
**RESTATED BYLAWS OF
WESTFIELD PLACE HOMEOWNERS ASSOCIATION**

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RESTATED BYLAWS*
OF
WESTFIELD PLACE OWNERS ASSOCIATION

ARTICLE 1
DEFINITIONS

1.1 "Association" shall mean and refer to Westfield Place Owners Association, a Washington nonprofit corporation, notwithstanding the name defined in any plat or declarations governing the same.

1.2 "Common Area" includes the Common Area described in the Declaration of Covenants, Conditions, Restrictions, and Easements for Westfield Place, as amended, restated or otherwise supplemented, governing Westfield Place (the "Declaration"), together with any other Property owned or otherwise maintained, repaired, or administered by the Association.

1.3 "Common Expense" means the costs incurred by the Association to exercise any of its powers or maintain the Common Area.

1.4 All other capitalized terms not otherwise defined in these Bylaws shall have the meaning assigned to them in the Declaration.

1.5 Mail means electronic, hand-delivered, first class mail or certified.

1.6 Ballot means paper or electronic.

1.7 Address means either physical or electronic as provided by the Member or its authorized agent.

ARTICLE 2 OFFICES

2.1 Principal Office. The principal office of the Association shall be that of the current president serving the Association.

2.2 Registered Office/Agent. The registered office and the registered agent located at such office shall be that set forth in the Articles of Incorporation of the Association, or as set forth in any instrument filed with the Washington Secretary of State amending the same.

2.3 Other Offices. The Association may also, where necessary or convenient to the accomplishment of its purposes, maintain offices or facilities elsewhere within the State of Washington of such nature and at such locations as the Board of Directors may from time to time determine.

ARTICLE 3 ASSOCIATION JURISDICTION

The jurisdiction of the Association shall be all of the Property located in Clark County, Washington, described in the Declaration, which Declaration may be amended or otherwise supplemented from time to time.

ARTICLE 4 PURPOSES

The purposes for which the Association is formed are those set forth in its Articles of Incorporation as from time to time amended and to do all other things incidental, necessary, convenient, or expedient for the attainment of the purposes therein set forth and for the accomplishment of the duties and responsibilities imposed upon the Association by the laws of the State of Washington and these Bylaws.

ARTICLE 5 MEMBERSHIP

5.1 Members. The Members of the Association and their qualifications are as described in the Association's Declaration and Articles of Incorporation.

5.2 Membership Meetings.

5.2.1 Annual Meeting. The first meeting of the membership after incorporation shall be held on such date and time noticed by the interim Board of Directors in the manner set forth in section 5.3. Thereafter, an annual meeting of the Members of the Association shall be held during the month of October of each year, commencing in the year 2009, at a date, time, and place designated in the notice for the meeting. After the turnover meeting described in section 6.6 of the Declaration, there shall be elected a Board of Directors in accordance with section 6.6 of these Bylaws at the annual meeting. The Members may also transact such other business as may properly come before the meeting as specified under the Acts, in the Governing Documents, or upon referral by the Board of Directors. In the event that such an annual meeting is omitted by oversight or otherwise, a special meeting may be called in lieu of the annual meeting, and any business transacted at such meeting shall have the same force and effect as if transacted or held at the annual meeting.

5.2.2 Regular Meetings. The Board of Directors by resolution may set a schedule for regular meetings, including the annual meeting, of the Members for the ensuing year. Notice of regular meetings will be given as set forth in section 5.3.

5.2.3 Special Meeting. Special meetings of the Members may be called by the President, a majority of the Board of Directors, or by Owners having 10% of the votes in the Association. Notice of special meetings shall be provided as set forth in section 5.3.

5.2.4 Place of Meetings. Meetings of the membership shall be held at any suitable place convenient to the Members as may be designated by the Board of Directors and set forth in the notices of such meetings. The annual meeting of the Members may be held by means of a telephone conference or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time.

