

CODE OF BY-LAWS OF SPRINGFIELD PARK HOMEOWNERS ASSOCIATION, INC.

ARTICLE I

Identification

Name. The official name of the corporation is Springfield Park Homeowners Association, Inc., a nonprofit corporation organized and existing under the laws of the State of Washington (hereinafter, the “Association”).

ARTICLE II

Membership, Dues, Budget, and Fiscal Year

Section A. Membership. Every person, or entity, who is a record owner of a parcel of real property within Springfield Park, Shelton, Mason County, Washington (“Lot” or “Lots”) shall be a member of the Association (“Member”).

Section B. Roster. The Association shall maintain a current roster of all Members of the Association including the Member’s mailing address and Lot location. The Association may maintain a list of electronic mail addresses of Members who have requested notice be sent by this method. The Association shall remove any electronic mail address should the Member revoke consent, in writing, to receive notice by this method. The roster shall be provided to any Member of the Association upon request; provided, however, the Member may only use the roster for a purpose related to the operation of the Association. The Association shall not sell, exchange or otherwise transfer this information to any other person or entity.

Section C. Annual Membership Dues. Dues shall be per Lot and shall be payable on or before the due date listed on the annual dues statement sent to each Member.

Section D. Special Assessments. The Association may levy, in any assessment year, a special assessment applicable to that year only for the purpose of defraying in whole or in part, the cost of any construction, reconstruction, maintenance, repair or replacement of a capital improvement upon a common area, or a capital improvement to any lot for items or areas maintained by the Association.

Section E. Remedies. Accounts more than thirty (30) days overdue will be charged a fifteen dollar (\$15) late fee. Any dues, charges, and assessments not paid within ninety (90) days after the due date shall be subject to a late payment charge of twelve percent (12%) per annum interest on the amount unpaid, which shall be assessed on the amount owing from the date of delinquency until such time as it is paid, but in no event exceeding the maximum rate

or amount allowed by law. The Association shall have a right to send to collections and credit report all dues, charges, and assessments that are not paid by any Member within ninety (90) days after they become due and payable. In such action the Association shall be entitled to recover any costs incurred collecting overdue dues, charges, and assessments.

The Association shall have a right to file a lien against any Lot for said dues, assessments, and fees, including interest at twelve percent (12%) per annum on all charges and assessments that are not paid when due. If such charges and assessments levied by the Association shall not be paid within three (3) months after they become due and payable, then the Association may proceed by appropriate action to foreclose said lien in accordance with the provisions of the Protective Covenants of Springfield Park Article I, Section R. Item (4).

Section F. Budget. An annual budget shall be prepared by the Association. The budget shall include the anticipated income and expenses for the ensuing year, the extent the actual expenses coincided with the expenses for the current budget year and the estimated deficit or surplus of the current year budget.

The Association shall provide each Member with a copy of the proposed budget at no charge to the Member. Within thirty (30) days after adoption by the Association of any proposed regular or special budget, the Association shall set a date for a meeting of the Members to consider ratification of the budget not less than fourteen (14) nor more than fifty (50) days after mailing of the summary. Unless at that meeting the Owners of a majority of the votes in the Association reject the budget, in person or by proxy, the budget is ratified, whether or not a quorum is present pursuant to the provisions of RCW 64.38.025 (3) and consistent with the By-Laws of Springfield Park Homeowners Association. In the event the proposed budget is rejected, the periodic budget last ratified by the Members shall be continued until such time as the Members ratify a subsequent budget proposed by the Association.

Section G. Fiscal Year. The fiscal year of the Association shall be the calendar year.

ARTICLE III

Board of Directors

Section A. Number and Term. The affairs of the Association shall be managed by the Board of Directors, composed of not less than three (3) nor more than seven (7) Members, each of whom shall be a Lot owner in good standing in accordance with the provisions of Article IV, Section B and Article VI, Section D. The Board shall be elected in triennial classes by majority of the Members in good standing, the terms of membership of each class expiring three (3) years after election and qualification or when their successors have been elected and qualified, with no limitations on future terms.

Section B. Installation of Board of Directors. Upon declaration of election, the Board of Directors shall assume its duties upon election. The Board of Directors shall be

called to session directly following the Annual Meeting and shall elect its Officers, and organize and appoint section representatives and committees as needed.

Section C. Vacancies. Should an elected Board Director resign their office, divest them self of their residential property in Springfield Park, become deceased, or be removed from office, the President, or the Board of Directors if the position vacant is the President, shall declare the office which said Director held vacant. The President shall, within thirty (30) days of the declaration of the vacancy, with the approval of the majority of the Board of Directors, appoint a member in good standing to fill the remaining term of the Director until the next election.

