

**AMENDED AND RESTATED**

**BYLAWS  
OF**

**THE OVERLOOK LANDOWNERS ASSOCIATION**

**ARTICLE I**

Name and Location

The name of the corporation is The Overlook Landowners Association, Inc. it is a Colorado non-profit corporation, hereinafter referred to as the "Association". The principal office of the Association shall be located at the acting Overlook Secretaries address.

Bylaws

These Amended and Restated Bylaws of the Overlook Landowners Association, Inc. have been adopted by the affirmative vote of two thirds of the membership of the Association. These Bylaws shall supersede in their entirety all previously adopted Bylaws of the Association.

**ARTICLE II**

Definitions

Section 1. "Association" shall mean and refer to THE OVERLOOK LANDOWNERS ASSOCIATION, a Colorado non-profit corporation, its successors and assigns.

Section 2. "Declaration" shall mean and refer to the Declaration of Covenants, Conditions and Restrictions for the Overlook at Palo Verde, as amended and recorded in the Office of the Clerk and Recorder, County of Jefferson, Colorado.

Section 3. "Member" shall mean and refer to every person or entity that holds membership in the Association. The Association's members shall all be owners of record, whether one or more persons or entities, of fee simple title to any Unit.

Section 4. "Overlook" shall mean and refer to all of the property described in Exhibit A attached, and any additions brought within the jurisdiction of the Association.

Section 5. "Owner" shall mean and refer to the record owner, whether one or more persons or entities, of a fee simple title to any Parcel which is a part of the Overlook, including contract sellers, but excluding those having such interest merely as security for the performance of an obligation.

Section 6. "Parcel" shall mean and refer an entire lot in the Overlook, together with the improvements thereon, title to which is or will be conveyed in fee simple by reference to the numbered plots of land shown upon the recorded subdivision map of the Properties.

Section 7. "Properties" shall mean and refer to all that certain real property described in Exhibit A, and such additions thereto as may be brought within the jurisdiction of the Association.

### ARTICLE III

#### Object

Section 1. The charitable and social welfare purposes, for which this non-profit Association is formed, are to perform and enforce the functions and duties as set forth in the Declaration.

Section 2. All present or future Owners, tenants, occupants, and any other person that might use the facilities of the Properties in any manner are subject to the regulations set forth in these Bylaws and the Declaration of Covenants, Conditions and Restrictions. The mere acquisition, rental or occupancy of any of the Parcels of the Properties will signify that these Bylaws are accepted, ratified and will be complied with.

### ARTICLE IV

#### Membership, Voting, Quorum, Proxies

Section 1. Membership. Membership in this Association shall be limited to record fee Owners of the Parcels, subject to the Declaration. One membership in the Association shall be issued to the record Owner of each Parcel. In the event any Parcel is owned by two or more persons, whether by joint tenancy, tenancy in common or otherwise, the membership as to such Parcel shall be joint and a single membership for such Parcel shall be issued in the names of all Owners, and they shall designate to the Association in writing at the time of issuance, one person who shall have the power to vote said membership. No membership shall be issued to any other person or persons except as they may be issued in substitution for outstanding memberships assigned to new record Owners of Parcels. In the event that an Owner is in default in his obligation to a first mortgagee, the first mortgagee shall be entitled to act as a Member instead of the Parcel Owner after first having given written notice to the Association of the fact and nature of the default.

Section 2. Transfer of Membership. A membership in the Association shall not be assigned, encumbered or transferred in any manner except as an appurtenance to transfer of title to the Parcel to which the membership pertains; provided, however, that the rights of membership may be assigned to the holder of a mortgage, deed of trust, or other security instrument on a Parcel as further security for a loan secured by a first lien on such Parcel. A transfer of membership shall occur automatically upon the transfer of title to the Parcel to which the membership pertains, but the Association shall be entitled to treat the person or persons in whose name or names the membership is recorded on the books and records of the Association as a Member for all purposes until such time as evidence of a transfer of title,

satisfactory to the Association, has been submitted to the Secretary. A transfer of membership shall not release the transfer or from liability for obligations incurred incident to such membership prior to such transfer. In the event of a dispute as to ownership appurtenant to a Parcel, title to such Parcel, as shown in the records of the Clerk and Recorder of the County of Jefferson, Colorado, shall be determinative.

