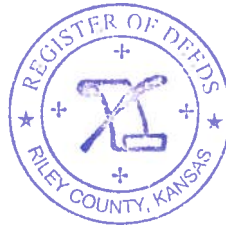


Book: 876 Page: 7017

Riley County Scanning Label



Debra J. Register  
Register of Deeds  
Riley County, Kansas  
Book: 876 Page: 7017  
Receipt #: 221413 Total Fees: \$242.00  
Pages Recorded: 14  
Date Recorded: 05/21/2019 12:07:20 PM

**BYLAWS  
OF  
PRAIRIE RIDGE COMMUNITY ASSOCIATION**

**ARTICLE I**

Names, Offices, and Definitions

- Section 1. Name. The name of the corporation is Prairie Ridge Community Association (hereinafter the "Homeowners' Association").
- Section 2. Definitions. The capitalized words and terms used but not otherwise defined herein shall be deemed to have the same meanings as are given those words and terms in that certain Declaration of Easements, Covenants, Conditions, and Restrictions for Prairie Ridge which was recorded on May 6, 2019, in the office of the Register of Deeds of Riley County, Kansas, Book 876 Page 5757 (hereinafter the "Homeowners' Association Declaration"), as the same may be from time to time amended.
- Section 3. Principal Office. The principal office shall be located at 4345 Rory Circle, Manhattan, Riley County, Kansas 66502.
- Section 4. Other Offices. The Homeowners' Association may also have offices at such other places both within and without the State of Kansas as the Board of Directors may from time to time determine or the business of the Homeowners' Association may require.

**ARTICLE II**

Meetings of Members

- Section 1. Place of Meeting. All meetings of the Homeowners' Association Members shall be held at such hour and place either within or without the State of Kansas as shall be designated from time to time by the Board of Directors and stated in the notice of the meeting or in a duly executed waiver of notice thereof. In the event that the Board of Directors shall fail to fix the place for a meeting of Homeowners' Association Members, such meeting shall be held at the Homeowners' Association's principal office.
- Section 2. Annual Meeting. Annual meetings of Homeowners' Association Members then entitled to vote shall be held on the 2<sup>nd</sup> Thursday in January of each fiscal year (unless otherwise designated by the Board of Directors), or if that day be a legal holiday, on the next succeeding day not a legal holiday, at which they shall elect a

Board of Directors and transact such other business as may properly be brought before the meeting.

- Section 3. Special Meetings. Special meetings of the Homeowners' Association Members then entitled to vote, for any purpose or purposes, unless otherwise prescribed by statute or by the Articles of Incorporation, may be called by the Developer, by the President, by the Board of Directors, or upon the written request of not less than fifty percent (50%) of the Homeowners' Association Members then entitled to vote. Such request shall state the purpose or purposes of the proposed meeting, as described in Section 4 of this Article II. Business transacted at any special meeting of Homeowners' Association Members shall be limited to the purposes stated in the notice.
- Section 4. Notice. Written notice of each meeting of Homeowners' Association Members stating the place, date, and hour of the meeting, and, in the case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered or given to each Homeowners' Association Member then entitled to vote not less than ten (10) nor more than fifty (50) days before the date of the meeting. If mailed, notice shall be deemed to have been given when deposited in the United States mail, postage prepaid, directed to the Homeowners' Association Member at his or her address as it appears on the records of the Homeowners' Association. An affidavit of the Secretary or of the transfer agent of the Homeowners' Association that notice has been given shall be *prima facie* evidence of the facts stated therein in the absence of fraud.
- Section 5. Homeowners' Association Members' List. The officer, or any person designated by the Homeowners' Association, who has charge of the membership records of the Homeowners' Association shall prepare and make, at least ten (10) days before every meeting of Homeowners' Association Members, a complete list of the Homeowners' Association Members then entitled to vote, arranged in alphabetical order, and showing the address of each Homeowners' Association Member. Such list shall be open to the examination of any Homeowners' Association Member then entitled to vote, for any purpose germane to the meeting, during ordinary business hours, for a period of at least ten (10) days prior to the meeting, either at a place within the city where the meeting is to be held, which place shall be specified in the notice of the meeting, or, if not so specified, at the place where the meeting is to be held. The list shall also be produced and kept at the time and place of the meeting during the whole time thereof and may be inspected by any Homeowners' Association Member then entitled to vote who is present.
- Section 6. Quorum. A majority of the Homeowners' Association Members then entitled to vote at any meeting, represented in person or by proxy, shall constitute a quorum at all meetings of the Homeowners' Association Members for the transaction of business except as otherwise provided by statute or by the Articles of Incorporation. If, however, such quorum shall not be present or represented at any meeting of the