5.3 Notice of Member Meetings. For any meeting of the Members, the President or other officer of the Association specified in these Bylaws shall cause notice of the meeting to be hand-delivered, sent by prepaid, first class United States mail to the mailing address, or electronic email address of each Member or to any other mailing address designated in writing by the Members. Notices may only be sent by email to those Members who have provided an email address to the Secretary and given their consent for the receipt of notices by email. Consent to receive notices by email may be revoked at any time. A Member's consent is deemed revoked if two consecutive attempts to transmit notice by email fail. The notice shall be given not less than 14 days or more than 60 days in advance of any meeting. The notice shall state the time and place of the meeting, the purpose for which the meeting is called, and the business to be placed on the agenda by the Board of Directors for a vote by the Members, including the general nature of any proposed amendment to the Declaration, Articles of Incorporation, Bylaws, any budget or changes in the previously approved budget that result in a change in Assessment obligation, or any proposal to remove a Director.

5.4 Quorum. The quorum necessary for conducting business at any meeting of the Members of the Association shall be 75% of the votes of the Association represented by the Members in person or by proxy at the beginning of the meeting. Unless otherwise provided in the Association's Declaration, Articles, or these Bylaws, action taken at a meeting in which a quorum was not initially present shall be void and of no effect unless all Members of the Association consent in writing to such action within 30 days after the date of the meeting.

5.5 Voting.

5.5.1 The Members' voting rights are as set forth in the Association's Articles of Incorporation and the Declaration.

5.5.2 At each meeting of the Members, each Lot may be represented by one Member, either in person or by proxy executed in writing by the Member (or if more than one Member then by all of the Members), by the Member's duly authorized attorney-in-fact, or by mail-in or by electronic communication with attached ballot as provided in section 5.10 (the "voting Member").

5.5.3 When a quorum is present at the beginning of a meeting and at least 75% of the votes of the Association remain present at the meeting in person or by proxy at the time the vote is taken, the vote of a majority of the voting Members represented in person or by written proxy at the meeting shall decide any question brought before such meeting. This vote shall be binding upon all Members, unless the question is one upon which, by express provision of the Acts or any Governing Document, a different vote is required, in which case such express provisions shall govern and control the decision of such question.

5.5.4 If a vote of the membership is taken by mail-in ballot or electronically through an online voting service, then the affirmative vote of a majority of all votes entitled to be cast shall decide a question presented in the ballot.

5.6 Proxies. All proxies shall be in writing and filed with the Secretary of the Association or other officer or agent authorized to tabulate votes before the Member meeting at which the proxy will be used. A notation of the Member votes represented by proxy will be made in the minutes of the meeting. Every proxy shall be valid for a period of 11 months, or until it is earlier revoked, and shall automatically cease upon conveyance of the Member's interest in a Lot in the Association's jurisdiction. Any proxy holder who receive a proxy via email shall provide the Secretary with the proxy and a copy of the transmittal email from the person giving the proxy.

5.7 Adjourned Meetings. Whether for failure to obtain a quorum or otherwise, an adjournment of any meeting of Members may be taken to such date, time, and place as the majority of those present (in person or by proxy) may determine without any other notice than announcement at the meeting being adjourned.

5.8 Waiver of Notice. Any Member may, in writing, waive notice of any meeting before, at, or after the meeting, and such waiver shall be deemed equivalent to the giving of such notice. Attendance by a Member at any membership meeting, whether in person or by proxy, shall be a waiver of notice of the time and place of the meeting, except where a Member attends the meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Any such objection shall be made at the beginning of the meeting and the objection shall be waived if the Member votes on any action at the meeting.

5.9 Consent to Actions Without Meeting. Whenever the vote of the Members is required, the meeting and vote of the Members may be dispensed with if all Members who would have been entitled to vote upon the action shall consent in writing to such action being taken, and, unless otherwise provided in the consent, such action shall be effective when the last Member signs the same.

5.10 Ballot. Whenever the vote of the Members is required, the vote may be taken by mail or by electronic means, provided that full instructions for the mail-in or electronic ballot is provided with or otherwise set forth in the notice for a meeting established for the actions upon which the ballots will be cast and that such instructions are not in contradiction to any provisions contained in the Acts or Governing Documents. In order to be counted, all mail-in or electronic ballots shall be sent to the Secretary of the Association and must be received before the date and time set forth in the balloting instructions.

ARTICLE 6 DIRECTORS

6.1 Number. A Board of Directors consisting of no more than seven (7) Directors shall manage the affairs of the Association. The number of Directors may be increased or decreased from time to time by unanimous approval of the Board of Directors; provided, however, that a decrease shall not have the effect of shortening the term of any incumbent Director.