**Section 3. Voting.** Each Member being present in person or by proxy shall be entitled to one vote for each Parcel owned by said Member. When more than one person holds an interest in any Parcel, all such persons shall be Members. The vote for such Parcel shall be exercised as the owners of such Parcel determine among themselves, but in no event shall more than one vote cast with respect to any Parcel.

**Section 4. Voting by Joint Members.** If there is more than one Owner of a Parcel, the vote for such Unit shall be exercised as the persons holding such interest shall determine between themselves, provided that in no event shall more than one vote be cast with respect to any Unit. If, however, the Owners of a Unit are unable, by the time a vote is to be cast, to agree upon how they will vote any issue, they shall be passed over and their right to vote on such issue shall be lost. The vote of an entity Member may be cast by any authorized or apparent representative of the entity in the absence of express notice of the designation of a specific person by the governing body of such entity

**Section 5. Suspension of Voting Rights.** The Board may suspend, after notice and hearing as provided herein, the voting rights of a Member during and for up to 60 days following any breach by such Member or a Guest of any provision of the Declaration or of any rule or regulation adopted by the Association unless such breach is a continuing breach, in which case such suspension may continue for so long as such breach continues and for up to 60 days thereafter. Notwithstanding the foregoing, no notice or hearing shall be required to suspend a Member's voting rights if such Member is not in Good Standing with the Association. All Owners in Good Standing shall be entitled to vote. Good standing means that a Member is no more than thirty (30) days late in the payment any Annual, Special or Default Assessments and who has none of his, her or its membership privileges suspended. Refer to the Overlook Enforcement Policy.

**Section 6. Quorum.** The presence either in person or by proxy, of at least forty percent (40%) of the membership of record shall constitute a quorum of the Association for all purposes unless the representation of a larger group shall be required by law, by the Declaration, by the Articles of Incorporation, or by these Bylaws, and in that event representation of the number so required shall constitute a quorum.

**Section 7. Proxies.** Votes may be cast in person or by proxy; proxies must be filed with the Secretary before the appointed time of each meeting. A proxy shall automatically cease upon the conveyance of the Member's Unit and the transfer of the Membership on the books of the Association. No proxy shall be valid after 11 months from its date. A proxy is void if it is not dated or if it purports to be revocable without notice. Appointment of a proxy is revoked by the person appointing the proxy: (a) attending any meeting and voting in person; or (b) signing and delivering to the Secretary or other officer or agent authorized to tabulate proxy votes either a writing stating that the appointment of the proxy is revoked or a subsequent appointment form. A proxy shall not be valid if obtained through fraud or misrepresentation.

## ARTICLE V

### Administration

Section 1. General. The Members of the Association shall have the responsibility of governing the Association through a Board of Directors, as herein provided.

Section 2. Place of Meetings. Meetings of the Association shall be held at such place as the Board of Directors may determine from time to time. Meetings at a member's home is preferable for ease of attendance.

Section 3. Annual Meetings. The Annual Meeting of Members of the Association shall be held during the first week of February, or as soon after as may be determined by the Board. At such meeting, the Board of Directors shall be elected in accordance with the requirements set forth herein. The Members may also transact such other business of the Association as may properly come before them. Refer to the Overlook Conduct of Meetings Policy.

Section 4. Quorum at Members' Meetings. A quorum is deemed present at a Member's meeting if persons entitled to cast forty percent (40%) of the votes of Members who are eligible to vote are present, in person or by proxy, at the beginning of the meeting. A quorum of Members who are present in person or by proxy at a duly organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal of Members so as to leave less than a quorum.

Section 5. Special Meetings. Special meetings of the Members for any purpose or purposes may be called by the President, by resolution of the Board of Directors, or upon a petition signed by a majority of the Members of the Association. Such petition shall state the purpose or purposes of such proposed meeting.

