

**BY LAWS OF WEST BAY WOODS (WBW) HOMEOWNERS ASSOCIATION**  
(As amended by the WBW Board of Directors on October 14, 2023)

**ARTICLE I**

**NAME AND LOCATION.** The name of the corporation is West Bay Woods Homeowners Association, hereinafter referred to as the "Association." The principal office of the corporation shall be located at 9805 Giles Road, LaVista, Nebraska 68128, but meetings of members and directors may be held at such places within the State of Nebraska, as may be designated by the Board of Directors.

**ARTICLE II**  
**Definitions**

**Section 1.** "Association" shall mean and refer to West Bay Woods Homeowners Association, its successors and assigns.

**Section 2.** "Properties" shall mean and refer to that certain real property defined and described in the Declaration of Covenants, Conditions, Restrictions and Easements of West Bay Woods, any amendments and/or restatements thereto, and such additions thereto as may hereafter be brought within the jurisdiction of the Association.

**Section 3.** "Lot" shall mean and refer to any plot of land shown upon any recorded subdivision map of the Properties.

**Section 4.** "Owner" shall mean and refer to the record owner, whether one or more persons or entities, of the fee simple title to any Lot which is a part of the Properties, including contract purchasers, but excluding those having such interest merely as security for the performance of an obligation. .

**Section 5.** "Declarant" shall mean and refer to West Bay Woods, L.L.C., its successors and assigns if such successors or assigns should acquire more than one undeveloped Lot from the Declarant for the purpose of development.

**Section 6.** "Declaration" shall mean and refer to the Declaration of Covenants, Conditions, Restrictions and Easements of West Bay Woods; as the same may be amended and/or restated from time to time, applicable to the Properties recorded in the Office of the Register of Deeds of Douglas County, Nebraska.

**Section 7.** "Member" shall mean and refer to those persons entitled to membership as provided in the Declaration.

**ARTICLE III**  
**Meeting of Members**

**Section 1. Annual Meetings.** The first annual meeting of the members shall be held within one year from the date of incorporation of the Association, and each subsequent regular annual meeting of the members shall be held on the same day of the same month of each year thereafter, at the hour of 7:00 o'clock, p.m. or at such other date and time as determined by the Board of Directors.

If the day for the annual meeting of members is a legal holiday, the meeting will be held at the same hour on the first day following which is not a legal holiday.

**Section 2. Special Meetings.** Special meetings of the members may be called at any time by the president or by the Board of Directors, or upon written request of the members who are entitled to vote of fifty-one (51%) percent of all of the votes of the Class A membership.

**Section 3. Notice of Meetings.** Written notice of each meeting of the members shall be given by, or at the direction of, the secretary or person authorized to call the meeting, by mailing a copy of such notice, postage prepaid, at least 15 days before such meeting to each member entitled to vote thereat, addressed to the member's address last appearing on the books of the Association, or supplied by such member to the Association for the purpose of notice. Such notice shall specify the place, day and hour of the meeting, and, in the case of a special meeting, the purpose of the meeting.

**Section 4. Quorum.** The presence at the meeting of members entitled to cast, or of proxies entitled to cast, one-third (1/3) of the votes of the entire membership shall constitute a quorum for any action except as otherwise provided in the Articles of Incorporation, the Declaration or these By-Laws. The quorum for purpose of an election of Directors to the Board of Directors is waived to the number of members present plus any proxies submitted by the time of the annual meeting. If, however, such quorum shall not be present or represented at any meeting, the members entitled to vote thereat shall have power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum as aforesaid shall be present or be represented by proxy.

**Section 5. Proxies.** At all meetings of members, each member may vote in person or by proxy. All proxies shall be in writing and filed with the secretary. Every proxy shall be revocable and shall automatically cease upon conveyance by the member of his Lot.

## ARTICLE IV

### **Board of Directors; Selection; Term of Office**

**Section 1. Number.** The affairs of this Association shall be managed by a Board of not less than three (3) nor more than six (6) directors, who need not be members of the Association or Owners. The Declarant shall appoint the initial directors who shall serve until the first annual meeting.

**Section 2. Term of Office.** At the first annual meeting the members shall elect one director for a term of one year, one director for a term of two years and one director for a term of three years. Subsequent elections of directors will be done every three years at the annual meeting for a three year term of office. A quorum of members at the annual meeting as defined in Article IV, Section 4, may request an out of cycle election of the Board of Directors. The President of the Board of Directors will schedule, via written notice to all members, an out of cycle election, a call for candidates, with the election to be held at an announced special meeting of the members.

