendment: _____. The amendment was adopted having received the required number of votes.

Signed: _____ Date: _____
Gerald L. Scott, Registered Agent