#### **BYLAWS**

#### **OF**

#### STILL WATER LAKE HOMEOWNERS ASSOCIATION, INC.

#### ARTICLE I NAME AND LOCATION

The name of the corporation is Still Water Lake Homeowners Association, Inc., hereinafter referred to as the "Association". The principal office of the corporation shall be located at 4089 S. 84 St. Suite 302, Omaha, Nebraska 68127, but meetings of members and directors may be held at such places within the State of Nebraska, as may be designated by the Board of Directors.

### ARTICLE II DEFINITIONS

- <u>Section 1</u>. "Association" shall mean and refer to Still Water Lake Homeowners Association, Inc., its successors and assigns.
- Section 2. "Subdivision" shall mean and refer to the real property described as the in the Declaration of Covenants, Conditions, Restrictions, and Easements, of the Still Water Lake Development, located in Douglas County, Nebraska, and such additions thereto as may hereafter be brought within the jurisdiction of the Association.
- <u>Section 3</u>. "Lot" shall mean and refer to any plot of land shown upon any recorded subdivision map of the Subdivision.
- Section 4. "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 Subdivision, including contract sellers, but excluding those having such interest merely as security for the performance of an obligation.
- <u>Section 5.</u> "Declarant" shall mean and refer to Still Water Lake, LLC and its successors or assigns.
- <u>Section 6</u>. "Declaration" shall mean and refer to the Declaration of Covenants, Conditions, Restrictions, and Easements, of the Still Water Lake Development, located in Douglas County, Nebraska at Instrument No. 2023042176.
- Section 7. "Member" shall mean and refer to those persons entitled to membership in the Association as provided in the Articles of Incorporation of the Association and in the Declaration.

Section 8. "Common Facilities" shall mean all real or personal property owned, leased or managed by the Association from time to time for the common use and enjoyment of the owners.

### ARTICLE III MEETING OF MEMBERS

- Section 1. Annual Meetings. The first annual meeting of the members shall be held within one year from the date of incorporation of the Association, and each subsequent regular annual meeting of the members shall be held on the same day of the same month of each year thereafter. If the day for the annual meeting of the members is a Sunday or legal holiday, the meeting will be held at the same hour on the first day following which is not a legal holiday. The time and place of such annual meeting shall be determined by the Board of Directors and stated in the notice.
- 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 by the holders of at least **five percent** of all votes of the members of the Association.
- Section 3. Notice of Meetings. 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 or via electronic mail, not less than ten (10) nor more than sixty (60) days before such meeting to each member entitled to vote there at, addressed to the member's address or electronic mail 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-third (1/3)** 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 Bylaws. 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.
- <u>Section 5</u>. <u>Voting</u>. Members shall be entitled to vote as provided in the Declaration and the Association's Articles of Incorporation.
- <u>Section 6</u>. <u>Proxies</u>. 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; SELECTION; TERM OF OFFICE

- <u>Section 1</u>. <u>Number</u>. The affairs of this Association shall be managed by a Board of three (3) directors, who need not be members of the Association.
- <u>Section 2</u>. <u>Term of Office</u>. At the first annual meeting the member shall elect one director for a term of one year and one director for a term of two years, and one director for a term of three years.
- <u>Section 3</u>. <u>Removal</u>. Any director may be removed from the Board, with or without cause, by a majority vote of each class of 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.
- <u>Section 4</u>. <u>Compensation</u>. 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.

# ARTICLE V NOMINATION AND ELECTION OF DIRECTORS

- <u>Section 1</u>. <u>Nomination</u>. Nomination for election to the Board of Directors may be made from the floor at the annual meeting. Such nominations may be made from among members or non-members.
- <u>Section 2</u>. <u>Election</u>. Election to the Board of Directors may 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 person receiving the largest number of votes shall be elected. Cumulative voting is not permitted.

### ARTICLE VI MEETINGS OF DIRECTORS

<u>Section 1</u>. <u>Regular Meetings</u>. Regular meetings of the Board of Directors shall be held without notice, at such place and hour as may be fixed from time to time by resolution of the Board.

- 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 two (2) 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 VII POWERS AND DUTIES OF THE BOARD OF DIRECTORS

### <u>Section 1</u>. <u>Powers</u>. The Board of Directors shall have power to:

- (a) Adopt and publish rules and regulations governing the use of the lake and Common Facilities, and the personal conduct of the members and their guests thereon, and to establish penalties for the infraction thereof;
- (b) Suspend the voting rights and right to use part or all of the Common 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 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 Bylaws, 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 employees as they deem necessary, and to prescribe their duties; and
- (f) Adopt and amend bylaws of the Association by the majority vote of Directors attending a meeting in which a quorum is present.

