

**BYLAWS**  
**SKY MEADOWS COMMUNITY ASSOCIATION (SMCA)**

**Most recent Revision date:** 11/16/2023

**ARTICLE I - Object and Definitions**

**1.1. Purpose.** The purposes for which this Association is formed are set forth in the Articles of Incorporation for the Association, affecting the tracts of real property described in Exhibit "A," attached hereto and by this reference made a part hereof, and hereinafter referred to as Sky Meadows, which property has been submitted to the provisions of the Articles of Incorporation for the Association, filed on October 12, 1987 with the Secretary of State for the State of Washington. These purposes were further delineated in the original "Declaration of Covenants, Conditions and Restrictions for Sky Meadows of Grasser's Hill," (CCRs) recorded on January 13, 1987 in Island County, Washington, Auditor's File No. 87000488, and subsequently replaced in its entirety by various Amended versions of the CCRs (hereinafter the most recent Amended version shall be referred to as the "Declaration").

**1.2. Definitions.** Unless otherwise specified, all terms, words, or phrases shall have the same meaning in these Bylaws as such terms have in the Declaration. The terms "owners" and "members" as used herein shall be synonymous. "Sent and send" shall mean communicated by facsimile transmission, electronic transmission (email), ground mail or written personal delivery as specified in Washington State bill ESB 6188. Electronic transmission alone shall not be used to transmit to a member unless specifically approved by that individual member.

**ARTICLE II - Membership, Voting, Meetings and Administration**

**2.1. Matters Governed by Declaration.** With regard to various matters including membership, meetings and voting, reference is made to the Declaration.

**2.2. Annual Meeting of Owners.** Members of SMCA shall meet at least once annually between January 1 and February 15. The First Notice of the meeting, accompanied by a call for nominations for any open Board positions, shall be sent to all owners no more than sixty (60) and no less than forty-five (45) days prior to the date set for the meeting. A Second Notice, accompanied by a ballot, if necessary, shall be sent to all owners no more than thirty (30) and no less than fifteen (15) days prior to the meeting date.

**2.3. Annual Meeting Agenda.** The meeting shall be presided over by the President of the Association. The agenda shall be as specified by the President and Board, but shall include the following:

- The Board's annual report on the state of the Association.
- Report by the Treasurer of the financial status of the Association.
- Report by the Chairman of the Architectural Control Committee.

- Report on the community water system.
- The election of the Board of Directors for the coming year, if necessary.
- An open discussion period for questions, suggestions, comments, and announcements of general concern.

Members may vote on any resolution at the Annual Meeting with notice of twenty (20) or more calendar days.

**2.4. Quorum.** Except as otherwise provided in these Bylaws, the presence in person or by proxy of owners holding at least twenty percent (20%) of the total votes under Article 2 of the Declaration shall constitute a quorum. An affirmative vote of owners holding a majority of the total votes present, either in person or by proxy, shall be required to transact business; provided, however, that no Board member shall be removed unless an actual majority of owners vote in the affirmative.

**2.5. Proxies.** Votes may be cast by each member or by proxy. Proxies shall be in dated and signed by each party holding an interest in said vote and shall designate the person entitled to vote or otherwise act on behalf of the absent party. The Secretary must receive proxies before the appointed time for which they are valid. No proxy shall be valid for a period longer than eleven (11) months after the date thereof.

**2.6. Majority of Owners.** As used in these Bylaws, the term "majority of owners" shall mean the holders of more than fifty percent (50%) of the votes entitled to be cast with respect to the matters being considered.

**2.7. Voting.** The Board may decide that voting by the members with respect to adoption of any proposed amendment to the Declaration, or with respect to any other matter for which approval by owners is required by the Articles of Incorporation, the Declaration, or Bylaws. The procedure for such voting is as follows:

- The Board shall send a ballot, with at least twenty (20) calendar days advance notice to all owners, setting forth the proposed action, and stipulating the date which ballots must be returned to the Association. Owners are entitled to vote for or against the proposal. The proposal shall be adopted if approved by the affirmative vote of a majority of the voters on such question, unless the Articles of Incorporation, the Declaration, or Bylaws establish a greater or lesser voting requirement for the matter in question.