Homeowners' Association Members, the Homeowners' Association Members then entitled to vote at any meeting, present in person or represented by proxy, shall have power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum shall be present or represented; provided, however, if the adjournment is for more than thirty (30) days, or if after the adjournment a new record date is fixed for the adjourned meeting, a notice of the adjourned meeting shall be given to each Homeowners' Association Member of record then entitled to vote at the meeting. At such adjourned meeting at which a quorum shall be present or represented, any business may be transacted which might have been transacted at the meeting as originally notified.

- Section 7. Action by Homeowners' Association Members. When a quorum is present at any meeting, the vote of a majority of the Homeowners' Association Members then having voting power present in person or represented by proxy shall decide any question brought before such meeting, unless the question is one upon which by express provision of the statutes or of the Articles of Incorporation, a different vote is required, in which case, such express provision shall govern and control the decision on such question.
- Section 8. Voting. As contemplated by the Homeowners' Association Declaration, until such time as Developer shall no longer own any Lots in the Community, as such term is defined in the Declaration of Easements, Covenants, Conditions, and Restrictions for the Prairie Ridge, Developer shall have the sole and controlling vote as a Member in the Homeowner's Association. Thereafter, each Member of the Homeowners' Association shall at every meeting of the Homeowners' Association Members be entitled to one vote in person or by proxy, but no proxy shall be voted on after three (3) years from its date, unless the proxy provides for a longer period. The Developer may at any time (but shall not be required to) relinquish all or any part of Developer's control and rights under this section.
- Section 9. Informal Action by Homeowners' Association Members. Any action required to be taken at any annual or special meeting of Homeowners' Association Members then entitled to vote, or any action which may be taken at any annual or special meeting of such Homeowners' Association Members, may be taken without a meeting, without prior notice and without a vote, if a consent in writing, setting forth the action so taken, shall be signed by all the Homeowners' Association Members then entitled to vote with respect to the subject matter thereof. Such agreement or consent shall be filed by the Secretary in the minute book of the Homeowners' Association.

**ARTICLE III**  
**Directors**

Section 1. Management of Homeowners' Association. The business of the Homeowners' Association shall be managed by its Board of Directors which may exercise all such powers of the Homeowners' Association and do all such lawful acts and things which are not otherwise required by statute, by the Homeowners' Association Declaration, by the Articles of Incorporation, or by these Bylaws to be done by the Homeowners' Association Members.

Section 2. Number. The initial number of Directors which shall constitute the whole Board shall be three (3). The initial three directors' terms shall be staggered with one Director elected for one year, one Director elected for two years, and one Director elected for three years. Thereafter, the terms of the Directors shall be for three years. The number of Directors shall be never be more than five (5), and shall be determined by resolution adopted by a vote of the Homeowners' Association Members. Upon the expiration of a Director's term, a Director shall be elected at the annual meeting of the Homeowners' Association Members, except as provided in Section 13 of this Article, and each Director elected shall hold office until his or her resignation, his or her removal, or his or her successor is elected and qualified, whichever first occurs.

Section 3. Meetings of the Newly Elected Board; Notice. The first annual meeting of each newly elected Board of Directors shall be held (i) at such time and place either within or without the State of Kansas immediately after the meeting of Homeowners' Association Members at which such newly elected Board was elected, and no notice of such meeting shall be necessary to the newly elected Directors to legally constitute the meeting, provided a quorum shall be present, or (ii) if a quorum shall not be present, at such time and place as shall be consented to in writing by a majority of the newly elected Directors, provided that written notice of such meeting shall be given to each of the other Directors in the same manner as provided in Section 6 of this Article III with respect to the giving of notice for special meetings of the Board except that it shall not be necessary to state the purpose of the meeting in such notice, or (iii) at such time and place as shall be consented to in writing by all of the newly elected Directors.

