

**BYLAWS**  
**OF**  
**BROOKSHIRE CONDOMINIUM ASSOCIATION**

**ARTICLE I – INTRODUCTION**

These are the Bylaws of Brookshire Condominium Association. Initial capitalized terms are defined in Article I of the Declaration of Brookshire Condominiums.

**ARTICLE II — EXECUTIVE BOARD**

**Section 2.1 — Number, Qualification, and Election.**

(a) The affairs of the Common Interest Community and the Association shall be governed by an Executive Board (hereafter “Board of Directors”) which shall consist of at least three (3) persons who shall be Unit Owners. If any Unit is owned by a partnership or corporation, any officer, partner, or employee of that Unit Owner shall be eligible to serve as a Director and shall be deemed to be a Unit Owner for the purposes of the preceding sentence. Directors shall be elected by the Unit Owners. At any meeting at which Directors are to be elected, the Unit Owners may, by resolution, adopt specific procedures which are not inconsistent with these Bylaws or the Corporation Laws of the State of Alaska for conducting the election.

(b) Directors shall serve for a term of one (1) year, but if no successor has been elected prior to the end of that year, the Director shall continue to serve until a successor Director is elected.

(c) Notwithstanding Section 2.1(a) of these Bylaws, Section 8.9 of the Declaration shall govern appointment of the members of the Board of Directors during the period of declarant control.

(d) The Board of Directors shall elect the officers. The Directors and officers shall take office upon election.

**Section 2.2 — Powers and Duties.** The Board of Directors may act in all instances on behalf of the Association, except as provided in the Declaration, these Bylaws, or the Act. The Board of Directors shall have, subject to the limitations contained in the Declaration and the Act, the powers and duties necessary for the administration of the affairs of the Association and of the Common Interest Community, which shall include, but not be limited to, the following:

- (a) Adopt and amend Bylaws and Rules and regulations;
- (b) Adopt and amend budget for revenues, expenditures, and reserves;

- (c) Collect assessments for Common Expenses from Unit Owners;
- (d) Hire and discharge managing agents;
- (e) Hire and discharge employees, independent contractors, and agents other than managing agents;
- (f) Institute, defend, or intervene in litigation or administrative proceedings, or seek injunctive relief for violations of the Association's Declaration, Bylaws, or Rules in the Association's name, on behalf of the Association or two or more Unit Owners on matters affecting the Common Interest Community;
- (g) Make contracts and incur liabilities;
- (h) Regulate the use, maintenance, repair, replacement, and modification of Common Elements;
- (i) Cause additional improvements to be made as a part of the Common Elements;
- (j) Acquire, hold, encumber, and convey in the Association's name, any right, title, or interest to real estate or personal property, but Common Elements may be conveyed or subjected to a security interest pursuant only to AS 34.08.430;
- (k) Grant easements for any period of time, including permanent easements, and grant leases, licenses, and concessions for no more than one (1) year through or over the Common Elements;
- (l) Impose and receive a payment, fee, or charge for services provided to Unit Owners and for the use, rental, or operation of the Common Elements other than Limited Common Elements described in Subsections (2) and (4) of AS 34.08.100;
- (m) Impose a reasonable charge for late payment of assessments and, after Notice and Hearing, levy a reasonable fine for a violation of the Declaration, Bylaws, Rules, and regulations of the Association;
- (n) Impose a reasonable charge for the preparation and recording of amendments to the Declaration, resale certificates required by AS 34.08.590, or statements of unpaid assessments;
- (o) Provide for the indemnification of the Association's officers and Board of Directors and maintain Directors' and officers' liability insurance;
- (p) Assign the Association's right to future income, including the right to receive Common Expense assessments;

- (q) Exercise any other powers conferred by the Declaration or Bylaws;
- (r) Exercise any other powers that may be exercised in the state by a legal entity of the same type as the Association;
- (s) Exercise any other power necessary and proper for the governance and operation of the Association; and
- (t) By resolution, establish committees of Directors, permanent and standing, to perform any of the above functions under specifically delegated administrative standards as designated in the resolution establishing the committee. All committees must maintain and publish notice of their action to the Unit Owners and the Board of Directors. However, action taken by a committee may be appealed to the Board of Directors by a Unit Owner within forty-five (45) days of publication of notice of that action, and the committee's action must be ratified, modified, or rejected by the Board of Directors at its next regular meeting.

