

**BYLAWS of
Lee Oak Cooperative, Inc**

ARTICLE I

- 1.1 The name of this Corporation shall be Lee Oak Cooperative, Inc., herein after referred to as the "Cooperative," located in Barrington, County of Strafford, State of New Hampshire.

ARTICLE II

Purpose

- 2.1 The purpose for which this Cooperative is formed is to own and operate a manufactured housing community (commonly known as "park"), herein after referred to as the "Community," as a Cooperative and be involved in other Cooperative activities, on a non-profit, "cooperative" basis for the benefit of the current and future resident homeowners.
- 2.2 The broad purpose is to gain control of the rental costs, preserve the Community for the current residents, and to keep it affordable long term for low and moderate-income individuals and families. In accordance with the purpose stated in the Cooperative's Articles of Incorporation, the Cooperative will conduct its business in a manner designed to preserve the affordability of the sites within the community for low to moderate income homeowners.

ARTICLE III

Members

3.1 Eligibility

A "Member" is defined as the adult (18-years-or-older) individual(s), without regard to their social, political, racial, color, national origin, religious, age, sex, sexual orientation, physical or mental disability, or familial or marital status who;

- A. Own and reside in a manufactured housing unit (herein after referred to as the "Home") in the Community and any spouse or partner in civil union entitled to a homestead interest and the other adult Members of their household, all of whom has signed an Occupancy Agreement. A person is seen as owning or co-owning a Home if he or she owns the Home directly or through his or her "living" or "Grantor" trust. A "Grantor" or "living" trust is any trust that is established by an individual under such terms as: (1) appoint him or herself as the trustee during his or her lifetime (and or competency); (2) is revocable by him or her; and (3) designates him or herself as the beneficiary for his, her or their lifetime.

Ownership" of a home, for purposes of qualifying for Membership, shall include persons purchasing a home under a lease-to-buy agreement where the lessee/purchaser resides in the home, the person owning title to the home is either (i) not a member, or (ii) relinquishes Membership in writing, or (iii) is a member but resides in another home within the park, and neither party to the lease-to-buy agreement is in violation of any park rules and by-laws, including but not limited to, the obligation to pay rent.

- B. Is/are in good standing with the Cooperative. A "Member in good standing" is a Member whose lot rent and Membership Fees are current or has signed an agreement satisfactory to the Board of Directors to bring these rents and fees current.
- C. Is/are willing to accept Membership responsibilities, including, but not limited to, voluntary participation in the governance of the Cooperative and in the operation of the community.

3.2 Membership Rights

- A. A Member will have a perpetual right to occupy a lot within the community as long as he or she continues payment of the lot rent and compliance with the other terms of the Member Occupancy agreement, the Bylaws of the Cooperative and the Community Rules established by the Members, all as they may be amended from time to time. However, if a Member is evicted from the Community or moves out of the Community, that Member will lose his or her right to occupy said lot.
- B. Only one Membership interest will be assigned to a home, and only one full vote may be exercised under a Membership interest.

3.3 Membership Obligations

- A. All Members and non-Members are required to pay their lot rent. This lot rent, initially established by the Membership of the Cooperative, may be increased by a majority vote of the Cooperative Board of Directors or by a majority vote of the Membership, consistent with Article 5.1 of these Bylaws, with a sixty (60) day written notice of rent increase to all Members and non-Members.
- B. A Member will participate cooperatively in the operation of the Cooperative.

3.4 Enrollment of Members

- A. Owners of homes seeking to reside in a Home and lease a lot in the Community must become Members of the Cooperative. Owners seeking Membership shall:
 - (1) Apply for Membership on a form prescribed by the Board of Directors, and undergo such background checks including, but not limited to, credit check and criminal background check, as the board of directors may require.
 - (2) Be approved for Membership by a majority vote of the Board of Directors;
 - (3) Pay in full the Membership fee or fully executes a Membership Agreement/Promise to Pay with the Cooperative;
 - (4) Execute an Occupancy Agreement;
 - (5) Have an intent to occupy a Home in the Community; and
 - (6) Commit to the purposes and policies of the Cooperative including the Community Rules and these Bylaws.

Owners of homes in place at the time the Cooperative purchases the community have the right to become Members without Board approval as per (1) and (2) above; but, must fulfill all other Membership enrollment conditions (3), (4), (5), (6) above.

Buyers of homes may be approved for Membership conditional upon purchase and occupancy of the home.