Section D. Removal. Any Director may be removed from office, with or without cause, by a vote of at least fifty-one percent (51%) of the Members in good standing of the Association in attendance, in person or by proxy, at a duly called special meeting of the Association, at which a quorum of thirty-four percent (34%) of Members are present. A special meeting to remove a Director may be called by Members in good standing representing ten percent (10%) of the membership in accordance with the provisions of Article III, Section E. Item (a).

Section E. Powers and Duties. The Board of Directors shall have the power:

- (a) To call special meetings of the Members whenever it deems necessary or upon written request of ten percent (10%) of the Members in good standing of the Association;
- (b) To appoint and remove officers and agents of the Association and to prescribe their duties;
- (c) To manage, administer, and provide for the maintenance, repair, general improvement, and replacement of the common areas of Springfield Park;
- (d) To plant, replace, or remove trees, shrubs, ground cover, and vegetation upon any portion of the common area;
- (e) To budget, establish, levy, assess and collect dues, special assessments and monies owed to the Association subject to the limitations herein provided;
- (f) To amend and enforce the Protective Restrictions, Covenants, Articles of Incorporation, Limitations and Easements for Springfield Park;
- (g) To administer and manage the affairs of the Association; and
- (h) To remove any member of the Board of Directors of the Association should the Director be absent from three (3) regular meetings of the Board of Directors. The Board may, by a majority vote of the Directors present at the meeting during which the third absence occurs, declare the office of said absent Director to be vacant.

Section F. Authority of the Board of Directors Regarding Expenditures. The Board of Directors may authorize the expenditure of all budgeted operating monies

received from Association dues and assessments without prior approval of the membership. All special assessments for capital expenditures shall be in accordance with Article II, Section F. All expenditures shall be reported to the membership at its next meeting, either annual or special.

ARTICLE IV

Elections

Section A. Held at Annual Meeting. The Association shall elect members to the Board of Directors in the triennial classes referred to under Article III, Section A, once each year at an election to be held at the Annual Meeting of the Association.

Section B. Nominations. At least sixty (60) days prior to the annual election, the Board of Directors shall begin accepting nominations of Members for election to the Board of Directors. Nomination Forms shall be available via the Secretary and/or the Association website.

- (a) The Nominee to serve as a Director on the Board must be an Association Member and must be on the title of record of a Lot within Springfield Park.
- (b) No Association Member shall be nominated for, elected, or appointed to the Board unless the Member has been In Good Standing for a period of not less than one (1) year immediately preceding the selection date.
- (c) Only one Association Member per household and/or Lot shall be nominated or appointed to serve on the Board at the same time.
- (d) All nominees are expected to attend the Annual Association Meeting. If a nominee is unable to attend this meeting, they should have a current letter on file stating their willingness to be a candidate.
- (e) If all positions can't be filled on election day from those so nominated, then nominations from the floor can be made at that meeting. Voting is restricted to those present in person at that meeting. Mail-in and electronic votes are excluded from this subsequent balloting

Section C. Elections. Election to the Board of Directors shall be by secret written ballot. At least fourteen (14) days prior to the date for the annual election, the ballot will be distributed to all Members in good standing pursuant to the notice provisions herein. The Board shall appoint two (2) Members in attendance at the annual election along with one (1) Board Member to count and certify the ballot returns to the Board of Directors. Ballots personally cast at the polls, as well as mailed ballots, shall be counted. All elections shall be by plurality vote. The candidates receiving the highest number of votes shall be declared elected, except that any ties shall be decided by the flip of a coin.

ARTICLE V

Officers and Duties

Section A. Officers. The Officers of the Association shall be the President, Vice President, Secretary, and Treasurer, each of whom shall be elected by the Board. The same person may concurrently hold more than one office except that one person cannot hold the offices of President and Secretary concurrently. The Board may designate such additional officers as it deems appropriate. The officers shall be elected annually by the Board of Directors directly following the Annual Meeting of the Association. The officers shall hold office at the pleasure of the Board or until their successors are elected and qualified.

Section B. President. The President shall preside at all meetings of the Association and be an ex-officio member of all committees. The President shall advise and assist all officers and all committees. The President shall be responsible for keeping all books and records and keeping any records of transactions to which the Association is a party. The President shall countersign all checks, which are authorized to be disbursed by the Board of Directors, and shall sign all written contracts and written obligations of the Association. The President shall appoint all chairpersons, section representatives and committees.