Every Director of the Homeowners' Association, upon his or her election, shall qualify by accepting the office of Director, and his or her attendance at, or his or her written approval of the minutes of, any meeting of the Board subsequent to his or her election shall constitute his or her acceptance of such office; or he or she may execute such acceptance by a separate writing, which shall be placed in the minute book.

- Section 4. Regular Meetings. Regular meetings of the Board of Directors may be held without notice at such time and at such place, either within or without the State of Kansas, as shall from time to time be determined by the Board and in any manner, including by means of conference telephone or similar communications equipment as provided in Section 7 of Article III of these Bylaws, permitted under the Kansas Corporation Code, as amended.
- Section 5. Special Meetings. Special meetings of the Board of Directors may be called at any time by the Developer, the President, or by any two (2) or more of the Directors. The place may be within or without the State of Kansas as designated in the Notice, as described in Section 6 of this Article III.
- Section 6. Notice of Special Meetings. Written notice of each special meeting of the Board, stating the place, day, and hour of the meeting and the purpose or purposes thereof, shall be mailed to each Director addressed to him or her at his or her residence or usual place of business at least seven (7) days before the day on which the meeting is to be held, or delivered to him or her personally, at least five (5) days before the day on which the meeting is to be held. If mailed, such notice shall be deemed to be delivered when it is deposited in the United States mail with postage thereon addressed to the Director at his or her residence or usual place of business. The notice may be given by any officer having authority to call the meeting. Any meeting of the Board of Directors shall be a legal meeting without any notice thereof having been given if all Directors shall be present.
- Section 7. Meetings by Conference Telephone or Similar Communications Equipment. Unless otherwise restricted by the Articles of Incorporation, Directors or any committee designated by the Board may participate in a meeting of the Board or committee by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other, and participation in a meeting pursuant hereto shall constitute presence in person at such meeting.
- Section 8. Quorum. At all meetings of the Board, a majority of the Directors shall 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 statute, by the Homeowners' Association Declaration, or by the Articles of Incorporation. If a quorum shall not be present at any meeting of the Board of Directors, the Directors present thereat may adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum shall be present.
- Section 9. Informal Action by Directors. Any action required or permitted to be taken at any meeting of the Board of Directors or of any committee thereof may be taken without a meeting, if all members of the Board or committee, as the case may be, consent

thereto in writing, and the writing or writings are filed with the minutes of proceedings of the Board or committee.

- Section 10. Designation of Committees. The Board of Directors may, by resolution passed by a majority of the whole Board, designate one or more committees, each committee to consist of one or more of the Directors. The Board may designate one or more Directors as alternate members of any committee, who may replace any absent or disqualified member at any meeting of the committee. In the absence of disqualification of a member of a committee, the member or members thereof present at any meeting and not disqualified from voting, whether or not he or she or they constitute a quorum, may unanimously appoint another member of the Board of Directors to act at the meeting in the place of any such absent or disqualified member. Any such committee, to the extent provided in the resolution of the Board of Directors, shall have and may exercise all the powers and authority of the Board of Directors in the management of the business and affairs of the Homeowners' Association. No such committee shall have the power or authority in reference to amending the Articles of Incorporation, adopting an agreement of merger or consolidation, recommending to the Homeowners' Association Members the sale, lease, or exchange of all or substantially all of the Homeowners' Association's property and assets, recommending to the Homeowners' Association Members a dissolution of the Homeowners' Association or a revocation of a dissolution, or amending the Bylaws of the Homeowners' Association. Such committee or committees shall have such name or names as may be determined from time to time by resolution adopted by the Board of Directors.
- Section 11. Minutes of Committee Meetings. Each committee shall keep regular minutes of its meetings and report the same to the Board of Directors when required.
- Section 12. Compensation of Directors. The Board of Directors shall have the authority to fix the compensation, if any, of Directors. The Directors may be paid their expenses, if any, of attendance at each meeting of the Board of Directors and may be paid a fixed sum for attendance at each meeting of the Board of Directors or a stated salary as Director. No such payments shall preclude any Director from serving the Homeowners' Association in any other capacity and receiving compensation therefor. Members of special or standing committees may be allowed like compensation for attending committee meetings.
- Section 13. Vacancies. Any vacancies, however created, and newly created directorships resulting from any increase in the authorized number of Directors may be filled by a majority of the Directors then in office, even if less than a quorum, or by a sole remaining Director. The Directors so chosen shall hold office until the next annual election and until their successors are duly elected and qualified, unless sooner displaced. If there are no Directors in office, then an election of Directors may be