- C. A person is considered a buyer or owner if he or she seeks to or does own or co-own a Home directly or through his/her/their "living" or "Grantor" trust (see definition at paragraph 3.1 above) or becomes the subsequent beneficiary of a trust, previously existing as a living trust, upon death of the Grantor, or upon devise or distribution from a deceased Member's estate, or any other event. If an existing Member transfers title to a Home to his or her "living" or "Grantor" trust, the trust will not be considered a new owner or buyer under this paragraph. Members transferring their Membership into a permissible "living" or "grantor" trust must furnish the Cooperative with either a copy of said trust document or a letter of opinion from an attorney stating that the trust to which the title has transferred is a revocable, grantor trust wherein the Member(s) is (are) the Trustee(s) during his/her/their lifetime, or competency, and with said Member(s) as the sole beneficiary during his/her/their lifetime.

3.5 Membership Fee

- A. The **Membership Fee** shall be three hundred dollars (\$300.00). Membership Fees accumulate no interest.
- B. A Certificate of Membership shall be issued to any Member, or to trustee of any Member's "living" or "Grantor" trust, who has fully paid their Membership Fee. This certificate shall entitle the holder (or, in the case of a living or Grantor trust, the trust grantor only) to occupancy of a lot in accordance with the ~~Member Occupancy~~ Agreement, provided that the holder also abides by the Community Rules of the Cooperative and does not interfere with the effective operation of the Cooperative. The certificate is not transferable, except by will or trust distribution by a permissible trust, or the rules of law that apply if someone dies without a will, to someone that would otherwise be eligible for Membership. A Membership may not be transferred to someone or some trustee or beneficiary who does not plan to own the home and reside in the Community nor shall a "living" or "Grantor" trust continue to hold a Membership interest beyond the usual and customary time required for a wind up of a probate estate, should title have passed by that means and occupancy during such periods shall not extend to any other party not previously permitted Membership and occupancy.
- C. The Board of Directors reserves the right to use all or part of a Member's Membership Fee to pay any debt due to the Cooperative, or expenses incurred as a result of a Member's actions or non-actions, in regards to the Cooperative; such debts and expenses being legally the responsibility of the Member. The Member shall replenish a capital balance decreased on such account in order to remain in "good standing."

3.6 Termination and Expulsion

- A. Any Member whose activity in the Cooperative is contrary to basic cooperation principles (see the copy of the **International Cooperative Principles** attached hereto and incorporated herein by this reference) or who endangers the effective operation of the Cooperative may be expelled from Membership in the Cooperative by the Board of Directors. Loss of Membership carries with it loss of all Membership privileges, including the perpetual right to occupy said lot and any Member lot

rent. Written notice of the charges against each Member, and reasonable opportunity for a hearing before the Board of Directors, shall be provided before any such expulsion. A reasonable opportunity is defined as fifteen (15) day notice. The Member's certificate shall be repurchased for the amount of the Membership Fee paid, less any debts owed and expenses due and owing the Cooperative on behalf of the Member, and if and when there are sufficient reserve funds as determined by the Board of Directors. An eviction of the Member shall automatically terminate his or her Membership.

- B. The Member shall have the right to appeal the decision to terminate Membership to the next Membership Meeting and will be given a reasonable opportunity to be heard, either in person or by their attorney. Members may request a Special Meeting of the Membership within a reasonable time period and such request will not be unreasonably denied. In the absence of a Board call for a Special Meeting, the member may do so in accordance with Article 5.3 of these Bylaws. A Member need not be expelled before being evicted. Re-application for Membership will require Board review and Membership approval before re-issuance of Certificate of Membership. The reason for the expulsion shall be clearly stated, recorded, placed in the permanent files and a copy given to the Member.
- C. Any Member who wishes to be represented by legal counsel as the result of a Cooperative action must notify the Board of this fact ten (10) days in advance of the Meeting. The Members shall solely be responsible for the cost of his or her attorney. In no case should the Cooperative be responsible for the legal fees of the Member.

3.7 Patronage Refunds:

Members shall have a right to determine whether any "net savings", as that phrase is defined in RSA 301-A:1(v), as the same may be amended from time to time, shall be returned to Members in accordance with RSA 301-A:28. In accordance with RSA 301-A:28, the Members shall decide whether the net savings shall be returned to the Members as a "patronage refund" or retained as additional funding for reserves, or for the needs of the Cooperative for the following year operations. The decision by the Members shall be made at the time they approve the budget for the coming fiscal year. For the purposes of this section, if the Cooperative is required to contribute to, or otherwise fund, a capital reserve account, or similar fund or expenditure required by any loan documents the Cooperative is a party to, such contributions or funding shall be considered a "cost of operation" for the purposes of RSA 301-A:1(v). In the event a "patronage refund" is made in accordance with this Section, the Cooperative may refund or credit the same to the Members, within ninety (90) days of the end of its fiscal year; but only insofar as such refund or credit is consistent with state law or permissible under the terms and provisions of any loan documents which the Cooperative is a party to, all as applicable from time to time. In order to receive any refund or credit hereunder, a Member must be in good standing and current in payment of lot fees at the time of approval of the refund or credit and at the time the refund or credit is actually made. In the event a Member is not in good standing at either of those times, the Member's "patronage refund" or credit shall first be applied against any and all amounts owed to the Cooperative by that Member. Any overage after the refund or credit is so applied shall be paid to the Member. In the event there is any dispute or question as to whether "net savings" exist for a particular fiscal year, or how the "net savings" are determined or

