

**BYLAWS
OF
HARRISON WOODS TOWNHOME ASSOCIATION**

**Article I
Plan of Ownership**

Section 1. **Name and Location.** The name of the corporation is HARRISON WOODS TOWNHOME ASSOCIATION (hereinafter referred to as the "Association"). The office of the Association shall be located at 7506 S 173rd Street Omaha, Nebraska 68136, but meetings of Members and Directors may be held at such places within Douglas or Sarpy County, Nebraska as may be designated by the Board of Directors.

Section 2. **Application.** All present and future owners, mortgagees, lessees and occupants of the Lots and their employees, and any other persons who may use the facilities of the Association in any manner are subject to these Bylaws and rules and regulations pertaining to the use and operation thereof. The acceptance of a deed or conveyance, or the execution of a lease, or the act of occupancy of any Lot in the Property shall constitute an acceptance of and agreement to comply with the provisions of these Bylaws.

**Article II
Definitions**

Section 1. **Lot.** "Lot" or "Lots" shall mean and refer to each or all of the following Lots: 51 A & B through 56 A & B of Harrison Woods, and Lots 164, sublots 1 through 20, Lots 165, sublots 1 & 2, and Lot 166, sublots 1 through 11, of Phase II Harrison Woods, as surveyed, platted and recorded in Sarpy County, Nebraska.

Section 2. **Declaration.** "Declaration" shall collectively mean and refer to: (i) Declaration of Covenants, Conditions, Restrictions and Easements of Harrison Woods Townhomes, a part of Harrison Woods, a Subdivision in Sarpy County, Nebraska, recorded 26 December 2001 (Instrument No. 2001-43088); and (ii) the Amended and Restated Declaration of Covenants, Conditions, and Restrictions of Harrison Woods Townhomes, recorded 15 December 2017 (Instrument No. 2017-30361); and (iii) the Second Amendment to Amended and Restated Declaration of Covenants, Conditions and Restrictions of Harrison Woods Townhomes, recorded 24 October 2019 (Instrument 2019-26007); and (iv) any declarations recorded against subsequent phases of Harrison Woods and Harrison Woods Townhomes.

Section 3. **Owner.** "Owner" of a Lot shall mean and refer to the record owner, whether one or more persons or entities, of fee simple title to a Lot, but excluding however those parties having any interest in any of such Lots merely as security for the performance of an obligation (such as a contract seller, the Trustee or Beneficiary of a deed of trust, or a mortgagee). A purchaser of a Lot under a land contract or similar instrument shall be deemed to be the Owner of the Lot for purposes of the Declaration and these Bylaws.

Section 4. **Association.** "Association" shall mean and refer to HARRISON WOODS TOWNHOME ASSOCIATION, a Nebraska not-for-profit corporation, its successors and assigns.

Section 5. **Members.** "Member" shall mean and refer to each Owner of a Lot.

Article III
Board of Directors

Section 1. **Initial Number and Qualification.** The initial Board of Directors shall consist of those individuals designated in the initial first meeting of the Corporation. Such Directors and their successors elected in accordance with Section 4 of this Article shall serve until their successors are duly elected and qualified.

Section 2. **Number and Qualification.** The Board of Directors shall be composed of not fewer than three (3) nor more than seven (7) Directors. Members shall serve on the Board of Directors.

Section 3. **Powers and Duties.** The Board of Directors shall have the powers conferred upon not-for-profit corporations by the Nebraska Nonprofit Corporation Act, and all powers and duties necessary and appropriate to accomplish the Purposes and administer the affairs of the Association. The powers and duties to be exercised by the Board of Directors, and upon authorization of the Board of Directors by the Officers, shall include but shall not be limited to, the following:

- (a) The enforcement of the Declaration and amendments thereto.
- (b) The fixing, levying, collecting, abatement, and enforcement of all charges, dues, or assessments made pursuant to the terms of the Declaration.
- (c) The expenditure, commitment and payment of Association funds to accomplish the purposes of the Association including, but not limited to, purchase of liability insurance coverages for the Association and the Board of Directors of the Association.
- (d) The exercise of all the powers and privileges and performance of all of the duties and obligations of the Association as set forth in the Declaration, as the same may be amended from time to time.
- (e) The acquisition by purchase or otherwise, holding, or disposition of any right, title, or interest in real or personal property, wherever located, in connection with the affairs of the Association.
- (f) The deposit, investment, and reinvestment of Association funds in bank accounts, securities, money market funds or accounts, mutual funds, pooled funds, certificates of deposit or the like.
- (g) The employment of professionals and consultants to advise and assist the Officers and Board of Directors of the Association in the performance of their duties and responsibilities for the Association.
- (h) General administration and management of the Association in the performance of their duties and responsibilities of the Association.
- (i) The doing and performing of such acts, and the execution of such instruments and documents, as may be necessary or appropriate to accomplish the purposes of the Association.