**2.8. Adjourned Meeting.** If any meeting of the members cannot be organized because a quorum has not attended, the members who are present either in person or by proxy may adjourn the meeting to a time not less than forty-eight (48) hours from the time the original meeting was called.

**2.9. Order of Business.** The order of business at all meetings of members shall be as follows:

- Roll Call
- Proof of Notice of Meeting or Waiver of Notice
- Reading of Minutes of Preceding Meeting
- Reports of Officers
- Reports of Committees
- Election of Board of Directors, if necessary (Annual Meeting only)
- Unfinished Business
- New Business

### **ARTICLE III - Management of the Association**

**3.1. Board of Directors.** The affairs of the Association shall be governed by a Board of Directors, which shall be composed of persons older than eighteen (18) years of age. The Board shall consist of five (5) voting members. To facilitate continuity, one or more retired officers from the previous Board may also serve in an ex officio (nonvoting) capacity.

**3.2. Election and Term of Office.** Board members will be elected for a two-year term at the Annual Meeting by the Association membership. Elections will be held annually, as necessary. Term of office shall begin at the next Board meeting, to be held no more than thirty (30) days following the Annual Meeting. Nominations for open Board members will be requested from Association members when the Annual Meeting date is announced. All nominees for Board positions must be in good standing within the Association, having no past due annual assessment or water charges, and no current violations of Sky Meadows Covenants and Restrictions. Nominees' consent will be obtained before placing them on the ballot. A ballot listing all nominees will be sent with the Second Notice of Annual Meeting, if necessary. Members unable to attend the Annual Meeting may submit their ballots for the Board of Directors by proxy before the deadline designated on the ballot.

**3.3. Vacancies.** Vacancies on the Board caused by any reason other than the removal of a Board member by a vote of the Association shall be filled by vote of the majority of the remaining Board members, even though they may constitute less than a quorum; each person so elected shall be a Board member until a successor is elected at the next Annual Meeting of the Association or next special meeting of the Association for that purpose.

**3.4. Removal of Board Members.** At any regular board meeting or at any special meeting called for that purpose, any one or more of the Board members may be removed with or without cause, by a majority of all of the members of the Association voting as required by these Bylaws, and a successor may then be elected to fill the vacancy thus created. Any Board member whose removal has been so proposed by the owners shall be given an opportunity to be heard at the meeting.

**3.5. Regular Board Meetings.** Regular meetings of the Board may be held at such time and place as shall be determined by a majority of the Board members, but at least

two (2) such meetings shall be held during each fiscal year, and one (1) such meeting shall be held closely following the Annual meeting of owners. Notice of regular meetings of the Board shall be sent or telephoned to each Board member at least seven (7) days prior to such meeting.

**3.6. Special Board Meetings.** Special meetings of the Board may be called by the President with three (3) days notice to each Board member, A notice will be sent or telephoned, stating the time, place, and purpose of the meeting. The President or the Secretary may also call special meetings of the Board in like manner and on like notice upon the request of at least two (2) Board members. Special meetings may be called on less than three (3) days notice if the Board unanimously consents.

**3.7. Waiver of Notice.** Before, at, or after any meeting of the Board, any Board member may send a waiver of the notice of such meeting, and such waiver shall be deemed equivalent to the giving of such notice. Attendance by a Board member at any meeting of the Board shall be a waiver of notice by him of the time and place thereof. If all the Board members are present at any meeting of the Board, no notice shall be required and any business may be transacted at such meeting.

**3.8. Quorum.** At all meetings of the Board, a majority thereof shall constitute a quorum for the transaction of business, and the acts of the majority of the Board members present at a meeting at which a quorum is present shall be the acts of the Board.

**3.9. Fidelity Bonds.** The Board may require that all officers and employees of the Association handling or responsible for Association funds shall furnish adequate fidelity bonds. The Association shall pay the premiums on such bonds. However, the Board may waive any such requirements.