held in the manner provided by statute. If, at the time of filling any vacancy or any newly created directorship, the Directors then in office shall constitute less than a majority of the whole Board (as constituted immediately prior to any such increase), the Developer, in its discretion, may summarily fill any such vacancies or newly created directorships, or replace the directors chosen by the Directors then in office.

Section 14. Removal of Director. One or more Directors, whether elected or appointed by the Directors, may be removed from office, with or without cause, at any time by a majority of the Members then entitled to vote at an election of Directors.

Section 15. Resignations. Any Director may resign at any time upon written notice to the Homeowners' Association. Such resignation shall take effect at the time specified therein or, if no time is specified therein, shall take effect upon receipt thereof by the Homeowners' Association, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

#### ARTICLE IV

##### Officers

Section 1. Manner of Selection; Authorized Officers. The officers of the Homeowners' Association shall be elected by the Board of Directors at each annual meeting, or at such other time as the Board deems necessary or appropriate, as provided in Section 2 of this Article IV, and such officers shall include a President, a Secretary, and a Treasurer. The Board of Directors may also elect a Chairman of the Board, one (1) Vice President, and such other officers as it deems necessary to hold offices, to exercise such powers and to perform such duties as shall be determined from time to time by the Board of Directors. Any number of offices may be held by the same person.

Section 2. Time for Selection of Officers. Officers of the Homeowners' Association shall be elected by the Board of Directors at each of its annual meetings, immediately following the annual meeting of Homeowners' Association Members, or at such other time as the Board deems necessary or appropriate to fill vacancies as provided by Article IV, Section 5.

Section 3. Appointment of Agents. The Board of Directors may appoint such other agents as it shall deem necessary or advisable to exercise such powers and perform such duties as shall be determined from time to time by the Directors.

Section 4. Compensation. The compensation, if any, of all officers and agents of the Homeowners' Association shall be fixed by the Board of Directors.

Section 5. Term. Each officer of the Homeowners' Association shall serve for a term of one year and shall hold office until his or her resignation, his or her removal, or his or her successor is duly elected and qualified, whichever first occurs. Any officer elected or appointed by the Board of Directors may be removed at any time, with or without cause, by the affirmative vote of a majority of the Board of Directors. Any vacancy occurring in any office of the Homeowners' Association shall be filled by the Board of Directors.

Section 6. Powers and Duties. The officers of the Homeowners' Association shall have the following powers and duties:

***President***

The President shall be the chief executive and operating officer of the Homeowners' Association and shall perform such duties and have such powers as are provided in the Homeowners' Association Declaration or as the Board of Directors may from time to time prescribe. The President shall preside at all meetings of the Homeowners' Association Members and Directors, except that if the President is not available to preside at a meeting of the Board of Directors, the President shall designate a member of the Board to so preside.

***Vice President***

The Vice President, if elected, shall perform such duties and have such powers as the Board of Directors may from time to time prescribe or which the President may from time to time delegate. In the absence of the President or in the event of his or her inability or refusal to act, the Vice President shall perform the duties of the President in his or her capacity as an officer (and not as a Director) of the Homeowners' Association, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President.

***Secretary***

The Secretary shall record all proceedings of the meetings of the Board of Directors and all meetings of the Homeowners' Association Members in a book to be kept for that purpose and shall perform like duties for the standing committees when required.

The Secretary may also give, or cause to be given, notice of all meetings of the Homeowners' Association Members and special meetings of the Board of Directors, and shall perform such other duties as may be prescribed in the Homeowners' Association Declaration or by the Board of Directors or which the President may from time to time delegate.