Section 6. Notice of Meetings. The President or Secretary shall give or cause to be given notice of the time, place, and in case of a special meeting, the purpose, of each annual or special meeting by e-mail, mailing or hand-delivering such notice at least ten days but not more than 30 days prior to such meeting, to each Member of the Association entitled to vote at such meeting, at the respective addresses of said Members as they appear on the records of the Association. If mailed, such notice shall be deemed to have been delivered when deposited in the United States mail addressed to the Member at the address of his, her or its Unit or to any other mailing address designated in writing by the Member, with postage thereon prepaid; if hand delivered, such notice shall be deemed to have been delivered on the date of actual delivery thereof. The notice of any meeting must state the time and place of the meeting and the items on the agenda.

Section 7. Adjourned Meetings. Members present in person or by proxy at any meeting may adjourn the meeting from time to time, whether or not a quorum is present in person or by proxy, without notice other than announcement at the meeting, for a total period or periods not to exceed 30 days after the date set for the original meeting.

Section 8. Waiver of Notice. Any Member may at any time waive any notice required to be given under these Bylaws, or by statute or otherwise. The presence of a Member in person at any meeting of the members shall be deemed such a waiver.

**Section 9. Action of Members without Meeting.** Any action that may be taken at any annual, regular, or special meeting of Members may be taken without a meeting if the Association delivers a written ballot to every Member entitled to vote on the matter. A written ballot shall set forth each proposed action and provide an opportunity to vote for or against each proposed action, other than election of Directors, which shall require an opportunity to vote for all candidates known as of the date of the mailing. In the event the action is for election of Directors, there shall be space on the ballot for write in nominations. Approval by written ballot pursuant to this section shall be valid only when the number of votes cast by ballot equals or exceeds the quorum required to be present at a meeting authorizing the action, and the number of approvals equals or exceeds the number of votes that would be required to approve the matter at a meeting at which the total number of votes cast was the same as the number of votes cast by ballot. All solicitations for votes by written ballot shall indicate the number of responses needed to meet the quorum requirements; state the percentage of approvals necessary to approve each matter other than election of Directors; specify the time by which a ballot must be received by the Association in order to be counted; and be accompanied by written information sufficient to permit each person casting such ballot to reach an informed decision on the matter. Action taken under this section has the same effect as action taken at a meeting of Members and may be described as such in any document.

## ARTICLE VI

### Board of Directors

**Section 1. Number and Qualification.** The Association shall be governed by a Board of Directors consisting of not more than three (3) or less than one (1) person elected by the Members of the Association.

**Section 2. Powers and Duties.** The Board of Directors shall have the powers and duties necessary to manage and supervise the affairs of the Association, and may do all such acts and things as are not by law or by these Bylaws directed to be exercised and done by the Members. The powers of the Board of Directors shall include, but not be limited to, all of the rights and duties of the Board of Directors as set forth elsewhere in these Bylaws, in the Articles of Incorporation, in the Declaration, in the Colorado Common Interest Ownership Act as it applies to the Association, and in the Colorado Revised Nonprofit Corporation Act, and shall include the power to promulgate such rules and regulations pertaining to such rights and duties as may be deemed proper and which are consistent with the foregoing. The Board of Directors may delegate such duties as appear in the best interests of the Association and to the extent permitted by law. The Board of Directors shall have the power to designate and remove personnel necessary for the operation, maintenance, repair, and replacement of the roadways, easements and rights of way in the Overlook.

**Section 3. Election and Term of Office.** Members of the Board of Directors shall be elected by the Members at the Annual meeting of the Members of the Association.

A. The Directors shall be classified with respect to the time for which they shall severally hold office, by dividing them into two classes, "A" and "B".

B. At such time as the number of Directors exceeds one, class "A" shall consist of the first two Directors named therein, each to hold office for two Annual Meetings hence. At the next annual meeting of the

Members of the Association, the Directors elected will be in class "B", and hold office until two Annual Meetings hence.

C. At each Annual Meeting, the successors to the class of Directors whose terms shall expire in that year shall be elected to hold office for the term of two years, so that the term of office of one class of Directors shall expire in each year.

Section 4. Vacancies. Vacancies on the Board of Directors caused by any reason shall be filled for the unexpired term of office by vote of the majority of the remaining Directors even though they may consist of less than a quorum and each person so elected shall be a Director until his or her successor is duly elected by the Members of the Association at the expiration of the term.

Section 5. Removal of Directors. At any regular or special meeting of the Members, any one or more of the Directors may be removed, either with or without cause, at any time by the affirmative vote of sixty-seven percent (67%) of the entire membership of record, and a successor may then be elected to fill the vacancy thus created. Any Director whose removal has been proposed by the Members of the Association shall be given an opportunity to be heard at the meeting.