calculated, the Board of Directors shall obtain a written opinion from the Cooperative's accountant as to the existence and/or amount of the "net savings" and that opinion shall be dispositive on this issue for the fiscal year in question.

ARTICLE IV

Sale and Rental of Homes

4.1 Use of Homes

- A. In order to unify the Members and make the Cooperative stronger, all homes within the Community must be owner-occupied. Failure to comply with this article shall result in an eviction from the Community.
- B. Any tenancy existing in a home at the time of the park acquisition by the Cooperative may continue, and that home shall be "grandfathered" from the requirement that all homes be owner-occupied. Upon any voluntary or involuntary termination or expiration of such a tenancy for any reason, the grandfather status shall be lost and the home may not continue to be rented out but shall become owner occupied. Tenants allowed under this section are not eligible for membership.
- C. Rental or leasing of homes in the Community shall not be allowed.

4.2 All Home Sales

- A. Any Member or non-Member who plans to sell or move their Home out of the Community or demolish the Home on site shall give written notice thirty (30) days in advance of that happening to the Board of Directors. Failure to give notice can result in thirty (30) days additional lot rent.
- B. Notice to the Board of Directors stating the intention to sell a Home in place shall contain the estimated date of sale, and the name, address, and phone number of the selling agent, if any. It is the responsibility of the seller to supply potential buyers with information regarding the requirement that all buyers become Members of the Cooperative. The seller shall supply the Cooperative with the names and telephone numbers of any buyers who have signed a Purchase and Sales Agreement. See the exception for certain trust transfers contained in Article 3.4, paragraph C, which applies here as well.
- C. If the Cooperative is owed money by the resident or the resident is in breach of any other obligation to the Cooperative, the Board of Directors may consent to the transfer, as requested by that resident for the sale of his/her/their Home to a new buyer, but may insist that the consent or transfer documents or deed be transmitted directly to the escrow or closing agent with a Notice of Lien on the resident's Home for those amounts due and owing the Cooperative. The documents shall only be recorded upon payment to the Cooperative of all outstanding balances due to the Cooperative.

4.3 Sale of Member Homes

- A. For a period of thirty (30) days following the delivery of the notice to the Board, if the Member receives more than one offer for the same price upon the same terms and conditions, and one of said offers is from a lower-income family or individual, the Member shall accept the offer from the lower-income family or individual. Provided, that the Board may authorize the sale to someone other than a lower-income family or individual at the request of the selling Member in the case of a sale to a family Member or where the delay in selling would pose an unreasonable hardship for the selling Member.

[NOTE: The following is language to insert if the Cooperative participates as a Fannie Mae Approved Cooperative or wishes to comply with Fannie Mae requirements in anticipation of eventually becoming a Fannie Mae Approved Cooperative. Rural cooperatives that are Fannie Mae Approved are then eligible to participate in the USDA-Rural Development 502 financing program for in-fill or replacement homes. For more information, contact a staff member at ROC-NH. Check here to see if the Cooperative is defined as rural for USDA-Rural Development's housing programs:

<http://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do?pageAction=sfp&NavKey=property@11>

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The following shall apply in all situations where Fannie Mae or USDA-Rural Development holds or guarantees an Eligible Loan on a home in this Cooperative:

- A.1 Notwithstanding any other Bylaw provision, the purchaser of a Manufactured Home who acquired title at a foreclosure sale conducted by the holder of an "Eligible Loan" (as defined by RSA 205-A:4-a), or directly from the holder of an Eligible Loan, shall be exempt from any "low income" requirement.
- A. 2 Notwithstanding rights of the Cooperative under state law, any holder of an Eligible Loan, which is actively pursuing the right to foreclose or which has acquired title to the Manufactured Home by purchase itself at a foreclosure sale or by deed in lieu of foreclosure, and which has paid or is paying the Cooperative Rent and Other Charges owing by a Member under an Occupancy Agreement, shall not be required to advance more than six (6) months of Rent and Other Charges, and the Cooperative's lien rights, as to amounts owing to it by the Member under the Occupancy Agreement or otherwise, shall be subordinate to the rights of the holder of an Eligible Loan, and amounts owing to the Cooperative shall only be paid out of the excess proceeds, if any, available after transfer of the Manufactured Home to a third party, and after all amounts outstanding under the Eligible Loan, including repayment of advances of monthly Rent and Other Charges, have been paid in full.
- B. A lower-income family or individual shall be defined as a family or individual whose total income does not exceed 80% of the median income in the county as determined by the U.S. Dept. of Housing and Urban Development and published in the Federal Register.
- C. The Board of Directors shall purchase the Membership interest from said Member household by paying them an amount equal to the Member's total payment toward their Membership Fee, without interest, less any debt owed by the Member to the Cooperative, within ninety (90) days of the removal or sale of the home, or at such later date when the purchase can be made without jeopardizing the solvency of the Cooperative.