Section 4. **Election and Term of Office.** The Board of Directors designated in the First Meeting shall serve for a period of five (5) years. Commencing with the first annual meeting of the Association at the conclusion of this five (5) year term, the Members entitled to vote shall elect one-third (1/3) of the total number of Directors for a term of one (1) year, one-third (1/3) for a term of two (2) years, and one-third (1/3) for a term of three (3) years; and at each annual election thereafter, the Members entitled to vote shall elect Directors to replace the total number of Directors whose term is then expiring. Terms thereafter shall be for a period of three (3) years.

Section 5. **Removal of Board of Directors.** At any regular or special meetings of Members, any one or more of the Directors may be removed with or without cause by two-thirds of the Members entitled to vote and a successor may then and there or thereafter be elected to fill the vacancy thus created. Any Member of the Board of Directors whose removal has been proposed by the Voting Members 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 by a vote of the Members entitled to vote, shall be filled by a vote of a majority of the remaining Directors at a special meeting held for that purpose, even though the Directors present at such meeting may constitute less than a quorum. Each person so elected shall be a Director for the remainder of the term of the Director so removed and until a successor shall be elected at an annual meeting of the Members.

Section 7 **Regular Meetings.** Regular meetings of the Board of Directors may be held at such time and place as shall be determined from time to time by a majority of the Directors, but at least one such meeting shall be held during each fiscal year. Notice of regular meetings of the Board of Directors shall be given to each Director, by mail or email, at least three (3) business days prior to the day named for such meeting.

Section 8. **Special Meetings.** Special meetings of the Board of Directors may be called by the President on three business days' notice to each Director, given by mail or email, which 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 three (3) Directors then in office.

Section 9 **Waiver of Notice and Consents in Lieu of Meetings.** Any Director may, at any time, waive notice of any meeting of the Board of Directors in writing, and such waiver shall be deemed equivalent to the giving of such notice. Attendance by a Director at any meeting of the Board shall constitute a waiver of notice by him of the time and place thereof. If all the Directors are present at any meeting of the Board, no notice shall be required, and any business may be transacted at such meeting.

Section 10. **Quorum of Board of Directors.** At all meetings of the Board of Directors, a majority of the Directors shall constitute a quorum for the transaction of business, and the votes of a majority of the Directors present at a meeting at which a quorum is present shall constitute the decision of the Board of Directors. If at any meeting of the Board, there shall be less than a quorum present, a majority of those present may adjourn the meeting.

Section 11 **Fidelity Bonds.** The Board of Directors may obtain fidelity bonds for all Officers and employees of the Association handling or responsible for Association funds. The premiums for such bonds shall constitute a common expense.

Section 12. **Compensation.** No Director shall receive any compensation for acting as such; provided, however, the Directors may be reimbursed for any reasonable expenses incurred on behalf of the Association at the direction of the Board.

Section 13. **Liability of the Board of Directors.** The Directors shall not be liable to the Members for any mistake of judgment, or otherwise, except for their own individual willful misconduct. The Association shall, to the extent permitted by the Nebraska Nonprofit Corporation Act, as amended from time to time, indemnify and reimburse pursuant thereto. Notwithstanding the foregoing, the indemnification provided for in this Section shall not be deemed exclusive of any other rights to which those entitled to receive indemnification or reimbursement hereunder may be entitled under any Bylaw of this Association, agreement, vote or consent of Members or disinterested Directors or otherwise. It is intended that the 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 any Member arising out of any contract made by the Board of Directors or out of the indemnity in favor of the Directors shall be limited to a proportion of the total liability thereunder, which proportion shall be equivalent to the proportional rate of assessment of his Lot under the Declaration. Agreements made by the Board of Directors or by the managing agent or by the manager on behalf of the Association may provide that the Directors or the managing agent, or the manager, as the case may be, are acting only as agents for the Members and shall have no personal liability thereunder (except as Members), and that each Member's liability thereunder shall be limited to a proportion of the total liability thereunder, which proportion shall be equivalent to the proportional rate of assessment of his Lot under the Declaration.

Article IV Meetings and Voting Rights

Section 1. **Annual Meetings.** The annual meetings of the Members shall be held on the first or second Monday of June of each year, beginning in 2002, unless such date shall occur on a holiday, in which event the meeting shall be held on the succeeding Monday. The Members may transact such other business at such meetings as may properly come before them.

