



SunBird Golf Resort
Homeowners Association, Inc.

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**BYLAWS
OF
SUNBIRD GOLF RESORT
HOMEOWNERS' ASSOCIATION, INC.**

**Amended & Adopted
May 22, 2017**

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ARTICLE I

Identity

Section 1. Declaration

These Bylaws shall govern the operation of SunBird Golf Resort Homeowners' Association, Inc. (the "Corporation"), an Arizona nonprofit corporation

Section 2. Terms

Terms used herein which are defined in the Articles of Incorporation of the Corporation (the "Article") shall have the same meanings as in the Articles.

Section 3. Principal Office

The principal office of the Corporation shall be located initially in Chandler, Arizona.

Section 4. Seal

The Board of Directors may obtain a seal for the Corporation which shall bear the name of the Corporation, the word "Arizona", the word "nonprofit", the year of incorporation and such other matters as the Board of Directors may elect.

Section 5. Gender

All pronouns and any variations thereof shall be deemed to refer to the masculine, feminine, neuter, singular, plural as the identity of the person or persons or entities may require.

ARTICLE II

Membership

Section 1. Members

As set forth in the Articles, each owner of a Lot shall be a member of the Corporation (a "Member") so long as he shall be an owner. Such membership shall automatically terminate when he ceases to be an owner and, upon the transfer of his ownership interest, the new owner succeeding to such ownership interest shall likewise automatically succeed to membership in the Corporation. In the event that more than one person or entity holds an ownership interest in any lot, all such persons and entities shall be deemed to be Members of the Corporation but they shall collectively hold only a single membership in the Corporation.

Section 2. Meetings

Meetings of Members shall be held at the principal place of business of the Corporation or at such other convenient place as may be designated by the Board of Directors. The annual meeting of the owners shall be held on the first Monday in March. Special meetings of the

Members may be called by the President of the Corporation or by a majority of the members of the Board of Directors or by Members having at least ten percent (10%) of the votes entitled to be cast at such meeting. The notice of any special meeting shall state the time and place of such meeting and the purpose thereof. No business shall be transacted at a special meeting, except as stated in the notice, unless by consent of two-thirds (2/3's) of the Members present.

Section 3. Voting

The voting rights of the Members shall be as provided in the Articles.

Section 4. Notice

Notice of all meetings of the Members stating the time, the place and the objects for which the meeting is called shall be given by an officer of the Corporation unless notice is waived in writing. Such notice may be given by publishing the same one in any newspaper in general circulation within the Property or Maricopa County.

Section 5. Quorum

A quorum of Members for any meeting shall be constituted by Members represented in person and holding ten (10) percent of the votes entitled to be cast at the meeting. Unless the vote of a greater number is required by these Bylaws, the Articles or Arizona law, the affirmative vote of a majority, of the votes represented at a meeting and entitled to vote shall be binding as the act of the Members.

Section 6. Order of Business for the Annual Meeting

The order of business at all meetings of the Members shall be as follows:

- A. Reading of Minutes of preceding meeting
- B. Reports of officers
- C. Reports of committees
- D. General Business
- E. Adjournment

ARTICLE III Board of Directors

Section 1. Number and Qualification

The business, property and affairs of the Corporation shall be managed, controlled and conducted by a Board of Directors. The Board of Directors shall consist of the number of Members indicated in the Articles. The number of Directors may be altered from time to time by resolution or a majority vote of the Board of Directors or of the Members of the Corporation at any regular or special meeting called for such purpose, but only within the limits prescribed by the Articles. In the event of any increase in the number of directors in

advance of the annual meeting, each additional director shall be elected by the then Board of Directors and hold office until his successor is elected and shall qualify.

Section 2. Powers and Duties

The Board of Directors shall have the powers and duties necessary for the administration of the affairs of the Corporation, and may do all such acts and things as are not by law or otherwise directed to be exercised and done by the Members. The powers of the Board of Directors shall include, but not be limited to, all of the rights and duties of the Board of Directors as set forth elsewhere in these Bylaws, the Articles, the Declaration and any Subsequent Declaration and shall also include the power to promulgate such rules and regulations pertaining to the rights and duties of Members of the Corporation, and all other matters, as may be deemed proper and which are consistent with the foregoing. The Board of Directors may delegate to one or more committees thereof, and to other persons, such duties and powers, all as appears to the Board of Directors to be in the best interests of the Corporation and to the extent permitted by law.

Section 3. Election and Term of Office

The election and term of office of the Directors shall be as provided in the Articles.

