

BY-LAWS
of
CONWAY HEIGHTS TOWNHOUSE ASSOCIATION

ARTICLE I

NAME AND LOCATION. The name of the corporation is CONWAY HEIGHTS TOWNHOUSE ASSOCIATION, hereinafter referred to as the "Association". The principal office of the corporation shall be located at North Conway, Town of Conway, County of Carroll, State of New Hampshire, but meetings of members and directors may be held at such places within the State of New Hampshire as may be designated by the Board of Directors.

ARTICLE II

DEFINITIONS

Section 1. "Association" shall mean and refer to CONWAY HEIGHTS TOWNHOUSE ASSOCIATION, its successors and assigns.

Section 2. "Properties" shall mean and refer to that certain real property described in the Declaration of Covenants and Restrictions of Conway Heights Townhouses and as shown on a plan entitled, "Conway Heights Townhouse Development, Property of Poliquin, Carrier & Rice Associates, Conway, New Hampshire", by H. Thaddeus Thorne-Surveys, Inc., dated February 14, 1985, revised through October 31, 1986", and recorded at the Carroll County Registry of Deeds at Plan Book _____, Page _____, and such additions thereto as may hereafter be brought within the jurisdiction of the Association.

Section 3. "Association Land" shall be all the land described in Article I of the Declaration of Covenants and Restrictions of CONWAY HEIGHTS TOWNHOUSES, and shown on the plan referred to above or on any future plans. The Association Land shall also be deemed to include to the extent not so included in the Description of Property in Article I, of said Declaration, the subsurface water system and appurtenances thereto and the subsurface septic systems and appurtenances thereto as located on or under the Association Land, but not to include that located on or under a Townhouse Lot.

Section 4. "Lot or Townhouse Lot" shall mean and refer to any plot of land shown upon any recorded subdivision map of the Properties with the exception of the Association Land and any buildings or improvements constructed thereon.

Section 5. "Owner" shall mean and refer to the record owner, whether one or more persons or entities, of the fee simple

title to any Lot which is a part of the Properties, including contract sellers, but excluding those having such interest merely as security for the performance of an obligation.

Section 6. "Declarant" shall mean and refer to Edward J. Poliquin, Jr., Grafton B. Carrier and William F. Rice, d/b/a POLIQUIN, CARRIER & RICE ASSOCIATES, its successors and assigns if such successors or assigns should acquire more than one undeveloped Lot from the Declarant for the purpose of development.

Section 7. "Declaration" shall mean and refer to the Declaration of Covenants and Restrictions applicable to the Properties dated January __, 1987, recorded at the Carroll County Registry of Deeds at Book ____, Page ____, and any amendments thereto.

Section 8. "Member" shall mean and refer to those persons entitled to membership as provided in the Declaration.

ARTICLE III

MEETING OF MEMBERS

Section 1. Annual Meeting. The first annual meeting of the members shall be held on the first Saturday of June, 1987, incorporation of the Association, and each subsequent regular annual meeting of the members shall be held on the first Saturday of June of each year thereafter, at the hour of 2:00 o'clock, P.M. If the day for the annual meeting of the members is a legal holiday, the meeting will be held at the same hour on the first day following which is not a legal holiday.

Section 2. Special Meetings. Special meetings of the members may be called at any time by the president or by the Board of Directors, or upon written request of the members who are entitled to vote one-fourth (1/4) of all of the votes of the membership.

Section 3. Notice of Meetings. Written notice of each meeting of the members shall be given by, or at the direction of, the secretary or person authorized to call the meeting, by mailing a copy of such notice, postage prepaid, at least fifteen (15) days before such meeting to each member entitled to vote thereat, addressed to the member's address last appearing on the books of the Association, or supplied by such member to the Association for the purpose of notice. Such notice shall specify the place, day and hour of the meeting, and in the case of a special meeting, the purpose of the meeting.

