

2007 AMENDED AND RESTATED

BYLAWS OF

OAKS NORTH MANAGEMENT CORPORATION NO. TWO

A Corporation for a Residential Condominium Senior Housing Community

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2007 AMENDED AND RESTATED

BYLAWS OF

OAKS NORTH MANAGEMENT CORPORATION NO. TWO

ARTICLE 1 - NAME; LOCATION AND APPLICABILITY

1.1 **Name; Nonprofit Mutual Benefit Corporation.** The name of the corporation is Oaks North Management Corporation No. Two ("*Corporation*"). The Corporation has been formed pursuant to the California Nonprofit Mutual Benefit Corporation Law (Corporations Code sections 7110-8970) as a nonprofit mutual benefit corporation.

1.2 **Principal Office.** The principal office of the Corporation is located in San Diego County, California. The Board shall have the full power and authority to change the principal office of the Corporation from one location to another in the County of San Diego, California. Any such change shall be adopted by a resolution of the Board and noted in the meeting minutes.

1.3 **Application.** These Restated Bylaws are applicable to the Corporation and all Owners, residents, tenants, employees, and other persons who use the facilities of the residential condominium development known as Oaks North Management Corporation No. Two ("*Condominium Property*"), consisting of two hundred and thirty four Units, located in the City of San Diego, County of San Diego, State of California, as more particularly described on Exhibit "A" attached hereto and incorporated herein.

1.4 **Documents Being Replaced; Approvals.** These Restated Bylaws amend and restate, in their entirety, the Bylaws of Oaks North Management Corporation No. Two, approved December 1, 1988 ("*1988 Bylaws*"). In accordance with Article X of the 1988 Bylaws, these Restated Bylaws have received the approval of a majority of at least one-half of the voting power of the Members.

1.5 **Definitions.** Unless otherwise specified in these Restated Bylaws, the definitions set forth in Article 1 and Article 6 of the Restated Declaration of Restrictions for Oaks North Management Corporation No. Two recorded on _____, 20__ as File/Page No. _____ of Official Records of the County Recorder of San Diego County, apply to these Restated Bylaws.

1.6 **Membership Rights.** The qualifications for membership are set forth in Article 9 of the Restated Declaration and are hereby incorporated by reference.

1.7 **Continuity of Life of Corporation.** If the Corporation should be dissolved as a corporation, an unincorporated association immediately and without further action or notice shall be deemed to exist and shall succeed to all rights and duties of the Corporation. The affairs of such unincorporated association shall be governed by the laws of the State of California and the Governing Documents.

ARTICLE 2 - MEETINGS OF MEMBERS

2.1 **Place of Meetings; Conduct.** All meetings of the Members shall be held at a place designated by the Board. This meeting place shall be within the Condominium Property or as close to it as reasonably possible. If no meeting place is designated, the meetings shall be held at the principal office of the Corporation. Meetings of Members shall be conducted in accordance with a recognized system of parliamentary procedure or such parliamentary procedures as the Board may adopt by resolution.

2.2 **Annual Meetings.** The annual meeting of the Members shall be held in the month of March on a date and time established by the Board, provided that adjournments of such meetings for lack of quorum or otherwise may be held as soon thereafter as practical.

2.3 **Special Meetings.** Special meetings of the Members may be called for any lawful purpose by a majority of a quorum of the Board, the President of the Corporation, or by a written request signed by Members representing at least five percent of the total voting power of the Corporation. If the special meeting is requested by the Members, it shall be held not less than thirty-five nor more than ninety days after receipt of the request by an Officer of the Corporation. Only that business stated in the notice of meeting given pursuant to Section 2.4 of these Restated Bylaws shall be transacted at the special meeting.

2.4 **Notice of Meetings.** The Secretary of the Corporation shall give written notice of any Members' meeting to each Member of record in accordance with the following:

- 2.4.1 Except as otherwise provided in this Article, the notice shall be given at least ten but not more than ninety days before the meeting, by first class mail, by personal delivery or Electronic Transmission.
- 2.4.2 The notice shall be addressed to the Member at the address appearing on the books of the Corporation, or the address supplied by the Member to the Corporation for this purpose.
- 2.4.3 The notice shall state the place, date, and time of the meeting and the means, if any, by which a Member may participate by

Electronic Transmission or electronic video screen. If Directors are to be elected at the meeting, the notice or proxy accompanying the notice shall include the names of all those who are nominees at the time the notice is given. The notice or proxy accompanying the notice shall also state those matters that the Board, at the time the notice is given, intends to present for action by the Members.

- 2.4.4 In the case of a special meeting which is called by Members, pursuant to Section 2.3 of these Restated Bylaws, the notice shall be given within twenty days after receipt of the request for the meeting. If that twenty day requirement is not satisfied, the Members who called the meeting may give the notice.
- 2.4.5 An affidavit of the mailing or other means of giving any notice of any Members' meeting may be executed by the Secretary, and if so executed, shall be filed with the corporate records or made a part of the minutes of the meeting. Such affidavit shall constitute prima facie evidence of the giving of notice.

2.5 **Waiver of Notice.** Attendance by a person at a meeting shall constitute a waiver of notice of that meeting, except when the person objects at the beginning of the meeting to the transaction of any business due to the inadequacy or illegality of the notice. Attendance at a meeting is not a waiver of any right to object to the consideration of matters not included in the notice of the meeting which are required to be described therein if that objection is expressly made at the meeting.