6.2 Qualification. Except for any interim Director serving according to section 6.6 of the Declaration, all directors shall be Members of the Association.

6.3 Authority and Powers of the Board of Directors. The management of the affairs, property, and interests of the Association shall be vested in the Board of Directors. In addition to the powers and authorities expressly conferred upon the Board of Directors by these Bylaws and in any other Governing Document, the Board of Directors may exercise all such powers of the Association and do all such lawful acts and things as are not directed or required to be exercised or done by the Members of the Association by statute or any other Governing Document, including, but not limited to, the following items:

6.3.1 To levy and collect Assessments, annually, quarterly, monthly, or otherwise, to cover the cost of operating, repairing, improving, insuring and maintaining Association Property;

6.3.2 To use and expend the Assessments collected to maintain, improve, pay taxes, care for, replace, and preserve Association Property;

6.3.3 To make, or contract to have made, repairs, restoration, or alteration of Association Property, if any, after damage or destruction by fire or other casualty or as a result of condemnation or eminent domain proceedings;

6.3.4 To employ managers or independent contractors, including, but not limited to, legal counsel, accountants and such other professionals, consultants, and/or employees as the Board of Directors deems necessary or appropriate and to prescribe their duties;

6.3.5 To open bank accounts and borrow money on behalf of the Association and to designate the signatories therefor;

6.3.6 To make reasonable Rules and Regulations and to amend the same from time to time;

6.3.7 To collect delinquent Assessments by suit or otherwise, to abate nuisances, and to enjoin or seek damages from Members for violations of the Declaration or Rules and Regulations herein referred to or otherwise adopted by the Board. Such Rules and Regulations, and amendments thereto, shall be binding upon the Members when the Board has approved them in writing and mailed a copy of such Rules and Regulations, and all amendments, to each Member at the address of the Member reflected in the records of the Association. Such Rules and Regulations may, without limiting the foregoing, include reasonable limitation on the use of Association Property by guests of the Members, as well as reasonable admission and other fees for such use; and

6.3.8 To bring and defend actions by or against one or more existing or former Members, Directors, Officers, or Agents pertinent to the operation of the Association and to levy special Assessments to pay the cost of such litigation.

6.4 Restricted Authority of the Board. The Board of Directors shall not have the authority to act on behalf of the Association in the following matters, which authority is reserved unto the Members:

6.4.1 To amend the Articles of Incorporation;

6.4.2 To take any action that requires the vote or approval of the Owners;

6.4.3 To terminate the Association;

6.4.4 To elect Members of the Board of Directors; provided, however, the Board of Directors may fill vacancies in its membership for the unexpired portion of any term; and

6.4.5 To determine the qualifications, powers, duties, and terms of office of the Members of the Director or Directors.

6.5 Duties of Board of Directors. It shall be the duty of the Board of Directors to:

6.5.1 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 one-fourth of the Member votes;

6.5.2 Supervise all Officers, Agents and Employees of this Association and to see that their duties are properly performed;

6.5.3 As more fully provided herein and to the extent provided in the Declaration, establish, levy, assess and collect Assessments or other charges referred to in the Declaration and these Bylaws as applicable to the Association; and to send written notice of each Assessment to every Owner or contract purchaser subject thereto at least 30 days in advance of each annual, monthly or special Assessment period;

6.5.4 Issue, or to cause an appropriate officer to issue, upon demand by any person, a certificate setting forth whether any Assessment has been paid. A reasonable charge may be made by the Board for the issuance of such certificate. Such certificate shall be conclusive evidence of any Assessment therein stated to have been paid;

6.5.5 Procure and maintain adequate liability insurance, and to procure adequate hazard insurance on property owned by the Association, if any, as required by the Declaration;

6.5.6 Cause all Officers and Employees having fiscal responsibilities to be bonded, as it may deem appropriate;

6.5.7 Cause any Common Areas, if any, owned by the Association to be maintained; and

6.5.8 Where reasonably prudent, delegate duties and responsibilities to an Officer or Committee upon the affirmative resolution of the Board of Directors.