Vacant Lots

Any lot in the Community that becomes vacant (other than a temporary vacancy when a Member of the Cooperative replaces his or her existing manufactured home with a new or different one), shall be leased by the Board of Directors to a lower-income household approved for Cooperative Membership; provided, however, that if after advertising the lot for thirty (30) days, the Board does not receive an offer to lease from a lower-income household reasonably capable of affording the Home and living in the Community, the Board of Directors may lease the lot to any suitable household. The Board will keep a waiting list for these purposes.

4.5 Cooperative Sale of Home

Notwithstanding anything else to the contrary contained in the bylaws, in the event of a public sale of a home following an eviction/expulsion, or in the event of a sale by the Cooperative after it obtained title to a home at such public sale, any existing Member of the Cooperative, or any third party, may be allowed to bid upon and purchase the said home(s) with the intent of renovating the home for resale, and/or with the intent of making a profit from the resale, so long as the following conditions are followed:

1. The Member must be in good standing with the Cooperative.
2. The Member or third party purchasing the home shall not reside in the home and/or apply for a new or additional membership.
3. The Member or third party, upon acceptance of his or her bid or offer to purchase, ("the Re-seller") shall execute an agreement which provides: (i) identification of responsible party to pay back real estate taxes; (ii) identification of responsibility of payment of lot rent during the time title to the home is in the Re-seller's name; (iii) that the Re-seller shall obtain the necessary liability insurance to protect the Cooperative and/or indemnifies the Cooperative; (iv) that the Re-seller shall complete renovations within a defined period of time as may be reasonably imposed by the Board of Directors; (v) that the Re-seller shall be required to attempt to sell the home to a lower income family or individual, as defined in Article 4.3, and comply with all other requirements of the Cooperative's Rules and By-laws, including the requirement that any ultimate purchaser(s) of the home qualify for membership; and (vi) that the Re-seller shall abide by any other fair and reasonable terms and conditions imposed by the Cooperative prior to the sale.

ARTICLE V

Membership Meetings

5.1 How the Membership Can Legally Act

- A. The Membership may act only at a properly called Meeting of the Membership where a quorum is present. One third (1/3) of the current Membership shall constitute a quorum at a Membership

Meeting. A member not in good standing (as defined by these bylaws at 3.1) shall be ineligible to vote upon any matter, and shall not be counted toward a quorum.

- B. There shall be no voting by proxy; nor shall a proxy be counted towards the establishment of a quorum. The existence of a quorum shall be established at the beginning of each meeting and is presumed valid until the meeting is adjourned.
- C. If a quorum has been achieved, any motion for consideration that is properly noticed before the meeting shall be approved by a majority vote of Members present except for motions affecting the Bylaws and Community Rules.
- D. The Bylaws of the Cooperative and the Community Rules shall be adopted or repealed by at least a majority vote of the total Membership of the Cooperative.
- E. The Bylaws and the Community Rules may be amended by a majority vote of the Members present at any Regular or Special Meeting at which a quorum is present, provided that notice of the proposed amendment shall be given in writing to all Members not less than ten (10) days prior to such meetings. After the ten (10) day notice, technical changes in wording or detail of the proposed amendment that do not alter the subject matter shall not require an additional notice.
- F. The Policies and Procedures of the Cooperative shall be adopted, amended or repealed by a majority vote of the Board of Directors at a regular or special meeting at which a quorum is present, except for those policies in bylaw 10.3 which require member approval.
- G. Any business required or permitted to be taken at a Membership Meeting may be taken without a meeting, by means of a ballot clearly stating a Board-approved motion. To be passed, the motion must be approved by a majority of the total Membership. A copy of the motion and vote must be kept on file with the Cooperative's Membership Meeting minutes. Notice that such an action took place, including the nature of the action, and the availability of the resolution shall be posted or otherwise published to the Members within three (3) days.