Section 4. Vacancies

If a vacancy on the Board of Directors occurs, notice of the vacancy shall be published in SunBird's official publication, inviting those interested in serving on the Board to submit a Letter of Intent (150 words or less) by a designated date. The Board will review the resumes and may conduct personal interviews if they deem it necessary. A majority vote of the Board shall determine the successor Director who shall serve until the next general election. If the vacancy occurs less than six (6) months before the general election the vacancy need not be filled.)

Section 5. Compensation

No compensation shall be paid to Directors for their services as directors. No remuneration shall be paid to a Director for services performed by him for the Corporation in any other capacity, unless a resolution authorizing such remuneration shall have been unanimously adopted by the Board of Directors before the services are undertaken. Directors and officers, however, may be reimbursed for any actual expenses incurred in connection with their duties as such officers or directors.

Section 6. 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 two (2) such meetings (including an organizational meeting) shall be held during each fiscal year. Notice of regular meetings of the Board of Directors shall be given to each Director,

personally, by mail or by telephone, at least three (3) days prior to the day named for the meeting. Electronic meetings may be held.

Section 7. Special Meetings

Special meetings of the Board of Directors may be called by the President or Secretary on three (3) days' notice to each Director, given personally, by mail, or telephone, which notice shall state the time, place and purpose of the meeting. Upon the request of a least two (2) of the Directors, special meetings of the Board of Directors shall be called by the President or Secretary in like manner and on like notice. The Homeowner (HOA) Membership may only seek a Special Meeting as described in Article II Section 2. Electronic meetings may be held.

Section 8. Executive Meetings

Executive 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. Items for discussion are limited to legal advice from an attorney, pending or contemplated litigations, personal information about a Member or staff, and Member's appeals. Electronic meetings may be held.

Section 9. Quorum

A majority of the Board of Directors shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the Directors at a duly held meeting at which a quorum is present shall be regarded as the act of the Board unless the Articles, these Bylaws, the Declaration or an Subsequent Declaration otherwise specifically requires the affirmative vote of a different number of Directors on a specific matter.

Section 10. Adjournments

The Board of Directors may adjourn any meeting from day to day or for such other time as may be prudent or necessary in the interests of the Corporation, provided that no meeting may be adjourned for a period longer than thirty (30) days.

Section 11. Emergency 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 approval of a majority of the Directors. Any action so approved shall have the same effect as though taken at a meeting of the directors. The minutes of this action, including the role call vote, shall be read and approved at the next regularly scheduled meeting of the Board of Directors.

Section 12. Fidelity Bonds

The Board of Directors may require, in its discretion, and shall require to the extent required by the Declaration or any Subsequent Declaration, that all officers and employees of the Corporation handling or responsible for the Corporation's funds shall furnish fidelity bonds. In the event such bonds are required upon determination of the Board of Directors, the premium therefore shall be paid by the Corporation.

Section 13. Committees

The Board of Directors may by resolution appoint committees of the Board, which committees shall have the power and authority designated in the resolution or resolutions establishing them.

ARTICLE IV Officers

Section 1. Designation

The principal officers of the Corporation shall be a President, one or more Vice Presidents, a Secretary, and a Treasurer, all of whom shall be elected by the Board of Directors. The Directors may appoint an Assistant Secretary and an Assistant Treasurer, and such other officers as in their judgment may be necessary. Only a Director may hold the office of President. Any one person may hold two or more offices at the same time, except that no one person shall simultaneously hold the office of President and Secretary.

Section 2. Election of Officers

The officers of the Corporation shall be elected by Board of Directors at the annual Organization Meeting.

Section 3. Removal of Officers

Upon an affirmative vote of a majority of the Board of Directors, any officer may be removed, either with or without cause, and his successor elected.

Section 4. Resignation of Officers

Any officer may resign at any time by giving written notice to the Board, the President or the Secretary. Such resignation shall take effect on the date of receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 5. Vacancies

A vacancy in any office may be filled by vote of a majority of the Board of Directors. The officer elected to such vacancy shall serve for the remainder of the term of the officer he replaces.

Section 6. President

The President shall be the chief executive officer of the Corporation. He shall preside at all meetings of the Members of the Corporation and of the Board of Directors. He shall have all of the general powers and duties which are normally vested in the office of the President of a Corporation, including, but not limited to, the power to appoint committees from among the Members of the Corporation from time to time as he may in his discretion decide is appropriate to assist in the conduct of the affairs of the Corporation.

