



**AMENDED BY-LAWS  
OF  
SUMMERVIEW HEIGHTS  
A HORIZONTAL PROPERTY REGIME (CONDOMINIUM)**

**Amended as of June 30, 2012**

*Amending Misc Book 17 page 149*

The administration of the property submitted to the attached Declaration of Establishment of a Horizontal Property Regime (Condominium) known as Summerview Heights shall be governed by the following By-Laws, which are annexed to the Declaration and made a part thereof.

1. The Executive Board shall constitute the board of administration within the meaning of Chapter 499B of the 2001 Code of Iowa as amended, subject, however, to those powers and responsibilities reserved to Summerview Heights Owners' Association. The Executive Board shall be in charge of the administration of this Horizontal Property Regime.

2. The council of co-owners known as Summerview Heights Owners' Association shall be governed as follows:

A. Meeting of Association shall be held at the apartment of the President or such other suitable place convenient to the owners as may be designated by the President.

B. The annual meetings of Association shall be held on the Saturday nearest to July 4<sup>th</sup> in each year at 10:00 o'clock a.m. for the purpose of electing officers and of transacting any other business authorized to be transacted by Association.

C. Special meetings of Association may be called by the President, but shall be called by the President upon the written request of at least six of the twenty-four apartment owners. Notice of such special meeting shall be given to all owners by ordinary mail addressed to their last known address not less than thirty (30) nor more than sixty (60) days prior to the date set for such a meeting. The notice shall state the time and place of such meeting and the purpose thereof. No business may be conducted at such meeting other than as stated in the written notice unless all owners are personally in attendance (not included proxies). If the President fails or refuses to call a special meeting despite proper request, the Vice President or Secretary-Treasurer shall call the meeting.

D. Notice of a meeting may be waived in writing. Attendance by an owner at any meeting of Association shall constitute a waiver of notice.

E. A quorum at Association meetings shall consist of two-thirds (2/3) of the votes outstanding and entitled to be cast. Action approved by a majority of those present at a meeting at which a quorum is present shall be valid except where approval by a greater number is required by the Declaration or these By-Laws. The joinder of an owner in the action of a meeting by signing and concurring in the minutes thereof, shall constitute the presence of a member for the purpose of determining a quorum, and that owner's vote on any issue dealt with at that meeting shall be counted.

F. Votes may be cast in person or by proxy. Proxies must be in writing and filed with the Secretary before the time of the meeting. A proxy so filed shall constitute that owner's presence at the meeting except as stated in Paragraph 2.C above.

G. If any Association meeting cannot be held because a quorum is not in attendance, the owners who are present, either in person or by proxy, may adjourn the meeting from time to time until a quorum is present.

H. The order of business at all annual meetings of Association shall be as follows:

- i. Roll call and certification of proxies.
- ii. Proof of notice of meeting and waivers of notice.
- iii. Reading the minutes of the preceding meeting.
- iv. Report of officers.
- v. Report of committees.
- vi. Election of officers.
- vii. Unfinished business.
- viii. New business.
- ix. Adjournment.

I. The latest edition of Roberts Rules of Order shall govern meetings unless specifically provided otherwise.

3. The board of administration of this Association shall be the Executive Board or Board of Directors established as follows:

A. The Executive Board which is in charge of the administration of this Horizontal Property Regime shall consist of three persons who shall be the President, Vice President, and Secretary-Treasurer of Association, elected by the owners at Association's annual meeting. They shall serve for a period of one (1) year and until their successors are elected or until they are removed.

B. The powers and duties of the Executive Board shall include all the powers and duties existing under Chapter 499B of the 2001 Code of Iowa as amended, the Declaration, and these By-Laws. These powers and duties shall include but not be limited to the following, subject, however, to the provisions of the Declaration and of these By-Laws.

- i. To make and collect assessments against members to pay the costs and expenses of the Horizontal Property Regime.

- ii. To use the proceeds of assessments in the exercise of the powers and duties.
- iii. To maintain, repair, furnish, replace, and operate the property of the Horizontal Property Regime.
- iv. To purchase insurance upon the condominium property and insurance for the operation of Association and its members, including but not necessarily limited to casualty and liability insurance. Casualty Insurance shall be purchased at replacement cost value of the building and other improvements. Any policy purchased by Association shall provide coverage for the entire structure including utility lines and permanent appliances such as water heater, furnace and central air conditioning equipment, and garages.
- v. To reconstruct improvements after casualty and to further improve the property.
- vi. To make and amend reasonable regulations, standards, and rules of conduct regarding the use and occupancy of the property.
- vii. To enforce by legal means, if necessary, the provisions of law, the Declaration, the By-Laws and regulations, standards, and rules of conduct properly adopted.
- viii. To contract for the management of the regime and to delegate to a manager such powers and duties of Association and Board as it may deem appropriate and to terminate such management. The Board shall also have the power to employ attorneys, accountants, and such other professional persons as necessary to assist in said management.

- ix. The designation and removal of personnel necessary for the maintenance, repair, replacement, and operation of the common areas and facilities.

C. The officers of this Association who shall be the directors as aforesaid, will have the following duties and responsibilities.

- i. The President shall be the chief executive officer of the Board and Association. He or she shall have all the general duties and powers which are usually vested in the office of President, including, but not limited to, the power to appoint committees from among the owners from time to time, as he or she decides is appropriate to assist in the conduct of the affairs of Association or Board.
- ii. The Vice President shall, in the absence of the President, perform the President's duties. The Vice President shall also perform such other duties and provide assistance to the President as shall be imposed by Association, Board, or President.
- iii. Secretary-Treasurer. The Secretary-Treasurer shall have the minute book wherein resolutions and other business of Association shall be recorded, shall have charge of such books and papers as Association or Board may direct, shall give all notices to members and directors or other notices required by law or this Declaration or By-Laws, and shall in general, perform all duties incident to the office of the Secretary. He or she shall have the responsibility for Association funds and securities and shall be responsible for keeping full and accurate accounts of all receipts and disbursements of Association and of the Board in books belonging to Association or to the Board. All expenditures above \$300.00 shall not be made without prior approval of the Board unless this provision is amended by resolution

duly signed by all Association members. In general, the Treasurer shall keep the books in accordance with good accounting practices and perform all other duties incident to the office of Treasurer.