5.2 Annual Meeting

- A. The Annual Meeting of the Members shall be held in the month of September each year in Barrington, New Hampshire or a place designated by the Board of Directors within 10 miles of the Community. An Annual Meeting of Members is to be held at least once a year.
- B. The Board shall give written notice of the Annual Membership Meeting not less than ten (10) calendar days nor more than forty-five (45) calendar days before the date that such a meeting is to be held. Such written notice shall be given in writing to each Member at his/her address, and posted and maintained at a common area, and shall state the place, day, and time of the meeting, as well as the agenda items or subject matter to come before it.
- C. The Annual Report to the Secretary of State, the report of the examination of the prior year's finances, and the proposed annual budget of the Cooperative shall be made available to each

Member no later than ten (10) days before the Annual Meeting for approval by the Membership at the Annual Meeting.

- D. The Board shall recommend for the approval by Membership the annual budget with proposed future rents. If Members, after meeting held or ballot conducted for said purposes, shall fail to approve a budget that meets all contractual obligations, the Board may approve such a budget without further vote of the Members.

5.3 Special Meetings of the Membership

- A. Special Meetings of the Membership may be called by the Board of Directors or by petition of at least one-tenth (1/10) of the Members. Such Member petition may be delivered to any Board Member. The Board shall set the date, place and time of the Special Meeting, to be held within thirty (30) days after receipt of such demand.
- B. The Secretary of the Cooperative shall deliver or mail written notice stating the place, day, hour and purpose of the Special Meeting to each Member and post the notice in a common area not less than ten (10) days in advance of the meeting date. Business at a Special Meeting of the Membership is limited to the Scope of the Notice Provided.

ARTICLE VI

Board of Directors

6.1 Number and Term of Directors

- A. The Board of Directors shall consist of five Members who are in good standing with the Cooperative.
- B. Directorships will not be denied to any person on the basis of social, political, racial, color, national origin, religious, age, sex, sexual orientation, physical or mental disability, or familial or marital status. To be eligible to serve as a Director, an individual must be a resident homeowner of a manufactured housing unit in the Community and be a Member in good standing with the Cooperative.
- C. All Directors shall serve for a term of two years, except that at the first election, the Vice President and Secretary will be elected for one-year terms. No Director may serve for more than three consecutive two-year terms, in any one office, or until their successors are duly chosen.

6.2 Election of Directors

- A. The Board of Directors shall be elected by the Membership at an Annual or Special Meeting of the Cooperative, or at a Special Meeting held in place thereof. All newly elected Directors will take office thirty (30) days after elections or at the next Board of Directors Meeting, whichever is first.

- B. Members shall elect Directors to each officer position as well as those Directors serving at large.
- C. A ballot provided on a form approved by the Board of Directors shall be used for the election of Directors. It shall clearly state the Director and Officer position to be filled and those nominees known in advance of the meeting. It shall also clearly state that other nominees may come from the floor. The ballots shall be sealed and opened at the Membership Meeting.
- D. The Board of Directors may allow for an absentee ballot for the following reasons: hospitalization, work, out of state, or infirmity. A request for an absentee ballot must be made in writing at least three (3) days before the meeting, if not the result of emergency circumstances. If the ballot is to be mailed, the Member must request it ten (10) days before the meeting. Absentee ballots may not be counted towards a quorum.
- E. No more than one person per household may sit on the Board at the same time.

6.3 Powers

- A. The Board of Directors shall be responsible for the day-to-day management and control of the Cooperative operations.
- B. No Director may act on behalf of the Cooperative unless duly authorized by the Board of Directors.
- C. Any matters outside of the ordinary course of business or that involve the sale or encumbrance of assets shall require Member approval. This section shall not apply to the sale of a manufactured home by the Cooperative arising from or pursuant to RSA 205-A:4-a; and shall not apply to a refinancing of a current loan which has been secured by an encumbrance on the assets of the Cooperative.
- D. The Board of Directors may from time to time set up Committees and/or ad-hoc groups to work on specific responsibilities, with the Committee Members serving at the pleasure of the Board of Directors. These Committees will report to the Board of Directors and operate with only as much authority as granted by the Board. Further explanation of these Committees may be found in the policies of the Cooperative.

6.4 Resignation

Any Director may resign at any time by delivering written notice to the Secretary or President of the Board of Directors. Such resignation will take effect upon the later of receipt or the time specified in the notice.