Section 4. Quorum. The presence at the meeting of members entitled to cast, or of proxies entitled to cast, one-tenth (1/10th) of the votes of the membership shall constitute a quorum

for any action except as otherwise provided in the Articles of Incorporation, the Declaration, or these By-Laws. If, however, such quorum shall not be present or represented at any meeting, the members entitled to vote thereat shall have power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum as aforesaid shall be present or be represented.

Section 5. Proxies. At all meetings of members, each member may vote in person or by proxy. All proxies shall be in writing and filed with the secretary. Every proxy shall be revocable and shall automatically cease upon conveyance by the member of his Lot.

ARTICLE IV

BOARD OF DIRECTORS: NOMINATION, SELECTION and TERM OF OFFICE

Section 1: Number. The affairs of this Association shall be managed by a Board of three (3) directors, who need not be members of the Association.

Section 2. Term of Office. The initial Board of Directors has been appointed by the Developer with terms effective at the first annual meeting, one (1) director for a term of one (1) years, one (1) director for a term of two (2) years, and one (1) director for a term of three (3) years. However, at such time as eighty-five percent (85%) or more of the townhouses in the entire Conway Heights Townhouse Development have been conveyed by the Developer, the initial Directors may resign effective as of the next annual meeting and their unexpired terms shall be filled by election at the next following annual meeting.

Upon expiration of the initial terms of the initial Board of Directors, the term of each elected Director's position on the Board shall run for three (3) years. The Directors of the Association shall be elected at the annual meeting of the Association to fill any term that is expiring in that year.

Section 3. Removal. Any director may be removed from the Board, with or without cause, by a majority vote of the members of the Association. In the event of death, resignation or removal of a director, his successor shall be selected by the remaining members of the Board and shall serve for the unexpired term of his predecessor.

Section 4. Compensation. No director shall receive compensation for any service he may render to the Association. However, any director may be reimbursed for his actual expenses incurred in the performance of his duties.

Section 5. Action Taken Without a Meeting. The directors shall have the right to take any action in the absence of a

meeting which they could take at a meeting by obtaining the written approval of all the directors. Any action so approved shall have the same effect as though taken at a meeting of the directors.

Section 6. Nomination of Directors. Nominations for directors shall be made at the time of the annual meeting.

Section 7. Election. Election to the Board of Directors shall be by secret written ballot. At such election the members or their proxies may cast, in respect to each vacancy, as many votes as they are entitled to exercise under the provisions of the Declaration. The persons receiving the largest number of votes shall be elected. Cumulative voting is not permitted.

ARTICLE V

MEETINGS OF DIRECTORS

Section 1. Regular Meetings. Regular meetings of the Board of Directors shall be held monthly without notice, at such place and hour as may be fixed from time to time by resolution of the Board. Should said meeting fall upon a legal holiday, then that meeting shall be held at the same time on the next day which is not a legal holiday.

Section 2. Special Meetings. Special meetings of the Board of Directors shall be held when called by the president of the Association, or by any two directors, after not less than three (3) days' notice to each director.

Section 3. Quorum. A majority of the number of directors shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the directors present at a duly held meeting at which a quorum is present shall be regarded as the act of the Board.

ARTICLE VI

POWERS AND DUTIES OF THE BOARD OF DIRECTORS

Section 1. Powers. The Board of Directors shall have power to:

(a) adopt and publish rules and regulations governing the use of the Association Land and facilities thereon;

(b) suspend the voting rights and right to use of the recreational facilities of a member during any period in which such member shall be in default in the payment of any assessment levied by the Association. Such rights may also be suspended after notice and hearing, for a period not to exceed sixty (60) days for infraction of published rules and regulations;

(c) exercise for the Association all powers, duties and authority vested in or delegated to this Association and not reserved to the membership by other provisions of these By-Laws, the Articles of Incorporation, or the Declaration;

(d) declare the office of a member of the Board of Directors to be vacant in the event such member shall be absent from three (3) consecutive regular meetings of the Board of Directors;

(e) employ a manager, an independent contractor, or such other employee as they deem necessary, and to prescribe their duties;

(f) determine the annual budget and expenses of the Association and determine the amount of annual assessments for which provision is made in Article IV of the Declaration; and

(g) to accept, on behalf of the Association, conveyances of real and personal property and assignments of easements, rights and privileges, including those reserved to Developer in the Declaration.