Section 2. **Place of Meetings.** Meetings of the Members shall be held at a suitable place convenient to such Members 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 Members if so directed by resolution of the Board of Directors or upon a petition signed and presented to the Secretary by at least seventy-five percent (75%) of all Members entitled to vote. 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 Board shall mail or personally deliver, at least ten (10) but not more than twenty (20) days prior to such meeting, stating the purpose thereof as well as the time and place where it is to be held, to each Member of record a notice of each annual or special meeting of the Members at the address of the Lot or at such other address as such Members shall have designated by notice in writing to the Board. The mailing of a notice of meeting in the manner provided in this Section shall be considered service of notice.

Section 5. **Adjournment of Meetings.** If any meeting of Members cannot be held because a quorum has not attended, a majority of the Members who are present at such meeting, either in person or by proxy, may adjourn the meeting to a time not less than forty-eight (48) hours from

the time the original meeting was called.

Section 6. **Order of Business.** The order of business at all meetings of the Members shall be as follows:

- (a) Roll call;
- (b) Proof of notice of meeting;
- (c) Reading of minutes of preceding meeting;
- (d) Reports of Officers;
- (e) Report of Board of Directors;
- (f) Election of Members of the Board of Directors (when so required);
- (g) Unfinished business; and
- (h) New business.

Section 7. **Voting.** The Members, or some person designated by such Member or Members to act as proxy on his or their behalf, shall be entitled to cast the vote appurtenant to a Lot, if any, at meetings of Members. The designation of any such proxy shall be made in writing to the Secretary and shall be revocable at any time by written notice to the Secretary by the Member or Members so designating. A fiduciary shall be the voting Member with respect to any Lot owned in a fiduciary capacity. No vote may be cast on behalf of any Lot unless all dues, charges or assessments of the Association have been paid current to the date of any election or to the time of casting such vote. Further, in the event of the lack of an agreement among common owners of a Lot as to voting rights, the current payor of Association dues or charges shall be preferred with the ultimate decision of voting rights to be made by the Association's Board of Directors.

Section 8. **Quorum.** Except as otherwise provided in these Bylaws, the presence in person or by proxy of Members holding at least twenty-five percent (25%) of the votes entitled to be cast shall constitute a quorum at all meetings of the Members.

Section 9. **Majority Vote.** The vote of a majority of Members at a meeting at which a quorum shall be present shall be binding upon all Members for all purposes except where a higher percentage vote is required by law, or by these Bylaws.

Article V Officers

Section 1. **Designation.** The principal Officers of the Association shall be the President, the Vice President, the Secretary, and the Treasurer, all of whom shall be elected by the Board of Directors. The Board of Directors may appoint an Assistant Treasurer, an Assistant Secretary, and such other Officers as in its judgment may be necessary. All Officers must be Members of the Board of Directors.

Section 2. **Election of Officers.** Officers shall be elected annually by the Board of

Directors at the organization meeting of each new Board of Directors and shall hold office at the pleasure of the Board of Directors.

Section 3. **Removal of Officers.** Upon the affirmative vote of a majority of the Members of the Board of Directors, any Officer may be removed, either with or without cause, and his or her successor may be elected at any regular meeting of the Board of Directors, or at any special meeting of the Board of Directors called for such purpose.

Section 4. **President.** The President shall be the chief executive Officer of the Association. He or she shall preside over all meetings of the Members and of the Board of Directors. He or she shall have all the general powers and duties which are normally incident to the office of president of a corporation organized under the law of the State of Nebraska, including but not limited to the power of appointment from among the Members of any committee which he decides is appropriate to assist in the conduct of the affairs of the Association.

Section 5. **Vice President.** The Vice President shall take the place of the President and perform his duties 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 imposed upon him or her by the Board of Directors or by the President.

Section 6. **Secretary.** The Secretary shall keep the minutes of all meetings of the Members and of the Board of Directors; he or she shall have charge of such books and papers as the Board may direct; and he or she shall, in general, perform all the duties normally incident to the office of secretary of a corporation organized under the law of the State of Nebraska.

Section 7. **Treasurer.** The Treasurer shall have the responsibility for Association funds and securities and shall be responsible 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. He or she shall be responsible for directing the deposit of all moneys and other valuable effects in the name of the Board of Directors, or the managing agent, in such depositories as may from time to time be designated by the Board of Directors, and he or she shall, in general, perform all duties normally incident to the office of treasurer of a corporation organized under the law of the State of Nebraska.

Section 8. **Agreement, Contracts, Deeds, Checks, Etc.** All agreements, contracts, deeds, leases, mortgages, checks, and other instruments of the Association shall be executed by one of the Officers of the Association or by the President upon majority consent of the Board of Directors. The Association shall maintain a separate checking account and require the signature of an Officer or manager on all checks of the Association.