6.5 Removal

- A. Any Director whose actions are determined to negatively affect the operation of the Cooperative may be removed by a majority vote of the Members present at any regularly scheduled or Special Meeting of the Membership where a quorum is present, provided that a (ten) 10-day notice of the

impending vote has been given to the Director who may be removed. Said notice of a vote to remove shall only be made after:

- I. If initiated by the Board of Directors – a majority vote of the Board of Directors where a quorum has been established, or
 - II. If initiated by a Membership Petition – after the Board of Directors receives a written petition requesting the proposed removal, signed by at least 10% of the Membership.
- B. Said Notice shall clearly advise that, once a quorum is established, a majority vote of the Members present will be needed to remove the Director.
- C. The notice shall state the date, time and place of the meeting where said vote will be taken.
- D. If the Members' petition for removal of a Director does not state that the vote to remove is requested for the next Regularly Scheduled Meeting, or if the Board of Director lacks time to give the required Notice to the Director to be removed before the next Regular Meeting, then the Board of Directors shall take said Petition for Removal to also be a request for a Special Membership Meeting for said purposes, and proceed in accordance with these Bylaws regarding Special Meetings, and shall set the date, place and time of the Special Meeting, to be held within thirty (30) days after receipt of such Petition. The Cooperative shall deliver or mail written notice stating the place, day, hour and purpose of the Special Meeting to each Member and post the notice in a common area not less than ten (10) days in advance of the meeting date.

6.6 Vacancies

Vacancies that result from resignation or other means may be filled by a majority vote of the Directors present at any Regular or Special Meeting of the Board of Directors. The Director so appointed shall serve the remainder of the unexpired term, which shall not be counted as a consecutive term for the purposes of Article 6.1 of these Bylaws.

6.7 Compensation

Directors shall serve without compensation, but shall be entitled to reasonable compensation for expenses paid while conducting legitimate Cooperative business. Any expenses incurred must have prior approval by the Board of Directors. Receipts must accompany all requests for reimbursement. Directors may receive compensation for their freely executed contracts approved by the Board or Membership as the case may require, so long as the contract adheres to the Conflict of Interest Policy.

ARTICLE VII

Officers

7.1 Roster of Officers

The Officers of the Cooperative shall consist of a President, Vice President, Secretary, Treasurer, Operations Manager, and any other designated position as decided by the Membership. All Officers are Directors of the Cooperative and must meet the requirements for being a Director set forth in Article 6.1.

7.2 Election and Removal of Officers

Officers and Directors shall be elected by the Membership, except for vacancies that result from resignation or other means which may be filled in accordance with bylaw 6.6.

7.3 President

The President shall serve as Chair and preside at all meetings of the Directors and Membership. He or she shall be responsible for general day-to-day administration according to the authority granted by the Board and the Membership. The President shall perform such duties prescribed by the Board or as necessary to accomplish the directives of the Board of Directors.

7.4 Vice President

The Vice President shall preside at all meetings in the absence of the President and shall perform such duties delegated to him/her by either the Board or the President. He/she shall report on the activities of the President to the Board in the absence of the President.

7.5 Secretary

The Secretary shall keep the records of the Cooperative and these Bylaws. Amendments to these Bylaws shall be typed, noted, dated and maintained with these Bylaws, and copies distributed to the Membership. He or she shall keep a true record of the proceedings of all meetings of the Directors and Members. If the Secretary is absent from any such meetings, the Chair may request that some person act as a recording secretary to take the minutes. The Secretary shall also be responsible for posting meeting notices, typing correspondence and maintaining and updating Membership and resident lists. The ~~signature~~ of the Secretary, or acting secretary, on minutes and actions of the Board shall serve as evidence of their authenticity.

7.6 Treasurer

The Treasurer shall have charge of all the funds of the Cooperative and shall be responsible for all disbursements and collections. The Treasurer shall be responsible for maintaining all financial records of the Cooperative including previous fiscal years; financial reports, bank statements and returned checks, invoices, records and any and all other financial records. As a standard fiscal control, a Member of the Cooperative other than the Treasurer shall reconcile the Cooperative accounts each month. The Treasurer shall be responsible for having the books prepared for examination. The Treasurer may delegate any tasks to any Member of the Finance Committee or a contracted agent of the Cooperative.

7.7 Operations Manager

The Operations Manager sits on the Maintenance Committee and is responsible for the effective upkeep of grounds and systems; developing services, standards, emergency and general repair procedures; maintaining a list of qualified trades people; obtaining bids, maximizing volunteer contributions, submitting a capital improvements plan and annual projected maintenance budgets.

Powers

All Officers of the Cooperative shall, subject to these Bylaws and to any vote of the Directors, have such powers and duties as the Directors shall from time to time designate, in addition to the specific powers and duties set forth above.

ARTICLE VIII

Board Meetings

8.1 Regular Meetings

Regular meetings of the Directors shall be held monthly. Notice of the time and place together with the agenda of the Board of Directors' Meeting shall be posted in a public place in the Community no less than three (3) days before the meeting. The Board shall have the sole discretion to establish the agenda for all regular meetings.