6.6 Election of Directors and Term.

6.6.1 The interim Board of Directors named in the Articles of Incorporation and any replacement Interim Directors serving according to section 6.6 of the Declaration shall serve until their successors are otherwise elected by the Members at the turnover meeting described in Section 6.6 of the Declaration.

6.6.2 After the turnover meeting, elections shall be held each year at the annual general membership meeting unless a vacancy occurs prior to the normal expiration of that Director's term, in which instance the procedure set forth in section 6.10 below shall apply. Two (2) members of the first Board of Directors elected after the turnover meeting shall serve for a two-year term and one (1) member shall serve for a one-year term. Each term of the first Board of Directors will commence on the date elected at the first meeting of the Members and shall continue until the end of March of the last year of their term. Directors elected for subsequent terms shall serve terms, unless they shall earlier resign or be removed according to these Bylaws. Each year, the Board of Directors shall hold a Board meeting in September after the election of new Board members, if any, to appoint officers, set a regular meeting schedule, and conduct other business.

6.6.3 Voting for the annual election of directors by the Members will be accomplished by ballots delivered electronically to the Members or electronically mailed by Members to the Secretary of the Association. Paper ballots will be mailed to any Member who does not provide the Secretary with an email address. Except as provided in these Bylaws, each Member may cast the Member's vote for each position that will become open on the Board of Directors. There shall not be cumulative voting in the election of Directors, and no Member may cast more than the Member's vote for any nominee. Once the Nominating Committee has given notice of the nominees for Board positions, the Secretary will mail ballots to all Members listing the nominees for election as directors. The ballots shall have a return deadline of 45 days from the date of mailing. A quorum for this purpose shall consist of receipt of ballots representing at least 51% of the votes entitled to be cast. If insufficient ballots to achieve a quorum are received by the deadline, the officers shall solicit the return of additional ballots. At the deadline, or such later time as a quorum is achieved, the result shall be determined and set forth in a certificate by the Secretary sent to the president and the nominees elected shall be notified.

6.7 Removal of Directors. After the tum over meeting, any one or more of the Directors may be removed, either with or without cause, at any time by a majority of the votes cast by Members represented in person or by proxy at a meeting of Members called for that purpose at which a quorum is present. At such meeting, a successor may immediately be elected to fill the vacancy upon the majority vote of the Members votes represented in person or by proxy at such meeting. Such successor shall serve for the unexpired term of the Director. Any Director whose removal has been so proposed shall be given an opportunity to be heard at the meeting.

6.8 Absent Directors. If a Director is absent from three or more consecutive regular meetings of the Board of Directors, the remaining Directors may declare the position of such Director vacant.

6.9 Resignation of Directors. Any Director may resign at any time by delivering in person or by mail or an electronically written notice of such resignation to the Board of Directors by and through the Association's President or Secretary.

6.10 Vacancies. After the turnover meeting, whenever any Vacancy occurs in the Board of Directors by death, resignation, removal, or otherwise, it shall be filled without undue delay by a majority vote by secret ballot of the remaining Directors of the Board at a regular or special meeting of the Board. The person so chosen shall hold office until their successor is elected and qualified according to these Bylaws.

6.11 Remuneration. No stated salary shall be paid to Directors, as such, for their services, but by resolution of the Board of Directors, Directors may be reimbursed for expenses incurred in carrying out their duties on behalf of the Association.

6.12 Loans. The Association shall not loan money or extend credit to its Directors.

6.13 Disbursement. The Association shall not make any disbursements of income to any Director for the Director's service on the Board of Directors.

6.14 Meetings of Board.

6.14.1 Annual Meeting. The first meeting of the Board of Directors shall be known as the Annual Board Meeting. The President shall call the Annual Board Meeting and the Secretary shall give notice to all Directors of the date, time, and place thereof.

6.14.2 Regular Meetings. At the Annual Board Meeting, the Board shall set a schedule of regular meetings of the Board. Notice of regular meetings shall be handled as set forth in section 6.15 below.

6.14.3 Special Meetings. Special meetings of the Board of Directors may be called at any time by the president or upon written request by a majority of directors currently in office. Special meetings shall be held at the principal office of the Association or at such other place or places that the directors may from time to time designate in the notice.