**Section 2.3 — Standard of Care.** In the performance of their duties, the officers and members of the Board of Directors are required to exercise the care required of fiduciaries of the Unit Owners. Members of the Board of Directors, pursuant to the Articles of Incorporation, have immunity from personal liability for monetary damages under certain circumstances.

**Section 2.4 — Additional Limitations.** The Board of Directors shall be additionally limited pursuant to Section 23.3 of the Declaration.

**Section 2.5 — Manager.** The Board of Directors may employ a manager for the Common Interest Community, at a compensation level established by the Board of Directors, to perform duties and services authorized by the Board of Directors. The Board of Directors may delegate to the manager only the powers granted to the Board of Directors by these Bylaws under Subsections 2.2(c), (e), (g), and (h). Licenses, concessions, and contracts may be executed by the manager pursuant to specific resolutions of the Board of Directors and to fulfill the requirements of the budget.

**Section 2.6 — Removal of Directors.** Following notice of the proposed action, the Unit Owners, by a two-thirds (2/3) vote of all persons present and entitled to vote at any meeting of the Unit Owners at which a quorum is present, may remove any Director of the Board of Directors with or without cause.

**Section 2.7 — Vacancies.** Vacancies in the Board of Directors, caused by any reason other than the removal of a Director by a vote of the Unit Owners, may be filled at a special meeting of the Board of Directors held for that purpose at any time after the occurrence of the vacancy even though the Directors present at that 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 replaced.

**Section 2.8 — Regular Meetings.** The first regular meeting of the Board of Directors following each annual meeting of the Unit Owners shall be held within ten (10) days after the annual meeting at a time and place to be set by the Board of Directors at the meeting at which the Board of Directors shall have been elected. No notice shall be necessary to the newly elected Directors in order to legally constitute such meeting, provided a majority of the Directors are present. The Board of Directors may set a schedule of additional regular meetings by resolution, and no further notice is necessary to constitute regular meetings.

**Section 2.9 — Special Meetings.** Special meetings of the Board of Directors may be called by the President or by a majority of the Directors on at least three (3) business days' notice to each Director. The notice shall be hand-delivered or mailed and shall state the time, place, and purpose of the meeting.

**Section 2.10 — Location of Meetings.** All meetings of the Board of Directors shall be held within the Municipality of Anchorage, Alaska, unless all Directors consent in writing to another location.

**Section 2.11 — Waiver of Notice.** Any Director may waive notice of any meeting in writing. Attendance by a Director at any meeting of the Board of Directors shall constitute a waiver of notice. If all the Directors are present at any meeting, no notice shall be required, and any business may be transacted at such meeting.

**Section 2.12 — Quorum 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 shall constitute a decision of the Board. If, at any meeting, there shall be less than a quorum present, a majority of those present may adjourn the meeting. At any adjourned meeting at which a quorum is present, any business which might have been transacted at the meeting originally called may be transacted without further notice.

**Section 2.13 — Compensation.** A Director may receive a fee from the Association for acting as a Director, as may be set by resolution of the Unit Owners, and may also receive reimbursement for necessary expenses actually incurred in connection with the Director's duties. Directors acting as officers or employees may also be compensated for those duties.

**Section 2.14 — Consent to Corporate Action.** If all the Directors or all Directors of a committee established for such purposes, as the case may be, severally or collectively consent in writing to any action taken or to be taken by the Association, and the number of the Directors constitutes a quorum, that action shall be a valid corporate action as though it had been authorized at a meeting of the Board of Directors or the committee, as the case may be. The Secretary shall file these consents with the minutes of the meetings of the Board of Directors.

**Section 2.15 — Telephone Communication in Lieu of Attendance.** A Director may attend a meeting of the Board of Directors by using an electronic or telephonic communication method whereby the Director may be heard by the other members and may hear the deliberations of the other members on any matter properly brought before the Board of Directors. The Director's vote shall be counted and the presence noted as if that Director were present in person on that particular matter.

### **ARTICLE III — UNIT OWNERS**

**Section 3.1 — Annual Meeting.** Annual meetings of the Unit Owners shall be held within ninety (90) days after the close of the Association's fiscal year on such date set forth in the notice. At these meetings, the Directors shall be elected by ballot of the Unit Owners in accordance with the provisions of Article II of the Bylaws. The Unit Owners may transact other business as may properly come before them at these meetings.

**Section 3.2 — Budget Meeting.** A meeting of Unit Owners to consider proposed budgets shall be called in accordance with Sections 17.4 and 17.5 of the Declaration. The budget may be considered at Annual or Special Meetings called for other purposes as well.