#### <u>Section 2</u>. <u>Duties</u>. 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;
- (b) supervise all officers, agents and employees of this Association, and to see that their duties are property 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) at its discretion, 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 to 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;
- (f) cause all officers or employees having fiscal responsibilities to be bonded, as it may deem appropriate; and
  - (g) cause the lake and Common Facilities to be maintained.

# ARTICLE VIII OFFICERS AND THEIR DUTIES

- <u>Section 1</u>. <u>Enumeration of Offices</u>. The officers of this Association shall be a president and vice-president, who shall at all times be members of the Board of Directors, a secretary and treasurer, who need not be members of the Board of Directors, and such other officers as the Board may from time to time by resolution create.
- <u>Section 2</u>. <u>Election of Officers</u>. The election of officers shall take place at the first meeting of the Board of Directors following each annual meeting of the members.
- <u>Section 3</u>. <u>Term</u>. The officers of this Association shall be elected annually by the Board and each shall hold office for one (1) year unless the officer should sooner resign, or shall be removed, or otherwise disqualified to serve.
- <u>Section 4</u>. <u>Special Appointments</u>. 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.
- <u>Section 5</u>. <u>Resignation and Removal</u>. 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 secretary. Such resignation shall take effect on the day 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. <u>Vacancies</u>. 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.
- <u>Section 7</u>. <u>Multiple Offices</u>. 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, promissory notes and other written instruments. The president may sign checks on behalf of the Association.

#### Vice-President

(b) The vice-president shall act in the place and stead of the president in the event of his absence, inability or refusal to act. The vice-president may sign checks on behalf of the Association, and shall exercise and discharge such other duties as may be required of him by the Board.

#### Secretary

(c) 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; and keep appropriate current records showing the members of the Association together with their addresses. The secretary may sign checks on behalf of the Association, and shall perform such other duties as required by the Board

#### <u>Treasurer</u>

(d) 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; 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. The treasurer may sign checks and promissory notes of the Association.

# ARTICLE IX COMMITTEES

The Board of Directors shall appoint committees as deemed appropriate in carrying out its purpose. Until otherwise appointed pursuant to this paragraph, the Board of Directors shall serve as the Design Review Board contemplated by the Covenants.

### ARTICLE X 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, and the Articles of Incorporation and Bylaws of the Association shall be available for inspection by any member at the principal office of the Association, where copies may be purchased at a reasonable cost.

### ARTICLE XI ASSESSMENTS

As more fully provided in the Declaration, members are obligated to pay to the Association annual and special assessments which are secured by a continuing lien upon the property against which the assessment is made. Any assessments which are not paid when due shall be delinquent. If the assessment is not paid within thirty (30) days after the due date, the assessment shall bear interest from the date of delinquency at the rate of twelve percent (12%) per annum or the maximum rate allowed by law, whichever is lower, compounded annually, and the Association may bring an action at law or equity against the Owner personally obligated to pay the same, or foreclose the lien against the Lot, and interest, costs, and reasonable attorney's fees of any such action shall be added to the amount of such assessment. No Owner may waive or otherwise escape liability for the assessments provided for herein by nonuse of the Common Facilities or by abandonment of his Lot.

# ARTICLE XII AMENDMENTS

<u>Section 1</u>. These Bylaws 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.

<u>Section 2</u>. In the case of any conflict between the Articles of Incorporation and these Bylaws, the Articles shall control; and in the case of any conflict between the Declaration and these Bylaws, the Declaration shall control; and in the case of any conflict between the Declaration and the Articles, the Declaration shall control.

#### ARTICLE XIII MISCELLANEOUS

Section 1. 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.

<u>Section 2</u>. The invalidity of any part of these Bylaws shall not impair or affect, in any manner, the enforceability of the remaining provisions of the Bylaws.

IN WITNESS WHEREOF, we, being all of the directors of the Still Water Lake Homeowners Association, Inc. have hereunto set our hands this 31st day of May, 2023.

Robert D. Hampton, Director and President

Machine Market M

Camille S. Pserros, Director and Secretary/Treasurer

#### **CERTIFICATION**

I, the undersigned, do hereby certify:

THAT I am the duly elected and acting secretary of the Still Water Lake Homeowners Association, Inc., a Nebraska Nonprofit Corporation, and, that the foregoing Bylaws constitute the original Bylaws of said Association, as duly adopted at a meeting of the Board of Directors thereof, held on the 31<sup>st</sup> day of May, 2023.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 31st day of May, 2023.

Camille S. Pserros, Secretary