

**BY-LAWS  
OF  
BRITTANY COMMONS HOMEOWNERS ASSOCIATION, INC.**

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OF  
BRITTANY COMMONS HOMEOWNERS ASSOCIATION, INC.**

**ARTICLE I – PURPOSE AND OFFICE**

1.1 Purpose. BRITTANY COMMONS HOMEOWNERS’ ASSOCIATION, INC. has been formed for the purpose of owning, operating and maintaining, preserving and exercising architectural control of the Lots and Commons Facilities of the Brittany Commons Subdivision of Neu LacDeVille exclusively for the benefit of its members.

1.2 Office. The principal office of the Association shall be located in the Town of Brighton, Monroe County, New York.

**ARTICLE II - DEFINITIONS**

2.1 “Association” shall refer to the BRITTANY COMMONS HOMEOWNERS ASSOCIATION, INC. and its successors and assigns.

2.2 “Properties” shall refer to the real property described in the Declaration of Covenants, Restrictions, Easements and Liens (“Declaration”), and after any annexation, such additional lands as may be annexed thereto in the manner prescribed in the Declaration.

2.3 “Commons Facilities” shall refer to all easements and facilities maintained by the Association for the common use and enjoyment of Owners.

2.4 “Lot” shall refer to any plot of land shown upon any recorded and filed plat map or subdivision or re-subdivision map or all or a portion of the Properties.

2.5 “Owner” shall refer to the record owner, whether one or more persons or entities, of the title to any Lot which is part of the Properties, but excluding those having such interest merely as security for the performance of any obligation.

2.6 “Declarant” shall refer to JOHN L. DiMARCO, LTD., its successors and assigns, if such successors or assigns should acquire more than one undeveloped Lot from the Declarant for the purposed of development.

**ARTICLE III – MEMBERS AND MEETINGS**

3.1 Membership. The Association shall have as voting members, only Owners of Lots. All Owners, upon becoming such, shall be deemed automatically to have become members of the

Association and there shall be no other qualification for membership. The foregoing is not intended to include persons or entities who hold an interest merely as security for the performance of any obligation. Membership shall be appurtenant to and may not be separated from ownership of any Lot which is subject to assessment by the Association.

3.2 Assessments. As more fully provided for in the Declaration, each member is obliged to pay to the Association annual and special assessments which are secured by a continuing lien upon the property against which the assessment is made. Any assessments which are not paid when due shall be delinquent and shall bear a late charge and interest in accordance with policies and procedures approved by the Board of Directors of the Association. If the assessment remains delinquent more than 30 days after the due date, the Association may bring an action of law against the Owner personally obligated to pay the assessment or foreclose its lien against the property, or both. Late charges, interest, costs and reasonable attorney's fees on such action shall be added to the amount of such assessment. No Owner may waive or otherwise relieve himself from liability for the assessments provided for him by non-use of the Common Facilities or abandonment of his Lot or by renunciation of membership in the Association.

3.3 Annual Meetings. The annual meeting of the members of the Association shall be held at a location, and date determined by the Board of Directors and timely communicated to homeowners. Other meetings for the purpose of transacting other business may be authorized by the Board of Directors.

3.4 Notice of Annual Meetings. Notice of the time, place and purpose of the annual meeting shall be served, either personally or by mail, not less than ten, nor more than forty days before the meeting upon each member who appears upon the books of the Association as a member and, if mailed, such notice shall be directed to the member at his address as it appears on the books of the Association, unless he shall have filed with the Secretary of the Association a written request that notice intended for him be mailed to some other address, in which case, it shall be mailed to the address designated in such request.

3.5 Special Meetings. Special meetings of the members, other than those regulated by statute, may be called at any time by the President or by two directors and must be called by the President on receipt of the written request of one-third (1/3) of the members of the Association.

3.6 Notice of Special Meetings. Notice of special meeting stating the time, place and purpose or purposes thereof shall be served personally or by mail upon each member not less than five nor more than forty days before such meeting, and if mailed, such notices shall be directed to each member at his address as it appears on the books or records of the Association, unless he shall be filed with the Secretary of the Association a written request that notices intended for him shall be mailed to some other address, in which case it shall be mailed to the address designated in such request.

3.7 Place of Meetings. All meetings shall be held at a place designated by the Board of Directors of the Association, within the County of Monroe and State of New York.