**Section 3. Removal.** Any director may be removed from the Board, with or without cause, by a majority vote of the members of the Association. In the event of death, resignation or removal of a director, his successor shall be selected by remaining members of the Board and shall serve for the unexpired term of his predecessor.

**Section 4. Compensation.** No director shall receive compensation for any service he may render to the Association. However, any director may be reimbursed for his actual expenses incurred in the performance of his duties.

**Section 5. Action Taken Without a Meeting.** The directors shall have the right to take any action in the absence of a meeting which they could take at a meeting by obtaining the written approval of all the directors. Any action so approved shall have the same effect as though taken at a meeting of the directors.

**ARTICLE V**  
**Nomination and Election of Directors**

**Section 1. Nomination.** Nomination for election to the Board of Directors may be made by a Nominating Committee. Nominations may also be made from the floor at the annual meeting. The Nominating Committee, if so utilized, shall consist of a Chairman, who shall be a member of the Board of Directors, and two or more members of the Association. The Nominating Committee, if so utilized, shall be appointed by the Board of Directors prior to each annual meeting of the members, to serve from the close of such annual meeting until the close of the next annual meeting and such appointment shall be announced at each annual meeting. The Nominating Committee may make as many nominations for election to the Board of Directors as it may in its discretion determine, but not less than the number of vacancies that are to be filled. Such nominations may be made from among members or non-members.

· **Section 2. Election.** Election to the Board of Directors may be by secret written ballot or such other manner as determined by a majority vote of the members present at such election and entitled to vote. At such election the members or their proxies may cast, in respect to each vacancy, as many votes as they are entitled to exercise under the provisions of the Declaration. The persons receiving the largest number of votes shall be elected. Cumulative voting is not permitted.

**ARTICLE VI**  
**Meetings of Directors**

**Section 1. Regular Meetings.** Regular meetings of the Board of Directors may be held without notice at such date, place and hour as may be fixed from time to time by the President or by resolution of the Board.

· **Section 2. Special Meetings.** Special meetings of the Board of Directors shall be held when called by the president of the Association, or by any two directors, after not less than three (3) days notice to each director.

**Section 3. Quorum.** A majority of the number of directors shall constitute a quorum for the transaction of business. 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 or consented to by all of the directors in writing shall be regarded as the act of the Board.

**ARTICLE VII**  
**Powers and Duties of the Board of Directors**

**Section 1. Powers.** The Board of Directors shall have power to:

a. Suspend the voting rights of a member during any period in which such member shall be in default in the payment of any assessment levied by the Association. Such rights may also be suspended after notice and hearing, for a period not to exceed 60 days for infraction of published rules and regulations;

b. Exercise for the Association all powers, duties and authority vested in or delegated to this Association and not reserved to the membership by other provisions of these By-Laws, the Articles of Incorporation, or the Declaration;

c. Declare the office of a member of the Board of Directors to be vacant in the event such member shall be absent from three (3) consecutive regular meetings of the Board of Directors; and

d. Employ a management company, manager, an independent contractor, or such other employees as they deem necessary, and to prescribe their duties.

**Section 2. Duties.** It shall be the duty of the Board of Directors to:

a. Cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the members at the annual meeting of the members, or at any special meeting when such statement is requested in writing by fifty-one (51%) percent of the Class A members who are entitled to vote;

b. Supervise all officers, agents and employees of this Association, and to see that their duties are properly performed;

c. As more fully provided in the Declaration, to:

1. Fix the amount of the annual assessment against each Lot for each annual assessment period and abate assessments for Lots owned by the Declarant and its designated builders;

2. Send written notice of each assessment, to every Owner subject thereto for each annual assessment period; and

3. Foreclose the lien against any property for which assessments are not paid. or to bring an action at law against the owner personally obligated to pay the same.

d. Issue, or to cause an appropriate officer to issue, upon demand by any person, a certificate setting forth whether or not any assessment has been paid. A reasonable charge may be made by the Board for the issuance of these certificates. If a certificate states an assessment has been paid, such certificate shall be conclusive evidence of such payment;

e. Cause all officers or employees having fiscal responsibilities to be bonded, as it may deem appropriate;

f. As more fully provided in the Declaration, to:

1. Maintain and repair any fence, signs and landscaping which have been installed in easement areas of West Bay Woods subdivision and center islands dividing dedicated roads, in generally good and neat condition.