***Treasurer***

The Treasurer shall have the custody of the Homeowners' Association's funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Homeowners' Association and shall deposit all moneys and



other valuable effects in the name and to the credit of Homeowners' Association in such depositories as may be designated by the Board of Directors.

Subject to the provisions of Article V, Section 3, the Treasurer shall disburse the funds of the Homeowners' Association, keeping appropriate record of such disbursements, and shall render to the Board of Directors, at its regular meetings, or when the Board of Directors so requires, an account of all his or her transactions as Treasurer and of the financial condition of the Homeowners' Association.

If required by the Board of Directors the Treasurer shall give the Homeowners' Association a bond (which shall be renewed at least every six (6) years, unless sooner required by the Board of Directors) in such sum and with such surety or sureties as shall be satisfactory to the Board of Directors for the faithful performance of the duties of his or her office.

## **ARTICLE V**

### General Provisions

- Section 1. Prohibition of Dividends. No dividends may be declared by the Board of Directors. The Homeowners' Association is a corporation not organized for profit under Kansas law, and no part of its net earnings or income shall be distributed to its Members.
- Section 2. Special Purpose Reserves. As contemplated by the Homeowners' Association Declaration, there may be set aside out of any funds of the Homeowners' Association such sum or sums as the Directors from time to time, in their absolute discretion, deem proper as a reserve or reserves to meet contingencies, or for repairing or maintaining any property of the Homeowners' Association, or for such other purpose as the Directors deem conducive to the interests of the Homeowners' Association, and the Directors may modify or abolish any such reserve in the manner in which it was created.
- Section 3. Checks. All checks or demands for money and notes of the Homeowners' Association shall be signed by the Treasurer or such officer or officers or such other person or persons as the Board of Directors may from time to time authorize.
- Section 4. No Seal. The Homeowners' Association shall have no seal.

## ARTICLE VI

### Indemnification of Directors, Officers, Employees, and Agents

Section 1. Indemnification Generally. The Homeowners' Association shall indemnify the Developer, any Director, officer, employee, or agent of the Homeowners' Association ("Indemnified Person") who was or is a party, or is threatened to be made a party, to any threatened, pending, or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative, other than an action by or in the right of the Homeowners' Association, by reason of the fact that the Indemnified Person is or was a Director, officer, employee, or agent of the Homeowners' Association, or is or was serving at the request of the Homeowners' Association as a director, officer, employee, partner, or agent of another corporation, partnership, joint venture, trust, or other enterprise, against expenses, judgments, fines, and amounts paid in settlement actually and reasonably incurred by the Indemnified Person in connection with such action, suit, or proceeding, including attorney fees, if the Indemnified Person acted in good faith and in a manner the Indemnified Person reasonably believed to be in, or not opposed to, the best interests of the Homeowners' Association; and, with respect to any criminal action or proceeding, had no reasonable cause to believe the Indemnified Person's conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or upon a plea of *nolo contendere* or its equivalent, shall not, of itself, create a presumption that the Indemnified Person did not act in good faith and in a manner which the Indemnified Person reasonably believed to be in, or not opposed to, the best interests of the Homeowners' Association, and, with respect to any criminal action or proceeding, had reasonable cause to believe that the Indemnified Person's conduct was unlawful.

Section 2. Indemnification in Derivative Actions. The Homeowners' Association shall indemnify any Indemnified Person who was or is a party, or is threatened to be made a party, to any threatened, pending, or completed action or suit by or in the right of the Homeowners' Association to procure a judgment in its favor by reason of the fact that the Indemnified Person is or was the Developer or a Director, officer, employee, or agent of the Homeowners' Association, or is or was serving at the request of the Homeowners' Association as a director, officer, employee, partner, or agent of another corporation, partnership, joint venture, trust, or other enterprise, against expenses actually and reasonably incurred by the Indemnified Person in connection with the defense or settlement of such action or suit, including attorney fees, if the Indemnified Person acted in good faith and in a manner the Indemnified Person reasonably believed to be in, or not opposed to, the best interests of the Homeowners' Association and except that no indemnification shall be made in respect of any claim, issue, or matter as to which the Indemnified Person shall have been adjudged to be liable to the Homeowners' Association unless and only to the extent that the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability, but in view of all the circumstances of the case, the

Indemnified Person is fairly and reasonably entitled to indemnity for such expenses which the court shall deem proper.