3.8 Quorum and Votes Required. At any meeting of members of the Association that presence of members holding one-third (1/3) of the votes of all members, in person or by proxy, shall be necessary and sufficient to constitute a quorum for all purposes except as otherwise provided by law, and the vote of a majority of the votes cast by members present at any meeting at which there is a quorum shall be the act of the full membership except as may be otherwise specifically provided by statute, the Declaration, or by these By-Laws.

3.9 Voting.

(a) At every meeting of members, each member shall be entitled to vote in person or by proxy. Each of the Members shall be entitled to one vote. The vote for directors and, upon the demand of any member, the vote upon any question, before the meeting, shall be by ballot. All elections shall be held, and all questions decided, by a majority of the votes cast by the members present in person or by proxy.

(b) When any Lot is owned by more than one person or entity, as tenants by the entirety, or in joint tenancy, or tenancy in common, or any other manner of joint or common ownership or interest, such persons or entities, as Owners of a single Lot shall collectively constitute a member of the Association and be entitled to cast one vote as such. If such persons or entities cannot jointly agree as to how such vote should be cast, no vote shall be allowed with respect to such Member.

(c) The Association's Board of Directors may make such regulations as it deems advisable for any meeting or members in regard to proof of membership in the Association, evidence of right to vote, registration of members for voting purposes, and such other matters concerning the conduct of the meetings and voting as it shall deem fit.

(d) The Board of Directors may issue rules specifying the method by which the Secretary shall be apprised of the names and addresses or all Owners and the number of votes to which each is entitled to cast at any meeting of the membership.

(e) A member may vote as such either in person or by proxy executed in writing by the member or by his duly authorized attorney-in-fact. No proxy shall be valid after eleven months from its date, unless otherwise provided in the proxy. Every proxy shall be in writing, subscribed by the member or his duly authorized attorney-in-fact and dated, but need not be sealed, witnessed or acknowledged.

(f) At each meeting of members, a full, true and complete list in alphabetical order or all members entitled to vote in such meeting, certifying the number of votes each member is entitled to cast, shall be furnished by the Secretary.

(g) In no event, after three years from the date of recording the Declaration, may Declarant or its successors or assigns cast a majority of the votes for the election of any member of the Board of Directors of the Association; nevertheless, so long as Declarant, its successors or assigns, shall own twelve or more Lots, within the period of ten years from the date of recording the Declaration, then and in such event, it shall have the right to designate one member or the Board of Directors.

3.10 Waiver of Notice. Whenever, under the provision of any law or under the provisions of the Certificate of Incorporation or By-Laws of this Association, the Association or the Board of Directors or any committee thereof is authorized to take any action after notice to the members of the Association or after the lapse of a prescribed period of time, such action may be taken without notice and without the lapse of any period of time, if at any time before or after such action be completed, such requirements be waived in writing by the person or persons entitled to such notice or entitled to participate in the action to be taken or by his attorney so authorized.

3.11 Inspectors of Election. If required by any member, the President shall, at the Annual Meeting appoint two persons who need not be members to serve as inspectors of election.

3.12 Removal of Directors or Officers. Any director or officer may be removed from office by the majority the votes cast by the members present either in person or by proxy, at any regular or special meeting calls for that purpose, for conduct detrimental to the interests of the Association, or for refusal to render reasonable assistance in carrying out its purposes. Any such officer or director proposed to be removed shall be entitled to at least five days' notice in writing by mail of the meeting at which such removal is to be voted upon and shall be entitled to appear before and be heard at such meeting.

3.13 Compensation and Expenses. Members shall not receive any compensation for services rendered to the Association. The Board of Directors shall have the power, in its discretion, to contract for and to pay to members rendering unusual or special services to the Association, special compensation appropriate to the value of such services.

#### **ARTICLE IV – DIRECTORS**

4.1 Election. The business and property of the Association shall be managed and controlled by the seven (7) member Board of Directors. Terms are for three (3) years or until the election of their respective successors. Three (3) members shall be elected in the first year and two (2) members shall be elected each of the following two (2) years. The Directors need not be members of the Association and shall be chosen by ballot at the annual meeting by a majority of the votes of the members, voting either in person or by proxy. If there shall be more than one vacancy on the Board of Directors to be filled at the annual meeting, and if there are more nominees than vacancies, the President may hold a single ballot and declare the vacancies filled by the respective nominees receiving the greatest number of votes so that one or more directors may be elected by a plurality of votes in lieu of a majority.