**Section 3.3 — Special Meetings.** Special meetings of the Association may be called by the president, by a majority of the members of the Board of Directors, or by Unit Owners comprising twenty percent (20%) of the votes in the Association.

**Section 3.4 — Place of Meetings.** Meetings of the Unit Owners shall be held at a suitable place convenient to the Unit Owners as may be designated by the Board of Directors or the president.

**Section 3.5 — Notice of Meetings.** Except for budget meetings, which will be noticed not less than fourteen (14) nor more than thirty (30) days after the mailing of the summary, the secretary or other officer specified in the Bylaws shall cause notice to be hand-delivered or sent prepaid by United States mail to the mailing address of each Unit or to the mailing address designated in writing by the Unit Owner not less than ten (10) nor more than sixty (60) days in advance of a meeting. No action shall be adopted at a meeting except as stated in the notice.

**Section 3.6 — Waiver of Notice.** Any Unit Owner may, at any time, waive notice of any meeting of the Unit Owners in writing, and the waiver shall be deemed equivalent to the receipt of notice.

**Section 3.7 — Adjournment of Meeting.** At any meeting of Unit Owners, a majority of the Unit Owners who are present at that meeting, either in person or by proxy, may adjourn the meeting to another time.



**Section 3.8 — Order of Business.** The order of business at all meetings of the Unit Owners shall be as follows:

- (a) Roll call (or check-in procedure);
- (b) Proof of notice of meeting;
- (c) Reading of minutes of preceding meeting;
- (d) Reports;
- (e) Establish number and term of memberships of the Board of Directors (if required and noticed);
- (f) Election of inspectors of election (when required);
- (g) Election of Directors of the Board of Directors (when required);
- (h) Ratification of Budget (if required and noticed);
- (i) Unfinished business; and
- (j) New business.

**Section 3.9 — Voting.**

(a) If only one of several owners of a Unit is present at a meeting of the Association, the owner present is entitled to cast all of the votes allocated to the Unit. If more than one of the owners is present, the votes allocated to the Unit may be cast only in accordance with the agreement of a majority in interest of the owners. There is a majority agreement if any one of the owners casts the votes allocated to the Unit without protest being made promptly to the person presiding over the meeting by another owner of the Unit.

(b) Votes allocated to a Unit may be cast under a proxy duly executed by a Unit Owner. If a Unit is owned by more than one person, each owner of the Unit may vote or register protest to the casting of votes by the other owner of the Unit through a duly executed proxy. A Unit Owner may revoke a proxy given under this section only by actual notice of revocation to the person presiding over a meeting of the Association. A proxy is void if it is not dated or purports to be revocable without notice. A proxy terminates one (1) year after its date unless it specifies a shorter term.

(c) The vote of a corporation or business trust may be cast by any officer of that corporation or business trust in the absence of express notice of the designation of a specific person by the board of directors or bylaws of the owning corporation or business trust. The vote of a partnership may be cast by any general partner of the owning partnership in the absence of express notice of the designation of a specific person by the owning partnership. The moderator of the meeting may require reasonable evidence that a person voting on behalf of a corporation, partnership, or business is qualified to vote.

(d) Votes allocated to a Unit owned by the Association may not be cast.

**Section 3.10 — Quorum.** Unit Owners holding ~~thirty percent (30%)~~ of the votes entitled to be cast, represented in person or by proxy, constitute a quorum at a meeting of Unit Owners.

**Section 3.11 — Majority Vote.** At a meeting at which a quorum is present, a majority of the votes entitled to be cast on a matter to be voted upon by the members present or represented by proxy is necessary for adoption, except where a higher percentage vote is required by the Declaration, these Bylaws, or by law.

**Section 3.12 — Membership.** All Unit Owners in Brookshire are members of the Association. While all Unit Owners are members, voting shall be on the basis of one vote per Unit.

## **ARTICLE IV — OFFICERS**

**Section 4.1 — 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 other officers as it finds necessary. The president and vice president, but not other officers, must be Directors. Any two offices may be held by the same person, except the offices of president and secretary. The office of vice president may be vacant.

**Section 4.2 — Election of Officers.** The officers of the Association shall be elected annually by the Board of Directors at the organizational meeting of each new Board of Directors. They shall hold office at the pleasure of the Board of Directors.