- iv. All officers shall be owners, spouses of owners, or officers or agents of corporate or fiduciary owners, but this shall not preclude the appointment and employment of non-owners as assistant secretary or assistant treasurer.
- v. Compensation of all officers including assistant secretary and assistant treasurer shall be fixed by Association.

D. Meetings of the Executive Board shall be held at the apartment of the President or such other suitable place convenient to the directors as may be designated by the President.

E. The annual meeting of the Executive Board shall be held on the Saturday nearest to July 4<sup>th</sup> each year immediately following the adjournment of the annual meeting of Association. At such meeting, the Board shall determine what time, if any, shall be established for periodic board meetings.

F. Special meetings of the Executive Board may be called by the President and shall be called by the President if requested by both the Vice President and Secretary-Treasurer. Notice of special meetings of the Executive Board shall state the time and place of any such meeting and the purpose thereof and shall be mailed by ordinary mail to each board member at least ten (10) days but not more than thirty (30) days prior to such meeting. Such special meeting shall not consider other business than set out in the notice unless all board members are in attendance.

G. Board members may waive notice of the meeting in writing and their attendance at a meeting shall constitute a waiver of said notice.

H. A quorum of the Executive Board shall be two (2). There shall be no proxies

for Executive Board meetings. A majority of those present shall be necessary for Board action.

I. Ordinary business and decisions and resolutions of the Executive Board may be conducted and put into effect without a formal meeting of the Executive Board provided the full particulars of the item are reduced to writing and signed by all Executive Board members and filed with the Secretary who shall keep said written document with the minutes of the meeting of the Executive Board.

J. If desired by Association or by the Executive Board, a Blanket Fidelity may be secured to cover anyone who may handle Association funds. The premium on such bonds shall be paid from Association funds.

K. Upon an affirmative vote of the majority of the owners, any officer or assistant officer may be removed either with or without cause and his or her successor elected at a special meeting of the Association. Assistant officers may be removed upon an affirmative vote of the majority of the members of the Executive Board present at a meeting either with or without cause and successors may be elected at any meeting, regular or special.

L. Payment vouchers exceeding the amount established by Paragraph 3.C.iii above shall be approved by a majority of the Executive Board with such approval noted in the minutes.

M. The joinder of any director in the action of a meeting of the Executive Board by signing and concurring in the minutes thereof shall constitute the presence of such director for the purpose of determining a quorum.

N. Vacancies of the Executive Board shall be filled by the remaining Board members until the next annual election.

4. The fiscal management of this Association shall be subject to the following:

A. The Executive Board shall adopt a budget for each calendar year which budget shall include the following accounts:

- i. Current expense, which shall include all funds and expenditures to be made within the year for which the funds are budgeted, including a reasonable amount for contingencies and working funds. Balance in this fund at the end of each year may be applied to reduce the assessments for current expense for the succeeding year.
- ii. Reserve for deferred maintenance, which shall include funds for maintenance items which occur less frequently than annually.
- iii. Reserve for replacement, which shall include funds for repair or replacement required because of damage, depreciation or obsolescence.
- iv. The budgets for ii and iii above may be unfunded as determined by the Executive Board.

B. The budget assessments shall be made pro-rata according to the fraction assigned to the apartment in the Declaration and shall be prepared and a copy mailed to each owner prior to the December 15 preceding the year for which the budget is made. Such assessment shall be paid in two equal payments due on the first day of January and July of the year for which the assessments are made unless Association provides otherwise. If no budget is prepared and no annual assessment made, the assessment shall be presumed to continue at the same amount as the previous year. In the event the annual assessment proves to be insufficient, the budget and assessments may be amended at any time by the Executive Board but only at a special meeting after notice of said intention to amend the budget is given to all property owners.

C. If an apartment owner shall be default by more than ten (10) days in the payment of an installment, the Executive Board may accelerate the remaining installments of



the assessment upon notice to the apartment owner and the entire balance shall be due within ten (10) days of receipt of such notice.

D. Assessments for non-emergency major improvements shall require the affirmative vote of seventy-five (75%) percent of the owners. Major improvements shall be defined as those costing more than \$1,000.00.

E. Assessments for common expenses as a result of emergencies which cannot be paid from the annual assessments for common expenses shall be made only after notice of the need thereof to all apartment owners. After such notice and upon approval by a majority of the owners, the assessment shall become effective and shall be due within thirty (30) days of notice thereof.

F. An accounting shall be made of all Association accounts at least annually. The majority of the owners or of the Executive Board may require an audit by an independent party.

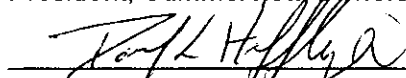
5. No notice need be given of Association's annual meeting nor the Board's annual or regular meetings.

6. No modification of or amendment to the By-Laws shall be valid unless set forth in writing and duly recorded. These By-laws may be amended by Association at a duly called meeting for such purpose. No amendment shall take effect unless approved by the owners representing at least two-thirds (2/3) of the units.

Dated July 5, 2014

  
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Jack Barr  
President, Summerview Owners Association

  
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David Hefflinger  
Secretary/Treas., Summerview Owners Association

State of Iowa  
County of Dickinson  
8-1-2014  
Margo Heitbrink  
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