8.2 Special Meetings

Special Meetings of the Directors may be held at the call of the President or any two Directors. Written notice stating the place, day, hour, and agenda of any Special Meeting shall be posted in a common area and communicated personally to each Board Member not less than three (3) days before the date of the meeting. In an emergency situation, a shorter notice may be given, provided that the agenda for that meeting is limited to dealing with the emergency at hand and that all actions taken are ratified at a subsequent properly noticed meeting.

8.3 Open Meetings

Regular and Special Meetings of the Board of Directors shall be open to the Membership except when the Board moves to an Executive Session. Executive Sessions are used only for purposes of protecting a person's reputation and confidentiality, or to receive or discuss advice from legal counsel. A decision may not be made in Executive Session, where minutes are not kept. Decisions must be made in the form of a motion at a public meeting.

8.4 Notice

Written notice stating the place, day, hour and agenda of all Board Meetings, Regular and Special, should be posted in a common area no less than three (3) days before any meeting.

8.5 Quorum

At any meeting of the Board of Directors, a simple majority of the number of Directors then in office shall constitute a quorum for the transaction of business. A majority of those present must vote in the affirmative to pass a motion, once a quorum has been established. The Board of Directors may allow a Director to attend a meeting via telephone or electronic conferencing means for the following reasons: hospitalization, work, out of state, or infirmity. In such a case, the Director is included in a quorum count.

8.6 Action without a Meeting

- A. Any action required or permitted to be taken by the Board of Directors at a meeting may be taken without a meeting if the written motion is approved and signed by all Board Members. Authority

for such action commences when the last Director signs. A copy of the written motion with all signatures must be kept with the Board minutes.

- B. Notice that such an action took place, including the nature of the action, and the availability of the resolution shall be posted within three (3) days.

8.7 Proxy Voting Prohibited

Proxy voting is prohibited.

ARTICLE IX **Indemnification and Bond**

9.1 Indemnification

- A. The Directors, Officers and Members shall not be personally liable for the debts, liabilities or other obligations of the Cooperative.
- B. Should any director, officer or employee of the Cooperative be threatened with suit, or be sued, the remaining members of the board of directors of the Cooperative shall refer the matter to an indemnification committee ("the Indemnification Committee"). The Indemnification Committee shall be chosen by the Cooperative's attorney and shall consist of three (3) disinterested individuals: one attorney, one accountant, and one non-board member of the cooperative. The Cooperative's attorney shall serve as a non-voting chair of the Indemnification Committee. The Indemnification Committee shall vote whether or not to allow indemnification. The vote by the Indemnification Committee shall be by simple majority. In the event the Indemnification Committee votes to indemnify the said person ("the indemnified person") the indemnification shall be from any and all liability which the indemnified person becomes legally obligated to pay (either by suit or by settlement) including a judgment amount, settlement amount and reasonable attorney's fees and court costs. The Indemnification Committee may vote to indemnify the indemnified person hereunder only if it finds that the indemnified person (i) was a director, officer, or employee at the time of the act(s) or omission(s) giving rise to the claim; (ii) was acting in good faith, and was acting within the scope of his or her position, and (iii) acted in a manner which he or she reasonably believed to be consistent with the best interests of the Cooperative. Such indemnification shall not be available in a suit brought by the Cooperative against the said person for malfeasance, or breach of the said person's duties to the Cooperative. The indemnification hereunder shall apply regardless of whether the said person is sued or threatened with suit alone or in conjunction with others.

9.2 Bond

Each Officer, Director, employee, and agent handling funds or securities amounting to \$1,000 or more in any one year shall be covered by adequate bond in accordance with state law.

ARTICLE X **Operations**

10.1 Signing of Documents

Unless specifically authorized by the Board of Directors or as otherwise required by law, all final contracts, deeds, conveyances, leases, promissory notes, or legal written instruments executed in the

name of and on behalf of the Cooperative will be signed and executed by two members of the Board of Directors. Notwithstanding anything else to the contrary contained in these Bylaws, all checks must bear the signatures as required by Section 10.2.. The Board will authorize by written resolution all final documents to be so executed.

10.2 Disbursement of Funds

- A. All checks drawn on Cooperative accounts shall bear the signature of at least two (2) of these three Officers: President, Treasurer, or Secretary. No more than one (1) individual from each Member household may have signing authority.
- B. Any decisions that may commit expenditures of two thousand dollars (\$2,000) or more of Cooperative resources per Fiscal year, that does not appear in the approved annual budget, shall be made by the Membership at an Annual or Special Meeting of the Members. Capital Improvement and Replacement Reserve expenditures that exceed three thousand dollars (\$3,000) per Fiscal year, require the approval of the Membership except in cases of emergency repairs. The Board shall notify the Membership of such an emergency action at the next Regular or Special Meeting of the Membership.

