

Red – added changes by AHHOA to atty supplied Bylaws
Blue – items added from 3/08/26 AHHOA Committee Draft (not in Boilerplate)
Yellow – items changed by AHHOA atty

**BYLAWS
OF
ALPINE HEIGHTS HOMEOWNERS ASSOCIATION
An Arizona nonprofit corporation**

**ARTICLE I
GENERAL PROVISIONS**

1.1. Name. The name of this nonprofit corporation is the **Alpine Heights Home Owners Association** (“Association”).

1.2. Principal Office. The principal office of this corporation is at such place within the State of Arizona as determined by the Board.

1.3. Defined terms. Terms used but not defined in these Bylaws will have the meanings specified in the Declaration of ~~Covenants, Conditions, and Restrictions~~ (“Declaration”).

1.4. Conflicting Provisions. If there is any conflict between the Articles of Incorporation (“Articles”) for the Association and these Bylaws, the terms of the Articles will control. In the case of any conflict between the Declaration and these Bylaws, the Declaration will control.

1.5. Designation of Fiscal Year. The fiscal year of the Association is **October 1st of the current year thru September 30th of the following year.**

1.6. Books and Records. The books and records of the Association will be available for inspection by any Owner of a Lot (each a “Member”) or the Member’s authorized agents during reasonable business hours at the principal office of the Association. The books and records of the Association may be withheld from disclosure for any of the reasons specified in Arizona law.

1.7. Amendment. These Bylaws may be amended only by a majority vote of the Directors. The Members may repeal any such amendment by a vote of a majority of a quorum of the Members.

1.8. Open Meetings. The Board shall hold its meetings open to the Members in accordance with Arizona law. The Board also may suspend the right of a Member to attend a Board meeting for violating meeting rules.

1.9. Non-Waiver. The approval of an Improvement by the Association shall not be deemed a waiver of the Association's right to deny approval of the same, or similar, Improvement in the future. The Association's failure to enforce its Community Documents against a violation shall not be deemed to be a waiver of the Association's right to enforce against the same, or similar violation in the future.

1.10 Amended and Restated. These bylaws amend and restate all previous bylaws and amendments.

**ARTICLE II
MEETINGS OF MEMBERS**

2.1. Annual Member Meeting. The annual meeting of the Members will be held each year on ~~the first Saturday of~~ **the first Saturday of October**. At such meeting, Directors shall be elected in accordance with these Bylaws. The Members may also transact such other business of the Association as may properly come before them.

2.2. Special Member Meetings. Special meetings of the Members may be called at any time by the President or by a majority of the Board of Directors or by a written request signed by Members having at least twenty percent (20%) of the total number of eligible votes of the Members in the Association. Such request shall state the purpose or the purposes of the proposed meeting. For a special meeting of the Members to remove one or more Directors, the petition process, notice, and quorum requirements for the meeting shall conform to Arizona law.

2.3. Notice of Member Meetings. Written notice of each meeting of the Members will be given by, or at the direction of, the Secretary or person authorized to call the meeting by hand delivery, email if authorized by the Member, or by mailing a copy of each notice, ~~postage prepaid~~, at least ten (10) days and not more than fifty (50) days before the meeting to each Member entitled to vote at that meeting addressed to the Member's address last appearing on the books of the Association or supplied by the Member to the Association for the purpose of notice. The notice must specify the place, day, and time of the meeting, and, in the case of a special meeting, the purpose of the meeting. The business transacted at any meeting of Members shall be limited to the purposes stated in the notice. By attending a meeting, a Member waives any right they may have had to object to the meeting on the basis that the proper notice of the meeting was not given in accordance with these Bylaws or Arizona law. The failure of any Member to receive actual notice of a meeting of the Members does not affect the validity of any action taken at that meeting.

2.4. Member Quorum and Voting. Except as otherwise provided in the Declaration, or these Bylaws, the presence (at the beginning of the meeting) in person, by absentee ballot or by some other form of delivery of Members entitled to cast ~~thirty percent (30%)~~ or more of the total number of eligible votes in the Association constitutes a quorum for the purposes of holding a duly called and noticed meeting of the Members. If a quorum is not present at any meeting, the Members eligible to vote at the meeting will have the power to adjourn the meeting and to reschedule the meeting to another date and time without additional notice other than announcement at the meeting. At any subsequent meeting, the presence (at the beginning of the meeting) in person, by absentee ballot or by some other form of delivery of Members entitled to cast at ~~least fifteen percent (15%)~~ of the total number of eligible votes in the Association constitutes a quorum for the subsequent meeting. If a quorum is not present at the subsequent meeting, the Members eligible to vote at the meeting will have the power to adjourn the meeting and to reschedule the meeting to another date and time without additional notice other than announcement at the meeting. Whenever the terms "eligible" votes or "eligible" Members are used in these Bylaws, both terms describe those Members that are permitted to vote on the matter and whose voting privileges have not been suspended or revoked. All approvals must be affirmatively given and may not be made in the negative or based on non-responses. Any Member who fails to object to any perceived or actual irregularity at the meeting (whether procedural, parliamentary, substantive, or technical) forever waives that claim.

2.5. Absentee Ballots. At all meetings of the Members, votes may be cast in person, by absentee ballot, **email**, or by some other form of delivery. To be valid, an absentee ballot must be duly executed in writing or otherwise verified as determined by the Board, and an absentee ballot will be valid only for the meeting designated in the absentee ballot. All absentee ballots must be filed with the Secretary **prior to the** beginning of the meeting for which the absentee ballot is given. An absentee ballot may not be revoked or changed once cast. A mail vote shall be allowed in conformance with Arizona law.

2.6. Eligibility. The Membership of the Association will consist of all Owners of Lots. Membership in the Association is mandatory, and no Owner during their Ownership of a Lot will have the right to relinquish or terminate the Membership in the Association. By accepting a deed to a Lot or otherwise becoming an Owner, each Owner enters into a contract with the Association and the other Owners whereby the Owner becomes a Member of the Association and is bound by the terms of the Declaration, Rules, Articles, and Bylaws, all as may be amended.

2.7. Joint Ownership. When more than one person is the Owner of any Lot, all Owners will be considered Members of the Association. The vote for a multiple-Owner Lot will be exercised as they, among themselves, determine; however, no more than one (1) vote may be cast with respect to any Lot. The votes for each Lot must be cast as a whole unit, and fractional votes are not allowed. If joint Owners are unable to agree among themselves as to how their vote or votes are to be cast, they will lose their right to vote on the matter in question. If any Owner casts a ballot representing a certain Lot, it will thereafter be conclusively presumed for all purposes that the Owner was acting with the authority and consent of all other Owners of the same Lot. If more than one ballot is cast for a particular Lot, none of the votes will be counted, and the votes will be deemed void.

2.8. Corporate Ownership. If any Lot is owned by a corporation, partnership, limited liability company, association, or other legal entity, that legal entity will be the Member, and that legal entity must designate, in writing, at the time of acquisition of the Lot, an individual who has the power to vote for the Lot. In the absence of a designation and until a designation is made the chief executive officer or managing partner or managing Member, as applicable, of the corporation, partnership, limited liability company, association, or other legal entity will have the power to cast the vote for the Lot. If there is no chief executive officer or managing partner or managing Member, the Board of Directors of the Association will have the power to designate the person authorized to vote.

2.9. Suspension of Rights. If any Owner is in arrears in the payment of any assessments or other amounts due under any of the provisions of the Declaration for a period of thirty (30) days after its due date, the Owner's right to vote as a Member and otherwise enjoy the privilege of Membership in the Association will be suspended and will remain suspended until all payments, together with accrued interest, late charges, attorney's fees and other applicable charges, are brought current. The Association shall suspend Membership rights pursuant to procedures set forth in Articles of Incorporation, Rules, Bylaws; and shall comply with notice and hearing requirements of Arizona law (if any).

ARTICLE III
BOARD OF DIRECTORS

3.1. Number of Directors. The affairs of this Association will be managed by a Board of Directors. The Board of Directors will be elected by the Members. All Directors must be Members of the Association. There may only be one Director from a Lot or Unit. The Board will be comprised of no less than three (3) or more than seven (7) Members, preferably five (5) Members. The Directors shall define the size of the Board. Any change in the size of the Board must be voted on in an open meeting of the Board at least 30 days before the upcoming meeting of the Members.

3.2. Board Term of Office. Except as provided herein, each Director shall be elected for a term of two (2) years, or until their replacement is chosen. In the first year of two (2) year terms, the three (3) candidates receiving the most votes shall be elected to two (2) year terms, and the two (2) candidates receiving the next highest number of votes shall be elected for one (1) year terms. If the size of the Board changes, the Board shall designate how the transition to two (2) year terms shall be achieved in light of more or fewer Directors, except that no incumbent Director's term shall be changed. The Board shall have the right to adjust the term(s) of any candidate(s) to fulfill the intention of this paragraph.

3.3. Removal and Resignation. At any special recall meeting of the Members duly called, any one or more of the Directors comprising the Board of Directors may be removed from the Board with or without cause by a majority vote of the Members present at the meeting. The quorum for a recall meeting is 20 percent of the Members eligible to vote. The procedures for removal shall conform to Arizona law. At the meeting where the Director is removed, a successor may be elected by the Members to fill the vacancy created for the remaining and unexpired term. Any Director may resign at any time by giving written notice to the Board, the President, or the Secretary, and the resignation will be effective as of the date of its receipt unless a later date is on the notice.

3.4. Compensation. No Director will receive compensation for any service rendered to the Association; however, any Director may be reimbursed for actual expenses incurred in the performance of duties, as approved in advance in writing by the Board of Directors.

3.5. Nomination and Election of Directors. Directors shall be elected by the Members at each annual meeting. At least sixty (60) days before any annual meeting, the Association may send out a call for candidates. Any Member in good standing may indicate in writing their willingness to serve as a Director if elected. The request or indication of a volunteer should be filed with the Board at least fifty (50) days before the annual meeting so the Member's name may be placed on the ballot. The election of Directors shall be by secret written ballot, but the Board may require Members to sign ballots or otherwise mark them for purposes of authenticity. The persons receiving the largest number of votes shall be elected. Cumulative voting shall not be used in the election of Directors. No candidate may be delinquent on any amount owed to the Association.

3.6. Vacancies on the Board. Vacancies on the Board caused by any reason other than the removal of a Director in accordance with the provisions of Section 3.3 of these Bylaws may be filled by a majority vote of the remaining Directors at a meeting of the Board, even though the Directors present at the meeting may constitute less than a quorum. Each person so elected will serve until the next annual meeting of the Members.

3.7. Notice to Members of Board Meetings. Written notice of any regular or special meetings of the Board need not be given specifically to each Member, and notice of any regular or special meeting of the Board may be given in any manner determined by the Board including conspicuous posting on Common Areas or other areas of the project, newsletter, website, emails, reminder notices with assessment invoices, or calendaring. Notwithstanding the foregoing, however, the Board is not required to provide any notice to the Members of emergency meetings of the Board.

3.8. Regular Board Meetings. Regular meetings of the Board may be held at the time and place determined from time to time by the Board. Regular meetings will be held at least once during each fiscal year and must comply with Section 1.8 of these Bylaws. Without further notice to the Members, an organizational meeting may be held immediately after the election of Directors at or after the annual meeting.

3.9. Special Board Meetings. Special meetings of the Board of Directors may be called by the President on at least 48 hour notice to each Director, given in writing by hand delivery, email, mail, fax, or another method reasonably designed to be timely received. This notice must state the time, place, and purpose of the special meeting. Special meetings of the Board may be called in like manner and on like notice upon the written request of any three (3) Directors.

3.10. Quorum of Directors. A majority of the Directors present at the beginning of the meeting will constitute a quorum for the transaction of business. Unless otherwise specified by these Bylaws, the Articles, or the Declaration, every act or decision done or made by a majority of the Directors present at a duly held meeting at which a quorum is present will be regarded conclusively as the act of the Board. If a quorum is not present at any meeting, the Directors eligible to vote at the meeting will have the power to adjourn and reschedule the meeting to another date and time until a quorum is present. No Director or Officer shall have the power to transact any business of the Association except as authorized by a majority vote of the Board.

3.11. Powers of the Board. The Board will have all the powers necessary for the administration of the affairs of the Association and may exercise all rights and powers granted to the Association under its the ~~Project Documents~~ Declaration of Restrictions (DofRs) and may perform all acts and make all decisions that are not required by the ~~Project Documents~~ DofRs to be exercised or performed by the Members. Specifically, but without limitation of the previous sentence, the Board will have the following powers and duties:

(A) Open bank accounts on behalf of the Association and designate the signatories of the Association;

(B) In the exercise of its sole discretion, enforce by legal means the provisions of the Declaration including, without limitation, the collection of any assessments, fines, and payment from members for any work enumerated by the Declaration that the member fails to perform.

(C) Prepare, amend, and adopt an annual budget for the Association before the commencement of each fiscal year;

(D) Adopt and publish rules and regulations governing the use of the Common Areas and facilities and the personal conduct of the Members and their family members, guests, lessees, and invitees on the Common Areas and Lots and establish penalties for infractions in accordance with the provisions of Arizona law;

(E) Exercise, on behalf of the Association, all powers, duties, and authority vested in or delegated to the Association and not reserved to the Members by Arizona law or the provisions of the Declaration;

(F) Declare the office of a Director of the Board of Directors to be vacant if a Director is absent without notice from three (3) consecutive regular meetings of the Board;

(G) Form an Executive Committee of the Board of Directors, at the exclusion of any Director or Directors(s) who has breached his or her duty or duties of loyalty and/or confidentiality to the Association after providing the Director or Director(s) with notice and an opportunity to be heard.

(H) Hire, employ, or terminate a manager, whether as an independent contractor or as an employee, and delegate to that manager the power to perform all services and duties as the Board may direct;

(I) Keep or cause to be kept a complete record of all acts of the Board and all corporate affairs and to establish procedures for inspections of the books and records of the Association by Members, including establishing a reasonable fee (payable in advance) for all copies requested by a Member of the books and records;

(J) As more fully provided in the Declaration to: (i) fix the amount of the annual and special assessments against each Lot; (ii) the annual assessment is due October 1st, and considered late December 1st; (iii) the maximum yearly assessment may not be increased by more than 30% per year unless by a majority of members at any special meeting called for that purpose; (iv) send written notice of each assessment to every Owner subject to an assessment; (v) assess a late charge of \$15.00 per month for any late payments after November 30th; (vi) record a notice and claim of lien against any Lot for which assessments are not paid; and (vii) enforce, through foreclosure or any other permitted action, the Association's lien or the personal obligation of the Owner to pay assessments;

(K) Notify owner of any Declaration violation and provide at least 30 days to correct the violation; (ii) owner may respond to the Board within ten (10) business days after the date of the violation notice to challenge the violation; (iii) Board may fine owner for any uncorrected violation after 60 days of original notice; (iv) fine schedule and procedure used by the Board will be posted on the Association's web site.

(L) Issue, or cause an appropriate officer to issue, to any appropriate person, any disclosure statement required under Arizona law or any payment statement required under Arizona law, subject to the right of the Board to impose a reasonable charge for the issuance of these statements;

(M) Procure and maintain commercial general liability, hazard, and other insurance coverage in the amounts as required or permitted by the Declaration;

(N) Institute, defend, and intervene in any litigation or administrative proceedings in its own name or on behalf of the Owners;

(O) Enter into and perform contracts of any kind incidental to the performance of the Association’s duties; and

(P) Perform any act not prohibited by the Declaration, Articles, these Bylaws, or Arizona Law.

3.12. Committees of Board. The Board may appoint committees to study or handle specific matters of the Association. Meetings of committees shall be open to the members to the extent required by Arizona law. Any committee member serves at the pleasure of the Board and may be removed with or without cause at any time.

ARTICLE IV
OFFICERS AND THEIR DUTIES

4.1. Enumeration of Officers. The principal officers of the Association will be the President, the Vice President, the Secretary and the Treasurer all of whom will be elected by the Board.

4.2. Election of Officers. The election of officers will take place at the first meeting of the Board following each annual meeting of the Members.

4.3. Officer Term. The officers of the Association will be elected annually by the Board, and each officer will hold office for one (1) year unless they sooner resign, are removed, or are otherwise disqualified to serve. Except as otherwise provided herein, officers shall hold office until their successors are chosen and qualify.

4.4. Special Appointments. The Board may elect any other officers as the affairs of the Association may require, each of whom will hold office for the period, have the authority, and perform the duties as the Board may determine from time to time.

4.5. Resignation and Removal of Officers. Any officer may be removed from office with or without cause by a majority affirmative vote of the Board. Any officer may resign at any time by giving written notice to the Board, the President, or the Secretary. Any officer resignation will take effect on the date of receipt of the resignation notice. Acceptance of the resignation will not be necessary to make it effective. Any Officer removed pursuant to this section 4.5 remains a Director on the Board of Directors unless removed pursuant to Section 3.3.

4.6. Vacancies in Offices. A vacancy in any office shall be filled by appointment by a majority vote of the Board of Directors. The officer appointed to the vacancy will serve for the remainder of the term of the officer replaced.

4.7. Multiple Offices. The office of the Treasurer and Secretary may be held simultaneously by the same person. One person may not simultaneously hold more than one of any of the other offices, including special offices created pursuant to Section 4.4 of these Bylaws.

4.8. Powers and Duties of Officers. In addition to the execution of any affidavit of notice of the type described in Arizona law and the preparation and delivery of any disclosure statement required under Arizona law, where and when delegated to the officers by the Board, the powers and duties of the officers are as follows:

(a) President. The President will preside at all meetings of the Board and the Members, ensure that orders and resolutions of the Board are carried into effect; and, at the direction of the Board, engage in the general and active management of the business of the Association;

(b) Vice President. The Vice President will act in the place and stead of the President in the event of absence, inability, or refusal to act, and will exercise and discharge other duties as may be required by the Board. If neither the President nor Vice President is able to act, the Board of Directors shall appoint some other Director to do so on an interim basis.

(c) Secretary. The Secretary will record the votes and keep the minutes of all meetings and proceedings of the Board and of the Members; serve notice of meetings of the Board and of the Members; keep appropriate current records showing the Members of the Association together with their addresses, and perform all other duties as required by the Board.

(d) Treasurer. The Treasurer will receive and deposit in appropriate bank accounts all monies of the Association and will disburse all funds as directed by the Board; keep proper books of account; prepare an annual budget and a statement of income and expenditures of the Association; and, in general, perform all the duties incident to the office of the Treasurer or as required by the Board.

4.9 Delegation of Duties. The Secretary and Treasurer may delegate their duties to the Association's manager, officers, employees, or independent contractors, but will remain responsible for supervising the execution of those duties.

ARTICLE V **INDEMNIFICATION**

5.1. Indemnification. The Association has the power and authority to indemnify any past or present Member, officer, Director, incorporator, employee, or agent of the Association to the fullest extent permitted by Arizona law. This power of indemnification extends to third-party actions and derivative actions and includes indemnification for attorney fees, court cost, and other related expenses in addition to indemnification for judgment amounts.

5.2. Procedure. The circumstances and procedures for effecting an indemnification by the Association will be governed by Arizona law as amended from time to time or supplemented by Arizona case law.

5.3. Scope of Article. The indemnification provided by this Article V is not exclusive of any other rights to which those indemnified may be entitled under any agreement approved by the Members or a majority of the disinterested Directors or otherwise, both as to an action in the person's official capacity and as to an action in another capacity while holding the office.

5.4. Liability. So long as they have acted in good faith on the basis of information actually possessed, neither the Architectural Committee nor any Member of the Architectural Committee nor the Board nor any Director nor any Officer of the Association will be liable to the Association, any Owner, or to any other party for any damage, loss, or prejudice suffered or claimed on account of: (i) the approval or disapproval of any plans, drawings, or specification, whether or not defective; (ii) the construction or performance of any work, whether or not pursuant to approved plans, drawings, and specification; (iii) the development of any portion of the Property; (iv) the execution and filing of any estoppel certificate, whether or not the facts in the estoppel certificate are correct; (v) any act or failure to act by the Association, Board, or Architectural Committee; or (vi) the failure to provide a statement or an accurate statement of the matters required under Arizona law.

5.5 No Duty of Protection or Security. No provision of this Declaration or the other Project Documents shall be construed or interpreted to create a duty of the Declarant, Related Parties, a Builder, the Association, the Board, any officer of the Association or any committee or member of a committee appointed by the Board to protect or further the health, safety, welfare or property of any Owner, Occupant or other person entering upon or making use of any portion of the Property, regardless of whether any monies of the Association are expended for such a purpose.

I certify that the foregoing Bylaws were duly adopted by 50% plus one of eligible Members, at a properly noticed meeting of the Members of the Association this _____, 2020.

Secretary

DRAFT