#### **ARTICLE IV – Officers** (Revised 10/3/2023)

**4.1. Designation.** The officers of the Association shall be a President, a Vice President, a Secretary, a Treasurer, and a Water System Liaison.

**4.2. Election of Officers.** The officers of the Association shall be elected annually by the Board from among its own members and shall hold office at the pleasure of the Board. Should an office become vacant, the Board will attempt to fill it at the next scheduled Board meeting or schedule a Special Board meeting for this purpose, if deemed necessary.

**4.3. Removal of Officers.** Upon an affirmative vote of a majority of the members of the Board, any officer may be removed, with or without cause, and a successor elected at any regular or special meetings of the Board called for such a purpose.

**4.4. President.** The President shall be the chief executive officer of the Association. The President shall preside at all meetings of the Association and the Board. The President shall have all the general powers and duties which are usually vested in the

office of the President of a nonprofit association, including but not limited to, the power to appoint committees from among the owners to assist in the conduct of the affairs of the Association.

**4.5. Vice-President.** The Vice-President shall take the place of the President and perform the duties of the President whenever the President shall be absent or unable to act. The Vice-President shall serve as the Board's primary reference on the Association's governing documents and shall perform such other duties as requested by the Board.

**4.6. Secretary.** The Secretary shall keep the minutes of meetings of the Board and minutes of meetings of the Association, have charge of such books and papers as the Board may direct, distribute, and receive ballots and verify elections, and perform all the duties incident to the office of Secretary. The Secretary shall keep up-to-date a complete list of members, their mailing addresses, and designation of the tract(s) owned. Such list shall be distributed to members no less than once a year and shall be open to inspection by other persons lawfully entitled on request. The Secretary or other designated Board Member shall ensure that the Annual Report of the Association to the Washington State is filed, and the Business License Renewal for the Association is paid between May 1 to October 31 of each year at: [www.secure.dor.wa.gov](http://www.secure.dor.wa.gov).

**4.7. Treasurer.** The Treasurer shall maintain the Association's financial records. The Treasurer shall also have responsibility for Association funds and for keeping full and accurate accounts of all receipts and disbursements in books belonging to the Association. The Treasurer shall be responsible for the deposit of all monies and other valuable effects in the name and to the credit of the Association in such depositories as designated by the President and Treasurer. Checks written for \$2,000 or greater need endorsements from two board members, one being the President. The Treasurer shall prepare a written report for presentation at each meeting of the Board of Directors, as well as the Annual Meeting. The Treasurer shall check the SMCA Post Office Box a minimum of twice a week, preferably on Monday and Wednesday. If unable to check the P.O. Box, the Treasurer shall advise the President, who will then assume that responsibility. All mail received at the P.O. Box shall be distributed to the proper Board member within one week of receipt.

**4.8. Water System Liaison.** The Water System Liaison shall be the point-of-contact on the Board for all communications between the Board of Directors and the Water System Coordinator, the meter readers, the meter biller and the company contracted to manage and maintain the Water System. The Water System Liaison has the authority to delegate to the Water System Coordinator the responsibility for communicating with the meter readers and company managing the Water System. In the absence or incapacitation of the Water System Coordinator, the Water System Liaison shall assume all duties of the Water System Coordinator. In such an event, the Water System Liaison has the authority to delegate those responsibilities to other volunteers or contract out the duties upon approval of the Board.

**4.9. Other responsibilities.** The above list of responsibilities is not comprehensive. To prepare for emergencies, help new officers step into their roles, and enhance continuity, current officers shall maintain an informal job description for their position. The description should briefly cover customary tasks, timelines, contacts, and/or other specifics that will assist their successor. Incoming Board members will receive an updated copy of these job descriptions.

#### **ARTICLE V - Appointed Positions (Revised 11/16/2023)**

**5.1.** In addition to the officers noted above, all of whom must be elected Board members, others appointed by the Board play vital roles in the Association.

These may include, but are not limited to:

a. **Members of the Architectural Control Committee (ACC).** Composition, duties, and procedures of the ACC are outlined in the Declaration and the Architectural Committee Rules.

b. **The Water System Coordinator/Assistant.** The Water System Coordinator serves as the primary point of contact between the Association and its professional water management service provider and updates the Board Water System Liaison and membership on the community water system's performance. Meter readers provide the meter readings directly to the Water System Biller within two (2) business days after the end of the billing period. The Water System Coordinator will prepare a written Water System Report for presentation at each SMCA Board of Directors Meeting. At a minimum, the Water System Report should include a) abnormal/unusual usage reports, b) water quality reports, c) a description of any notable repairs and maintenance activities, and d) notice of upcoming system activities and/or maintenance.

c. **The Webmaster.** The Webmaster designs and maintains the Association's website on behalf of the Board.

d. **The Alternate Treasurer.** The Alternate Treasurer is authorized by the Board to carry out the Treasurer's duties when necessary.

e. **The Meter Reader(s).** The Meter Reader reads meters and provides the readings to the Water System Biller within two (2) business days after the end of the billing period. Several appointees may share these duties.

f. **The Water System Biller.** The Water System Biller sends out each household's bill for community water usage within one (1) week of the end of the billing period. The Treasurer may also serve as the Water System Biller if directed by the Board.

g. Other volunteer positions may be appointed by the Board from time to time as needed.

**5.2. Duties.** To prepare for emergencies, help new appointees step into their roles, and enhance continuity, appointees will maintain an informal job description for their position, briefly noting customary tasks, timelines, contacts and/or other specifics that will assist their successor. They will submit to the board any documents that should become a part of the Association's records.

## **ARTICLE VI - Amendments**

**6.1. Future Amendments.** The Board of Directors may adopt amendments to these Bylaws for the administration of the Association and for other purposes not inconsistent with the Articles of Incorporation or the Declaration.

## **ARTICLE VII - Conflict with Declaration or Articles of Incorporation**

**7.1. In Case of Conflict.** These Bylaws are intended to comply with and supplement the Articles of Incorporation of the Association and Declaration of Covenants, Conditions and Restrictions for Sky Meadows. If any of these Bylaws conflict with such, the provisions of the Articles of Incorporation and the Declaration will apply.

## **ARTICLE VIII - Nonprofit Association**

**8.1. Nonprofit.** This Association is not organized for profit. No member, member of the Board, or person from whom the Association may receive any property or funds, shall receive or shall be lawfully entitled to receive any pecuniary profit from the operations thereof, and in no event shall any part of the funds or assets of the Association be paid as salary or compensation to, be distributed to, or inure to the benefit of any members of the Board. The foregoing, however, shall neither prevent nor restrict the reimbursement of any member or Board member for actual and reasonable expenses incurred in connection with the administration of the affairs of the Association.

## **ARTICLE IX - Fiscal Year**

**9.1. Fiscal year.** The fiscal year of the Association will begin on January 1 and end on December 31 of each year.

## **ARTICLE X - Billing and Collection of Fees (Revised 6/27/2020)**

**10.1. Annual Assessment Late Fee Procedure.** The amount of the annual SMCA Assessment Fee for each calendar year is communicated to all homeowners by the end of February. The assessment fee is due May 1st of the same year, per CCR's section 4.3.1. Meeting minutes from the annual meeting will mention this annual fee amount and due date. A reminder of the annual fee amount and due date will also appear in the first quarter water bill.

**10.2. Avoid Late Fee.** To avoid late fee, pay the annual assessment fee on or before May 31. After June 1st, assessment fees that have not been received by the Treasurer

will be subject to a late fee.

**10.3. Late Fee Calculation.** The late fees, established by CCR's section 4.6, will be calculated at 1% of the outstanding balance, added for each month of delinquency, beginning in May, following the May 1 due date. As an example, an outstanding balance of \$300 in June will be charged a \$3 late fee for the month of May. In July, the late fee will be \$6 (\$3 for May plus \$3 for June).

**10.4. Late Fee Collection.** Late fees will cease being accrued when the assessment payment is received. Unpaid late fee(s) will be added to the quarterly water bill until they are paid.

**10.5. Water Rates and Service Fees.** Sky Meadows provides water for community property owners from our two community wells. Homeowner water usage and part of the cost of the water infrastructure is billed quarterly to property owners. The following water fees apply and are billed at the end of each quarter.

- **Water Rate Schedule.** These are the rates in effect in 2020. They are unchanged from previous years, but subject to change in future years. Basic service fee: \$50.00 per lot per quarter. Every lot, except Lot 18, which is exempted by amendment to the CCRs, is charged the quarterly basic service fee.
- **Water Usage Rates:**

0 to 10,000 Gallons	\$0.33/100 Gal
10,001 to 20,000 Gallons	\$0.39/100 Gal
20,001 to 30,000 Gallons	\$0.46/100 Gal
Over 30,000 Gallons	\$0.53/100 Gal

**10.6. Water Bill Collection.** Water usage amounts and basic service fee are billed in arrears.

**10.7. Water Billing Procedures.** SMCA Meter Reader(s) will read the meters quarterly on/about the last day of the quarter. The compilation of the meter readings will be passed to the SMCA Water Biller no later than 48 hours after reading the meters. The Water Biller will calculate the individual amounts and within 48 hours of receiving the data from the Meter Reader(s), send an individual bill, including gallons used per lot, to each lot owner as well as a combined report to the Treasurer.

**10.8. Water Billing Late Fee.** All water bills are due upon receipt, as indicated on the bill. Any bill not paid in full within 30 days from the date of the bill will incur a late fee. The late fee will be \$10 for payments received after the 30-day grace period, and an additional \$10 for each subsequent month or portion of month the bill is unpaid. Late fee amounts from water bills or other assessments will be printed on subsequent water bills.

**10.9. Sale of Property.** (Revised 8/3/2023) When property changes from one owner to



another, SMCA will read the meter if requested by the seller or buyer and provide a prorated bill for the portion of the quarter owned by the buyer and by the seller.

**ARTICLE XI - Maintenance of Gravel Access Easements** (Revised 1/5/2022)

In accordance with the Road Maintenance Agreement, SMCA is responsible for the gravel road easements within Sky Meadows. This expense is periodically reflected within its general budget. The gravel road access easements exist to allow owners of Lots 1A, 11A, 12A, 13B, 14A, 16B and 17B ("Affected Lot Owners") ingress/egress to their property from paved roads. The following is a guideline for the identification and scheduling of maintenance of these gravel roads:

**11.1. Initiation.** Maintenance issues may be identified by any community member or Affected Lot Owner and shall be brought to the Board's attention via email or USPS.

**11.2. Site Assessment.** The Board will review the issue and representatives of the Board will conduct a site assessment with the Affected Lot Owner. Options for resolutions will be considered, experts may be consulted, and the Board will determine appropriate actions or recommend other options.

**11.3. Customized Approach.** The assessment and subsequent implement of repairs or maintenance will be customized to each gravel road easement.

**11.4. Records.** The Board will keep a record of repairs, materials, hired professionals, costs, volunteer work, etc. on each gravel road easement, including descriptions and photos. This record will be maintained by the Secretary of the Board.

**ARTICLE XII - SMCA Savings Account** (Revised 8/3/2023)

**12.1. Savings Account Collection.** The collection of the \$50 per quarter per lot will be included within the water bills posted at or near the end of each quarter. The collection of the \$50 Savings Fund will continue until the cap amount, an accumulation of all accounts, reaches \$100K. At that time the collection of Savings Funds will be paused until account balances, combined, dip below \$98,250. Once below \$98,250 (\$100K less one quarter's worth Savings Fund deposit) the collection will be restarted. The Savings Fund shall be used for needed repairs, replacements, and/or upgrades to our existing water, road, and drainage systems for which sufficient funds do not exist within the SMCA operating/checking account. The withdrawal of monies from the Savings Fund shall require a majority vote of the current Board and shall require the signatures of two Board members, one being the President.