**Section 4.3 — Removal of Officers.** Upon the affirmative vote of a majority of the Directors, any officer may be removed either with or without cause. A 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 that purpose.

**Section 4.4 — President.** The president shall be the chief executive officer of the Association. The president shall preside at all meetings of the Unit Owners and of the Board of Directors. The president shall have all of the general powers and duties which are incident to the office of president of a non-profit corporation organized under the laws of the State of Alaska, including but not limited to the power to appoint committees from among the Unit Owners from time to time as the president may decide is appropriate to assist in the conduct of the affairs of the Association. The president may cause to be prepared and may execute amendments, attested by the secretary, to the Declaration and these Bylaws on behalf of the Association following authorization of the particular amendment as applicable.

**Section 4.5 — Vice President.** The vice president shall take the place of the president and perform the president's duties whenever the president is 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 Director to act in the place of the president on an interim basis. The vice president shall also perform other duties imposed by the Board of Directors or by the president.

**Section 4.6 — Secretary.** The secretary shall keep the minutes of all meetings of the Unit Owners and the Board of Directors. The secretary shall have charge of the Association's books and papers as the Board of Directors may direct and shall perform all the duties incident to the office of the secretary of a non-profit corporation organized under the laws of the State of Alaska. The secretary may cause to be prepared and may attest to execution by the president of amendments to the Declaration and the Bylaws on behalf of the Association following authorization or approval of the particular amendment as applicable.

**Section 4.7 — Treasurer.** The treasurer shall be responsible for Association funds and securities, for keeping full and accurate financial records and books of account showing all receipts and disbursements, and for the preparation of all required financial data. This officer shall be responsible for the deposit of all monies and other valuable effects in depositories designated by the Board of Directors and shall perform all the duties incident to the office of treasurer of a non-profit corporation organized under the laws of the State of Alaska. The treasurer may endorse on behalf of the Association, for collection only, checks, notes, and other obligations, and shall deposit the same and all monies in the name of and to the credit of the Association in banks designated by the Board of Directors. Except for reserve funds, the treasurer may have custody of and shall have the power to endorse for transfer, on behalf of the Association, stock, securities, or other investment instruments owned or controlled by the Association or as fiduciary for others. Reserve funds of the Association shall be deposited in segregated accounts or in prudent investments as the Board of Directors decides. Funds may be withdrawn from these reserves for the purposes for which they were deposited, by check or order, authorized by the treasurer, and executed by two Directors, one of whom may be the treasurer if the treasurer is also a Director.

**Section 4.8 — Agreements, Contracts, Deeds, Checks, Etc.** Except as provided in Sections 4.4, 4.6, 4.7, and 4.10 of these Bylaws, all agreements, contracts, deeds, leases, checks and other instruments of the Association shall be executed by an officer of the Association or by any other person or persons designated by the Board of Directors.

**Section 4.9 — Compensation.** An officer may receive a fee from the Association, in an amount set by resolution by the Unit Owners, for acting as an officer. An officer may also receive reimbursement for necessary expenses actually incurred in connection with Association duties.

**Section 4.10 — Resale Certificates and Statements of Unpaid Assessments.** The treasurer, assistant treasurer, a manager employed by the Association, or, in their absence, any officer having access to the books and records of the Association may prepare, certify, and execute resale certificates in accordance with AS 34.08.470(h). The Association may charge a reasonable fee for preparing resale certificates and statements of unpaid assessments. The amount of this fee and the time of payment shall be established by resolution of the Board of Directors. The Association may refuse to furnish resale certificates and statements of unpaid assessments until the fee is paid. Any unpaid fees may be assessed as a Common Expense against the Unit for which the certificate or statement is furnished.



## ARTICLE V — ENFORCEMENT

### Section 5.1 — Abatement and Enjoinment of Violations by Unit Owners.

The violation of any of the Rules and regulations adopted by the Board of Directors or the breach of any provision of the Documents shall give the Board of Directors the right, after Notice and Hearing, except in case of an emergency, in addition to any other rights set forth in these Bylaws:

(a) To enter the Unit in which, or as to which, the violation or breach exists and to summarily abate and remove, at the expense of the defaulting Unit Owner, any structure, thing, or condition (except for additions or alterations of a permanent nature that may exist in that unit) that is existing and creating a danger to the Common Elements contrary to the intent and meaning of the provisions of the Documents. The Board of Directors shall not be deemed liable for any manner of trespass by this action; or

(b) To enjoin, abate, or remedy by appropriate legal proceedings, either at law or in equity, the continuance of any breach.