Section 6. Compensation. No compensation shall be paid to Directors for their services as directors.

Section 7. Board of Director Meetings. There shall be a regular annual meeting of the Board of Directors immediately following the Annual Meeting of the Members of the Association, and the Board may establish regular meetings to be held at such other places and such other times as shall be determined, from time to time, by a majority of the Directors. Notice of regular meetings of the Board of Directors shall be given to each Director, personally or by mail, telephone or e-mail, at least ten days prior to the day named for the meeting.

Section 8. Open Meetings. All regular and special meetings of the Board, or any committee thereof, shall be open to attendance by all Members or to any person designated by a Member in writing. At regular and special meetings of the Board, Members who are not Directors may not participate in any deliberation or discussion unless expressly so authorized by a vote of the majority of the Board if a quorum of the Board is present, except that, at an appropriate time determined by the Board, but before the Board votes on an issue under discussion, Members or their designated representatives shall be permitted to speak regarding that issue. The Board may place reasonable time restrictions on persons speaking during the meeting. If more than one person desires to address an issue and there are opposing views, the Board shall provide for a reasonable number of persons to speak on each side of the issue. Refer to the Overlook Conduct of Meetings Policy.

Section 9. Special Meetings. Special meetings of the Board of Directors may be called by the President, or two thirds of the Directors upon three days' notice to each Director by telephone or e-mail (with receipt confirmation), which notice shall state the time, place and purpose of the meetings.

Section 10. Waiver of Notice. Before or at any meeting of the Board of Directors, any Director may, in writing or e-mail, waive notice of such meeting and such waiver shall be deemed equivalent to the giving of such notice. Attendance by a Director at any meeting of the Board shall be a waiver of notice by such Director of the time and place thereof. If all the Directors are present at any meeting of the Board no notice shall be required and any business may be transacted at such meeting.

**Section 11. Quorum.** A majority of the Board of Directors shall constitute a quorum for the transaction of business.

**Section 12. Action of Directors Without a Meeting** Any action required to be taken, or any action which may be taken, at a meeting of the Directors, maybe taken without a meeting, if a consent in writing or e-mail setting forth the action so taken, shall be signed all Directors.

## ARTICLE VII

### Powers and Duties of the Board of Directors

The Association shall have and may exercise by and through the Board of Directors, the following rights:

(a) Rights and privileges given it by the Declaration.

(b) Any other right and privilege or power and authority necessary or desirable to fulfill its obligations under the Declaration and these Bylaws, as permitted by law, including, without limiting the generality of the foregoing, the following:

- (i) To take such actions as are necessary to provide road maintenance as set forth in Article III, Section 6 of the Declaration;
- (ii) Enter into, make, perform or enforce contracts, licenses, leases and agreements of every kind and description. To obtain and pay for accounting and other professional services as may be necessary or desirable;
- (iii) Borrow funds and give security therefor in order to pay for any expenditure or outlay required pursuant to the Association Documents, and to execute all such instruments evidencing such indebtedness and security as the Board may deem necessary or desirable;
- (iv) To obtain and pay for such comprehensive liability coverage or other insurance as good business practice may necessitate or require;
- (v) Upon request of any Member, to review requests for variances and to grant relief from any requirements contained in the Declaration, Bylaws, or Covenants, as may be deemed warranted from time to time;
- (vi) To establish programs to control pine and fir beetles, spruce bud worm, dwarf mistletoe, other pests, and noxious weeds. And to participate in the Evergreen Fire District Community Wildfire Protection Plan (CWPP);
- (vii) To adopt and enforce Rules and Regulations to implement the aforementioned to ensure the safety and fullest enjoyment of the Overlook;
- (viii) To establish assessments as required under the Declaration for the purpose of satisfying the expenses incurred or estimated to be incurred by the Association;
- (ix) To maintain liaison with governmental authorities, and other property owners and associations as appropriate to protect and enhance the safety, value and desirability of the Overlook;
- (x) To enforce the terms and conditions of the Declaration; and to fine and collect such sums from the Owners in violation thereof according to but not limited to the costs involved in taking the necessary action. Refer to the Overlook Enforcement and Collection Policies.