6.14.4 Open and Closed Meetings. All meetings of the Board of Directors shall be open for observation by all Owners of record and their authorized agents; provided, however, upon a motion duly made and seconded and the affirmative vote of the directors present in open meeting to assemble in closed session, the Board of Directors may convene in closed executive session to consider the following matters:

- a. To discuss personnel matters;
- b. To consult with legal counsel consider communications with legal counsel;
- c. To discuss likely or pending litigation;
- d. To discuss matters involving possible violations of the Governing Documents of the Association; and
- e. To discuss matters involving the possible liability of an Owner to the Association.

The motion shall state specifically the purpose for the closed session. Reference to the motion and the stated purpose for the closed session shall be included in the minutes. The Board of Directors shall restrict the consideration of matters during the closed portions of meetings only to those purposes specifically exempted and stated in the motion. No motion or other action adopted, passed, or agreed to in closed session may become effective unless the Board of Directors, following the closed session, reconvenes in open meeting and votes in the open meeting on such motion or other action which is reasonably identified. The requirements of this subsection shall not require the disclosure of information in violation of law or which is otherwise exempt from disclosure.

6.15 Notice of Board Meetings.

6.15.1 The schedule of regular Board meetings shall be published in the minutes of the meeting at which the schedule was set. Further individual notice is not necessary.

6.15.2 Notice of all special meetings of the Board of Directors shall be given to each Director by 24-hours service of the notice by, letter, telephone, facsimile, electronic mail, or personal delivery. Such notice need not specify the business to be transacted at, or the purposes of, the meeting.

6.16 Quorum. A majority of the Board of Directors shall constitute a quorum for the transaction of business, whether in person or by proxy. If a quorum is not present, a lesser number may adjourn the meeting to a day not more than 10 days later.

6.17 Chairperson. At all meetings of the Board of Directors, the President of the Association, or in the President's absence, a member of the Board chosen by the Directors present, shall preside as Chairperson.

6.18 Voting. A majority of Directors present at a meeting at which a quorum is present must concur any time the Governing Documents or a Board resolution calls for Board action. Each Director shall possess one vote in matters coming before the Board.

6.19 Deadlock. If the Directors are unable to reach a decision, the Directors shall appoint a temporary Director from the Association membership for a limited time and for the limited purpose of assisting to resolve the question before the Board. If the Directors are unable to agree on a temporary Director, each Director shall select a temporary Director from the Association membership. The temporary Directors shall select one (1) other temporary director from the Association membership, and these temporary Directors shall assist for a limited time and for the limited purpose of assisting to resolve the question.

6.20 Registering Dissent. A Director who is present at a meeting of the Board of Directors at which action on a matter is taken shall be presumed to have assented to such action unless the Director's dissent shall be entered in the minutes of the meeting, or unless the Director shall file the Director's written dissent to such action with the person acting as the Secretary of the meeting, before the adjournment of the meeting. Such right to dissent shall not apply to a Director who voted in favor of such action.

6.21 Minutes. The Board of Directors shall keep minutes of all actions taken by the Board, which shall be available to all Owners. A copy of all minutes will be maintained in either paper or digital form with the Director so designated by the Board and shall be stored electronically for a length of time as designated by the State's records retention laws as they pertain to the Association.

6.22 Approval of Public Positions - Loans. Any proposal (i) that the Association take a public position on an issue of importance to the Members, or (ii) that the Association borrow money or become a maker on a promissory note or other evidence of indebtedness for borrowed money, shall be approved only if the proposal receives the affirmative vote of all of the Directors then in office.

6.23 Waiver of Notice. Attendance of a Director or a committee member at a meeting in person shall constitute a waiver of notice of such meeting, except where a Director or a committee member attends for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. A waiver of notice signed by a Director or committee member, whether before or after the time stated for the meeting, shall be equivalent to the giving of notice.

6.24 Action by Directors Without a Meeting. Any action required by law or by these Bylaws to be taken at a meeting of the Directors, or at a meeting of a committee, or any action which may be taken at such a meeting, may be taken without a meeting if a consent in writing, setting forth the action so taken, and shall be signed by all of the directors or committee members entitled to vote with respect to the subject matter thereof. Such consent shall have the same force and effect as a unanimous vote.