2.6 **Voting Rights.** Members shall have the power to exercise their voting rights subject to the following provisions:

- 2.6.1 Each Unit shall be assigned one vote. In an election of Directors, each Unit shall be assigned one vote for each position on the Board to be filled at the election.
- 2.6.2 Fractional votes shall not be allowed. When there is more than one record Owner of a Unit (co-owners), all of the co-owners shall be Members, but only one of them shall be entitled to cast the single vote attributable to the Unit. Co-owners may designate in writing one of the co-owners to vote. If no such designation is made or if it is revoked, the co-owners shall decide among themselves, by majority vote, how that Unit's vote is to be cast. Unless the Board receives a written objection in advance from a co-owner, it shall be conclusively presumed that the voting co-owner is acting with the consent of his or her co-owners. No vote shall be cast for the Unit on a particular matter if a majority of the co-owners present in person or by proxy cannot agree on a vote.

- 2.6.3 If no percentage of the voting power is specified in the Governing Documents or by California law for a particular action or decision by the membership, the approval by a majority of the votes cast when a quorum is established shall be required.
- 2.6.4 The Board may fix, in advance, a record date or dates for the purpose of determining the Owners who are entitled to exercise voting rights:
- (a) The record date for eligibility to vote shall not be fixed more than sixty days before the date of the meeting. If no record date is fixed, all Members who are otherwise eligible to vote as of the day of the meeting may vote.
 - (b) The record date for eligibility to vote by written ballots shall not be fixed more than sixty days before the day on which the first written ballot is mailed or solicited. If no record date is fixed, all Members who are otherwise eligible to vote as of the day of mailing or soliciting the written ballot shall be eligible to vote.
- 2.6.5 A Member's voting rights may be suspended by the Board in accordance with the provisions of Section 3.14 hereinbelow.

2.7 **Quorum.** At any meeting, Members may be considered present by appearing in person, by proxy, or by secret ballot pursuant to Civil Code section 1363.03. The presence of Members entitled to cast votes equal to at least one-third of the total voting power of the Corporation shall constitute a quorum for any action except as otherwise provided in the Governing Documents or by law. At the Board's discretion, Members may, by Electronic Transmission or electronic video screen, participate, be considered present for quorum purposes and vote at a meeting of Members subject to the requirements of Corporations Code section 7510. The Members present at a duly called or held meeting at which a quorum is present may continue to transact business until adjournment notwithstanding the withdrawal of enough Members to leave less than a quorum, if the action taken, other than adjournment, is approved by at least a majority of Members required to constitute a quorum.

2.8 **Adjournment for Lack of Quorum.** If a quorum is not present at a duly called meeting, a majority of those Members present in person or by proxy may adjourn the meeting to a time not less than five days nor more than thirty days from the meeting date, but no other business may be transacted. Provided that the date, time and place of the adjourned meeting is announced at the original meeting, the adjourned meeting may be held without additional written notice. If no such announcement is made, or if the selected date is changed after adjournment, notice of the time and place shall be given to Members in the manner provided in Section 2.4 of these Restated Bylaws. The quorum for any adjourned meeting shall be twenty-five percent of the total voting power.

2.9 **Adjustment of Voting Power and Quorum.** For purposes of establishing a quorum and determining the total voting power of the Corporation, if a Member's voting rights are suspended as provided in the Governing Documents, the total voting power of the Corporation shall be reduced for the period of time for which the suspension is in effect by an amount equal to the number of Units for which membership voting rights have been suspended.

2.10 **Voting by Proxy.** At all meetings of Members, each Member may vote by proxy. All proxies shall be in writing, filed with the Secretary of the Corporation, and comply with any applicable laws.

2.11 **Voting by Secret Ballot at a Membership Meeting.** Votes cast at an annual or special membership meeting by secret ballot pursuant to Civil Code section 1363.03 may be counted to establish a quorum at such meeting.

2.12 **Voting by Ballot Without a Membership Meeting.** Any action that may be taken at a meeting of the Members may be taken without a meeting provided the following ballot requirements are satisfied:

- 2.12.1 The Corporation shall distribute a ballot to every Member entitled to vote on the matter as provided in Section 2.6.4.
- 2.12.2 The ballot shall comply with any applicable provision of the Davis-Stirling Common Interest Development Act, including, without limitation, Civil Code section 1363.03 and any applicable provision of the California Corporations Code.
- 2.12.3 The proposed action shall be considered approved if:
 - (a) The number of votes cast by ballot within the specified time period equals or exceeds the quorum required to be present at a meeting authorizing the action, and
 - (b) The number of approvals equals or exceeds the number of votes that would be required for approval at a meeting at which the total number of votes cast was the same as the number of ballots received in response to the ballot solicitation.
- 2.12.4 Once a written ballot is submitted to the Corporation, the Member submitting the ballot may not revoke it.
- 2.12.5 Any deadline stated for return of the ballots may be extended for successive reasonable periods with the approval of the inspectors of election.

- 2.12.6 The Board may adopt Rules and Regulations to comply with the laws governing membership votes as provided in Civil Code section 1357.100 et seq., even though there may be provisions in the Restated Declaration or these Bylaws that may conflict with the requirements of the law.

