

SECOND AMENDMENT TO
THE BYLAWS OF
ASPEN GLEN TOWNHOME ASSOCIATION

I, Carla R. Schaffner, President of Aspen Glen Townhome Association (the “Association”), do hereby certify that the following is a true and correct copy of the Resolutions of the Association, duly adopted pursuant to a vote of the Association’s Directors and Owners at the special meeting held on June 9, 2025.

Article III, Section 1 of the Bylaws of the Association is hereby deleted in full and replaced with the following:

Article III, Section 1.

Section 1: Annual Meetings. The annual meeting of the Members shall be held within the first two weeks of May, in the evening, for the purpose of electing new directors and for the transaction of such other business as may come before the meeting. If the day fixed for the annual meeting shall be a legal holiday, such meeting shall be held on the next succeeding business day. If the election of directors shall not be held on the date designated herein for any annual meeting, or at any adjournment thereof, the board of directors shall cause the election to be held at a meeting of directors as soon thereafter as convenient.

Article III, Section 3 of the Bylaws of the Association is hereby deleted in full and replaced with the following:

Article III, Section 3.

Section 3: Notice of Meetings. Notice of any meeting shall be given no less than five (5) days and no greater than fifty (50) days prior thereto by written notice delivered personally, by mail, or by facsimile, or other electronic means. If mailed, such notice shall be deemed delivered when deposited in the United States mail with postage prepaid. If notice is given by facsimile or email, such notice shall be deemed delivered when such facsimile or email is duly transmitted to the last known address. The attendance of a Member at any meeting shall constitute waiver of notice of such meeting, except where a Member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Article III, Section 4 of the Bylaws of the Association is hereby deleted in full and replaced with the following:

Article III, Section 4.

Section 4. Quorum. The presence at the meeting of at least fifty (50%) percent of Members entitled to cast votes shall constitute a quorum for any action, except as otherwise

provided in the Articles of Incorporation, the Declaration, or these Bylaws; provided, that if less than fifty (50%) percent of Members are present at such meeting, another meeting may be called within sixty (60) days, and subject to the same notice requirements, and the required quorum at the subsequent meeting shall be one-half of the required quorum at the preceding meeting.

Article IV, Section 1 of the Bylaws of the Association is hereby deleted in full and replaced with the following:

Article IV, Section 1.

Section 1. Number. The number of directors of the Association shall be no less than three (3), and no more than seven (7), who need not be Members of the Association. At each annual meeting the directors may elect new or additional directors to hold office until the next succeeding annual meeting, and each director shall hold office for the term for which they are elected and until their successor shall have been elected and qualified. The number of directors may be changed by amendment to these Bylaws.

Article IV, Section 4 of the Bylaws of the Association is hereby deleted in full and replaced with the following:

Article IV, Section 4.

Section 4. Compensation. The board of directors shall, by the affirmative vote of a majority of directors then in office, and irrespective of any personal interest of any of the Members, have the authority to establish reasonable compensation for services rendered to the Association by directors, officers, or otherwise. This compensation shall not exceed the amount of the Annual Assessment in the year services are rendered. Moreover, any director shall be reimbursed for his or her actual expenses incurred in the performance of his or her duties.

Article V, Section 2 of the Bylaws of the Association is hereby deleted in full and replaced with the following:

Article V, Section 2.

Section 2. Election. Election to the Board of Directors shall be by secret written ballot. At such an election, a Member's Agent may cast, in respect to each vacancy, one vote per Lot owned. The nominees receiving the largest number of votes shall be elected. Cumulative voting is not permitted.

Article VI, Section 1 of the Bylaws of the Association is hereby deleted in full and replaced with the following:

Article VI, Section 1.

Section 1. Regular Meetings. A regular meeting of the board of directors shall be held without other notice than this Bylaw, at least annually, within one (1) week following the annual meeting of Members, for the purpose of electing officers and for the transaction of such other business as may come before the meeting. Additional regular or special meetings may be held, without notice, at such place and hour as may be fixed from time to time by resolution of the board of directors.

Dated: 29 July 2025


Carla R. Schaffner, President

CERTIFICATION OF AUTHENTICITY

STATE OF IOWA)
)SS.
COUNTY OF polk)

I, Carla R. Schaffner President of Aspen Glen Townhome Association, do hereby certify that the above and foregoing is a true copy of the First Amendment to the Bylaws for the Association, duly authorized by a vote of the Owners of the Association at a special meeting of the Owners called for that purpose on June 9, 2025.

Carla R. Schaffner, Pres
Carla R. Schaffner, President

Subscribed and sworn to before me this 29 day of July, 2025.

Mayra Loera
Notary Public in and for the State of Iowa