Section 2. Duties. It shall be the duty of the Board of Directors to:

(a) cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the members at the annual meeting of the members, or at any special meeting when such statement is requested in writing by one-fourth (1/4th) of the members who are entitled to vote;

(b) supervise all officers, agents and employees of this Association, and to see that their duties are properly performed;

(c) as more fully provided in the Declaration, to:

(1) fix the amount of the annual assessment against each Lot at least thirty (30) days in advance of each annual assessment period;

(2) send written notice of each assessment to every Owner subject thereto at least thirty (30) days in advance of each annual assessment period; and

(3) foreclose the lien against any property for which assessments are not paid within thirty (30) days after due date or to bring an action at law against the Owner personally obligated to pay the same.

(d) issue, or cause an appropriate officer to issue, upon demand by any person, a certificate setting forth whether or not any assessment has been paid. A reasonable charge may be made by the Board for the issuance of these certificates. If a

certificate states an assessment has been paid, such certificate shall be conclusive evidence of such payment;

(e) procure and maintain adequate liability and hazard insurance on property owned by the Association; *insurance*

(f) cause all officers or employees having fiscal responsibilities to be bonded, as it may deem appropriate;

(g) cause the Association Land to be maintained.

ARTICLE VII

OFFICERS AND THEIR DUTIES

Section 1. Enumeration of Offices. The officers of this Association shall be a president, who shall at all times be a member of the Board of Directors, a secretary, and a treasurer, and such other officers as the Board may from time to time by resolution create.

Section 2. Election of Officers. The election of officers shall take place at the first meeting of the Board of Directors following each annual meeting of the members.

Section 3. Term. The officers of this Association shall be elected annually by the Board and each shall hold office for one (1) year unless he shall sooner resign, or shall be removed, or otherwise disqualified to serve.

Section 4. Special Appointments. The board may elect such other officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Board may, from time to time, determine.

Section 5. Resignation and Removal. Any officer may be removed from office with or without cause by the Board. Any officer may resign at any time giving written notice to the Board, the president or the secretary. Such resignation shall take effect on the date of receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 6. Vacancies. A vacancy in any office may be filled by appointment by the Board. The officer appointed to such vacancy shall serve for the remainder of the term of the officer he replaces.

Section 7. Multiple Offices. The offices of secretary and treasurer may be held by the same person. No person shall simultaneously hold more than one of any of the other offices

except in the case of special offices created pursuant to Section 4 of this Article.

Section 8. Duties. The duties of the officers are as follows:

President

(a) The president shall preside at all meetings of the Board of Directors; shall see that orders and resolutions of the Board are carried out; shall sign all leases, mortgages, deeds and other written instruments and shall co-sign all checks and promissory notes.

Secretary

(b) The secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the members; keep the corporate seal of the Association and affix it on all papers requiring said seal; serve notice of meetings of the Board and of the members; keep appropriate current records showing the members of the Association together with their addresses, and shall perform such other duties as required by the Board.

Treasurer

(c) The treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors; shall sign all checks and promissory notes of the Association; keep proper books of account; cause an annual audit of the Association books to be made by a public accountant at the completion of each fiscal year; and shall prepare an annual budget and a statement of income and expenditures to be presented to the membership at its regular annual meeting, and deliver a copy of each to the members.

ARTICLE IX

BOOKS AND RECORDS

The books, records and papers of the Association shall at all times, during reasonable business hours, be subject to inspection by any member. The Declaration, the Articles of Incorporation and the By-Laws of the Association shall be available for inspection by any member at the principal office of the Association, where copies may be purchased at reasonable cost.

ARTICLE X

CORPORATE SEAL

The Association shall have a seal in circular form having within its circumference the words: CONWAY HEIGHTS TOWNHOUSE ASSOCIATION.