6.25 Actions of Directors by Other Communications Means. Directors may participate in a meeting of Directors by means of a (phone, video or other electronic) means of which all persons participating in the meeting can hear each other at the same time and participation by such means shall constitute presence in person at a meeting.

ARTICLE 7 COMMITTEES

7.1 Designation and Qualification. The Board of Directors, by resolution adopted by a majority of the Directors, may designate and appoint one or more committees, each of which shall consist of at least two (2) Directors and any number of Members of the Association. The designation and appointment of any such committee and the delegation thereto of authority shall not operate to relieve the Board of Directors or any individual Director of any responsibility imposed upon the Board or Director by law. By resolution adopted by a majority of the directors in office, the Board may remove from any committee a member thereof and may fill any vacancy on any committee, whether such vacancy is caused by resignation, removal, or otherwise.

7.2 Authority of Committees. Committees, to the extent provided in such Board resolution, shall have and exercise the authority of the Board of Directors in the management of the Association; provided that no such committee shall have the authority of the Board of Directors in reference to:

7.2.1 Amending, altering, or repealing the Bylaws;

7.2.2 Electing, appointing, or removing any member of any such committee or any Director or officer of the Association;

7.2.3 Amending the Articles of Incorporation;

7.2.4 Adopting a plan of merger or adopting a plan of consolidation with another corporation;

7.2.5 Authorizing the sale, lease, or exchange of all or substantially all of the property and assets of the Association not in the ordinary course of business:

7.2.6 Authorizing the voluntary dissolution of the Association or revoking proceedings therefor;

7.2.7 Adopting a plan for distribution of the assets of the Association; or

7.2.8 Amending, altering, or repealing any resolution of the Board of Directors, which by its terms provides that it shall not be amended, altered, or repealed by such committee.

7.3 Committee Chairperson. The Chairperson of each committee is responsible for adhering to the guidelines set by the Board.

ARTICLE 8 OFFICERS

8.1 Designations. The Officers of the Association shall be a President, Secretary, and Treasurer, all of whom shall be elected by the Board of Directors at the Annual Board Meeting, to hold office until the next Annual Board Meeting, subject to provisions herein relating to vacancy and removal. After the turnover meeting described in section 6.6 of the Declaration, the Officers shall be Members of the Association but need not be a Director. The Officers shall have the powers described in these Bylaws but shall at all times be subject to the authority and direction of the Board. Any two (2) or more offices may be held by the same person, except the offices of President and Secretary.

8.2 Initial Officers. The initial Officers shall be appointed by the initial Board of Directors at its organizational meeting after incorporation of the Association and shall hold office until their successors are appointed and qualified by the Board of Directors at the first Annual Board Meeting.

8.3 Officer Designations.

8.3.1 President. The President shall preside at all meetings of Directors and shall have general supervision of the affairs of the Association. The President shall be the principal operating and administrative officer and shall possess the power to sign all certificates, contracts, or other instruments of the Association;

8.3.2 Secretary. The Secretary shall have the following duties:

8.3.2.1 Issue notices for all meetings, if required, except the notices of special meetings of the Directors which are called by the President or the requisite number of Directors;

8.3.2.2 Keep minutes of all meetings, including but not limited to those persons in attendance at the meetings, motions made and votes thereon, and other business conducted and decided at such meetings;

8.3.2.3 Make such reports and perform such other duties as are incident to the Secretary's office, or are properly required of the Secretary by the Board of Directors;

8.3.2.4 Provides copies of meeting minutes for all officers and voting Members at all meetings;

8.3.2.5 The Secretary shall have authority to be a signer on all checks, drafts, credit cards, contracts, certificates or other instruments of the Association in the absence of the President or Treasurer and as so directed by the President;

8.3.3 Treasurer. The Treasurer shall have the following duties:

8.3.3.1 Keep custody of all monies of the Association;

8.3.3.2 Maintain an accurate and timely accounting of all money received and disbursed by the Association;

8.3.3.3 Deposit all funds into the accounts established pursuant to the direction of the Board and shall be responsible for the proper maintenance of such accounts;

8.3.3.4 Disburse the funds of the Association in payment of just demands against the Association or as may be ordered by the Board of Directors, taking proper vouchers for such disbursements;

8.3.3.5 Report at all meetings on the financial status of the Association, including funds on hand, outstanding obligations, if any, and all disbursements made since the last report.

8.3.3.6 Be one of the three (3) required signers on all checks and drafts and credit cards; contracts, certificates or other instruments against the Association funds;

8.3.3.7 Comply with any and all State and Federal guidelines that pertain to the Association as a non-profit corporation; and

8.3.3.8 Fulfill all functions delegated to the Treasurer by the President of the Board.

8.4 Other Officers. The Board of Directors may appoint such other officers or agents as it shall deem necessary or expedient who shall hold their offices for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the Board of Directors.

8.5 Delegation. In the case of absence or inability to act of any officer of the Association and of any person herein authorized to act in the officer's place, the Board of Directors may from time to time delegate the powers or duties of such officer to any other officer or any Director or other person whom it may select.

8.6 Resignation of Officers. Any officer may resign at any time by giving written notice to the Secretary of the Association, who, in turn, shall notify the Board of Directors of such resignation. Unless otherwise specified, written notice of such resignation shall take effect upon receipt of the notice by the Association's Secretary.

8.7 Removal. Any Officer may be removed, with or without cause, by an affirmative vote of a majority of the Board of Directors whenever in their judgment the best interest of the Association will be served thereof.

8.8 Vacancies. The Board of Directors may fill vacancies in any office arising from any cause at any regular or special meeting of the Board for the unexpired term of the vacated office.

8.9 Loans to Officers. The Association shall not loan money or extend credit to any Officer.

8.10 Disbursement. The Association shall not make any disbursement of income to any Officer, except for reimbursement of expenses incurred in carrying out their duties on behalf of the Association upon approval by the Board of Directors.

8.11 Bonds. The Board of Directors may, by resolution, require any and all of the Officers to give bonds to the Association, with sufficient surety or sureties, conditioned for the faithful performance of the duties of their respective offices, and to comply with such other conditions as may from time to time be required by the Board of Directors.

8.12 Amendments to Governing Documents. Any officer of the Association shall have the right to prepare, execute, certify, file, and record properly adopted amendments to the Governing Documents without further specific authority from the Board.

ARTICLE 9 FISCAL POLICY

9.1 Record-Keeping.

9.1.1 The Association or its managing agent shall keep financial and other record sufficiently detailed to enable the Association to fully declare to each Owner the true statement of its financial status. All financial and other records of the Association, including but not limited to checks, bank records, and invoices, in whatever form they are kept, are the property of the Association. Each managing agent of the Association shall turn over all original books and records to the Association immediately upon termination of the management relationship with the Association or upon such other demand as is made by the Board of Directors. An Association managing agent is entitled to keep copies of Association records. All records, which the managing agent has turned over to the Association, shall be made reasonably available to the examination and copying by the managing agent.

9.1.2 The Association shall keep, at a minimum, at its registered office, its principal office in this State, or such other location, if in this State, the following:

9.1.2.1 Current Governing Documents;

9.1.2.2 Correct and adequate records of accounts and finances;

9.1.2.3 A record of Officers' and Directors' names and addresses; and

9.1.2.4 Minutes of the proceedings of the Board of Directors, and any minutes that may be maintained by committees of the Board. Records may be written or electronic if capable of being converted to writing.

9.2 Examination of Records. All records of the Association, including the names and addresses of Owners and other occupants of the lots, shall be available for examination by all Owners and their respective authorized agents on reasonable advance notice during normal working hours at the offices of the Association or its managing agent. The Association shall not release the unlisted telephone number of any Member without prior written approval by the Member. The Association may impose and collect a reasonable charge for copies and any reasonable costs incurred by the Association in providing access to records.

9.3 Financial Statement. At least annually, the Association shall prepare, or cause to be prepared, a financial statement of the Association. If the financial statement of the Association reveals annual Assessments of \$50,000 or more, it shall be audited at least annually by an independent certified public accountant, but the audit may be waived if 67% of the votes cast by Owners, in person or by proxy at a meeting of the Association at which a quorum is present, vote each year to waive the audit.

9.4 Deposit of Funds. The funds of the Association shall be kept in accounts in the name of the Association and shall not be commingled with the funds of any other Association, or with the funds of any manager of the Association or any other person responsible for the custody of such funds. The monies of the Association shall be deposited in the name of the Association in such bank or trust company, as the Board of Directors shall designate.