**Section 5.2 — Fine for Violation.** By resolution, following Notice and Hearing, the Board of Directors may levy fines as authorized by the Declaration.

## ARTICLE VI — INDEMNIFICATION

The Directors and officers of the Association shall have the liabilities and be entitled to indemnification as provided in the Alaska non-profit corporation law, the provisions of which are incorporated by reference and made a part of this document.

## ARTICLE VII — RECORDS

**Section 7.1 — Financial Records.** The Association shall maintain a complete set of financial records which shall consist, at a minimum, of a regularly prepared balance sheet and income and expense statement. The cost of record keeping and the review of financial records shall be a Common Expense.

**Section 7.2 — Examination.** All records maintained by the Association or by the manager shall be available for examination and copying by any Unit Owner, any holder of a Security Interest in a Unit or its insurer or guarantor, or by any of their duly authorized agents or attorneys at the expense of the person examining the records during normal business hours and after reasonable notice.

**Section 7.3 — Records.** The Association shall keep the following records:

(a) An account for each Unit which shall designate the name and address of each Unit Owner, the name and address of each mortgagee who has given notice to the Association that it holds a mortgage on the Unit, the amount of each Common Expense

assessment, the date on which each assessment comes due, the amounts paid on the account, and the balance due;

(b) An account for each Unit Owner showing any other fees payable by the Unit Owner;

(c) A record of any capital expenditures in excess of \$3,000 approved by the Board of Directors for the current and next two (2) succeeding fiscal years;

(d) A record of the amount and an accurate account of the current balance of any reserves for capital expenditures and replacement and emergency repairs, together with the amount of those portions of reserves designated by the Association for a specific project;

(e) The most recent regularly prepared balance sheet and income and expense statement of the Association;

(f) The current operating budget adopted pursuant to AS 34.08.460 and ratified pursuant to the procedures of AS 34.08.330(c);

(g) A record of any unsatisfied judgments against the Association and the existence of any pending suits in which the Association is a defendant;

(h) A record of insurance coverage provided for the benefit of Unit Owners and the Association;

(i) A record of any alterations or improvements to Units or Limited Common Elements which violate any provision of the Declaration of which the Board of Directors has knowledge;

(j) A record of any violations, with respect to any portion of the Common Interest Community, of health, safety, fire or building codes or laws, ordinances, or regulations of which the Board of Directors has knowledge;

(k) A record of actual cost, irrespective of discounts and allowances, of the maintenance of the Common Elements;

(l) Balance sheets and other records required by local corporate law;

(m) Tax returns for state and federal income taxation;

(n) Minutes of proceedings of incorporators, Unit Owners, Directors, committees of Directors, and waivers of notice; and

(o) A copy of the most current versions of the Declaration, Bylaws, Rules, and resolutions of the Board of Directors, along with their exhibits.

**Section 7.4 — Form of Resale Certificates.** The Board of Directors shall adopt a form resale certificate to satisfy the requirement of AS 34.08.590.

**Section 7.5 — Seal.** The seal of the Association shall have inscribed on it the name of the Association and the words "Corporate Seal."

## ARTICLE VIII — MISCELLANEOUS

**Section 8.1 — Notices.** All notices to the Association or the Board of Directors shall be delivered to the office of the manager, or, if there is no manager, to the office of the Association or to such other address as the Board of Directors may designate by written notice to all Unit Owners and, upon request, to all holders of Security Interests in the Units who have notified the Association that they hold a Security Interest in a Unit. Except as otherwise provided, all notices to any Unit Owner shall be sent to the Owner's address as it appears in the records of the Association. All notices to holders of Security Interests in the Units shall be sent, except where a different manner of notice is specified elsewhere in the Documents, by registered or certified mail to their respective addresses as designated by them in writing to the Association. 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 8.2 — Fiscal Year.** The Board of Directors shall establish the fiscal year of the Association.



**Section 8.3 — 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 which may occur.

**Section 8.4 — Office.** The principal office of the Association shall be on the Property or at such other place as the Board of Directors may from time to time designate.

## ARTICLE IX — AMENDMENTS TO BYLAWS

The Bylaws may be amended only pursuant to the provisions of Article XIV of the Declaration.

Certified to be the Bylaws adopted by consent of the Directors of Brookshire Condominium Association, and dated this 14th day of March, 2003.

By:   
President  
By:   
Secretary