

AMENDED BY-LAWS
of
CLEARBROOK HAMPTON VILLAGE
CONDOMINIUM ASSOCIATION NO. 8

AMENDED BY-LAWS

4

GLENNBROOK HAMILTON VILLAGE

CONDOMINIUM ASSOCIATION NO. 8

ELAINE
MIDDLESEX COUNTY
06 DEC 13 PM 2:53
BOOK # _____
PAGE # _____
OF PAGES _____
MAR 15 2007 AM 10:30

AMENDED BY-LAWS

of

CLEARBROOK HAMPTON VILLAGE

CONDOMINIUM ASSOCIATION NO. 8

RECEIPT
MIDDLESEX COUNTY CLERK
ELAINE FLINN
COUNTY CLERK

RECEIPT: 0142623 QPR: REC00

DESCRIPTION	LEADS AMOUNT
RECORDING	385.00
TAX	213.00
MPF/PA	146.00
Total Fees	750.00
NEED W/O ANSTRA # DE2006021924 DATE: 12/13/2006 TIME: 2:53:28 B/P D 05760 0483 Control# 200612130857 NA 1 CLEARBROOK HAMPTON VILLAGE CON DOMINIUM ASSOCIATION - NO. 8	
RECEIPT TOTAL:	750.00
K CHECK	750.00
TOTAL AMOUNT TENDERED	750.00
TOTAL REFUND	.00
PAYMENT TOTAL	750.00

2018 11 11
11/11/18

RECEIVED BY THE



RECEIVED BY THE

RECEIVED BY THE

RECEIVED BY THE

TABLE OF CONTENTS

ARTICLE I - Nature of Amended By-Laws..... 1

 Section 1. Name 1

 Section 2. Purpose of the Association..... 1

 Section 3. Purpose of the Amended By-Laws 1

 Section 4. Definitions..... 1

 Section 5. Principal Office..... 6

ARTICLE II - Applicability..... 6

 Section 1. General 6

 Section 2. Personal Application..... 6

ARTICLE III - Membership And Voting Rights..... 6

 Section 1. Members 6

 Section 2. Associate Members..... 6

 Section 3. Change of Membership..... 7

 Section 4. Rights of Membership..... 7

 Section 5. Good Standing; Suspension of Rights 7

 Section 6. Votes 7

 Section 7. Proxies..... 8

ARTICLE IV - Membership Meetings 8

 Section 1. Place of Meeting 8

 Section 2. Annual Meetings..... 8

 Section 3. Special Meetings..... 9

 Section 4. Emergency Meetings 9

 Section 5. Proxies and Adjourned Meetings..... 9

 Section 6. Notice of Meeting 9

 Section 7. Quorum and Adjourned Meetings 9

 Section 8. Organization..... 10

 Section 9. Number of Votes Required 10

 Section 10. Inspectors 10

 Section 11. Order of Business..... 10

 Section 12. Ascertainment of Votes Needed 11

 Section 13. Minutes 11

 Section 14. Procedures..... 11

ARTICLE V - Board of Directors 11

 Section 1. Express and Implied Powers..... 11

 Section 2. Number and Qualifications; Nomination..... 12

 Section 3. Election and Term of Office 13

 Section 4. Alternate Directors..... 13

 Section 5. Removal of Directors..... 13

 Section 6. Vacancies 14

ARTICLE VI - Officers	14
Section 1. Designation	14
Section 2. Election of Officers	15
Section 3. Removal of Officers	15
Section 4. Duties and Responsibilities of Officers	15
Section 5. Other Duties and Powers	16
Section 6. Eligibility of Directors	16
ARTICLE VII - Meetings of The Board of Directors	16
Section 1. Notices; Waiver of Notice	16
Section 2. Meetings Open to Unit Owners; Notice	17
Section 3. Organization	17
Section 4. Minutes	17
Section 5. Agenda	18
Section 6. Quorum, Voting and Adjourned Meetings	18
Section 7. Joinder in Meetings by Approval of Minutes	18
Section 8. Non-Waiver	18
Section 9. Consent in Lieu of Meeting and Vote	19
Section 10. Procedures	19
ARTICLE VIII - Powers, Duties of Board of Directors	19
Section 1. Powers, Duties and Responsibilities	19
Section 2. Revocable Delegation of Powers, Duties and Responsibilities	23
ARTICLE IX - Fiscal Management	25
Section 1. Annual Assessments/Fiscal Year	25
Section 2. Default Assessment	25
Section 3. Budget; Notice of Budget	25
Section 4. Amendment of Budget and Assessments	26
Section 5. Common Receipts	26
Section 6. Determination of Annual Assessments	26
Section 7. Assessment Period	26
Section 8. Special Assessments	27
Section 9. Common Expenses	27
Section 10. Assessment Collection; Notice of Assessment	27
Section 11. Disbursements	27
Section 12. Depositories	27
Section 13. Accounts	29
Section 14. Deficits in the Operating Account	29
Section 15. Reserve Funds	29
Section 16. Membership Fees	30
Section 17. Emergencies	30
Section 18. Power of Attorney to Institutional Lender	30
Section 19. Annual Audit	30
Section 20. Access to Records	30
Section 21. Fidelity Bonds	30