**ARTICLE VIII**  
**Officers and Their Duties**

**Section 1. Enumeration of Offices.** The officers of this Association shall be a president, who shall at all times be members of the Board of Directors, a secretary, and a treasurer, and such other officers as the Board may from time to time by resolution create.

**Section 2. Election of Officers.** The election of officers shall take place at the first meeting of the Board of Directors following each annual meeting of the members.

**Section 3. Term.** The officers of this Association shall be elected annually by the Board and each shall hold office for one (1) year unless he/she shall sooner resign, or shall be removed, or otherwise disqualified to serve.

**Section 4. Special Appointments.** The Board may select such other officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Board may, from time to time, determine.

**Section 5. Resignation and Removal.** Any officer may be removed from office with or without cause by the Board. Any officer may resign at any time giving written notice to the Board, the president or the secretary. Such resignation shall take effect on the date of receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

**Section 6. Vacancies.** A vacancy in any office may be filled by appointment by the Board. The officer appointed to such vacancy shall serve for the remainder of the term of the officer he/she replaces.

**Section 7. Multiple Offices.** The offices of secretary and treasurer may be held by the same person. No person shall simultaneously hold more than one of any of the other offices except in the case of special offices created pursuant to Section 4 of this Article.

**Section 8. Duties.** The duties of the officers are as follows:

**President**

a. The president shall preside at all meetings of the Board of Directors; shall see that orders and resolutions of the Board are carried out.

**Vice-President**

b. The vice-president shall act in the place and instead of the president in the event of his absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required of him by the Board.

**Secretary**

c. The secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the members; keep the corporate seal of the Association, if utilized, and affix it on all papers requiring said seal; serve notice of meetings of the Board and or the members; keep appropriate current records showing the members of the Association together with their addresses; and shall perform such other duties as required by the Board.

**Treasurer**

d. The treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors; shall sign all checks and promissory notes of the Association; keep proper books of account; and shall prepare an annual budget and a statement of income and expenditures to be presented to the membership at its regular annual meeting, and deliver a copy of each to the members.

**Board Member**

e. Board members elected beyond the above named positions will have the title of Board Member 1 and/or Board Member 2 and serve to assist the operation of the Board of Directors.

**ARTICLE IX**  
**Committees**

The Board of Directors may appoint an Architectural Control Committee, and a Nominating Committee, as provided in these By-Laws. In addition, the Board of Directors may appoint other committees as deemed appropriate in carrying out its purpose.

**ARTICLE X**  
**Books and Records**

The books, records and papers of the Association shall at all times, during reasonable business hours, be subject to inspection by any member. The Declaration, the Articles of Incorporation and the By Laws of the Association shall be available for inspection by any member at the principal office of the Association, where copies may be purchased at a reasonable cost.

**ARTICLE XI**  
**Assessments**

As more fully provided in the Declaration, each member, with the exception of the Declarant, is obligated to pay to the Association annual assessments which are secured by a continuing lien on the property against which the assessment is made. Any assessments which are not paid when due shall be delinquent. If the assessment is not paid when due, the assessment shall bear interest from the date of delinquency at the rate of sixteen (16%) percent per annum or the maximum rate of interest allowable by law, whichever is less, and the Association may bring an action at law against the Owner personally obligated to pay the same or foreclose the lien against the property, and interest, costs, and reasonable attorney's fees of any such action shall be added to the amount of such assessment. No Owner may waive or otherwise escape liability for the assessments provided for herein by abandonment of his Lot.

**ARTICLE XII**  
**Amendments**

**Section 1.** These By-Laws may be amended by a majority vote of the Board or at a regular or special meeting of the members, by a vote of a majority of a quorum of members present in person or by proxy.

**Section 2.** In the case of any conflict between the Articles of Incorporation and these By-Laws, the Articles shall control; and in the case of any conflict between the Declaration and these By-Laws, the Declaration shall control.

**ARTICLE XIV**  
**Miscellaneous**

The fiscal year of the Association shall begin on the first day of January and end on the 31<sup>st</sup> day of December of every year, except that the first fiscal year shall begin on the date of incorporation.