## ARTICLE VIII

### Officers

Section 1. Designation. The principal officers of the Association shall be a President, a Vice President, a Secretary and a Treasurer, all of whom shall be elected by the Board of Directors. The Directors may appoint an Assistant Secretary and an Assistant Treasurer, and such other officers as in the judgment of the Board may be necessary.

Section 2. Election of Officers. The officers of the Association shall be elected annually by the Board of Directors at the regular Annual Meeting, and shall hold office at the pleasure of the Board.

Section 3. Removal of Officer. Upon affirmative vote of a majority of the members of the Board of Directors present at a meeting, any Officer may be removed, either with or without cause, and his or her successor elected at any regular meeting of the Board of Directors, or at any special meeting of the Board called for such purpose.

Section 4. President. The President shall be the principal executive officer of the Association and, subject to the control of the Board of Directors, shall direct, supervise, coordinate and have general control over the affairs of the Association, and shall have the powers generally attributable to the chief executive officer of a corporation. The President shall normally preside at all meetings of the members of the Association.

Section 5. Vice President. The Vice President shall take the place of the President whenever the President shall be absent or unable to act. If neither the President nor the Vice President are able to act, the Board of shall appoint a member of the Board to act on an interim basis.

Section 6. Secretary. The Secretary shall be the custodian of the records, shall see that all notices are duly given in accordance with the provisions of these Bylaws and as required by law, and that the books, reports and other documents and records of the Association are properly kept and filed; shall keep minutes of the meetings of the Members and Board of Directors; shall keep a record of the names and addresses of the Members entitled to vote. An Assistant Secretary may assist in all duties.

Section 7. Treasurer. The Treasurer shall have charge and custody of, and be responsible for, all funds and securities of the Association; shall deposit all such funds in the name of the Association in such depositories as shall be designated by the Board of Directors shall keep correct and complete books and records of account and records of financial transactions and condition of the Association; shall submit such reports thereof as the Board of Directors may, from time to time, require.

Section 8. Compensation. No compensation shall be paid to Officers for their services as officers.

## ARTICLE IX

### Indemnification of Officers and Directors

The Association shall indemnify every Director or Officer, his or her heirs, executors, administrators and representatives against all loss, costs and expenses, including counsel fees, reasonably incurred in connection with any action, suit or proceeding to which he or she may be made a party by reason of



being or having been a Director or Officer of the Association, except as to matters as to which he or she shall be finally adjudged in such action, suit or proceeding to be liable for gross negligence or willful misconduct. In the event of a settlement, indemnification shall be provided only in connection with such matters covered by the settlement as to which the Board of Directors may determine that the person to be indemnified has not been guilty of gross negligence or willful misconduct in the performance of his or her duty as such Director or Officer in relation to the matter involved. The foregoing rights shall not be exclusive of other rights to which such Director or Officer may be entitled. All liability, loss, damage, cost and expenses incurred or suffered by the Association by reason of, arising out of, or in connection with the foregoing indemnification provisions shall be treated and handled by the Association as common expenses; provided, however, that nothing contained in this Article IX shall be deemed to obligate the Association to indemnify every member or owner of a Parcel, who is or has been a Director or Officer of the Association, with respect to any duties or obligations assumed or liabilities incurred by him or her under and by virtue of the Declaration as a member or owner of a Parcel covered thereby.

## ARTICLE X

### Miscellaneous

**Section 1. Contracts.** The Board of Directors may authorize an Officer or agent of the Association to enter into any contract or execute and deliver any instrument in the name of the Association, except as otherwise specifically required by the Articles of Incorporation or these Bylaws.

**Section 2. Auditing.** At the close of each fiscal year, the Association Treasurer shall prepare a financial statement. The Association shall make such statement available for inspection by the Members.

**Section 3. Inspection of Books.** Financial reports such as are required to be furnished, and the membership records of the Association, shall be kept available by the Treasurer for inspection at reasonable times by any Member, or by any individual or entity holding a first mortgage on a Parcel. If requested a Parcel owner shall be furnished a statement of account setting forth the amount of any unpaid assessments or other charges due and owing from such Owner. Refer to the Overlook Inspection of Records Policy.

