

**BY-LAWS**

**OF**

**SAINT GERARDS MANOR**

**ASSOCIATION**

**By-Laws Updated & Revised March 2020 per majority vote of Association**

**Common Interest Community Number 37  
Planned Community  
Saint Gerards Manor Association**

**BY-LAWS**

**SECTION 1**

**GENERAL**

The following are the By-Laws of Saint Gerards Manor Association, a Minnesota nonprofit corporation (the "Association"), incorporated under the provisions of MINN. STAT. Chapter 317A. The Association is organized pursuant to Section 515B.3-101 of the Minnesota Common Interest Ownership Act (the "ACT") for the purpose of operating and managing Saint Gerards Manor Association, a planned community created pursuant to the Act. The terms used in these By-Laws shall have the same meaning as they have in the Declaration of Saint Gerards Manor Association (the "Declaration") and the Act.

**SECTION 2**

**MEMBERSHIP**

2.1 Owners Defined. All Persons described as Owners in Section 4 of the Declaration shall be members of the Association. No Person shall be a member solely by virtue of holding a security interest in a Unit. A Person shall cease to be a member at such time as that Person is no longer an Owner.

2.2 Registration of Owners and Occupants. Each Owner shall register with the Secretary of the Association in writing, within 30 days after taking title to a Unit: (i) the name and address and e-mail address of the Owners and any Occupants of the Unit, (ii) the nature of such Owner's interest or estate in each Unit owned, (iii) the address and e-mail address at which the Owner desires to receive notice of any meeting of the Owners, if other than the Unit address, (iv) the name and address of the secured party holding the first mortgage on the Unit, if any, and (v) the name of the Owner, if there are multiple Owners of the Unit, who shall be authorized to cast the vote with respect to the Unit. The Owners shall have a continuing obligation to advise the Association in writing of any changes in the foregoing information.

2.3 Transfers. The interests, rights and Obligations of an Owner in the Association may be assigned, pledged, encumbered or transferred, but only along with and as part of the title to the Owner's Unit or as otherwise specifically authorized by these Governing Documents or by law.

## SECTION 3

### VOTING

**3.1 Entitlement.** Votes shall be allocated to each Unit as provided in the Declaration. However, no vote shall be exercised as to a Unit while the Unit is owned by the Association.

**3.2 Authority to Cast Vote.** At any meeting of the Owners, an Owner included on the voting register presented by the Secretary in accordance with Section 4.6 of these By-Laws, or the holder of such Owner's proxy, shall be entitled to cast the vote which is allocated to the Unit owned by the Owner. If there is more than one Owner of a unit, only one of the Owners may cast the vote. If the Owners of a Unit fail to agree as to who shall cast the vote, or fail to register pursuant to Section 2.2 of these By-Laws, the vote shall not be cast.

**3.3 Voting by Proxy.** An Owner may cast the vote which is allocated on the Owner's Unit and be counted as present at any meeting of the Owners by Executing a written proxy naming another Person entitled to act on the Owner's behalf, and delivering the same to the Secretary before the Commencement of any such meeting. All proxies granted by an Owner shall remain in effect until the earliest of the following events: (i) revocation by the granting Owner by written notice or by personally attending and voting at the meeting for which the proxy is effective, (ii) eleven months after the date of the proxy, unless otherwise provided in the proxy, of (iii) the time at which the granting Owner is no longer an Owner.

**3.4 Voting by Mail Ballot** The entire vote on any issue, except the removal of directors, may be determined by mailed ballots, subject to the following requirements:

- a, The notice of the vote shall: (i) clearly state the proposed action, (ii) indicate the number of responses needed to meet the quorum requirements, (iii) state the percentage of approval necessary to approve each matter other than election of directors, and (iv) specify the time by which a ballot must be received by the Association in order to be counted.
- b. The ballot shall: (i) set forth each proposal action and (ii) provide an opportunity to vote for or against each proposed action.
- c. The Board of Directors shall set the time for return of ballots, which shall not be less than 15 nor more than 30 days after the date of mailing of the ballots to the owners. The Board of Directors shall provide notice of the results of the vote to the owners within 10 days after the expiration of the voting period.

- d. Approval by written ballot under this Section is valid only if the number of votes cast by ballot equals or exceeds the quorum required to be present at a meeting authorizing the action, and the number of approvals equals or exceeds the number of votes that would be required to approve the matter at a meeting at which the total number of votes casts was the same as the number of votes cast by ballot.

3.5 Vote Required. A majority of the votes cast at any properly constituted meeting of the Owners, or cast by mail in accordance with Section 3.4 of these By-Laws, shall decide all matters properly brought before the Owners, except where a different vote is specifically required by the Governing Documents of the Act. The term "majority" as used herein shall mean the excess of 50% of the votes cast at a meeting, in person or by proxy, or voting by mail, in accordance with the allocation of voting power set forth in the Declaration. Cumulative voting shall not be permitted.

## SECTION 4

### MEETINGS OR OWNERS

4.1 Place. All meeting of the Owners shall be held at the office of the Association or at such other place in the State of Minnesota reasonably accessible to the Owners as may be designated by the Board of Directors in any notice of a meeting of the Owners.

4.2 Annual Meeting An annual meeting of the Owners shall be held in each fiscal year on a date, and at a reasonable time and place, designated by the Board of Directors. At each annual meeting of the owners: (i) the Persons who are to constitute the Board of Directors shall be elected pursuant to Section 6 of these By-laws, (ii) a report and (iii) any other matter which is included in the notice of the annual meeting, and is a proper subject for discussion of decision by the Owners, shall be considered and acted upon at the meeting.

4.3 Special Meeting. Special meetings of the Owners may be called by the President as a matter of discretion. Special meetings of the Owners shall be called by the President or Secretary within 30 days following receipt of the written request of a majority of the members of the Board of Directors or of Owners entitled to cast at least 25% of the votes in the Association. The meeting shall be held within 90 days following receipt of the request. The request shall state the purpose of the meeting, and the business transacted at the special meeting shall be confined to the purpose stated in the notice. The purpose for which the meeting is requested and held must be lawful and consistent with the Association's purposes and authority under the Governing Documents.

4.4 Notice of Meetings. At least 10, but not more than 15 days in advance of any annual meeting of the Owners, and (subject to Section 6.3 of the Declaration) at least 7, but no more than 30 days in advance of any special meeting of the Owners, the Secretary shall send, to all persons who are Owners as of the date sending the notice, notice of the time, place and agenda of the meeting, by United States mail, or by hand delivery, at the Owner's Unit address, or e-mail, or to such other address as the Owner may have designated in writing to the Secretary. The notice shall also be sent to the Eligible Mortgagee, upon request, be entitled to designate a representative to be present at any meeting. Notice of meetings to vote upon amendments to the Articles of Incorporation shall also be given separately to each officer and director of the Association.

4.5 Quorum/Adjournment. The presence of Owners in person or by proxy, who have the authority to cast in excess of thirty-three and one-third percent (33 1/3%) of the votes in the Association shall be necessary to constitute a quorum at all meetings of the Owners for the transaction of any business, except that of adjourning the meeting to reconvene at a subsequent time. Any meeting may be adjourned from time to time, and the adjournment may not be longer than 15 days without further notice other than announcement of the initially called meeting. If the adjournment is for more than 15 days, the notice requirement of Section 4.4 shall be followed. If a quorum is present at the reconvened meeting, any business may be transacted which might have been transacted at the meeting as initially called had a quorum been present. The quorum, having once been established at a meeting or a reconvened meeting, shall continue to exist for that meeting notwithstanding the departure of any Owner previously in attendance in person or by proxy. The Association may not be counted in determining a quorum as to any Unit owned by the Association.

4.6 Voting Register. The Secretary shall have available at the meeting a list of the Unit numbers, the name of the owners, the vote attributable to each Unit and the name of the Person (in the case of multiple Owners) authorized to cast the vote.

4.7 Agenda. The agenda for meeting of the Owners shall be established by the Board of Directors, consistent with the Governing Documents, and shall be sent to all Owners along with the notice of the meetings.

## SECTION 5

### ANNUAL REPORT

The Board of Directors shall prepare an annual report on behalf of the Association to be mailed or delivered to each Owner together with the notice of the annual meeting.

The report shall contain at a minimum:

- a. A statement of any capital expenditures in excess of two percent of the current budget or \$5,000, whichever is greater, approved by the Association for the current year or succeeding two fiscal years.
- b. A statement of the balance in any reserve or replacement fund and any portion of the fund designated for any specified project by the Board of Directors.
- c. A copy of the statement of revenues and expenses for the Association's last fiscal year, and a balance sheet as of the end of said fiscal year.
- d. A statement of the status of any pending litigation or judgment to which the Association is a party.
- e. A statement of the insurance coverage provided by the Association.
- f. A statement of the total past due assessments on all Units, current as of not more than 60 days prior to the date of the meeting.

## **SECTION 6**

### **BOARD OF DIRECTORS**

6.1 Number and Qualifications. The affairs of the Association shall be governed by a Board of Directors. The first Board of Directors shall consist of the persons designated as directors in the Articles of Incorporation of the Association or appointed to replace them by the Declarant, subject to the rights of Owners to elect directors as set for in Section 6.2 of these By-Laws. Upon the expiration of the terms of the members of the first Board of Directors, the Board of Directors shall be comprised of Officers as listed in Section 7 plus 2 Directors – President, Vice President, Secretary, Treasurer, & Directors, Architecture and Landscaping.

6.2 Term of Office. The terms of office of the members of the Board of Directors shall be as follows:

- a. Subject to Subsections b., and c., the terms of all directors appointed by Declarant as authorized by the Declaration shall terminate upon the earliest of: (i) voluntary surrender of control by Declarant, (ii) an Association meeting which shall be held within 60 days after conveyance to Owners other than a Declarant of 75% of the total number of Units authorized to be included in the common interests community, or

- (iii) the date five (5) years following the date of the first conveyance of a Unit to an Owner other than a Declarant. The term of office of any director elected to the first Board of Directors pursuant to Subsection b, shall expire at the same time as those appointed by Declarant.
- b. Notwithstanding the provisions of Subsection a., the Owners other than Declarant shall have the right to nominate and elect no less than 33 1/3% of the directors at a meeting of the Owners held within 60 days following the conveyance by Declarant of 50% of the total number of Units authorized to be included in the common interest community.
- c. The first terms of office of the directors elected by the Owners Immediately following the expiration of the terms provided for in Subsection (a) above shall be one year for one of the directors and two years for two of the directors. The nominee or nominees receiving the greater number of votes shall fill the longer terms. Each term of office shall thereafter be two years and shall expire at the appropriate annual meeting of the Owners; provided, that a director shall continue in office until a successor is elected. A number of nominees equal to the number of vacancies and receiving the greater number of votes shall be elected, notwithstanding that one or more of them does not receive a majority of the votes cast. A director appointed or elected to fill an uncompleted term shall serve until the natural termination of the term, unless removed in accordance with these By-Laws. There shall be no cumulative voting for directors.

6.3 Nominations. Nominations for election to the Board of Directors shall be made by a nominating committee appointed by the Board of Directors, or from the floor at the annual meeting or by "write-in" if authorized by the Board.

6.4 Powers. The Board of Directors shall have all powers necessary for the administration of the affairs of the Association, and may exercise for the Association all powers and authority vested in or delegated to the Association (and not expressly prohibited or reserved to the Owners) by law or by the Governing Documents. The powers of the Board of Directors shall include, without limitation, the power to:

- a. Adopt, amend and revoke Rules and Regulation not inconsistent with the Governing Documents, as follows: (i) regulating the use of the Common Elements; (ii) regulating the Use of the Units, and conduct of Owners and Occupants, which may jeopardize the health, safety or welfare of other Owners or Occupants which involves noise or other disturbing activity, or which may damage the Common Elements or other units; (iii) regulating or prohibiting animals; (iv) regulating changes in the appearance of the Common Elements and conduct which may damage the Property; (v) regulating the exterior appearance of the Property, including for example, balconies and patios, window treatments, and signs and other displays, regardless of whether inside a Unit; (vi) regulating parking and outside storage; (vii) implementing the Governing

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Documents, and exercising the powers granted by this Section; and (viii) otherwise facilitating the operation of the Property.

- b. Hire and discharge managing agents and other employees, agents, and independent contractors.
- c. Institute, defend, or intervene in litigation or administrative proceedings: (i) in its own name on behalf of itself or two or more Owners on matters affecting the Common Elements or other matters affecting the Property or the Association, of (ii) with the consent of the Owners of the affected Units on matters affecting only those Units.
- d. Make Contracts and incur liabilities.
- e. Regulate the use, maintenance, repair, replacement and modifications of the Common Elements and the Units.
- f. Cause improvements to be made as a part of the Common Elements.
- g. Acquire, hold, encumber, and convey in its own name and right, title, or interest to real estate or personal property, subject to the requirements of the Act for the conveyance or encumbrance of the Common Elements.
- h. Grant public utility easements through, over or under the Common Elements, and, subject to approval by resolution of the Owners other than a Declarant or its affiliates at a meeting duly called, grant other public or private easements, leases and licenses through over or under the Common Elements.
- i. Impose and receive any payments, fees, or charges for the use, rental, or operation of the Common Elements, other than limited Common Elements and for services provided to Owners.
- j. Impose charges for late payment of assessments and, after notice and an opportunity to be heard, levy reasonable fines for violations of the Governing Documents and Rules and Regulations.
- k. Impose reasonable charges for the review, preparation and recordation of amendments to Declaration or By-Laws, resale certificates required by Section 515B.4-107 of the Act, statements of unpaid assessments, or furnishing copies of Association records.
- l. Provide for the indemnification of its officers and directors, and maintain at its discretion, directors' and officers' liability insurance.



- m. Provide for reasonable procedures governing the conduct of meetings and the election of directors.
- n. Appoint, regulate and dissolve committees.
- o. Exercise any other powers conferred by law or the Governing Documents, or which are necessary and proper for the governance of the Association.

6.5 Meetings and Notices. An annual meeting of the Board of Directors shall be held promptly following each annual meeting of the Owners. At each annual meeting the officers of the Association shall be elected.

- a. Regular meeting of the Board of Directors shall be held at least on a bi-annual basis, or at such times as may be fixed from time to time by the majority of the members of the Board of Directors. A schedule, or any amended schedule, of the regular meetings shall be provided to the directors.
- b. Special meetings of the Board of Directors shall be held when called (i) by the President of the Association, or (ii) by the Secretary within ten (10) days following the written request of any two (2) directors. Notice of any special meeting shall be given to each director not less than three (3) days in advance of. Notice to a director shall be deemed to be given when deposited in the United States Mail postage pre-paid to be Unit address of such director, or when personally delivered, orally or in writing, by a representative of the Board of Directors, or via e-mail.
- c. Any director may at any time waive notice of any meeting of the Board of Directors orally, in writing, or by attendance at the meeting. If all the directors are present at a meeting of the Board of Directors, no notice shall be required, and any business may be transacted at such meeting.

6.6 Quorum and Voting. A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business at any meeting thereof. A quorum, once established, shall continue to exist regardless of subsequent departure of any directors. Each director shall have one vote. The vote of a majority of the directors present at any meeting at which a quorum is present shall be sufficient to adopt any action. Proxies shall not be permitted.

6.7 Action Taken Without A Meeting. The Board of Directors shall have the right to take any action in the absence of a meeting which it could take at a meeting when authorized in a writing signed by all the directors.

6.8 Vacancies. Any vacancy in the Board of Directors shall be filled by a person elected within 30 days following the occurrence of the vacancy by a majority vote of the

remaining directors, regardless of their number; except for vacancies created pursuant to Section 6.2 and 5.9 of these By-Laws. Each person so elected shall serve out the term vacated.

6.9 Removal. A director may be removed from the Board of Directors, with or without cause, by a majority vote at any annual or special meeting of the Owners; provided: (i) that the notice of the meeting at which removal is to be considered states such purpose, (ii) that the director to be removed has a right to be heard at the meeting and (iii) that a new director is elected at the meeting by the Owners to fill the vacant position caused by the removal. A director may also be removed by the Board of Directors if such director: (i) has more than two unexcused absences from Board Meeting and/or Owners meetings during any twelve-month period, or (ii) is more than 60 days past due with respect to assessments on the director's Unit. Such vacancies shall be filled by the vote of the Owners as previously provided in this section.

6.10 Compensation. Except as authorized by a vote of the Owners at a meeting thereof, the directors of the Association shall receive no compensation for their services in such capacity. A director may, or other Owner or Occupant may, upon approval by the Board of Directors, be retained by the Association and reasonably compensated for goods and services furnished to the Association in an individual capacity. Directors may be reimbursed for out-of-pocket expenses incurred in the performance of their duties.

6.11 Fidelity Bond. Fidelity bonds or insurance coverage for unlawful taking of Association shall be obtained and maintained as provided in the Declaration on all directors and officers authorized to handle the Association's funds and other monetary assets.

## SECTION 7

### OFFICERS

7.1 Principle Officers. The Principle officers of the Association shall be a President, Vice President, Secretary and Treasurer, all of whom shall be elected by the Board of Directors. The Board of Directors may from time to time elect such other officers and designate their duties as in their judgment may be necessary to manage the affairs of the Association. A person may hold more than one office simultaneously, except those of President and Vice President. The President and Vice President shall be members of the Board of Directors.

7.2 Election. The Officers of the Association shall be elected annually for two year terms by the Board of Directors at its annual meeting. Secretary and President elected in one year and Vice President and Treasurer in opposite year – each group holding 2 year terms.

7.3 Removal. Upon an affirmative vote of a majority of the members of the Board, any officer may be removed, with or without cause, and a successor elected, at any regular meeting of the Board of Directors, or at any special meeting of the Board of Directors called for that purpose.

7.4 President. The President shall be the chief executive officers of the Association, and shall preside at all meetings of the Board of Directors and the Association. The President shall have all of the powers and duties which are customarily vested in the office of President of a corporation, including without limitation the duty to supervise all other officers and to execute all contracts, leases, mortgages, deeds, loan documents and similar obligations on behalf of the Association. The President shall have such other duties as may from time to time be prescribed by the Board of Directors.

7.5 Vice President. The Vice President shall take the place of the President and perform the duties of the office whenever the President shall be absent or unable to act. The Vice President shall also perform such other duties as shall from time to time be prescribed by the Board of Directors.

7.6 Secretary. The Secretary shall be responsible for recording the minutes of all meetings of the Board of Directors and the Association. The Secretary shall be responsible for keeping the books and records of the Association, and shall give all notices required by the Governing Documents or the Act unless directed otherwise by the Board of Directors. The Board of Directors may delegate the Secretary's administrative functions to a managing agent; provided that such delegation shall not relieve the Secretary of the ultimate responsibility for the secretary's duties.

7.7 Treasurer. The Treasurer shall have responsibility for all financial assets of the Association, and shall be covered by a bond or insurance in such sums and with such companies as the Board of Directors may require. The Treasurer shall be responsible for keeping the Association's financial books, assessment rolls and accounts. The Treasurer shall cause the books of the Association to be kept in accordance with customarily and acceptable accounting practices and shall submit them to the Board of Directors for its examination upon request. The Treasurer shall cause all monies and other monetary assets of the Association to be deposited in the name of or to the credit of the Association in depositories designated by the Board of Directors, shall cause the funds of the Association to be disbursed as ordered by the Board of Directors and shall perform all other duties incident to the office of Treasurer. The Board of Directors may delegate the Treasurer's administrative functions to a managing agent; provided that such delegation shall not relieve the Treasurer of the ultimate responsibility for the Treasurer's duties. Original documents will be kept for a period of seven (7) years.

7.8 Compensation. Except as authorized by a vote of the Owners at a meeting thereof, officers of the Association shall receive no compensation for their services in such capacity. An officer or an Owner or Occupant may, upon approval by the Board of Directors, be reasonably compensated for goods and services furnished to the Association in an individual capacity. Officers may be reimbursed for out-of-pocket expenses incurred in the performance of their duties.

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**SECTION 8****OPERATION OF THE PROPERTY**

8.1 Assessment Procedures. The first full Board of Directors shall prepare an annual budget of Common Expenses for the Association, but may elect not to levy a Common Expense assessment for up to 60 days after the conveyance of the first Unit, in which case Declarant shall pay all expenses of the Association until the first assessment is levied. Following the expiration of the term of the first full Board of Directors, the Board of Directors shall thereafter annually prepare a budget of Common Expenses for the Association and assess such Common Expenses against the Units according to their respective Common Expense liability as set forth in the Declaration.

- a. The Board of Directors shall fix the amount of the annual assessment against each Unit, levy the assessment and advise the Owners in writing of the assessment and when the first assessment installment shall be due at least thirty (30) days prior to the beginning of the Association's fiscal year. The failure of the Board of Directors to timely levy an annual assessment shall not relieve the Owners of their obligation to continue paying assessment installments in the amount currently levied as well as any increases subsequently levied. Increases shall be subject to the limitation set forth in section 6 of the Declaration.
- b. If an annual assessment proves to be insufficient, the Board of Directors may amend the budget and levy an additional assessment, at any time. Increases shall be subject to the imitations set forth in Section 6 of the Declaration. The levy shall occur upon the date specified in the resolution which fixes the assessment.

8.2 Payments of Assessments. Annual assessments shall be due and payable by January 31 of each year and special assessments shall be due when designated by the Board of Directors. All Owners shall be absolutely and unconditionally obligated to pay the assessments. No Owner or Occupant shall have any right of withholding, offset or deduction against the Association with respect to any assessments or related late charges or costs of collection, regardless of any claim alleged against the Association or its officers or directors. Any rights of claims alleged by an Owner may be pursued only by separate action.

8.3 Default in Payment of Assessments. If any Owner does not make payment on or before the date when any assessment of installment thereof is due, subject to such grace periods as may be established, the Board of Directors may assess, and such Owner shall be obligated to pay, a late charge as provided in the Declaration for each such unpaid assessment or installment thereof, together with all expenses, including reasonable attorney's fees, incurred by the Board in collecting any such unpaid assessment.

- a. If there is a default of more than thirty (30) days in payment of any assessment, the Board of Directors may accelerate any remaining installments of the assessment upon

- prior written notice thereof to the Owner, and the entire unpaid balance of the assessment and late charges shall become due and payable upon the date stated in the notice unless all past due amounts, including late charges, costs of collection and fines, are paid prior to said date.
- b. The Board of Directors shall have the right and duty to attempt to recover all assessments for Common Expenses, together with any charges, attorney's fees or expenses relating to the collection thereof.
  - c. Upon written request of an Owner or an Eligible Mortgagee of such Unit, notice of a default of more than thirty (30) days in payment of any assessment or installment of an assessment for Common Expenses of any other default in the performance of obligations by the Owner shall be given in writing to such Eligible Mortgagee.
  - d. The rights and remedies referred to herein shall in no way limit the remedies available to the Association under the Declaration or by law.

8.4 Foreclosure of Liens for Unpaid Assessments. The Association has the right to foreclose its assessment lien against a Unit for assessments imposed by the Association, as more fully described in the Declaration and Act.

8.5 Records. The Board of Directors shall cause to be kept in the registered office of the Association, and at such other place as the Board of Directors may determine, records of the actions of the Board of Directors, minutes of the meetings of the Board of Directors, minutes of the meetings of the Owners of the Association names of the Owners and Eligible Mortgagees, and detailed and accurate records of the receipts and expenditures of the Association. All Association records, including receipts and expenditures and vouchers authorizing payments shall be available for examination by the Owners and the Eligible Mortgagees upon reasonable notice and during normal business hours. Separate accounts shall be maintained for each Unit setting forth the amount of the assessments against the Unit the date when due and the amount paid thereon and the balance remaining unpaid.

8.6 Enforcement of Obligations. All Owners and Occupants and their guests are obligated and bound to observe the provisions of the Governing Documents, the Rules and Regulations and the Act. The Association may impose any or all the changes, sanctions and remedies authorized by the Governing Documents the Rules and Regulations or by law to enforce and implement its rights and to otherwise enable it to manage and operate the Association.

## SECTION 9 AMENDMENTS

These By-Laws may be amended, and the amendment shall be effective, upon the satisfaction of the following conditions:

9.1 Approval. The amendment must be approved by Owners who had authority to cast in excess of seventy-five (75%) of the total votes in the Association, in writing or at a duly held meeting of the Owners, subject to any approval right of Eligible Mortgagees and Declarant as provided in the Declaration and until the termination of the period of Declarant control as described in Section 15.6 of the Declaration, any such amendment is subject to the approval of the FHA or VA; and

9.2 Notice. A copy of the proposed amendment and, if a meeting is to be held, notice of such meeting, shall be mailed by US Mail or delivered to all Owners authorized to cast votes; and

9.3 Effective Date: Recording and Filing: The amendment shall be effective on the date of approval by the required vote of the Owners and need not be recorded. If recorded or filed for record, the amendment shall be recorded in the office of the recording officer of the county in which the Property is located.

## **SECTION 10 INDEMNIFICATION**

The Association shall, to the extent the alleged liability is not covered by insurance, indemnify every individual acting in any official capacity on behalf of the Association, pursuant to the provisions of Minnesota Statutes 317A.521.

## **SSECTION 11 MISCELLANEOUS**

11.1 Notices. Unless specifically provided otherwise in the Act, the Declaration of these By-Laws, all notices required to be given by or to the Association, the Board of Directors, the Association officers or the Owners or Occupants shall be in writing and shall be effective upon hand delivery, or mailing if properly addressed with postage prepaid and deposited in the United States mail, or e-mail; except that registration pursuant to section 2.2 of these By-Laws shall be effective upon receipt by the Association.

11.2 Severability. The invalidity or unenforceability of any part of these By-Laws shall not impair or affect in any manner the validity, enforceability or effect of the balance of these By-Laws.

11.3 Captions. The captions herein are inserted only as a matter of convenience and for reference and in no way limit or prescribe the scope of these By-Laws or the intent of any provision herein.

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11.4 Conflicts in Documents. In the event of any conflict among the provisions of the act, the Declaration, the By-Laws or the rules and Regulations, the Act shall control unless it permits the documents to control. As among the Declaration, By-Laws and Rules and regulations, the Declaration shall control and as between the By-Laws and the Rules and Regulations, the By-Laws shall control.

11.5 Waiver. No restriction, condition, Obligation or provision contained in these By-Laws 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 thereof which may occur.

11.6 No Corporate Seal. The Association shall have no corporate seal.

11.7 Fiscal Year. The fiscal year of the Association shall be as determined by the Board of Directors.

The undersigned hereby executes these By-Laws and certifies that they were adopted by Saint Gerards Manor Association, a nonprofit corporation incorporated under the laws of the State of Minnesota, effective as of the date hereof.

**Saint Gerards Manor Association**

By \_\_\_\_\_

**Its:** Secretary