9.5 Withdrawal of Funds. The Treasurer and anyone of the other officers of the Association, including the President and Secretary, shall sign all checks and drafts against the Association for over \$500. Signers shall not be related to each other. All committee expenditures over \$100 shall be approved by a simple majority of the Directors present at a Board Meeting (or by authorization of the President). The President shall have authority to approve all financial withdrawals of funds of an amount not more than \$2,000 as long as the majority of Directors approved the use of said funds at a prior meeting for the sole purpose of executing the duties of the Board as representatives of the Association. All financial commitments made by the Board dealing with the current year shall be honored by the new Board and reflected in the new budget statement for the ensuing year.

ARTICLE 10 BUDGET

10.1 Authority. The Board of Directors shall have the power to adopt and amend budgets for revenues and expenditures and impose and collect Assessments for common expenses from Owners.

10.2 Board Action. Within 30 days after adoption by the Board of Directors of any proposed regular or special budget of the Association, or any amendment thereto, the Board shall set a date for a meeting ("budget meeting") of the Members to consider ratification of the budget or a budget amendment.

10.3 Date of Budget Meeting. The budget meeting shall not be held sooner than 14 days nor more than 60 days after the date the notice of the meeting and a summary of the budget to the Owners is sent pursuant to section 5.3.

10.4 Quorum. No quorum is required for a budget meeting.

10.5 Vote. At the budget meeting, the proposed budget or amendment thereto shall be ratified by the Members unless a majority of Members in the Association reject the proposed budget.

10.6 Rejection of Budget. In the event the proposed budget is rejected or the required notice and summary is not given, the periodic budget last ratified by the Members shall be continued until such time as the Members ratify a subsequent budget proposed by the Board of Directors.

ARTICLE 11 AMENDMENTS TO GOVERNING DOCUMENTS

11.1 Articles and Bylaws. The Articles of Incorporation and Bylaws of this Association shall be amended in the manner set forth in the Articles of Incorporation. Proposed amendments to the Articles of Incorporation and/or the Bylaws of this Association shall be published to the voting membership at least one regular meeting prior to voting on any proposed amendment or provided with the notice of any special meeting called for their consideration. The proposed amendments shall be submitted to a vote of the membership at a regular meeting or a special meeting called for that purpose following their initial publication.

11.2 Declaration. The Declaration shall be amended in the manner set forth in the Declaration.

ARTICLE 12 MISCELLANEOUS

12.1 Copies of Resolution. Any person dealing with the Association may rely upon a copy of any of the records of the proceedings, resolutions, or votes of the Board of Directors or its Members when certified as a true copy by the President or Secretary of the Association.

12.2 Corporate Seal. The corporate seal of the Association, if any, shall be in such form as the Board of Directors may approve from time to time.

12.3 Fiscal Year. The fiscal year of the Association shall be the calendar year from January 1 through December 31.

12.4 Rules of Order. The Board of Directors may adopt rules of procedure to govern any meetings of Members or directors, to the extent the rules are not inconsistent with law or the Governing Documents. In the absence of any adopted rules of procedure, the rules contained in the most recent edition of Robert's Rules of Order shall govern all meetings of the Members and Board of Directors where those rules are not inconsistent with any of the Governing Documents.

12.5 Conflict.

12.5.1 Statue Controls. In case of any conflict between the Acts and the Articles of Incorporation and/or Bylaws of this Association, the Acts shall control.

12.5.2. Articles Control. If there is any conflict between the Articles of Incorporation and these Bylaws, the Articles of Incorporation shall control.


12.5.3. Declaration Controls. If there is any conflict between the Declaration and these Bylaws, the Declaration shall control.

The undersigned Secretary of Westfield Place Homeowners Association, a Washington non-profit corporation, does hereby certify that the above and foregoing Restated Community Bylaws were duly adopted by the Board of Directors and Members of said Association on the 18th day of October, 2020, and that they now constitute said Westfield Place Homeowners Association Bylaws.



Secretary – Carla J. White

Affirmed by:



Brian K. Apling (Oct 8, 2021 13:42 PDT)
President – Brian Apling






Westfield Place Restated Bylaws - 10-18-20

Final Audit Report

2021-10-08

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