Section 22.	Delinquent Unit Owner.....	30
Section 23.	Assignment of Rent.....	30
Section 24.	Termination of Membership.....	32
Section 25.	Certificate of Unpaid Assessments.....	32
Section 26.	No Avoidance of Liability.....	33
Section 27.	Additional Assessments to Units Uniquely Benefited.....	33
ARTICLE X - Merger of Associations.....		33
ARTICLE XI - Corporate Seal.....		33
ARTICLE XII - Compensation, Indemnification and Exculpability of Officers, Directors, and Committee Members.....		34
Section 1.	Compensation.....	34
Section 2.	Indemnification.....	34
Section 3.	Exculpability.....	34
ARTICLE XIII - Standing Committees.....		34
Section 1.	Grievance Committee.....	34
Section 2.	Architectural Review Committee.....	36
ARTICLE XIV - Alternative Dispute Resolution (“ADR”).....		40
Section 1.	When ADR is to be Offered.....	40
Section 2.	Designation of Method of ADR.....	40
Section 3.	Notice of Acceptance.....	40
Section 4.	Scheduling of ADR.....	41
Section 5.	Participation by the Board.....	41
Section 6.	Procedures.....	41
Section 7.	Fees and Costs.....	42
Section 8.	Non-Applicability of ADR.....	42
Section 9.	Delegation of ADR Procedures.....	42
ARTICLE XV - Enforcement Procedures.....		42
Section 1.	Fines; Suspension of Privileges.....	42
Section 2.	Additional Enforcement Rights.....	42
Section 3.	Obligation to Enforce.....	43
Section 4.	Delegation.....	43
ARTICLE XVI - Amendments.....		43
ARTICLE XVII - Conflict; Invalidation.....		44
Section 1.	Conflict.....	44
Section 2.	Invalidity.....	44

ARTICLE XVIII - Dissolution.....	45
Section 1. Procedure.....	45
Section 2. Distribution of Assets.....	45
ARTICLE XIX - Notice.....	45
ARTICLE XX - Gender and Number.....	45
ARTICLE XXI - Immunity.....	45
ARTICLE XXII - Rules and Regulations.....	46
SCHEDULE A - Covenants Enforcement Procedures.....	
SCHEDULE B - Schedule of Fines.....	
ARTICLE XIII - Standing Committees.....	
Section 1. Grievance Committee.....	
Section 2. Architectural Review Committee.....	
ARTICLE XIV - Alternative Dispute Resolution ("ADR").....	
Section 1. When ADR is to be Offered.....	
Section 2. Designation of Method of ADR.....	
Section 3. Notice of Acceptance.....	
Section 4. Scheduling of ADR.....	
Section 5. Participation by the Board.....	
Section 6. Procedures.....	
Section 7. Fees and Costs.....	
Section 8. Non-Application of ADR.....	
Section 9. Delegation of ADR Procedures.....	
ARTICLE XV - Enforcement Procedures.....	
Section 1. Types/ Suspension of Privileges.....	
Section 2. Additional Enforcement Rights.....	
Section 3. Obligation to Enforce.....	
Section 4. Delegation.....	
ARTICLE XVI - Amendments.....	
ARTICLE XVII - Conflict/ Invalidation.....	
Section 1. Conflict.....	
Section 2. Invalidation.....	

ARTICLE I

Nature of Amended By-Laws

Section 1. Name. The name of the corporation is Clearbrook Hampton Village Condominium Association No. 8, hereinafter referred to as the "Association" or "Section 8," a nonprofit corporation organized under Title 15A of the New Jersey Statutes Annotated. It was established by the Articles of Incorporation filed with the office of the New Jersey Secretary of State in 1977.

Section 2. Purpose of the Association. The purpose of the Association is defined in its Articles of Incorporation. The Association is the governing body of Clearbrook Hampton Village Condominium Association No. 8, established under the laws of the State of New Jersey. It provides for the management, administration, utilization and maintenance of the Common and Limited Common Elements located in Clearbrook Hampton Village Condominium Association No. 8.

Section 3. Purpose of the Amended By-Laws. These Amended By-Laws are intended to govern the administration of Clearbrook Hampton Village Condominium Association No. 8. In the event of any inconsistency between the terms and conditions of the Master Deed and these Amended By-Laws, the Association's Unit Owners have agreed that the Amended By-Laws will govern.

Section 4. Definitions. For the purpose hereof, the following terms shall have the following meanings, unless the context in which same are utilized clearly indicate otherwise:

- (a) "**Amended By-Laws**" means these Amended By-Laws of Clearbrook Hampton Village Condominium Association No. 8.
- (b) "**Annual Assessment**" or "**Annual Common Expense Assessment**" means the total revenues projected to be collected from all Unit Owners pursuant to the budget adopted by the Board as set forth in Article IX of these Amended By-Laws and also means, as the context indicates, each Unit Owner's pro rata share of the budget.
- (c) "**Architectural Review Committee**" means a committee of residents appointed by the Clearbrook Community Association (CCA) who are charged with the responsibility of reviewing owners' applications for additions, alterations or improvements to a unit, as more fully described in Article XIII, Section 2, of these Amended By-Laws.
- (d) "**Articles of Incorporation**" means the Articles of Incorporation for Clearbrook Hampton Village Condominium Association No. 8, dated September 7, 1977.

- (e) **"Association"** means Clearbrook Hampton Village Condominium Association No. 8, a New Jersey nonprofit corporation, formed to administer, manage and operate the common affairs of the Unit Owners of the Condominium and to maintain, repair and replace the Common Elements of the Condominium as provided in these Amended By-Laws.
- (f) **"Authorized votes"** means 136 votes, representing one vote for each Unit in Section 8.
- (g) **"Board"** means the Board of Directors of Section 8.
- (h) **"Capital Improvement"** means the construction of a new improvement of a capital nature, but does not include the maintenance, repair, or replacement of any existing capital property. For purposes of determining whether any item of maintenance, repair, or replacement is of sufficiently different nature that the repair or replacement constitutes a Capital Improvement, the following rules shall apply: (i) where any upgrade or change in the method of construction or materials utilized in repairing or replacing existing capital property is required to comply with the then current building codes such upgrade or change will not constitute a Capital Improvement; and (ii) any upgrade or change not covered under sub-part (i) of this sentence will constitute a Capital Improvement if the cost of upgrading the materials or methods of construction would cost in excess of ten (10%) percent more than the cost of replacing or repairing existing capital property with materials of a quality similar to that used in the construction of the existing capital property.
- (i) **"CCA"** means the Clearbrook Community Association.
- (j) **"CCA Board"** means the Board of Directors of the CCA.
- (k) **"CCA By-Laws"** means the By-Laws adopted by the Clearbrook Community Association, Inc. and attached as Exhibit "F" to the Master Deed, as amended on September 21, 2004 and recorded in the office of the Middlesex County Clerk on October 21, 2004 in Deed Book 5399 at Page 428.
- (l) **"Clearbrook Community"** means the lands, buildings, amenities and other improvements contained within each of the 18 condominiums within Clearbrook; the 18 condominium associations within Clearbrook; all Unit Owners of condominium Units; the lands, buildings amenities and other improvements owned or managed by the CCA; and the CCA.
- (m) **"Common Elements"** means "General Common Elements" and shall have the same meaning as "Common Elements" under N.J.S.A. 46:8B-3(d), except as same may be modified by the provisions of Article 4 of the Master Deed, or the specific definitions set forth herein.

- (n) **“Common Expenses”** means all those costs anticipated by N.J.S.A. 46:8B-3(e), in addition to all expenses including, but not limited to, operating and replacement reserve expenses incurred by the Condominium Association, or its respective Directors, officers, agents or employees, in the lawful performance of their respective duties.
- (o) **“Condominium”** means (i) the Property; (ii) all improvements now or hereinafter constructed in, upon, over or through the Property, whether or not shown on any exhibit to this Master Deed; (iii) all rights, roads, privileges belonging to or associated with the Property; (iv) any and all lands, premises, roads, interests, improvements, privileges which may be added to the Condominium from or on the premises described in Exhibits “A” through “D”; and (v) the entire entity created by the execution and recording of the Master Deed.
- (p) **“Condominium Association”** means Clearbrook Hampton Village Condominium Association No. 8, a New Jersey nonprofit corporation, its successors and assigns.
- (q) **“Delinquent Unit Owner”** has the meaning set forth in Article IX, Section 22 of these Amended By-Laws.
- (r) **“Eligible Mortgage Holder”** means any holder of a first mortgage encumbering any Unit who has requested, in writing, by certified mail, return receipt requested, notice of certain matters from the Condominium Association. The notice to the Association must state the name of the mortgage holder and the address to which notices are to be sent and shall identify the mortgaged Unit. All notices to an Eligible Mortgage Holder shall be effective upon mailing to the address provided by the mortgage holder, unless the address is modified by written notice given to the Association in the same manner as provided above.
- (s) **“Eligible Votes”** means the number of Units whose owners are in good standing, as defined in Article III, Section 5, of these Amended By-Laws.
- (t) **“General Common Elements”** has the same meaning as “common elements” pursuant to N.J.S.A. 46:8B-3(d), except as same may be modified by the provisions of Paragraph 4 of the Master Deed. The New Jersey Condominium Act, specifically N.J.S.A. 46:8B-3(d) states that “common elements” means:
- (i) the land described in the master deed;
 - (ii) as to any improvement, the foundations, structural and bearing parts, supports, main walls, roofs, basements, halls, corridors, lobbies, stairways, elevators, entrances, exits and other means of access, excluding any specifically reserved or limited to a particular unit or group of units;
 - (iii) yards, gardens, walkways, parking area and driveways, excluding any specifically reserved or limited to a particular unit or group of units;

- (iv) portions of the land or any improvement or appurtenance reserved exclusively for the management, operation or maintenance of the common elements or of the condominium property;
 - (v) installations of all central services and utilities;
 - (vi) all apparatus and installations existing or intended for common use;
 - (vii) all other elements of any improvement necessary or convenient to the existence, management, operation, maintenance and safety of the condominium property or normally in common use; and
 - (viii) such other elements and facilities as are designated in the master deed as common elements.
- (u) **“Governing Documents”** means the Master Deed, these Amended By-Laws, the Articles of Incorporation, any Rules and Regulations adopted by the Board, the CCA By-Laws, and any Rules and Regulations adopted by the CCA Board.
- (v) **“Limited Common Elements”** has the same meaning as “limited common elements” pursuant to N.J.S.A. 46:8B-3(k), i.e., those common elements which are for the use of one or more specified units to the exclusion of other units.
- (w) **“Master Deed”** means the Master Deed of the Association dated May 9, 1977 and recorded in the Office of the Middlesex County Clerk on July 20, 1977 in Deed Book 2987 at Page 758.
- (x) **“Member”** means an Owner who has satisfied all of the prerequisites for membership as set forth in the Master Deed and these Amended By-Laws.
- (y) **“Membership Fees”** are those fees set forth under Article IX, Section 16, which all owners must pay to the Association upon purchase of a Unit as a condition of membership in the Association. The Membership Fee is a one-time payment that is non-refundable and non-transferable, in an amount that is determined by the Board.
- (z) **“Operating Account”** means the operating account of the Association, established and maintained for the purposes specifically set forth in Article IX, Section 13(a) of these Amended By-Laws.
- (aa) **“Owner”** means any natural person, corporation, partnership, limited liability company, limited liability partnership, trust, or any other entity recognized by the State of New Jersey, which is authorized to hold record title to real property, and which appears as the record title owner of a condominium unit located within Section 8.
- (bb) **“Property”** means the buildings, the land described in Exhibits “A” through “D” of the Master Deed and all improvements now or hereinafter constructed in, upon, over or through such lands.

- (cc) **“Quorum”** means, in connection with any Membership Meeting, fifteen (15%) percent of the Eligible Votes unless otherwise required by the Articles of Incorporation, the Master Deed, or these Amended By-Laws. “Quorum” also means, specifically in connection with amendments to the Governing Documents, loans on behalf of the Association, and special meetings of the Association, fifty (50%) percent of the Eligible Votes.
- (dd) **“Replacement Reserve Fund”** means the account of the Association established and maintained for the accumulation of money to pay for the expenses specifically set forth in Article IX, Section 13(b) of these Amended By-Laws.
- (ee) **“Resident Owner”** means an Owner of a Unit who has actually resided in Section 8 for one hundred eighty-three (183) or more days during the immediately preceding twelve (12) month period.
- (ff) **“Resident Relative”** means a resident of a Unit that is owned by the resident’s sibling, child, children or living family trust, or is owned by the Resident’s Spouse’s sibling, child, children or living family trust, who has resided in the Unit no less than one hundred eighty-three (183) days during the immediately preceding twelve (12) month period.
- (gg) **“Resident Spouse”** means the spouse of an Owner of a Unit who has actually resided in Section 8 for one hundred eighty-three (183) or more days during the immediately preceding twelve (12) month period. The term “Resident Spouse” will include a domestic partner provided the State of New Jersey has statutorily recognized the creation and termination of such relationships.
- (hh) **“Rules and Regulations”** means those rules and regulations set forth under Article XXII of these Amended By-Laws and those additional rules and regulations that may be lawfully adopted, amended and repealed by the Board in accordance with the powers granted to it under the Governing Documents or by law.
- (ii) **“Section 8”** means Clearbrook Hampton Village Condominium Association No. 8.
- (jj) **“Sponsor”** means Aaron Cross Construction Company, Inc., the developer of the Clearbrook Community.
- (kk) **“Unit”** means a part of the Condominium designated and intended for independent use as a residential dwelling, and shall not be deemed to mean any part of the Common Elements situated within or used in connection with a Unit, as more specifically described in Article 3.0 of the Master Deed.

(ll) **“Unit Owner” or “Owner”** means one or more persons or entity having fee simple title to a Unit.

Unless the context indicates otherwise, all definitions set forth in N.J.S.A. 46:8B-3 are incorporated herein by reference and the definitions set forth above shall be read in conjunction with those statutory definitions.

Section 5. Principal Office. As of the adoption of these Amended By-Laws on _____, 2006 the principal office of the Association is in the Clearbrook Clubhouse on Clearbrook Drive, Monroe Township, New Jersey, 08831, County of Middlesex, State of New Jersey. The principal address of the Association may be amended by recorded resolution of the Board, from time to time.

ARTICLE II

Applicability

Section 1. General. These Amended By-Laws, and all other Governing Documents, will apply to all current and future owners, occupants, tenants or other persons or entities claiming an interest in any Unit.

Section 2. Personal Application. All present and future owners, occupants, tenants, future tenants or their employees, or any other person that might use the Association’s facilities in any manner, are subject to the terms of these Amended By-Laws. The acquisition, use, or rental of a Unit, or use of a Common Element or easement, by any person or entity, shall mandate compliance with these Amended By-Laws.

ARTICLE III

Membership And Voting Rights

Section 1. Members. Subject to the pre-conditions to membership set forth in this Section, every person, firm, Association, corporation or other legal entity who is a record owner, or co-owner of the fee simple title to any Unit shall be a Member of the Association; provided, however, that any person, firm, Association, corporation or legal entity who holds such title or interest merely as a security for the performance of an obligation (including but not limited to mortgagees or Directors under deeds of trust) shall not be a Member of the Association. Prior to being entitled to the privileges and benefits of membership, each new Owner must pay the Membership Fees set forth in Article IX, Section 16 of these Amended By-Laws. Failure of a Unit Owner to qualify as a Member will not relieve the Unit Owner from payment of all fees assessed pursuant to the Governing Documents.

Section 2. Associate Members. Every person who is entitled to possession and occupancy of a Unit as a tenant or lessee of a Unit Owner may be an associate Member of the Association, but shall not be entitled to any vote with respect to Association matters.

Section 3. Change of Membership. Change of membership shall be accomplished by recording in the Middlesex County Clerk's Office a deed or other instrument establishing a record title to a Unit, and delivery to the Secretary of the Association at the principal office of the Association of a certified copy of such instrument. The membership of the prior owner shall simultaneously terminate with the membership of a new Owner.

Section 4. Rights of Membership. Every person who is entitled to membership in the Association, pursuant to the provisions of the Articles of Incorporation and these Amended By-Laws, shall be privileged to use and enjoy the Common Elements subject to the terms and conditions of the Master Deed and these Amended By-Laws. No new Unit Owner will be entitled to the rights, entitlements and benefits of membership until he (or she) has paid the Membership Fees provided for in Article IX, Section 16.

Section 5. Good Standing; Suspension of Rights.

- (a) If any individual Member is not in good standing, as defined in this subparagraph, no vote may be cast with respect to any Unit in which that Member holds an ownership interest. A Member is in good standing if the Member is (i) not in default, breach or violation of the terms, conditions, restrictions or covenants contained in the Governing Documents as determined following the opportunity to have a hearing before the Grievance Committee, if any, or the Board, and (ii) not more than thirty (30) days late in the payment of any installment due for assessments made or levied against the Unit by the Association pursuant to the Master Deed or these Amended By-Laws, together with all interest and/or costs, attorney's fees, penalties, fines and other expenses chargeable to the Member, or the Member's Unit.
- (b) Any Member not in good standing seven days prior to a membership meeting, will not, in connection with any Unit in which such owner has a membership interest, be permitted to cast any vote in connection with any matter coming before the membership, nor be permitted to run for any elected office of the Association, nor will the Unit(s) owned by such a Member be counted towards the Eligible Votes.
- (c) A Member's rights, as set forth in subsection (b) above, will be reinstated eight (8) days following the restoration of the Member's good standing, provided, however, that in connection with any adjournment of a meeting in connection with which the Member was not in good standing, the Member will not have a right to vote or be counted as an Eligible Vote in connection with such adjourned meeting.

Section 6. Votes. Members shall be entitled to one vote for each Unit to which the Unit Owner holds title. When more than one person holds title, the vote for each Unit shall be exercised as the co-owners among themselves determine. Members will be allowed to cast

ballots anonymously by mail, provided that a procedure will be utilized to ensure that a ballot has been cast by a Member who is in good standing. A mailed ballot will constitute a proxy for purposes of determining a quorum in connection with a vote that is required to be conducted at a meeting of the Members. Any vote may, at the election of the Board, be cast electronically provided that (1) the Association is able to verify that the vote is cast by a Member eligible to vote, and (2) the ballot may be cast anonymously, or where that is not reasonably practical the selection indicated on any electronic ballot shall only be known to a person or persons appointed to count the ballots, which person or persons shall not be a member of the Board and who shall subscribe to an oath not to divulge the selection indicated by any Member casting an electronic ballot. If the anonymity of an electronic ballot cannot be guaranteed, electronic voting may be permitted, provided a Member is given the option of casting an anonymous written ballot. A Member voting by electronic means will be deemed present at a meeting at which a vote is to be conducted for the purpose of determining whether a quorum was obtained.

Section 7. Proxies. A written ballot shall, as provided in Section 6 of this Article, constitute a proxy. Formal proxies that provide the proxy agent with the discretion to cast a vote as the proxy agent may determine will be permitted only where: (a) any matter to be voted on may result in an alternative proposal being presented at a meeting of the members; (b) there are more than twice the number of candidates as there are Director positions open for election; or (c) there are less candidates than open Director positions. All proxies must be in writing, signed by a Member, or by his duly authorized representative(s) and delivered to the Secretary of the Association, or such other person as the President may designate. All proxies will be effective only in connection with the meeting for which it is given, and all lawful adjournments of the meeting. Proxies may be revoked, in writing, at any time prior to the opening of the polls. Proxies may only be given to a Member of the Association in good standing in the Association. All proxies shall be substantially in the form prescribed by the Board, and if not in such form, shall be deemed invalid, which determination shall be made in the sole and absolute discretion of the Board. In no event shall any person, other than the secretary of the Association acting in his or her official capacity, be the proxy agent for more than two Unit Owners.

ARTICLE IV

Membership Meetings

Section 1. Place of Meeting. All meetings of the Members of the Association shall be held within the community or at such other place convenient to the Members as may be designated by the Board, provided that if a meeting is not held in the Clearbrook Community it shall be held in Monroe Township, or in an immediately adjacent municipality.

Section 2. Annual Meetings. All annual meetings of the Members of the Association shall be held not earlier than April 1 and not later than May 31, on the date determined by the Board. Annual meetings shall be scheduled in addition to the regular meetings of the Board of Directors set forth in Article VII, section 1.

Section 3. Special Meetings. Special meetings of members may be called by the President whenever such a meeting is deemed advisable, or may be called by the Secretary when so ordered by the Board, or upon the written request of Members representing not less than fifteen (15%) percent of the Eligible Votes. The request must state the purpose(s) of such meeting and the matter(s) proposed to be acted upon. Unless members representing not less than fifty (50%) percent of the Eligible Votes request such a meeting, no special meeting may be called to consider any matter that is substantially the same as a matter voted upon at any meeting of the Members held during the preceding twelve (12) months. Special meetings must be held within forty-five (45) days of the filing of a written request complying with the terms of this section. The quorum requirement for special meetings is fifty (50%) percent of the Eligible Votes present in person or by proxy.

Section 4. Emergency Meetings. In the event that the Board is required to deal with such matters of urgency and importance that delay for the purpose of providing forty-eight (48) hours advance notice would be likely to result in substantial harm to the interests of the Association, the notice shall be deemed adequate if it is provided as soon as possible following the calling of the meeting.

Section 5. Proxies and Adjourned Meetings. All proxies or ballots validly received for the originally scheduled meeting shall remain in full force and effect for any such adjourned meeting or special meeting and new proxies may be received for any such subsequent reconvened meeting.

Section 6. Notice of Meetings. Notice of each meeting of Members, whether annual or special, will be given not less than ten (10) days, nor more than sixty (60) days before the day on which the meeting is to be held. Notice will be sent by U.S. mail, regular post with postage prepaid, addressed to the Member at the address on the records of the Association pursuant to Article XIX of these Amended By-Laws. Every such notice shall state the time and place of the meeting and shall state briefly the purpose(s) of the meeting. Except where otherwise expressly required by law, no publication of any notice of a meeting of Members will be required.

Section 7. Quorum and Adjourned Meetings. The quorum for any membership meeting, unless otherwise specifically set forth in the Articles of Incorporation, the Master Deed or these Amended By-Laws, shall be fifteen (15%) percent of the Eligible Votes. The quorum requirement for membership meetings when a vote regarding an amendment to the Governing Documents or an Association loan will be taken, or for special meetings of the Association is fifty (50%) percent of the Eligible Votes present in person or by proxy. Only Members in good standing who are present in person or by proxy shall be counted in establishing a quorum. Once a quorum has been established, the quorum will remain in effect, despite the subsequent departure or absence of one or more persons from the meeting, provided that any action taken by the membership is approved by at least a majority of the required quorum for that meeting. In the absence of a quorum, the persons holding votes present in person or by proxy and entitled to vote, may, by majority vote, adjourn the meeting from time to time, until a quorum shall be present or represented. To establish a quorum at the adjourned meeting, the number of Members that were present either in person or by proxy at any meeting adjourned due to lack of a quorum

are considered present at any subsequent meetings of the original adjourned meeting, except that issues not expressly voted on in any proxies cannot be counted. The quorum will be determined by the Secretary or his designee.

Section 8. Organization. At each meeting of the Members, the President, or in his absence, the Vice President, or in the absence of both, another Director chosen by a majority vote of the Members present in person or represented by proxy and entitled to vote at the meeting, shall act as a chair, and the Secretary, or in his absence, a person whom the Chair shall appoint, shall act as Secretary of the meeting.

Section 9. Number of Votes Required. Except as otherwise required by the Articles of Incorporation, the Master Deed, these Amended By-Laws, or any law, a quorum being present, the affirmative vote of a majority of the quorum present, in person or by proxy, will be sufficient on those matters that are to be voted on by the Members. Any vote permitted to be cast by a Member, may be cast by a Resident Spouse or a Resident Relative. Unless determined by a majority of the votes of the Members present at such meeting, in person or by proxy, or determined by the chairperson of the meeting to be advisable, the vote on any other question need not be by ballot, unless expressly otherwise required pursuant to the Master Deed or these Amended By-Laws.

Section 10. Inspectors. If at any meeting of the Members a vote by ballot will be taken on any questions, the chair of such meeting will appoint two (2) inspectors to act with respect to the vote. Each inspector so appointed shall first subscribe an oath faithfully to execute the duties of an inspector at such meeting with strict impartiality and according to the best of his ability. The inspectors will decide upon the qualifications of voters and will report the number of Eligible Votes represented at the meeting and entitled to vote on the question, will conduct and accept the votes, and when the voting is completed, will ascertain and report the number of votes respectively for and against the questions; but as to the election of Directors, the number of votes received by each candidate will be reported to the presiding officer of the meeting, but need not be reported to the membership at large. Reports of inspectors will be in writing and subscribed and delivered by them to the Secretary of the meeting. The inspectors need not be Members of the Association, and any officer or Director of the Association may be an inspector on any question, other than a vote for or against his election to any position with the Association or any other question in which he may be directly interested. Inspectors may obtain the opinion of the Association's attorney concerning any matter within the inspector's discretion, as set forth in this section.

Section 11. Order of Business. The order of business at the annual meeting of the Members or at any special meetings insofar as practicable shall be:

- a. Call of the roll and certifying the proxies and determining the quorum;
- b. Proof of notice of meeting and waiver of notice;
- c. Approval of the minutes of the previous membership meeting;
- d. Appointment of inspectors, if appropriate;
- e. Election of Directors, if appropriate;

- f. Receiving reports of officers;
- g. Receiving reports of committees;
- h. Membership comments;
- i. Noticed business;
- j. Old business;
- k. New business;
- l. Adjournment.

Section 12. Ascertainment of Votes Needed. Whenever the Governing Documents require a specific percentage or fraction to vote in the affirmative, the percentage or fraction shall be applied to the total number of Eligible Votes present in person or by proxy.

Section 13. Minutes. Minutes of every membership meeting shall be taken by the Secretary or the Secretary's designee. A copy of the unapproved minutes shall be available for distribution to any Member requesting same in writing to the Secretary, or to the Secretary's designee, no later than thirty (30) days after the meeting.

Section 14. Procedures. All membership meetings will be conducted according to the 21st Century Robert's Rules of Order (current edition), by the Princeton Language Institute (Robert's Rules). In the event of any dispute concerning the application of Robert's Rules, the Chair's interpretation will be final and binding. The Board may, by resolution, adopt a different set of procedures for conducting membership meetings than that specified in this section.

ARTICLE V

Board of Directors

Section 1. Express and Implied Powers. The property, affairs and business of the Association will be managed by the Board of Directors. Except to the extent that such powers have been previously delegated to the CCA Board, the Section 8 Board shall have all those powers granted to it by law, the Master Deed, the Articles of Incorporation, and these Amended By-Laws, including, without limitation, the power to:

- (a) Establish, adopt and enforce rules and regulations (the "Rules and Regulations") in connection with the conduct of Owners, occupants, guests, visitors and invitees with respect to the Common Elements and the Units, including, without limitation, the power to adopt rules and regulations with respect to parking upon the Common Elements; and
- (b) Enforce by any legal means the provisions of the Governing Documents including imposing fines, as permitted by law, and bringing any proceedings that may be instituted on behalf of or against the Owners concerning the Association; provided, however, the Association will not be obligated to take action to enforce any covenant, restriction or rule which the Board in the exercise of its reasonable business judgement determines is, or is likely to be construed as, inconsistent with

applicable law, or in any case in which the Board reasonably determines that the Association's position is not likely to be successful unless the failure to do so would have a material detrimental impact upon the value of any of the Units or would materially affect the common welfare of the Unit Owners; and

- (c) Establish such committees in addition to the standing committees referenced in Article XIII, as the Board may, from time to time, determine, which committees will serve at the pleasure of the Board and in accordance with the duties and limitations placed upon such committees by the resolution of the Board establishing them; and
- (d) Exercise all powers necessary or reasonably implied to carry out the functions of the Board as set forth in the Master Deed, these Amended By-Laws, or by law, it being the intention of this provision to grant the broadest powers reasonably necessary to carry out its functions.

Section 2. Number and Qualifications; Nomination.

- (a) The Board will consist of no more than nine (9) nor less than five (5) Directors at any time. A person may be a candidate for the Board of Directors if: (a) he or she is, at the time of nomination, a Member in good standing, or in the event the candidate is an authorized representative of a partnership, limited liability company, limited liability partnership, corporation, trust or other permitted entity, the entity Member is a Member in good standing, or if permitted to stand for election as a resident under subparagraph (b) of this section, the Owner is a Member in good standing; and (b) the person has been or will be, for not less than 183 days prior to the scheduled date of the Annual Meeting at which the person intends to stand for election, an Owner, a Resident Spouse or a Resident Relative.
- (b) Prior to each election of Directors, the Board shall prescribe the opening date and the closing date of a reasonable filing period in which each and every eligible person who has a *bona fide* interest in serving as a Director may file as a candidate. The Board may also establish other rules and regulations as it deems appropriate to conduct the nomination of Directors in a fair, efficient and cost-effective manner, provided that such rules and regulations shall not prohibit otherwise qualified Resident Owners, Resident Spouses or Resident Relatives, from becoming candidates for a Director position. Nominations for a Director position may be made at the meeting at which Directors are to be elected, provided the candidate accepts the nomination in person or by proxy.
- (c) The Board will forward the names of all candidates for election nominated prior to the meeting, to the Members, not later than ten (10) days prior to the meeting and each candidate will be given a reasonable, uniform opportunity to communicate his or her qualifications to the Members and to solicit votes.