4.2 Resignation. Any director may resign at any time by giving written notices of such resignation to the Board of Directors.

4.3 Vacancies. Any vacancy in the Board of Directors occurring during the year, may be filled for the unexpired portion of the term by the directors then serving, although less than a quorum, by affirmative vote of the majority thereof. Any director so elected by the Board of

Directors shall hold office until the next succeeding annual meeting of the members of the Association or until the election of his successor.

4.4 Organizational Meeting. Immediately after each annual election the newly elected directors shall meet at the principal office of the Association for the purpose of organization, the election of officers, and the transaction of other business, and if a quorum of the Directors be then present, no prior notice of such meeting shall be required to be given. The place and time of such first meeting may, however, be fixed by written consent of all the Directors.

4.5 Special Meetings. Special meetings of the Board of Directors may be called by the President and must be called by the President on the written request of any member of the Board.

4.6 Notice of Meetings. Notice of all Directors' Meetings, except as herein otherwise provided, shall be given by mailing the same at least three days or by telephoning at least one day before the meeting to the usual business or residence address of the Director. Such notice may be waived by any Director. Regular Meetings of the Board of Directors may be held without notice at such time and place as shall be determined by the Board. At any meeting at which every director shall be present, even though without notice or waiver thereof, any business may be transacted.

4.7 Chairman. At all meetings of the Board of Directors, the President, or in his absence, a chairman chosen by the Directors present, shall preside.

4.8 Quorum. At all meetings of the Board of Directors, a majority of the Directors shall be necessary and sufficient to constitute a quorum for the transaction of business and the act of a majority of the directors present at any meeting at which there is a quorum shall be the act of the Board of Directors, except as may be otherwise specifically provided by the statute or by these By-Laws.

4.9 Contracts and Services. The Directors and Officers of the Association may be interested directly or indirectly in any contract relating to or incidental to the operations conducted by the Association, and may freely make contracts, enter transactions or otherwise act for and on behalf of the Association, notwithstanding that they may also be acting as individuals, or as directors of corporations, or as agents for other persons or business concerns, or may be interested in the same matters as stockholders, directors, or otherwise; provided, however, that any contract, transaction, or act on behalf of the Association in a matter in which the directors or officers are personally interested as stockholders, directors, or otherwise shall be at arm's length and not violative of the proscriptions in the Certificate of Incorporation against the Association's use or application of its funds for private benefit. In no event, however, shall any person or other entity dealing with the directors or officers be obligated to inquire into the authority of the directors and officers to enter into and consummate any contract, transaction, or other action.

4.10 Compensation. Directors shall not receive any compensations for their services as such. The Board of Directors shall have power, in its discretion, to contract for and to pay to directors rendering unusual or exceptional services to the Association special compensation appropriate to the value of such services.

4.11 Powers. All the Association powers, except such as are otherwise provided for in these By-Laws, and in the laws of the State of New York, shall be and are hereby vested in and shall be exercised by the Board of Directors. Such powers shall include, but shall not be limited to the following:

(a) To adopt and publish rules and regulations governing the use of the Properties and Common Facilities, the personal conduct of the members and their guests, and to establish penalties for the infraction thereof.

(b) To authorize the officers to enter into management agreements with third parties in order to facilitate the efficient operation of the Properties. It shall be the primary purpose of such management agreements to provide for the administration, management, repair and maintenance of the Properties, all improvements included therein and designated as Common Facilities, the roofs and exterior walls of the Townhouses, and the receipt and disbursement of funds as may be authorized by the Board of Directors. The terms of these management agreements shall be determined by the Board to be in the best interests of the Association and shall be subject in all respects to the Certificate of Incorporation, these By-Laws, and the Declaration.

4.12 Duties. The Board of Directors shall present at the annual meeting of members and file with the Minutes thereof, a report, verified by the President and Treasurer, or by a majority of the directors, showing (a) the whole amount of real and personal property owned by the association, where located, and where and how invested; (b) the amount and nature of the property acquired during the year immediately preceding the date of the report and the manner of the acquisition; (c) the amount applied, appropriated or expended during the year immediately preceding such date and the purposes, objects, or persons to or for which such applications, appropriations, or expenditures have been made; and (d) the names and places or residence of the persons who have been admitted to membership during the year. It shall be the duty of the Board of Directors to:

(A) As more fully provided in the Declaration:

(1) Fix the amount of the annual assessment against each Lot at least thirty days in advance of each annual assessment period;

(2) Send written notice of each assessment to every Owner subject thereto at least thirty days in advance of each assessment period; and

(3) Foreclose any lien against any property for which assessments are not paid within thirty days after due date or to bring an action at law against the Owner personally obligated to pay assessments.

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

(C) To procure and maintain adequate liability insurance, to procure adequate hazard insurance on property owned by the association, and to procure insurance on all Townhouses within the Association, as Trustee for all members, being shown as one of the payees of the proceeds of the insurance, all as the Directors deem advisable.

(D) To cause all officers or employees having fiscal responsibility to be bonded, if and as it may deem appropriate.

(E) To cause the Common Facilities to be maintained.

(F) To cause the roofs and exterior walls of the dwellings to be maintained.

## **ARTICLE V – OFFICERS**

5.1 Number. The officers of the Association shall be the President, Secretary, Treasurer, and such other officers with such power and duties not inconsistent with these By-Laws, as may be appointed and determined by the Board of Directors. Any two offices, except those of President and Secretary, may be held by the same person.

5.2 Election, Term of Office and Qualifications. The President shall be elected annually by the Board of Directors from among their number, and the other officers shall be elected annually by the Board of Directors from among such persons as the Board of Directors may see fit, at the first meeting of the Board of Directors after the annual meeting of the members of the Association.

5.3 Vacancies. In case any office of the Association becomes vacant by death, resignation, retirement, disqualification, or any other cause, the majority of the directors then in office, although less than a quorum, may elect an officer to fill such vacancy, and the officer so elected shall hold office and serve until the first meeting of the Board of Directors after the annual meeting of members next succeeding and until the election of his successor.

5.4 President. The President shall preside at all meetings of members and the Board of Directors. He shall have and exercise general charge and supervision of the affairs of the Association and shall do and perform such other duties as may be assigned to him by the Board of Directors.

5.5 Secretary. The Secretary shall have charge of such books, documents, and papers as the Board of Directors may determine and shall have custody of the corporate seal. HE shall attend and keep the minutes of all the meetings of the Board of Directors and members of the Association. He shall keep a record, containing the names, alphabetically arranged, of all persons who are members of the Association, showing their places of residence, and such book shall be open for inspection as prescribed by law. He may sign with the President, in the name and on behalf of the Association, any contract or agreements authorized by the Board of Directors, and when so authorized or ordered by the Board of Directors, he may affix the seal of the Association. He shall, in general, perform all the duties incident to the office of Secretary, subject to the control of the Board of Directors, and shall do and perform such other duties as may be assigned to him by the Board of Directors.



5.6 Treasurer. The Treasurer shall have the custody of all funds, property, and securities of the Association, subject to such regulations as may be imposed by the Board of Directors. He may be required to give bond for the faithful performance of his duties, in such sum and with such sureties as the Board of Directors may require. When necessary or proper, he may endorse on behalf of the Association for collection checks, notes, and other obligations, and such bank or banks or depository as the Board may designate. He shall sign all receipts and vouchers and, together with such officer or officers, if any, as shall be designated by the Board of Directors, he shall sign all checks of the Association and all bills of exchange and promissory notes issues by the Association except in cases where the signing and execution thereof shall be expressly designated by the Board of Directors or by these By-Laws to some other office or agent of the Association. He shall make such payments as may be necessary or proper to be made on behalf of the association. He shall enter regularly on the books of the Association to be kept by him for the purpose, full and accurate account of all monies and obligations received and paid or incurred by him for or on account of the Association; and shall exhibit such books at all reasonable times to any director or member on application at the offices of the Association. He shall, in general, perform all the duties incident to the office of Treasurer, subject to the control of the Board of Directors.

5.7 Compensation and Expenses. Officers shall not receive any compensation for their services as such. The Board of Directors shall have power, in its discretion, to contract for any to pay to an officer rendering unusual or exceptional services to the Association special compensation appropriate to the value of such services. The fact that any officer is a member of the Association or a director, or a member of an advisory committee, shall not preclude him from receiving a salary or from voting on the resolution providing the same.

5.8 Removal. Any officer may be removed from office by the majority vote of all the directors at any regular or special meeting called for that purpose, for nonfeasance, malfeasance, or misfeasance, for conduct detrimental to the interests of the association, or for refusal to render reasonable assistance in carrying out its purposes. Any officer proposed to be removed shall be entitled to at least five (5) days' notice in writing by mail of the meeting of the Board of Directors at which such removal is to be voted upon and shall be entitled to appear before and be heard by the Board of Directors at such meeting.

#### **ARTICLE VI – ADVISORY COMMITTEE**

The Board of Directors may appoint from their number, or from among such persons as the Board may see fit, one or more advisory committees, and at any time may appoint additional members thereto. The members of any such committee shall serve during the pleasure of the Board of Directors. Such advisory committees shall advise with and aid the officers of the Association in all matters designated by the Board of Directors. Each such committee may, subject to the approval of the Board of Directors, prescribe rules and regulations for the call and conduct of meetings of the committee and other matters relating to its procedure.

The members of any advisory committee shall not receive any stated salary for their services as such. The Board of Directors shall have power in its discretion to contract for and to pay to any member or any advisory committee, rendering unusual or exception services to the Association, special compensation appropriate to the value of such services.

#### **ARTICLE VII – FISCAL YEAR**

The fiscal year of the Association shall commence on May 1st of each year and end on April 30th of the following year.

#### **ARTICLE VIII – PROHIBITION AGAINST SHARING IN CORPORATE EARNINGS**

No member, director, officer, or employee of, or person connected with the Association, or any other private individual shall receive at any time any of the net earnings or pecuniary profit from the operations of the Association, provided that this shall not prevent the payment to any such person such reasonable compensation for services rendered to or for the Association in effecting any of its purposes or as shall be entitled to share in the distribution of any of the Association assets upon the dissolution of the Association.

#### **ARTICLE IX – INDEMNIFICATION**

To the extent permitted by law, the Association shall indemnify and defend any person made a party to any proceeding by reason of the fact that he is, or was, a director or officer of the Association against any loss and expense incurred by him by reason of such proceeding, including the settlement thereof, except in relation to matters which such person is adjudicated to be liable for gross misconduct in the performance of his duties.

#### **ARTICLE X – AMENDMENT**

Subject to the restrictions contained herein, the By-Laws may be altered, amended or repealed at any meeting of members of the Association by any affirmative vote of two-thirds of all votes cast by the members, represented either in person or by proxy at such meeting, provided that (i) a full statement of the proposed amendment is inserted in the notice of such meeting, and (ii) said amendment shall be set forth in a duly recorded amendment to the Declaration, except that paragraph 3.9(g) of these By-Laws may not be amended, within the period of ten (10) years from the date of recording the Declaration, without the express written consent of Declarant, its successors or assigns. However, no amendment will affect or impair the validity or priority of a Lot Owner's interest or in the interest of holders of a mortgage encumbering any Lot.

## **ARTICLE XI – DISSOLUTION**

Subject to the restrictions contained herein, the Association may be dissolved by action of the members at any meeting of members of the Association by affirmative vote of two-thirds (2/3) or all votes cast by the members, represented either in person or by proxy, provided that the proposed action is inserted in the notice of such meeting, except that no action to dissolve this Association may be taken within the period of ten years form the date of recording the Declaration, without the express written consent of Declarant, its successors or assigns.

## **ARTICLE XII – RESTRICTIONS**

In addition to Restrictions in the Declaration and the other provisions of these By-Laws, the Board of Directors may, from time to time, adopt rules and regulations governing the use of the Properties and the conduct of all residents and guest on the Properties.

## **ARTICLE XIII – MISCELLANEOUS**

13.1 Insurance. Under no circumstances shall an Owner permit or suffer anything to be done or left in his Townhouse which will increase the insurance rates on his Townhouse or any other Townhouse, or the Common Facilities.

13.2 Severability. Should any of the covenants, terms or provisions herein imposed be void, or be or become unenforceable at law or in equity, the remaining provisions of these By-Laws shall, nevertheless, be and remain in full force and effect.

13.3 Construction. Whenever the masculine singular form of the pronoun is used in these By-Laws, it shall be construed to mean the masculine, feminine or neuter, singular or plural, wherever the context so required. In the event of any conflict between these By-Laws and the Declaration or the Certificate of Incorporation of the Association, the latter, as the case may be, shall control.