ARTICLE 3 - BOARD OF DIRECTORS

3.1 **Number; Qualification.** The affairs of this Corporation shall be managed and its duties and obligations performed by an elected Board of Directors, consisting of seven persons. Members of the Board must be Members of the Corporation.

3.2 **Nomination.** The Board of Directors shall establish reasonable nomination procedures for election to the Board and may appoint a nomination committee to solicit candidates and perform other functions assigned to the committee by the Board.

3.3 **Qualifications of Candidates for Election.** Candidates for election must be Members in good standing. Good standing shall mean that all assessments must be current and the candidate's membership must not be subject to any suspension of membership rights arising out of any violations of the Corporation's Governing Documents.

3.4 **Election.** At each annual meeting of the Corporation, the Members shall fill, by election, all positions of Directors whose terms are due to expire. However, if an annual meeting is not held or does not include an election, the election may be held at a special meeting of Members called for that purpose or held by secret ballot pursuant to Section 2.12 herein. Voting for Directors shall be by secret ballot as set forth in Civil Code section 1363.03 and any successor statutes. However, if the number of candidates equals or is less than the number of positions to be filled at the election, Members may elect the Directors by acclamation. At an election, each Unit shall be assigned one vote for each position to be filled at the election. Votes may not be cumulated. The persons receiving the highest number of votes shall be elected. In the event of a tie vote between candidates for the seventh position on the Board, a run-off election may be conducted by written ballot pursuant to Section 2.11 herein.

3.5 **Term.** The terms of office of all members of the Board shall be staggered two year terms, with three terms expiring in even-numbered years, and two terms expiring in odd-numbered years. There shall be no limit to the number of consecutive terms to which a Director may be reelected. Each Director shall hold office until the election of his or her successor or until the Director's death, resignation or removal.

3.6 **Removal.** Directors may be removed as follows:

- 3.6.1 The Board may declare vacant the office of a Director on the occurrence of any of the following events:

- (a) The Director is declared of unsound mind by a final order of a court.
- (b) The Director is convicted of a felony.
- (c) The Director has failed to attend three consecutive regular meetings of the Board.
- (d) The Director ceases to be an Corporation Member.

3.6.2 One or more Directors may be removed prior to the expiration of their terms, without cause, at an annual or special meeting of the Members. Any removal without cause shall be approved by the vote of Members representing a majority of a quorum of the membership.

3.7 **Resignation of Directors.** Any Director may resign at any time by giving written notice to the Board, the President, or the Secretary, or by giving verbal notice at a Board meeting such that the resignation is recorded in the minutes of the meeting. Such resignation shall take effect on the date of receipt of such notice, or at any time later specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

3.8 **Return of Corporation Materials.** Upon resignation, removal or expiration of the Directors' terms, Directors shall return to the Corporation those Corporation materials in their possession.

3.9 **Filling Vacancies.** The remaining Directors shall fill any vacancy on the Board caused by the death, removal or resignation of a Director unless the vacancy is created by the removal of a Director by the Members. The Members shall vote to fill any vacancy on the Board created by the removal of a Director by the Members. A successor Director shall serve for the unexpired term of the Director he or she replaced. If the Board accepts the resignation of a Director which is scheduled to take effect at a future date, the Board may appoint a successor to take office when the resignation becomes effective, and the resigning Director may participate in the appointment of a successor.

3.10 **Compensation.** No Director shall receive any compensation for any service he or she may render to the Corporation; provided, however, that a Director may be reimbursed for actual out-of-pocket expenses incurred by the Director in the performance of his or her duties. Any expenses for travel outside of San Diego County must have prior approval of the Board.

3.11 **Powers and Duties.** The Board shall exercise for the Corporation all powers and duties vested in or delegated to the Board or the Corporation by the Governing Documents, and the California Corporations Code governing nonprofit mutual benefit corporations and the Davis-Stirling Common Interest Development Act. Said powers and

duties shall be subject to the limitations of the Governing Documents, and shall include, but not be limited to, the requirements of Section 3.12 and the following:

- 3.11.1 Formulating Rules and Regulations for the use and operation of the Units, Exclusive Use Common Areas, Common Area, common facilities and facilities owned or controlled by the Corporation pursuant to Section 3.5.2 of the Restated Declaration.
- 3.11.2 Formulating Rules and Regulations in compliance with Civil Code section 1363.03 and any successor statutes.
- 3.11.3 Enforcing the applicable provisions of the Governing Documents and any other instruments governing the ownership, management, and control of the Condominium Property.
- 3.11.4 Initiating and executing disciplinary proceedings against Members for violations of provisions of the Governing Documents in accordance with procedures set forth in Section 3.14 herein.
- 3.11.5 Paying taxes and assessments that are, or could become, a lien on all or a portion of the Common Area.
- 3.11.6 Fixing and establishing the fiscal year for the Corporation, including the power to modify the fiscal year.
- 3.11.7 Contracting for casualty, liability, and other insurance on behalf of the Corporation.
- 3.11.8 Subject to the limitations set forth in Section 3.12 herein, contracting for goods and services for the Common Area and operation of the Corporation, and borrowing money, incurring indebtedness and executing promissory notes or other evidences of debt for the Corporation.
- 3.11.9 Creating committees pursuant to resolution adopted by a majority of the Board; provided that if a committee will exercise any power or authority of the Board, it shall consist of two or more Directors, and as many other persons as the Board may designate, to serve at the pleasure of the Board. No Directors need serve on any committee which does not exercise any power or authority of the Board (e.g., social committees). Committee members must be Corporation Members.
- 3.11.10 Delegating its authority, duties, and responsibilities to its Officers, employees, committees, or agents, including a community association manager. The term of any agreement with a manager

shall not exceed one year, renewable by agreement of the parties for successive one year periods, and shall provide for termination by either party for cause with no more than thirty days' written notice, or without cause and without payment of a termination fee or penalty with no more than ninety days' written notice.