10.3 Ethics, Procurement and Conflict Of Interest:

The Cooperative shall adopt and all Director-Officers shall abide by a Code of Ethics, a Procurement Policy, and a Conflict of Interest Policy.

10.4 Records

The records of the Cooperative shall be kept by the Directors then in office and transferred to newly elected Directors upon change over.

10.5 Inspection of Books and Records

- A. Records of the Cooperative shall be open to the inspection of any Member at a reasonable time and place within 72 hours of a Member's request, limited to those items not protected for reasonable privacy concerns of Members, including but not limited to financial applications, credit reports, criminal background reports, hardship applications, materials discussed in executive session and individual collection matters. Any request to review all of the non-privileged records or what is considered to be a large or extraordinary record request will not be governed by the 72 hour rule and shall be at the sole discretion of the Board of Directors.
- B. The Treasurer will make the Annual Financial Statements available to the Board within thirty (30) days of receipt.

10.6 Fiscal Year

The fiscal year of the Cooperative shall be the twelve (12) month period ending the last day of September of each year. The Cooperative shall cause its books to be examined within a reasonable time after the end of each fiscal year in accordance with the audit/review requirements of state law.

10.7 Dissolution

In the event of dissolution of the Cooperative, the assets, after payment of the Cooperative's debts and expenses, shall be distributed in the following manner:

- I. The face value, or the amount equal to the Membership Fee paid minus any outstanding obligation to the Cooperative, whichever is lower, shall be returned to the Members.
- II. Any surplus remaining after the distributions in paragraph I may be distributed as a contribution to any Cooperative association or other nonprofit association to which contributions are deductible from income tax under current internal revenue service regulations.

ARTICLE XI
Rules of Procedure

In case of any question not covered in these Bylaws or adopted Board policies, the guidelines in Parliamentary Procedure for Resident-Owned Communities, as published by A Management Guide for Resident-Owned Communities © 2003, 2008 ROC USA, LLC or the foundation document, The Standard Code of Parliamentary Procedure, Fourth Edition, by Alice Sturgis, 2001 shall prevail.

CERTIFICATION

I hereby certify that these Bylaws were adopted by the Membership of Lee Oak Cooperative, Inc. at its meeting held on March 15, 2018.

Name: 
Darcie Isabelle, Secretary of the Cooperative

Amended on _____ (date)

NOTE: A copy of the International Cooperative Principles must be attached to these Bylaws

- This is the end of the main Bylaws document.
The International Cooperative Principles, which are an additional part of the Bylaws, are attached. -
(Each page should show date of approval or when amended)

International Cooperative Alliance Principles

1st Principle: Voluntary and Open Membership

Co-operatives are voluntary organizations, open to all persons able to use their services and willing to accept the responsibilities of membership, without gender, social, racial, political or religious discrimination.

2nd Principle: Democratic Member Control

Co-operatives are democratic organizations controlled by their members, who actively participate in setting their policies and making decisions. Men and women serving as elected representatives are accountable to the membership. In primary co-operatives members have equal voting rights (one member, one vote) and co-operatives at other levels are also organized in a democratic manner.

3rd Principle: Member Economic Participation

Members contribute equitably to, and democratically control, the capital of their co-operative. At least part of that capital is usually the common property of the co-operative. Members usually receive limited compensation, if any, on capital subscribed as a condition of membership. Members allocate surpluses for any or all of the following purposes: developing their co-operative, possibly by setting up reserves, part of which at least would be indivisible; benefiting members in proportion to their transactions with the co-operative; and supporting other activities approved by the membership.

4th Principle: Autonomy and Independence

Co-operatives are autonomous, self-help organizations controlled by their members. If they enter to agreements with other organizations, including governments, or raise capital from external sources, they do so on terms that ensure democratic control by their members and maintain their co-operative autonomy.

5th Principle: Education, Training and Information

Co-operatives provide education and training for their members, elected representatives, managers, and employees so they can contribute effectively to the development of their co-operatives. They inform the general public - particularly young people and opinion leaders - about the nature and benefits of co-operation.

6th Principle: Co-operation among Co-operatives

Co-operatives serve their members most effectively and strengthen the co-operative movement by working together through local, national, regional and international structures.

7th Principle: Concern for Community

Co-operatives work for the sustainable development of their communities through policies approved by their members.

These principles can be found on the International Cooperative Alliance website at <http://ica.coop/en/what-co-op/co-operative-identity-values-principles>.