Section 7. Vice President

The Vice President (or the most senior Vice President, if there shall be more than one) shall take the place of the President and perform his duties whenever the President shall be absent, unable to act, or refuses to act. If neither the President nor a Vice President is able to act, the Board of Directors shall appoint some other member of the Board to do so on an interim basis. A Vice President shall also perform such other duties as shall from time to time be imposed upon him by the Board of Directors.

Section 8. Secretary

The Secretary shall keep the minutes of the meetings of the Board of Directors and the minutes of all meetings of the Members of the Corporation; he shall have custody of the seal of the Corporation, if available; he shall have charge of the membership books and such other books and papers as the Board of Directors may direct; and he shall, in general, perform all duties incident of the office of Secretary.

Section 9. Treasurer

The Treasurer shall have the responsibility for the Corporation's funds and securities and shall be responsible for keeping full and accurate accounts of all receipts and disbursements in books belonging to the Corporation. He shall be responsible for the deposit of all moneys and other valuable effects in the name, and to the credit, of the Corporation in such depositories as may from time to time be designated by the Board of Directors.

Section 10. Compensation

No compensation shall be paid to officers for their services as officers. No remuneration shall be paid to an officer for services performed by him for the Corporation in any other capacity, unless a resolution authorizing such remuneration shall have been unanimously adopted by the Board of Directors before the services are undertaken.

ARTICLE V

Elections

Section 1. Election Committee

The Board of Directors shall appoint an Election Committee Chairperson and an Election Committee at the May meeting of the Board of Directors. The Election Committee will consist of not less than three (3) regular Members of the Association who are in good standing. The Election Committee shall present, after the candidacy submission deadline of the last business day of September, the list of candidates to the Board of Directors at the October Business meeting. Ballots shall be mailed by the first (1st) Monday of November. The election deadline will be December 15 or the first (1st) Monday following December 15 if the 15th falls on a weekend. The day after the deadline, the Election Committee will tally the ballots and post the results as soon as possible. Newly elected or reelected Directors will assume office January 1.

Section 2. Nominations

Ten (10) or more regular Members of the Association may nominate other candidates and file such nominations over their signatures with the Election Committee Chairperson no later than the last business day of September. The names of all those nominated shall be printed alphabetically on one ballot. Cumulative voting is not permitted.

Section 3. Voting

No Member shall be permitted to vote at any election who is thirty (30) days or more in default in the payment of any homeowner dues or assessments due the Association. No Member will be allowed to cast a vote for anyone other than those nominated on the ballot.

Section 4. Election Procedure

The Election Committee Chairman will conduct all facets of the election in accordance with the 'Election Procedure' established by the Board of Directors. Candidates receiving a plurality shall be declared the winner by the Board. Any Member of the Association may be present as an observer at the tabulation of votes. Following the tabulation, all ballots will be sealed and stored for a period of thirty (30) days from the date of tabulation. Any protest of accounting of votes or results must be filed within thirty (30) days from the date of tabulation. In case of dispute, the ballots will be retained as long as necessary.

Section 5. Election Vacancy

Any vacancy after September 30 of a nominated HOA Board Member leaving a deficiency in said Board shall be appointed by the majority vote of the remaining HOA Board Members for one (1) year only. Same vacancy will be filled for balance of the term in the following election. Regular three year terms will be filled by the nominees receiving the

plurality of the votes and the shorter vacancy by the nominee receiving the next greatest number of votes.

ARTICLE VI Miscellaneous

Section 1. Books and Accounts

The Board, at all times, shall keep, or cause to be kept by the Treasurer, true and correct records of account in accordance with generally accepted accounting principles.

Section 2. Execution of Corporate Documents

With the prior authorization of the Board of Directors, all notes, checks and contracts or other obligations shall be executed on behalf of the Corporation by such officer or officers of the Corporation as said Board shall designate.

Section 3. Fiscal Year

The fiscal year of the Corporation shall be the calendar year, or such other period as the Board of Directors may deem appropriate.

Section 4. Conflict in Documents

In the case of any conflict between Articles and these Bylaws, the Articles shall control.

ARTICLE VII Amendment of the Bylaws

These Bylaws may be amended by the affirmative vote of a majority of the Board of Directors. These Bylaws may not be amended insofar as such amendment would be inconsistent with the Declaration, any Subsequent Declaration or the Articles.

ARTICLE VIII Certificate of Adoption

The undersigned secretary does hereby certify that the foregoing Bylaws were adopted by the Board of Directors of SunBird Golf Resort Homeowners' Association, Inc. at their organization and first meeting held on December 21, 1989, and are amended on this 22nd day of May 2017.



Shirley Clark, HOA Board Secretary