- 3.11.11 Authorizing the withdrawal of monies from the Corporation's reserve accounts, upon the signatures of two Directors.
- 3.11.12 Entering any Unit to perform necessary construction, maintenance, or emergency repair work for the benefit of the Common Area or the Corporation.
- 3.11.13 Filling vacancies on the Board, except for a vacancy created by the removal of a Director by Members.
- 3.11.14 Providing any Owner with the following documents within ten days of the mailing or delivery of a written request therefor and receipt of the costs to prepare and reproduce said documents:
 - (a) A copy of the Governing Documents.
 - (b) A copy of the most recent financial statement.
 - (c) A written statement from an authorized representative of the Corporation specifying (i) the amount of the Corporation's current assessments and fees; (ii) the amount of any assessments levied on the Owner's Unit that are unpaid as of the date of the statement; (iii) the amount of any monetary fines or penalties levied upon an Owner's Unit which are unpaid on the date of the statement; and (iv) the amount of late charges, interest, and costs of collection that, as of the date of the statement, are or may be made a lien on the Owner's Unit.
 - (d) A statement noting any change in the Corporation's current assessments and fees which have been approved by the Board, but which have not become due and payable as of the date disclosure is provided pursuant to this Section.
 - (e) A copy of any notice previously sent to the Owner that sets forth any alleged violations of the Governing Documents that remain unresolved at the time of the request. The notice shall not be deemed a waiver of the Corporation's right to enforce the Governing Documents against the Owner or the prospective purchaser of the Unit with respect

to any violation. This subsection shall not be construed to require the Corporation to inspect an Owner's Unit.

- (f) Any change in the Corporation's current assessments and fees which have been approved by the Board but have not become due and payable as of the date the statement is provided.

3.11.15 Being indemnified and defended by the Corporation against loss, liability or expense (including attorneys' fees) arising out of the performance of the Board's duties to the maximum extent permitted by law.

3.12 **Limitations on Powers.** Notwithstanding the provisions of Section 3.11, the Board shall be prohibited from taking any of the following actions, except with the vote or written assent of a majority of the total voting power of the Corporation:

3.12.1 Entering into a contract with a third person under which the third person will furnish goods or services for the Common Area or the Corporation for a term longer than one year with the following exceptions:

- (a) A contract with a public utility if the rates charged are regulated by the Public Utilities Commission, provided that the term shall not exceed the shortest term for which the utility will contract at the regulated rate.
- (b) Prepaid casualty and liability insurance of not more than three years duration, provided that the policy provides for short rate cancellation by the insured.
- (c) Agreements for cable television services and equipment or other similar television services and equipment not exceeding five years in duration.
- (d) Agreements for the sale or lease of burglar alarm and fire alarm equipment, installation, and services not exceeding five years in duration.

3.12.2 Borrowing money, incurring indebtedness and executing promissory notes or other evidences of debt for the Corporation in excess of five percent of the budgeted gross expenses of the Corporation for that fiscal year.

3.13 Financial Documentation; Preparation, Reporting and Review Responsibilities. With regard to the preparation, reporting and review of the Corporation's financial documentation, the Board shall have the following responsibilities:

- 3.13.1 Preparing a pro forma operating budget for each fiscal year, and distributing a copy thereof to each Owner not less than thirty and not more than ninety days prior to the beginning of the fiscal year. The budget shall comply with California Civil Code sections 1365 and 1365.2.5 or any successor statutes.

In lieu of the distribution of the pro forma budget, the Board may elect to distribute a summary of the budget to each Owner with a written notice that the budget is available at the business office of the Corporation or designated location and that copies will be provided upon written request and at the expense of the Corporation. The Corporation shall provide the copy to the Owner within five working days of the receipt of the Owner's written request.

- 3.13.2 Preparing and distributing an annual report, within one hundred twenty days after the close of each fiscal year, consisting of the following:

- (a) A balance sheet as of the end of the fiscal year.
- (b) An operating (income) statement for the fiscal year.
- (c) A statement of changes in financial position for the fiscal year.
- (d) For any fiscal year in which the gross income to the Corporation exceeds \$75,000.00, a copy of the review of the annual report prepared in accordance with generally accepted accounting principles by a licensee of the California State Board of Accountancy. If this report is not prepared by an independent accountant, it shall be accompanied by the certificate of an authorized Officer of the Corporation that the statement was prepared without independent audit or review from the books and records of the Corporation.

- 3.13.3 Preparing and distributing to the Owners, within sixty days before the beginning of each fiscal year, the written notice regarding assessments and foreclosure described in California Civil Code section 1365.1(b).

- 3.13.4 Causing to be conducted, at least once every three years, a study of the reserve account requirements of the Condominium Property. The Board shall review this study annually and shall consider and implement necessary adjustments to the Board's analysis of the reserve account requirements as a result of that review.