**Section 4. Fiscal Year.** The fiscal year is from January 1 to December 31<sup>st</sup>.

**Section 5. Budget.** At each annual meeting of the Members of the Association, the Board of Directors shall present for approval a proposed budget for the operation of the Association during the forthcoming year. Said budget shall include such items of expense as shall be authorized from time to time by the Board of Directors. Refer to the Overlook Financial Reserve Policy.

## ARTICLE XI

### Assessments

The Board of Directors shall fix, levy and collect assessments in the manner and for the purposes specified in the Declaration, and the Members shall pay assessments as therein provided.

ARTICLE XII

Amendment of Articles of Incorporation and Bylaws


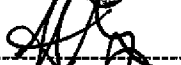
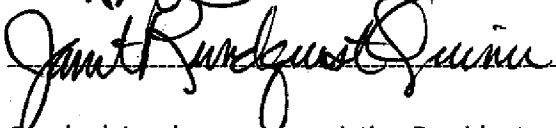
Amendment by the Members. The Articles of Incorporation and these Bylaws may be amended by the affirmative vote of two thirds of the membership of the Association present or represented by proxy at any regular or special meeting. Amendments may be proposed by the Board of Directors or by petition signed by a least fifty-one percent of the membership. A statement of any proposed amendment shall accompany the notice of any regular or special meeting at which such proposed amendment shall be voted upon. The Articles of Incorporation and these Bylaws may not be amended insofar as such amendment would be inconsistent with the Declaration.

The foregoing Amended and Restated Bylaws were adopted by the Board of Directors of The Overlook Landowners Association,

Adoption date

This 10<sup>th</sup> day of July, 2019

Overlook Landowners Association Board of Directors:

  
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Overlook Landowners Association President:



John C. Lindstrom

EXHIBIT A

Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28 and 29 First Subdivision of Palo Verde Park Exemption Survey No. 1, recorded June 9, 2003 at Reception No. F1772116 at the Clerk and Recorder of the County of Jefferson, State of Colorado, as well as the properties at 3711 and 3731 Overlook Trail annexed into the Overlook Association, recorded September 30, 1987 at Reception Nos. 87121981, 82, 83, 84, 85, & 86; all in the County of Jefferson, State of Colorado, together with all easements and rights of way appurtenant thereto.



**MAP**  
**51-051,054**

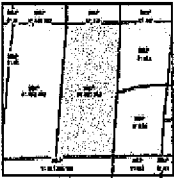


**JEFFERSON**  
COUNTY COLORADO

Ron Sandstrom  
Assessor



FEET  
0 200 400 600  
Digitally plotted at 1 inch = 200 feet, or 1:200



**MAP INDEX**

22	21	20	19	18	17	16	15	14	13	12	11	10	09	08	07	06	05	04	03	02	01
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02	01	00	99	98	97	96	95	94	93	92	91	90	89	88	87	86	85	84	83	82	81

**SECTION INDEX**

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**QUARTER SECTIONS**

**TOWNSHIP INDEX**

Some of the boundaries shown on this map are based on the original survey records and are not necessarily accurate. The Assessor is not responsible for errors or omissions. The Assessor is not responsible for the accuracy of the information shown on this map. The Assessor is not responsible for the accuracy of the information shown on this map. The Assessor is not responsible for the accuracy of the information shown on this map.

**DISCLAIMER**  
Created: This map is for informational purposes only. It is not guaranteed for use in legal proceedings. It is not guaranteed for use in legal proceedings. It is not guaranteed for use in legal proceedings. It is not guaranteed for use in legal proceedings. It is not guaranteed for use in legal proceedings.

**KEY**

- Section Lines
- Township Lines
- Subdivision Lines
- Quarter Section/Block Lines
- Township Lines
- County Boundaries
- All Cities
- Major Street Boundaries
- Rights of Way, Water, and Railroads (shown with red lines)
- Metes and Bounds Associated Parcels (black numbers 01 and 02)

The grey parcel (67) to the left (west) of Lot 20 is 4 acres added to Lot 20. The grey parcel (58) left of Lots 22&25 is 3711 Overlook Trail, and parcel (52) left of Lots 26&27 is 3731 Overlook Trail annexed into the OLA Sept. 30, 1987.