Section 9. **Compensation of Officers.** No Officer of the Association shall receive any compensation for acting as such.

Section 10. **Budget.** The Board of Directors shall adopt a budget for each calendar year that shall include the estimated funds required to defray the common expense and to provide and maintain funds for "current expenses", "reserve for deferred maintenance", and "reserve for replacement".

Article VI
Dues, Violations, and Outdoor Maintenance

Section 1. **Determination of Dues and Assessments.** The Board of Directors shall from time to time, and at least annually, prepare a budget for the Association and establish the amount of dues and assessments. The amount of the dues and assessments and the expenditure of funds by the Association shall be governed by applicable provisions of the Declaration. The Board shall advise each Owner in writing of the amount of dues and assessments payable by him, and shall furnish copies of each budget on which such dues and assessments are based to all Owners and to their mortgagees who request a copy in writing.

Section 2. **Abatement and Enjoining of Violations.** The violation of any rule or regulation adopted by the Board of Directors, or the breach of any Bylaw contained herein shall give the Board of Directors the right, in addition to any other rights set forth in these Bylaws:

- (a) To suspend the voting rights of the Lot in question; and/or
- (b) To take such actions as are deemed appropriate by the Board of Directors, including enjoining, abating, or election to remedy such thing or condition by appropriate legal proceedings.

Section 3. **Outdoor Maintenance.** The Association shall be solely responsible to employ and hire companies to perform the following outdoor maintenance: (a) snow removal from Association walks and drives; (b) mowing of front, back and sides of each Lot and periodic chemical/fertilizer applications; and (c) maintenance of sprinkler systems.

Section 4. **Bank Depository.** The depository of the Association shall be such bank or banks as shall be designated from time to time by the Directors and in which the moneys from such accounts shall be only by checks signed by such persons as are authorized by the Directors.

Article VII
Unpaid Dues or Assessments

Section 1. **Notice of Unpaid Dues or Assessments.** The Board of Directors, whenever so requested in writing by a mortgagee of a Lot, shall promptly report any then unpaid dues or assessments, or other default by the Owner of the mortgaged Lot.

Section 2. **Notice of Default.** The Board of Directors, when giving notice to an Owner of a default in paying dues or assessments or other default, shall send a copy of such notice to each holder of a mortgage covering such Lot whose name and address has been furnished to the Board.

Article VIII
Records

Section 1. **Records and Audits.** The Board of Directors shall keep reasonably detailed records of the actions of the Board, minutes of the meetings of the Board of Directors, minutes of the meetings of the Members, and financial records and books of account of the Association, including a chronological listing of receipts and expenditures, as well as a separate account for each Lot which, among other things, shall contain the amount of dues and assessments against such Lot, the date when due, the amounts paid thereon, and the balance remaining unpaid. A written report summarizing all receipts and expenditures of the Association shall be rendered by the Board of Directors to all Members at least annually.

Article IX
Miscellaneous

Section 1. **Notices.** All notices to the Board of Directors shall be sent by certified mail, receipt requested, in care of the President, or to such other address as the Board may hereafter designate from time to time. All notices to any Owner or Member shall be sent by regular mail. All notices to mortgagees of Lots, shall be sent by regular U.S. mail to their respective addresses, as designated by them from time to time, in writing to the Board. 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.

Section 2. **Invalidity.** The invalidity of any part of these Bylaws shall not impair or affect in any manner the validity or enforceability of the remaining provisions.

Section 3. **Captions.** The captions herein are inserted only as a matter of convenience and for reference, and in no way define, limit, or describe the scope of these Bylaws, or the intent of any provision thereof.

Section 4. **Gender.** The use of the masculine gender in these Bylaws shall be deemed to include the feminine gender and the use of the singular shall be deemed to include the plural, whenever the context so requires.

Section 5. **Waiver.** No restriction, condition, obligation, or provision contained in these Bylaws shall be deemed to have been abrogated or waived by reason of any failure to enforce the same, irrespective of the number of violations or breaches thereof which may occur.

Section 6. **Payment of Assessments.** No Owner shall be permitted to convey, mortgage, pledge, hypothecate, sell, or lease his or her Lot unless and until he or she shall have paid in full to the Board all unpaid standard dues and special assessments theretofore assessed by the Board against his or her Lot and unless and until he or she shall have satisfied all unpaid liens against such Lot, except permitted mortgages.

Article X
Amendments to Bylaws

Section 1. **Amendments to Bylaws.** Except as otherwise provided, these Bylaws may be modified or amended by the majority vote of the Board of Directors.

DATED: February 13, 2024

HARRISON WOODS TOWNHOME ASSOCIATION



President