As used herein, the term "reserve account requirements" means the estimated funds which the Board has determined are required to be available at a specified point in time to repair, replace, or restore those major components which the Corporation is obligated to maintain.

- 3.13.5 Reviewing the following on at least a quarterly basis:
- (a) A current reconciliation of the operating and reserve accounts of the Corporation.
 - (b) The actual reserve revenues and expenses for the current year compared to the budget for the current year.
 - (c) An income and expense statement for the operating and reserve accounts of the Corporation.
 - (d) The most current account statements prepared by the financial institution where the Corporation has its operating and reserve accounts.

3.14 ***Disciplinary Actions Against Owners.*** In connection with the general power of enforcement, the Corporation may discipline Owners for violation of any of the provisions of the Governing Documents by one or more of the following: (1) suspending the Member's membership rights, including the Member's voting rights, right to run for a position on the Board, and right to use any Common Area recreational facilities, (2) imposing monetary fines, and (3) recording of a notice of noncompliance encumbering the Unit of the Owner, subject to the following limitations:

- 3.14.1 The accused Owner shall be given at least ten days' prior written notice of the intention of the Board to meet and consider imposition of a suspension, monetary fine, notice of noncompliance or any combination of these, with respect to any alleged violation.
- 3.14.2 In any matter relating to the disciplining of a Member, the Board shall meet in executive session if requested by that Member, or upon the Board's own decision. The Member subject to discipline shall be given an opportunity to be heard, orally or in writing, at the Member's discretion during that portion of the executive session.

- 3.14.3 Notwithstanding the foregoing, under circumstances involving conduct or a condition of the Unit that constitutes (a) an immediate and unreasonable infringement of, or threat to, the health, safety or quiet enjoyment of neighboring Owners; (b) a traffic or fire hazard; or (c) a threat of material damage to, or contamination, or destruction of, the Common Area, or other Units, the Board or its agents may undertake immediate corrective action and conduct a hearing as soon thereafter as reasonably possible, if either (1) requested by the offending Owner within five days following the Corporation's actions, or (2) on its own initiative.
- 3.14.4 The amount of any monetary penalties shall be established from time to time by the Board, and a schedule thereof shall be distributed to the Members by personal delivery or first class mail. Distribution of additional schedules is not required unless there are any changes to an existing schedule.
- 3.14.5 If the Board imposes discipline on a Member, the Board shall provide notification of the disciplinary action by either personal delivery or first-class mail to the Member within fifteen days following the action.
- 3.14.6 Any Owner's membership privileges may be suspended (a) for up to thirty days for any violation of the Governing Documents; and (b) during any period of time that the Owner is delinquent in the payment of assessments. Suspension of membership privileges shall include suspension of the right of a Member to vote at meetings of the Corporation, the right to run for a position on the Board, and the right to use any Common Area recreational facilities. Any such suspension shall not include suspension of the right of a sitting Board member to continue serving as a Board member.
- 3.14.7 Any disciplinary actions against an Owner may occur before or concurrently with any dispute resolution procedure pursuant to Civil Code section 1363.820.
- 3.14.8 Any notice of noncompliance shall identify the subject Unit, describe the nonconforming use, and specify the provision of the Governing Documents that is being violated. Upon the elimination of any nonconforming use, the Corporation shall execute and record an estoppel certificate, which shall reference any previously recorded notice of noncompliance, rescind said notice and confirm that the Unit is in compliance with all applicable Governing Documents provisions referenced in the notice of noncompliance.

- 3.14.9 Except as provided in Article 10 of the Restated Declaration relating to foreclosure for failure to pay assessments, or as a result of the judgment of a court or a decision arising out of arbitration, the Corporation shall in no way abridge the right of any Owner to the full use and enjoyment of his or her Unit.

ARTICLE 4 - MEETINGS OF DIRECTORS

4.1 **Regular Meetings.** Regular meetings of the Board of Directors shall be held at least quarterly at a time and place fixed by resolution of the Board. The meeting place shall ordinarily be within the Condominium Property unless, in the judgment of the Board, a larger meeting room is required than exists within the Condominium Property. Any larger meeting room selected by the Board shall be as close as possible to the Condominium Property.

4.2 **Special Meetings.** Special meetings of the Board shall be held when called by written notice signed by the President of the Corporation or by any two Directors other than the President. The meeting notice shall specify the time and place of the meeting and the nature of any special business to be considered.

4.3 **Meeting Notice to Board Members.** Regular meetings of the Board, described in Section 4.1 herein, may be held without notice to Board members if the time and place of the meetings are fixed by the Board. Regular meetings, if the time and place are not fixed by the Board, and special meetings of the Board shall be held upon four (4) days' notice by first-class mail or forty-eight (48) hours' notice delivered personally or by telephone, including a voice messaging system or by Electronic Transmission to Board members. Notice need not be given to any Director who has signed a waiver of notice or a written consent to holding of the meeting.

4.4 **Organizational Meetings.** Immediately after the annual meeting, described in Section 2.2, herein, or as soon thereafter as reasonably practicable, the Board shall meet to elect the Officers of the Corporation and conduct any other business of the Corporation as the Board, in its discretion, shall determine is necessary.

4.5 **Emergency Meetings.** An emergency meeting of the Board may be called by the President, or by any two Board members if there are circumstances that could not have been reasonably foreseen which require immediate attention and possible action by the Board, and which of necessity make it impracticable to provide notice as required herein.