- Section 3. Amount of Indemnification. To the extent that an Indemnified Person has been successful on the merits or otherwise in defense of any action, suit, or proceeding referred to in Sections 1 or 2 of this Article, or in defense of any claim, issue, or matter therein, the Indemnified Person shall be indemnified against expenses actually and reasonably incurred in connection therewith, including attorney fees.
- Section 4. Insurance. The Homeowners' Association may purchase and maintain insurance on behalf of any Indemnified Person, including any person who is or was a Director, officer, employee, or agent of the Homeowners' Association, or is or was serving at the request of the Homeowners' Association as a director, officer, employee, partner, or agent of another corporation, partnership, joint venture, trust or other enterprise against any liability asserted against him or her and incurred by him or her in any such capacity, or arising out of his or her status as such, whether or not the Homeowners' Association would otherwise be authorized to indemnify him or her against such liability under the provisions of this Article.
- Section 5. Extent of Indemnification. The indemnification and advancement of expenses provided by, or granted pursuant to, this Article shall continue as to an Indemnified Person who has ceased to be a Director, officer, employee, or agent and shall inure to the benefit of the Indemnified Person's heirs, executors, and administrators, unless otherwise provided by written contract between the Homeowners' Association and the Indemnified Person or by resolution adopted by the Homeowners' Association's Board of Directors at any time in its sole discretion, with respect to which resolution no notice need be given to the Indemnified Person. If the Indemnified Person performs services or duties for the Homeowners' Association which entitle the Indemnified Person to be indemnified or to receive advanced payment of expenses hereunder, and is at the same time also entitled to receive indemnification with respect to such services or duties from a third party, then the Homeowners' Association shall indemnify or advance only that portion of the Indemnified Person's expenses which the Indemnified Person has been unable to receive (after making a reasonable effort satisfactory to the Homeowners' Association) from the third party.

## ARTICLE VII

### Amendments

These Bylaws may be altered, amended, or repealed or new Bylaws may be adopted upon approval of not less than a majority of the Board of Directors; no amendment shall be contrary to or supersede the provisions of the Homeowners' Association Declaration and the Articles of Incorporation.

**ARTICLE VIII**  
Miscellaneous

- Section 1. Construction. The titles of the paragraphs and subparagraphs have been inserted as a matter of convenience and reference only and shall not control or affect the meaning or construction of these Bylaws.
- Section 2. Conflict with Homeowners' Association Declaration; Incorporation of Homeowners' Association Declaration Provisions in Bylaws. These bylaws are intended to be construed and interpreted in a manner consistent with the Homeowners' Association Declaration; however, if such consistency is not possible through reasonable construction and interpretation of these bylaws, the provisions of the Homeowners' Association Declaration shall control. Any right, power, authority, discretion, or obligation granted, authorized, or imposed by the provisions of the Homeowners' Association Declaration shall be deemed to be so granted, authorized, or imposed to the same extent and with the same effect as if such provisions were set forth at length in these bylaws.

**CERTIFICATION**

I, Angela Schultz, Secretary of Prairie Ridge Community Association, hereby certify that the above and foregoing is a true and complete copy of the Bylaws of Prairie Ridge Community Association as adopted by the Directors as of the 20 day of May, 2019, pertaining to the real property described on Exhibit "A" attached hereto.

DATED: May 20, 2019

  
 Secretary ANGELA SCHULTZ

STATE OF KANSAS, COUNTY OF RILEY, ss:

BE IT REMEMBERED that on this 20 day of May, 2019, before me the undersigned, a Notary Public in and for the county and state aforesaid, came ANGELA SCHULTZ, as Secretary of Prairie Ridge Community Association, who is personally known to me to be the same person who executed the foregoing Bylaws as Secretary of such Association and duly acknowledged the execution of the same.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal on the day and year last above written.

  
\_\_\_\_\_  
Notary Public

My appointment expires:

