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02/04/2020 09:27:31 AM Bylaws
Tyler R. Gernant, Missoula County Clerk & Recorder



**BYLAWS FOR B & M ZOO SUBDIVISION
HOMEOWNERS ASSOCIATION, INC.**

1. Definitions.

- a. Articles of Incorporation. "Articles of Incorporation" and/or "Articles" shall mean and refer to the Articles of Incorporation filed for the Corporation identified in Paragraph 1(b), and all restatements or amendments to such Articles.
- b. Corporation. "Corporation" and/or "Association" shall mean and refer to the B & M Zoo Subdivision Homeowners Association, Inc., a Montana non-profit Corporation.
- c. Declarant. "Declarant" shall mean and refer to that person or entity making the Declaration, described in paragraph 1(d).
- d. Declaration. "Declaration" shall mean and refer to that certain Declaration of Covenants, Conditions and Restrictions for B & M Zoo Subdivision, Phase I, dated NOVEMBER 12 2019, and recorded in Book 1025 of Records, at Page 783, Micro Records, Missoula County, Montana, or as those Declarations may be subsequently amended.
- e. Lot. "Lot" shall mean and refer to any Lot as defined in the Declaration and as the same are shown upon the recorded plat of the property subject to the Declaration described in Paragraph 1(d) with common areas, and streets and roads as addressed in said Declaration and on the plat of B & M Zoo Subdivision, Phase I.

- f. Incorporation by Reference. The definitions and matters affecting the Association as set out in the Declaration, described in paragraph 1(d) are hereby incorporated into these Bylaws by this reference, as fully set forth herein. Any conflict between these Bylaws and the Declaration shall be controlled by the Declaration.
2. Principal Office. The initial principal mailing address and principal office for the Corporation shall be 729 West Central Ave., Missoula, MT 59801, and the principal office shall be located at such location within the State of Montana as the Board of Directors may later determine.
3. Membership.
- a. Membership Eligibility. The Members of the Corporation shall consist of those persons or entities who are mandated, pursuant to the Declaration described in Paragraph 1(d), to be Members.
- b. Voting Rights. The Members shall be entitled to vote upon membership matters in the manner described in the Declaration referred to in Paragraph 1(d). The voting rights and circumstances for the exercise thereof, as identified in the declaration shall apply under these bylaws, i.e. one vote and one "member" for each lot, no matter the number of owners of a lot. A simple majority of the quorum of Members or eligible voters represented at any meeting shall be sufficient to pass motions, approve resolutions, or elect directors, unless a greater majority is required by the Declaration, Articles of Incorporation or statutes.
- c. Membership Meetings. The Members shall hold an annual meeting on the first Monday in March beginning in the year 2020 at a time to be determined by the Directors, at the property subject to the Declaration, or the designated principal office of the Corporation or upon notice, at such other place within the State of Montana as may be designated by the Board of Directors. The purpose of the annual meeting shall be to elect Directors and to transact any other matters which might come before the meeting. If the date fixed for the annual meeting shall fall upon a legal holiday, then the annual meeting shall be held on the next successive business day. In the event the annual meeting is omitted by oversight or otherwise the Directors shall cause a meeting to be held in lieu thereof as soon as such meeting may be conveniently done. Any business transacted or elections held at such meeting shall be as valid as though called and held upon the date of the annual meeting previously specified. Such subsequent or replacement meetings shall be called in the same manner as prescribed for the calling of special meetings of the Members.
- d. Special Meetings. Special meetings of the Members may be called at any time by the President of the Corporation or by the Board of Directors. It shall be the duty of the President and Board of Directors to call such special meetings whenever so requested in writing by ten percent of the Members. Such meetings shall be held at the

principal office of the Corporation or after notice at such other place within the State of Montana as may be designated by the Board of Directors. Notice of special meetings shall be given in accordance with Paragraph 3(e).

- e. Notice of Meetings. Except as otherwise provided for by statute, written or printed notice stating the location, date and hour of the meeting and in the case of special meetings, the purpose for which the meeting is to be held, shall be delivered not less than ten days nor more than fifty days before the date of any such meeting. Such delivery may be accomplished either personally or by mail. Such notice shall be given by the Secretary of the Corporation at the direction of the President or the Board of Directors. Such notice shall be deemed delivered if the same is either delivered personally to the Member or deposited in the United States Mail with the postage prepaid thereon addressed to the Member at his or her address as it appears upon the membership rolls of the Corporation. It is the obligation of the Member to keep the Corporation advised of that Member's current mailing address.
- f. Action Without Meeting. Any action required or which may be taken at a meeting of the Members may be taken without a meeting, if the consent in writing setting forth the action so taken shall be signed by all of the Members and eligible voters entitled to vote on such matter.
- g. Order of Business. The order of business at the annual meeting and as far as possible at all other meetings of the Members shall be as follows:
 - i. call of roll;
 - ii. proof of due notice of meeting or waiver of notice;
 - iii. reading and disposal of any unapproved minutes;
 - iv. reports of officers and committees;
 - v. election of Directors;
 - vi. unfinished business;
 - vii. new business; and
 - viii. adjournment.
- h. Membership Rolls. The Corporation shall maintain a membership roll containing the names and addresses of all of the Members of the Corporation. These rolls shall be prima facie evidence of the identity and address of the Members entitled to vote and to exercise all other rights of membership. The membership rolls shall be open to inspection during the regular business hours of the Corporation or upon reasonable request to the custodian of such rolls. It shall be the responsibility of Members to advise the Corporation upon any transfer of a Lot or upon any change of mailing address.
- i. Quorum. The presence of 50 percent or more of the Members of the Corporation or those entitled to vote on a particular matter, represented either in person or by proxy,

shall constitute a quorum at any meeting of the Members. If less than that number of Members are represented at such meeting, a majority of those Members so present may adjourn the meeting from time to time without further notice. Upon the continuation of any adjourned meeting at which a quorum is present or represented, any business may be transacted which might have been transacted at the meeting as originally noticed. The Members present at a duly organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal of enough Members to leave less than a quorum.

- j. Proxies. At all meetings of the Members, eligible voters may vote either in person or by proxy executed in writing by the eligible voter or by his duly authorized attorney in fact. Such proxies shall set forth the period of time for which they will be valid which shall not exceed eleven months from the date of its execution unless otherwise provided for in the proxy.
- k. Cumulative Voting. Cumulative voting shall not be permitted for any purpose.
- l. Voting by Ballot. The election of Directors must be by ballot. Voting upon any question or other matters may be oral unless the presiding officer of such meeting shall order or any Member shall demand that voting be conducted by ballot.

4. Board of Directors.

- a. General Powers. The business affairs of the Corporation shall be managed by the Board of Directors.
- b. Qualifications and Term of Office. The number of Directors shall be three. The number of Directors may be increased or decreased by amendment to the Bylaws unless the Articles of Incorporation provide otherwise. The minimum number of Directors shall be three. Each Director shall be either a Member of the Corporation or the representative of a Member if such member is an entity. Following the initial Directors, each Director shall serve for a term of three years or until his or her successor shall have been elected and qualified or until he or she shall have resigned or been removed in the manner as provided in this paragraph. Terms of office for the initial Directors and the election of Directors shall be arranged so that approximately one-third of the Directors shall be elected each year. Directors shall be chosen at the annual meeting of the membership by election according to the highest number of votes received by the nominee for said office.
- c. Meetings. An annual meeting of the Board of Directors shall be held on the same day and immediately following the annual meeting of the Members. This annual meeting shall be held at the principal office of the Corporation or at any other location within the State of Montana as the Board of Directors may designate. The Directors by resolution may establish the time and place of other regular meetings of

the Board of Directors. Special meetings of the Board of Directors may be called by the President of the Corporation or by any Director. Notice of all meetings provided for in this part shall be given to all Directors in accordance with the provisions of Paragraph 4(d).

- d. Notice. Notice of all annual and regular meetings shall be delivered to each Director by the Secretary at least ten days prior to the time fixed for such meeting. Notice of any special meeting of the Board of Directors shall be in writing and the Secretary shall deliver such notice to each Director at least three days prior to the date set for any such special meeting. Said notices may be delivered either in person or through the United States Mail or electronic mail. If such notice is mailed it shall be deemed delivered when deposited in the United States Mail properly addressed with the postage prepaid. If the notice be by electronic mail it shall be deemed delivered when sent, with receipt confirmation requested. For the purpose of this section the proper address shall be the addresses of the Directors as shall appear on the membership roll of the Corporation, inclusive of email addresses. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall be deemed to be a waiver of notice unless that Director shall be in attendance for the sole expressed purpose of objecting to the transaction of business because the same was not lawfully called or convened. Neither the business to be transacted nor the purpose of any annual or regular meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting, but the notice of any special meeting shall state the business and purpose of the special meeting to be held.
- e. Quorum. A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. If less than a majority of the Directors are present at any such meeting, a majority of those Directors actually present may adjourn the meeting from time to time without further notice.
- f. Manner of Acting. The act of majority of the Directors present at any meeting at which a quorum is present shall be deemed the act of the Board of Directors.
- g. Removal and Resignation. Any or all Directors may be removed from office with or without cause by the Members at the annual meeting or any special meeting called for that purpose. A Director may resign, effective upon receipt of written notice of such resignation to the Chairman of the Board, if one shall have been chosen, or the President or Secretary of the Corporation. Any Director who ceases to own a Lot or misses two or more meetings of the Board of Directors within a one year period without a reason acceptable to the Board of Directors shall be deemed to have resigned. Any Director removed or resigned who is a member of any committee shall cease to be a member of such committee.
- h. Vacancies. The vacancies occurring among the Directors for any reason other than

by virtue of an increase in number of Directors' positions, may be filled by vote of the remaining Directors. If the remaining Board of Directors is unable to agree on an individual to fill such vacancy, then the Members of the Corporation at a special meeting convened for that purpose shall fill the vacancy. When a vacancy in the Board of Directors is created by virtue of an increase in the number of Directors, such vacancy shall be filled by an appointee of the Board of Directors. Such appointee shall hold position as Director until the next annual election of Directors at which time the office held by such appointee shall be filled by an election of the Members as in the case of the election of other Directors.

- i. Compensation. By resolution, the Board of Directors may authorize the reimbursement of their actual expenses occurred while attending and traveling to and from any duly constituted meeting of the Board. No such payment shall preclude any Director from serving the Corporation in any other capacity and receiving compensation therefor.
- j. Presumption of Action. Any Director of the Corporation who is present at a meeting of the Board of Directors at which any action relating to any corporate matter is taken shall be conclusively presumed to have consented to such action unless his dissent shall be entered upon the minutes of the meeting or filed in writing with the person acting as secretary of the meeting prior to its adjournment or forwarded by registered mail to Secretary of the Corporation immediately upon adjournment of such meeting. No Director who voted in favor of any such action shall have the right to dissent.
- k. Order of Business. The order of business at the annual meeting and as far as possible at all other meetings of the Directors shall be as follows:
 - i. call of roll;
 - ii. proof of due notice of meeting or waiver of notice;
 - iii. reading and disposal of any unapproved minutes;
 - iv. reports of officers;
 - v. election of officers;
 - vi. unfinished business;
 - vii. new business; and
 - viii. adjournment.
- l. Chairman and Secretary. The President and Secretary of the Corporation shall act as the chairman and secretary of each Directors' meeting unless the Board of Directors shall elect other members of the Board to act in their place instead.
- m. Informal Action. Any action required to be taken at a meeting of the Directors, or any action which may be taken at a meeting of the Directors, may be taken without a meeting of the Directors, if consent in writing setting forth the action so taken shall be signed by all of the Directors entitled to vote with respect to the subject matter

thereof.

5. Committees. The Board of Directors may create, designate and appoint one or more committees. Each committee shall consist of at least two or more Directors and if desired, any additional Members of the Corporation as may be determined by the Board upon creation of such committee. Committee membership and qualification may further be as defined by the declaration. The Board in creating a committee shall state the purpose for which that committee is created, the limits upon that committee's power, and the manner in which that committee may act. Unless otherwise limited, the committee shall have and exercise all of the authority of the Board of Directors, except such authority shall not in any instance include authority to do any of the following:

- a. amend, alter or repeal Bylaws;
- b. elect, appoint or remove any member of any committee, any director or officer of the Corporation;
- c. amend or restate the Articles of Incorporation;
- d. adopt a plan of merger or consolidation with another corporation;
- e. authorize the sale, lease, exchange or mortgage of any property or assets of the Corporation;
- f. authorize a voluntary dissolution of the Corporation or revoke proceedings thereof;
- g. adopt a plan for distribution of the assets of the Corporation; or
- h. amend, alter or repeal any resolution of the Board of Directors which by its terms provides that it shall not be amended, altered or repealed by any committee.

6. Officers.

- a. Offices. The officers of the Corporation shall be a President, one or more Vice Presidents, a Secretary and a Treasurer and any other officers as the Board of Directors from time to time deem necessary. Such additional officers shall be elected or appointed by and their titles and duties prescribed by the Board of Directors. Any two or more offices may be held by the same person, except for the offices of President and Secretary.
- b. Qualification, Election and Term of Office. Each officer shall be either a Member of the Corporation or the representative of a Member if the Member is an entity. The officers of the Corporation shall be elected or appointed annually by the Board of Directors at their first meeting following the annual meeting of the Members. If the election of officers is not held at that meeting then such election shall be held as soon thereafter as may be conveniently done. Vacancies shall be filled and new offices may be created and filled at any meeting of the Board of Directors. Each officer shall hold office until his successor shall have been duly elected and qualified or until his death, resignation or removal.
- c. Resignation and Removal. Any officer may resign at any time by giving written

notice of such resignation to the Board of Directors, the President or the Secretary of the Corporation. Unless otherwise specified in said written notice, such resignation shall take effect upon acceptance thereof by the Board of Directors. Any officer having been elected and appointed by the Board of Directors may be removed by the Board of Directors whenever in its judgment the best interests of the Corporation would be served thereby. Such removal shall be without prejudice to the contract rights, if any, of the person removed. Any officer who ceases to own a lot or misses two or more meetings of the Board of Directors within a one year period without a reason acceptable to the Board of Directors shall be deemed to have resigned. The election or appointment of any officer or any other agent shall not in itself create contractual rights.

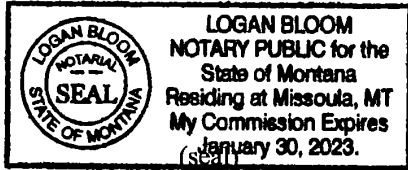
- d. President. The President, who must be a Director, shall be the principal executive officer of the Corporation and shall in general supervise and conduct all of the business of the Board of Directors. He shall preside at all meetings of the Members or the Board of Directors. He must sign with the Secretary of the Corporation or other proper officer as designated by the Board of Directors, the annual statements, all deeds, mortgages, bonds, contracts or other instruments authorized by the Board of Directors to be executed, except in cases where the signing and execution of such documents shall be expressly delegated by the Board of Directors or these Bylaws to some other officer or agent of the Corporation or shall be under the laws of the State of Montana required to be otherwise assigned or executed. The President shall perform all duties incidental to the office of the President and shall perform such other duties as may be prescribed by the laws of the State of Montana, the Articles of Incorporation or by the Board of Directors.
- e. Vice President. In the absence of the President or in the event of his inability or refusal to act, the Vice President, or in the event there is more than one Vice President, the Vice Presidents, in the order of priority as designated or, if such priorities are not designated, in the order of their election, shall perform the duties of the President. When so acting the Vice President shall have all the powers of and be subject to all the restrictions upon the President. Any Vice President may sign, together with a majority of the Directors inclusive of the President, the annual statement of the Corporation. The Vice President or Vice Presidents shall perform all other duties as may from time to time be assigned by the President or the Board of Directors.
- f. Secretary. The Secretary shall keep the minutes of the proceedings of the Members and of the Board of Directors in one or more books provided for that purpose; see that all notices are duly given in accordance with the provision of these Bylaws or as otherwise required by the Articles or Statutes; be custodian of the Corporate records and seal of the Corporation and see that such seal is affixed to all documents executed on behalf of the Corporation; keep a register of the post office addresses of each of the Members; have general charge of the membership rolls of the

Corporation; and in general, perform all of the duties incidental to the office of Secretary and such other duties as from time to time may be assigned to the Secretary by the President or the Board of Directors.

- g. Treasurer. The Treasurer shall have charge and custody and be responsible for all funds and securities of the Corporation; receive and give receipts for monies due and payable to the Corporation from any source whatsoever; deposit all such monies in the name of the Corporation in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of these Bylaws; and in general, perform all of the duties incidental to the office of Treasurer and any other such duties as from time to time may be assigned by the President or the Board of Directors. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his duties in such sum and with a surety or sureties as the Board of Directors shall determine is appropriate. The cost of any such bond shall be paid for by the Corporation.
 - h. Salaries. Salaries of the officers, if any, shall be fixed, from time to time, by the Board of Directors and no officer shall be prevented from receiving such salary by reason of the fact that he is also a Director of the Corporation.
- 7. Fiscal Year. The fiscal year of the Corporation shall begin on January 1st in each year and end on December 31st of that year.
 - 8. Corporate Seal. The Board of Directors may provide a corporate seal which shall be circular in form and shall have inscribed thereon the name of the Corporation, state of incorporation and the words "Corporate Seal".
 - 9. Waiver of Notice. Whenever any notice is required to be given by these Bylaws, the Articles of Incorporation or any of the laws of the State of Montana, a waiver thereof in writing signed by the person or persons entitled to such notice whether before or after the time stated therein shall be deemed the equivalent of giving such notice.
 - 10. Amendments. The Members at any special or annual meeting may, by a three-quarters majority vote of those in attendance, either represented in person or proxy amend or alter these Bylaws, provided that the substance of the proposed amendment shall have been stated in the notice at the meeting.
 - 11. Severability. If any portion of these Bylaws is deemed to be contrary to law by a Court of competent jurisdiction, such portion of the Bylaws is severable from the remaining provisions of the Bylaws and those remaining provisions shall be legally binding.

STATE OF MONTANA)
)
 ss.
)
COUNTY OF MISSOULA)

This instrument was acknowledged before on the 12 day of November, 2019, by Nancy Mostad, as Director of B & M Zoo Subdivision Homeowners Association, Inc.



Logan Bloom
Notary Public for the State of Montana
Residing at Missoula, MT
My Commission expires: Jan 30, 2023
Name Printed: Logan Bloom