ARTICLE XI

AMENDMENTS

Section 1. These By-Laws may be amended, at a regular or special meeting of the members, by a vote of a majority of a quorum of members present in person or by proxy.

Section 2. In the case of any conflict between the Articles of Incorporation and these By-Laws, the Articles shall control; and in the case of any conflict between the Declaration and these By-Laws, the Declaration shall control.

ARTICLE XII

MISCELLANEOUS

The fiscal year of the Association shall begin on the first day of January and end on the 31st day of December of every year, except that the first fiscal year shall begin on the date of incorporation.


CERTIFICATION

I, the undersigned, do hereby certify:

THAT I am the duly elected and acting Secretary of the CONWAY HEIGHTS TOWNHOUSE ASSOCIATION, a New Hampshire corporation, and,

THAT the foregoing By-Laws constitute the original By-Laws of said Association, as duly adopted at a meeting of the Board of Directors thereof, held on the 9th day of January, 1987.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of said Association


Secretary

FIRST AMENDMENT

TO

BY-LAWS

OF

CONWAY HEIGHTS TOWNHOUSE ASSOCIATION

THIS AMENDMENT to the By-Laws of the Conway Heights Townhouse Association is made this 11th day of November, 1998 by Conway Heights Townhouse Association, a non-profit corporation organized and existing under the laws of the State of New Hampshire, with a place of business in the Town of Conway, County of Carroll, and State of New Hampshire.

WHEREAS, the By-Laws of the Conway Heights Townhouse Association are dated January 9, 1987 ("By-Laws"); and

WHEREAS, the Association intends to amend said By-Laws dated January 9, 1987, to: (1) change the date and time of the Annual Meeting; (2) provide for a change in the number of elected Directors and the effective terms of the Directors; and, (3) change the fiscal year of the Association.

NOW, THEREFORE, pursuant to Article XI of said By-Laws, the Association hereby amends the By-Laws as follows:

1. Article III, Section 1 is hereby amended to change the date and time of the Annual Meeting to the third Sunday of September at 10:00am.
2. Article IV, Section 1 is amended to change the number of Directors on the Board of Directors from three (3) to four (4) Directors.
3. Article IV, Section 2 is amended to replace the existing text with the following:
"Section 2: Term of Office. The term for three of the four Directors shall be for

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Changes
Annual mtg - 3rd Sunday Sept
Income Board from 3 to 4
Fiscal y/e -> 7/31

three (3) years and the term for one of the four Directors shall be for one (1) year. Each of the three year terms shall be staggered so that two Directors, one Director with a one year term and one Director with a three year term, shall be elected each year. Directors of the Association shall be elected at the annual meeting of the Association to fill any term that is expiring in that year."

4. Article VI, Section 1 is amended to include a new sub-paragraph (h) as follows:
"(h) to allocate the term of office for newly elected Directors as either 3 years or 1 year."
5. Article XII is hereby amended to change the fiscal year of the Association to August 1 to July 31.

PURSUANT to the requirements of Article XI of said By-Laws, the undersigned Secretary of Conway Heights Townhouse Association executes this Amendment on behalf of the Association and by his signature acknowledges that all of the above amendments have been approved by the Unit Owners of units to which a majority of the votes in the Unit Owners of the Association appertain.

WITNESS his hand and seal this 11th November day of ~~September~~, 1998.

CONWAY HEIGHTS TOWNHOUSE ASSOCIATION

Pamela L. Smillie BY: Gerard L. Beaudoin
Witness , Secretary

STATE/Commonwealth of New Hampshire
COUNTY OF Carroll, SS

On this the 11th November day of ~~September~~, 1998, before me, Pamela L. Smillie, the undersigned officer, personally appeared Gerard L. Beaudoin, who acknowledged himself to be the Secretary of Conway Heights Townhouse Association, a non-profit corporation, and that he, as such Secretary, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself as Secretary.

In witness whereof, I hereunto set my hand and official seal.

Pamela L. Smillie
Notary Public Justice of the Peace
[BLACK INK ONLY]

Typed name of Notary Public

My Commission Expires;