4.6 **Executive Sessions.** The Board may, with the approval of a majority of a quorum of the Board, adjourn a meeting and reconvene in executive session to meet with its legal counsel, or discuss and vote upon (a) litigation in which the Corporation is or may become involved, (b) matters that relate to the formation of contracts with third parties,

(c) personnel matters, (d) Member disciplinary matters, (e) orders of business of a similar nature, and (f) to meet with a Member upon the Member's request regarding the Member's payment of assessments in compliance with Civil Code section 1367.1. The nature of any and all business to be considered in executive session shall first be announced in open session. In the event the executive session does not follow an open session, the Board may conduct an executive session if the nature of any and all business considered in such executive session is announced at the next regularly scheduled Board meeting. Nothing herein contained shall be construed to obligate the Board to first call an open meeting before meeting in executive session. An executive session which does not follow an open meeting may be called and noticed in the same manner as a special meeting or as an emergency meeting pursuant to Section 4.5 herein if required by the circumstances. Any matter discussed in executive session shall be generally noted in the minutes of the next meeting of the Board of Directors which is not an executive session.

4.7 **Quorum.** A majority of the number of the Directors then in office, so long as there is more than one such Director, shall constitute a quorum. If a quorum is present, the decision of a majority of the Directors present, excluding abstentions, shall be the act of the Board. Board members shall be considered present and may participate in a Board meeting through use of a conference telephone or electronic video screen as long as all Board members participating in the meeting are able to hear one another. Board members shall be considered present and may participate in a meeting through Electronic Transmission, other than conference telephone and electronic video screen, as long as each Board member participating in the meeting can communicate with all the other Board members in attendance concurrently.

4.8 **Adjournment.** A majority of the Directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. If the meeting is adjourned for more than twenty-four hours, notice of the adjournment shall be given, prior to the time of the adjourned meeting, to the Directors who were not present at the time of the adjournment.

4.9 **Owner Attendance at Board Meetings; Notice.** Any Member of the Corporation may attend meetings of the Board except when the Board adjourns to executive session as provided in Section 4.6 herein. Members who are not on the Board may speak at any meeting, except executive sessions, subject to reasonable limitations established by the Board of Directors. Notice of the time and place of a Board meeting, except for emergency meetings and executive sessions, shall be communicated to Members not less than four days prior to the meeting. Notice may be given by posting the notice in a prominent place or places within the Common Area, by mail, by delivery to all Units in the Condominium Property, or by newsletter or similar means of communication.

4.10 **Action Without a Meeting.** Any action required or permitted to be taken by the Board may be taken without a meeting, if all members of the Board, individually or collectively, consent in writing to that action. Such action by written consent shall have the same force and effect as a unanimous vote of the Board. Such written consent or consents shall be filed with the minutes of the meetings of the Board. An explanation of

the action taken shall be communicated to the Members by any means the Board deems appropriate.

4.11 **Meeting Minutes; Availability to Owners.** The Board shall keep accurate written minutes of its meetings, and shall retain them in the permanent records of the Corporation. The minutes, minutes proposed for adoption that are marked to indicate draft status, or a summary of the minutes, of any Board meeting, other than executive session, shall be available to Members within thirty days of the meeting. The minutes, proposed minutes, or summary minutes shall be distributed to any Member upon request and upon reimbursement for the costs in making that distribution. Members shall be notified in writing at the time that the budget is distributed, or at the time of any general mailing to the entire membership, of their right to have copies of the minutes of meetings of the Board, and how and where those minutes may be obtained.

ARTICLE 5 - OFFICERS

5.1 **Enumeration of Officers.** The Officers of this Corporation shall be a President, a Vice-President, a Secretary, and a Treasurer. The Board may appoint such additional Officers as it may, in its sole discretion, determine necessary or desirable. Any number of offices may be held by the same person except for the offices of (a) President and Treasurer, and (b) President and Secretary. Officers must be Board members.

5.2 **Appointment and Term.** The Officers shall be elected annually by the Board. Any vacancies shall be filled by the Board. Each Officer shall hold his or her office at the pleasure of the Board.

5.3 **Duties.** Unless otherwise delegated by the Board as provided in Section 5.4 herein, the duties of each Officer shall be as follows:

5.3.1 The President shall:

- (a) Preside over all meetings of the Members and of the Board.
- (b) Sign as President all deeds, contracts, and other written instruments that have been approved by the Board, unless the Board, by duly adopted resolution, authorizes the signature of a lesser Officer, or other person or entity.
- (c) Call meetings of the Board in accordance with any rules and notice requirements imposed by the Board and the Governing Documents.
- (d) Have, subject to the approval of the Board, general supervision, direction, and control of the affairs of the Corporation.

- (e) Discharge any other duties required of him or her by the Board.

5.3.2 The Vice-President shall:

- (a) Act in the place and in the stead of the President in the event of the President's absence, inability, or refusal to act.
- (b) Exercise and discharge any other duties required of the Vice President by the Board.

5.3.3 The Secretary shall:

- (a) Keep a written record of all Membership and Board meetings.
- (b) Serve all required notices of meetings of the Board and the Members.
- (c) Keep current records showing the names and addresses of all Members.
- (d) Sign as Secretary all deeds, contracts, and other written instruments that have been approved by the Board, if the instruments require a second Corporation signature and the Board has not passed a resolution authorizing another Officer to sign in the place and stead of the Secretary.

5.3.4 The Treasurer shall:

- (a) Receive and deposit all of the funds of the Corporation in any bank or banks selected by the Board.
- (b) Be responsible for and supervise the maintenance of books and records to account for Corporation funds and other Corporation assets.
- (c) Disburse and withdraw Corporation funds in the manner specified by the Board.
- (d) Prepare and distribute the financial statements for the Corporation required by the Governing Documents.

5.4 **Delegation.** With Board approval, an Officer may delegate his or her powers and duties to any committee, employee or agent of the Corporation, including, but not limited to, a community association manager.

5.5 **Resignation and Removal.** The Board may remove any Officer from office either with or without cause. An Officer may resign at any time by giving written notice to the Board, the President or the Secretary or by giving verbal notice at a Board meeting such that the resignation is recorded in the minutes of the meeting. The resignation shall take effect at the date of receipt of the notice or at any later time specified in the notice. Unless otherwise specified in the notice, acceptance of the resignation by the Board shall not be necessary to make it effective.

5.6 **Return of Corporation Materials.** Upon resignation, removal or expiration of the Officers' terms, Officers shall return to the Corporation those Corporation materials in their possession.

5.7 **Compensation.** An Officer shall not receive any compensation for any service he or she may render to the Corporation; provided, however, that any Officer may be reimbursed for actual out-of-pocket expenses incurred by the Officer in the performance of his or her duties. Any expenses for travel outside of San Diego County must have prior approval of the Board.

5.8 **Limitation of Powers.** No Officer may enter into any contract or incur any debt or other obligation for the Corporation without authorization of the Board of Directors.

ARTICLE 6 - BOOKS AND RECORDS; INSPECTION RIGHTS

6.1 **Member Inspection of Corporation Records.** "Association Records" and "Enhanced Association Records," defined in Civil Code section 1365.2 and any successor statutes, shall be open to inspection upon the written demand on the Corporation by any Member for a purpose reasonably related to such Member's interests as a Member in accordance with the terms and conditions of Civil Code section 1365.2 and any successor statutes. Members may not inspect the minutes of executive meetings, information related to disciplinary matters, individual Unit files, or any other records except those specifically allowed herein or as allowed by the Board or by law. The Corporation may withhold or redact information if the release of the information is reasonably likely to lead to fraud in connection with the Corporation or identity theft or the information is privileged by law, all as more specifically set forth in Civil Code section 1365.2 and any successor statutes.

6.2 **Member Inspection of Membership Register.** Subject to Section 6.3 and applicable law, Members may obtain copies of the membership register within ten days upon a written demand to the Corporation and payment of a reasonable charge. The demand shall state the purpose for which the list is requested.

6.3 **Denial of Inspection Request for Membership Register.** In accordance with section 8338 of the Corporations Code, the membership register is a corporate asset. The Corporation may deny a Member access to the membership register, including copies thereof, where the Corporation reasonably believes that the information will be used for a

purpose not reasonably related to the Member's interest as a Member, or where the Corporation provides a reasonable alternative method of achieving the purpose identified in the written demand from the Member in accordance with section 8330(c) of the Corporations Code.

6.4 **Director Inspection of All Corporation Records.** Subject to any limitations imposed by law, every Director shall have the right to inspect all Corporation records and the physical properties owned or controlled by the Corporation at any reasonable time as provided by section 8334 of the Corporations Code.

6.5 **Removal of Records.** No Member or Director may remove the Corporation's copies of the Governing Documents, books and records of account, minutes, the membership register, or other records or documents from the Corporation's office or designated depository without the prior consent of the Board.

ARTICLE 7 - NONLIABILITY AND INDEMNIFICATION

7.1 **Limitation on Liability of Corporation's Directors and Officers.** No Directors, Officers, committee members, or agents of the Corporation (collectively and individually referred to as the "Released Party") shall be responsible to any Owner, any member of an Owner's family, any of the Owner's tenants, guests, servants, employees, licensees, invitees, or any other person for:

7.1.1 Any error or omission in the discharge of their duties and responsibilities or for their failure to provide any service required by the Governing Documents, provided that such Released Party has, upon the basis of such information as may be possessed by the Released Party, acted in good faith, in a manner that such person believes to be in the best interests of the Corporation and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. Without limiting the generality of the foregoing, this standard of care and limitation of liability shall extend to such matters as the establishment of the Corporation's annual financial budget, the funding of Corporation capital replacement and reserve accounts, repair and maintenance of Common Areas and enforcement of the Governing Documents.

7.1.2 Any loss or damage suffered by reason of theft or otherwise of any article, vehicle or other item of personal property which may be stored by such Owner or other person within any Unit or Exclusive Use Common Area or for any injury to or death of any person or loss or damage to the property of any person caused by fire, explosion, the elements or any other Owner or person within the Condominium Property, or by any other cause, unless the same is

attributable to his or her own willful or wanton act or gross negligence. It is the intent of this Section to provide volunteer Directors and Officers with protection from liability to the full extent permitted by California Civil Code section 1365.7, or comparable superseding statute, and to the extent this provision is inconsistent with said section, the Civil Code shall prevail.

7.2 Indemnification of Corporation. Each Owner shall be liable to the Corporation for any damage to the Common Areas caused by the negligence or willful misconduct of the Owner or his or her family, guests, invitees or lessees. Each Owner shall indemnify, hold harmless, and pay any costs of defense of each other Owner from claims for personal injury or property damage occurring or originating within any Unit owned by the indemnitor, provided that this protection shall not extend to any indemnitee whose gross negligence or willful misconduct caused or contributed to the injury or damage. This Section is not intended to be for the benefit of any insurer and shall not affect nor limit the duty of any insurer to pay any claim which would be payable by said insurer but for this Section.

7.3 Indemnification by Corporation of Directors, Officers, Employees and Other Agents. To the fullest extent permitted by law, the Corporation shall indemnify its Directors, Officers, committee members, employees, and other agents described in Corporations Code section 7237, including persons formerly occupying any such positions, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding" as that term is used in Corporations Code section 7237 and including an action by or in the right of the Corporation, by reason of the fact that such person is or was a person described by that section. "Expenses," as used in this Section, shall have the same meaning as in Corporations Code section 7237(a).

7.4 Approval of Indemnity by Corporation. On written request to the Board by any person seeking indemnification hereunder, the Board shall promptly determine in accordance with Corporations Code section 7237(e), whether the applicable standard of conduct set forth in Corporations Code section 7237(b) or section 7237(c) has been met, and if it has, the Board shall authorize indemnification. If the Board cannot authorize indemnification because the number of Directors who are parties to the proceeding with respect to which indemnification is sought prevents the formation of a quorum of Directors who are not parties to the proceeding, the Board shall promptly call a meeting of Members. At that meeting, the Members shall determine under Corporations Code section 7237(e) whether the applicable standard of conduct set forth in Corporations Code section 7237(b) or section 7237(c) has been met, and if it has, the Members present at the meeting in person or by proxy shall authorize indemnification.

7.5 Advancement of Expenses. To the fullest extent permitted by law and except as is otherwise determined by the Board in a specific instance, expenses incurred by a Director, Officer, employee or agent seeking indemnification under Sections 7.2 and 7.3 of this Article in defending any proceeding covered by those Sections shall be

advanced by the Corporation before final disposition of the proceeding, on receipt by the Corporation of an undertaking by or on behalf of that person that the advance will be repaid unless it is ultimately determined that the person is entitled to be indemnified by the Corporation for those expenses.

7.6 **Insurance.** The Corporation shall have the power to purchase and maintain insurance on behalf of its Directors, Officers, committee members, employees or other agents against other liability asserted against or incurred by any Director, Officer, employee or agent in such capacity or arising out of the Director's, Officer's, employee's or agent's status as such.

ARTICLE 8 - AMENDMENTS

These Bylaws may be amended by the vote or written consent of a majority of one-half of the voting power of the Corporation or as otherwise provided in Article 18 of the Restated Declaration.

EXHIBIT "A" - CONDOMINIUM PROPERTY LEGAL DESCRIPTION

Lots 95 and 96 of Oaks North Unit No. 3 according to Map thereof No. 7739 filed in the Office of the County Recorder of San Diego County, on September 11, 1973

Parcel 1 of Parcel Map No. 4281 according to Map thereof on file in the Office of the County Recorder of San Diego County, being a division of Lot 97 of Oaks North Unit No. 3 according to Map thereof No. 7739 filed in the Office of the County Recorder of San Diego County, on September 11, 1973

Parcel 2 of Parcel Map No. 4281 according to Map thereof filed in the Office of the County Recorder of San Diego County, on December 1, 1975, being a division of Lot 97 of Oaks North Unit No. 3 according to Map thereof No. 7739 filed in the Office of the County Recorder of San Diego County, on September 11, 1973

Parcel 1 of Parcel Map No. 4433 according to Map thereof filed in the Office of the County Recorder of San Diego County, on February 4, 1976 being a division of Lot 98 of Oaks North Unit No. 3 according to Map thereof No. 7739 filed in the Office of the County Recorder of San Diego County, on September 11, 1973

Parcel 2 of Parcel Map No. 4433 according to Map thereof filed in the Office of the County Recorder of San Diego County, on February 4, 1976 being a division of Lot 98 of Oaks North Unit No. 3 according to Map thereof No. 7739 filed in the Office of the County Recorder of San Diego County, on September 11, 1973

Parcel 3 of Parcel Map No. 4433 according to Map thereof filed in the Office of the County Recorder of San Diego County, on February 4, 1976 being a division of Lot 101 of Oaks North Unit No. 3 according to Map thereof No. 7739 filed in the Office of the County Recorder of San Diego County, on September 11, 1973

Parcel 4 of Parcel Map No. 4433 according to Map thereof filed in the Office of the County Recorder of San Diego County, on February 4, 1976 being a division of Lot 101 of Oaks North Unit No. 3 according to Map thereof No. 7739 filed in the Office of the County Recorder of San Diego County, on September 11, 1973

CERTIFICATE OF SECRETARY

OF

OAKS NORTH MANAGEMENT CORPORATION NO. TWO

a California Nonprofit Mutual Benefit Corporation

I, the undersigned, do hereby certify that I am the duly elected Secretary of the Oaks North Management Corporation No. Two, a California corporation. The foregoing Amended and Restated Bylaws of said Corporation constitute the fully amended and restated Bylaws as approved by the membership of the Corporation.

DATED: May 31, 2007.

Erueyn J. Diener
Secretary