Section C. Vice President. In the absence of the President, the Vice-President shall be charged with the responsibilities of the President and shall preside at all meetings of the Association. The Vice President shall also assist the President in any duties as called for by the President and/or Board of Directors.

Section D. Treasurer. The Treasurer shall receive and have charge of the funds of the Association. The Treasurer shall keep a full account of all monies received and paid out and report to the Board of Directors at its regular meetings, to the Association at the annual meeting, and at such other times as required. The Treasurer shall keep all funds of the Association and promptly deposit them in such depositories as shall be designated by the Board of Directors. The Treasurer shall have the authority to write and sign checks to cover approved Association expenses. The Treasurer shall furnish the Secretary a list of the names of all Members in good standing twenty-four (24) hours prior to the holding of any regular or special meeting. A basic annual audit shall be conducted under the direction of the Board of Directors at the end of each fiscal year. The Treasurer shall deliver to their successor in office, or anyone designated by the Board of Directors, all monies, books, records or other property of the Association in their possession or under their control upon retirement or removal from office. An audit of the financial records of the Association shall be prepared upon the written request of the Board of Directors or ten percent (10%) of the membership in good standing. In no event shall the Treasurer be required to prepare an audit either at the request of the Board of Directors or at the request of ten percent (10%) of the membership in good standing more than twice in any one fiscal year.

Section E. Secretary. The Secretary shall maintain a record of all proceedings at both annual and special meetings of the Association and Board. The Secretary shall attend

to the filing of all records and shall perform such other duties as may be required of them by these By-Laws or orders of the President and/or the Board of Directors. The Secretary shall attend to all the official correspondence and the filing of all communications. The Secretary shall issue and mail notices of all meetings of the Association, both regular and special. The Secretary shall review a list of the Members in good standing as received from the Treasurer, and shall make the final determination as to whether any such Member is entitled to vote in accordance with said list. The Secretary shall transfer to their successor without delay all books, papers and other records and property of the Association in their possession or under their control upon retirement or removal from office. Upon reasonable notice, the Secretary shall permit any Member of the Association in good standing to examine the Association records in their custody at any reasonable time.

Section F. Member-At-Large. The at large member serves as a liaison between the Membership and the Board of Directors. A member at large may be tasked by the Board to committee, handle special projects, and/or assist with other Association business. The at large member, like regular Board members, must attend all meetings.

ARTICLE VI

Meetings

Section A. Annual Meetings. There shall be an Annual Meeting of the Members of the Association to be held at a time and place to be determined by the Board of Directors. The purpose of this meeting shall be to hold elections for Director positions, review the work of the Association and to develop a united plan for action in carrying forward the program of the Association, and to present the budget for the ensuing year. The President of the Association, and other officers of the Board as the President may designate, shall report on the activities and financial condition of the Association.

Section B. Special Meetings. Special meetings of the Association may be called by the President or by the majority of the Board of Directors. A special meeting may also be called at the written request of ten percent (10%) of the Members in good standing of the Association. Any request for a special meeting, as called at the written request of 10% of all Members in good standing, shall be submitted to the President and/or the Board of Directors and shall describe the purpose for which the meeting is to be held and be signed by all Members requesting the special meeting. Such written request for a special meeting must be submitted with sufficient time to give notice of the special meeting to all Members at least fourteen (14) days in advance of the proposed meeting date. The Secretary shall issue written notices stating the purpose of such special meeting and shall cause the same to be delivered by hand-delivery to the mailing address, Prepaid first-class United States mail, or electronic mail to each Member at least fourteen (14) days in advance of such meeting. Special meetings shall be limited to the purpose as stated in the notice.

Section C. Meeting to Ratify Budget. If not included in the Annual Meeting of the Association, the Board of Directors shall call a Special Meeting of the Association to ratify the Annual Budget.

Section D. Voting. Association voting, unless otherwise stated, may be submitted in person, by mail-in, by proxy, or via electronic voting when this is a feasible option.

Each Member in good standing shall be entitled to one (1) vote for each Lot owned. A member in good standing is one who is current in the payment of dues and assessments. Any Member of the Association who is delinquent in the payment of all monies owed to the Association shall have his or her voting rights suspended until such delinquent assessments are paid.

In the event there is more than one record owner of a parcel and there is not unanimity among those record owners, each record owner shall have a proportionate vote. For example, if there are two owners of record and such owners are not unanimous in their vote, then each record owner would have 1/2 vote. Unless advised in writing by the record owners that the vote is not unanimous, the Association may accept the vote of any one owner as being the vote of all record owners, which vote shall constitute one Member vote.

In computing the vote requirement to approve an action proposed at an Association Meeting, those Members voting by mail-in or electronic ballot shall not be deemed present when the assembly votes on any business not identified on the notice delivered for the meeting.

Section E. Voting by Mail. Where Directors are to be elected by Members, or any changes in the By-Laws are to be voted on, or any other action is to be made whereby a count of the votes of all members may be desired, such election may be conducted by mail or by distribution ballot in such manner as the Board shall determine advisable. Mail-in ballots must be received by the Secretary prior to the scheduled start time of the Association Meeting as set forth in the Meeting notice.

Section F. Proxies. Members of the Association may vote in person or by proxy in all meetings of Members except Board elections. Every proxy shall be in writing and filed with the Association Secretary before the scheduled start of a meeting. A proxy written, dated and signed by a Member in good standing, and covering a specified meeting date or length of time, may be voted by the Member designated therein. No proxy shall extend beyond a period of eleven (11) months. A proxy shall automatically cease upon sale of the Member's interest in a parcel of real property located within Springfield Park.

Section G. Quorum. A quorum at any Association Meeting shall be ten percent (10%) of all Lots. Presence of a quorum shall be determined by counting Voting Members at a meeting casting ballots in person, by proxy, or by mail-in-ballot. Once a quorum is established, the meeting continues to have a quorum until adjournment, regardless of dwindling attendance. If a quorum is not established the meeting shall be adjourned and the Board of Directors shall set a date to reconvene.

The reconvened meeting shall require the proper notice of an Association Meeting.

For Association Meetings called for and requiring votes, no business can be transacted until a quorum is established except for meetings to ratify the yearly budget in accordance with the provisions of Article II, Section F.

If an Association Meeting is called for informational purposes only, and no vote of the Association is needed, a quorum is not required.

Section H. Regular Meetings of the Board of Directors. The Board of Directors shall meet, at the call of the President and the majority of the Board, at such times as set at the beginning of the year or as needed. All Board Meetings shall be open to all Members.

- (a) Annual Board Meeting. The Board shall meet at least annually within ninety (90) days after the end of the fiscal year. The Board of Directors shall present at the annual board meeting a report, verified by the President and Secretary of the Association, or by a majority of the Directors, showing in appropriate detail the following: (1) assets and liabilities of the Association as of the end of the fiscal year immediately preceding the annual board meeting; (2) the principal changes in assets and liabilities during the year immediately preceding the date of the report; (3) the revenue or receipts of the Association both unrestricted and restricted to particular purposes, for the year immediately preceding the date of the report; and (4) the expenses or disbursements of the Association both general and preceding the date of the report. The annual report of Directors shall be filed with the records of The Association and an abstract thereof entered in the minutes of the proceedings of the annual meeting of Directors.
- (b) Motions. Motions made at Board Meetings shall be made by Board Members only.
- (c) Minutes. The Board of Directors shall keep minutes of all actions taken by the Board which shall be available to all Members. Upon affirmative vote in open meeting to assemble in closed session, the Board may convene in closed executive session to consider personnel matters, consult with legal counsel or consider communications with legal counsel; and discuss likely or pending litigation, matters involving possible violations of the governing documents of the Association, and matters involving possible liability of a Member to the Association. The motion shall state specifically the purpose of the closed session. Reference to the motion and the stated purpose for the closed session shall be included in the minutes. The Board shall restrict the consideration of matters during the closed portion of the meetings only to those purposes specifically exempted and stated in the motion. No motion, or other action adopted, passed, or agreed to in closed session may become effective unless the Board of Directors, following the closed session, reconvenes in open meeting and votes in the open meeting on such motion, or other action which is

reasonably identified. This section shall not require the disclosure by the Board of information in violation of applicable law or which is otherwise exempt from disclosure.

- (d) **Quorum.** The presence in person of a majority of the Directors shall constitute a quorum for voting at a Board Meeting. The Board shall have the power to adjourn a meeting if less than a quorum is present.
- (e) **Voting by the Board.** Each Director shall have one (1) vote. So long as a quorum is constituted, the vote of Directors together holding more than fifty percent (50%) of the total votes shall be a binding vote of the Board for all purposes, unless a greater percentage is required by law, the Protective Covenants, or the Articles of Incorporation.

Section I. Conduct of Meetings. All membership meetings shall be conducted in accordance with Robert's Rules of Order, Revised, except where these may be in conflict with these By-Laws, and in such event, these By-Laws shall govern.

Section J. Place of Meeting. All meetings shall be held within Mason County Washington at such reasonable place, time, and date designated by the Board.

Section K. Notice. All notices to Members required by these By-Laws shall be deemed properly served if it is addressed to the current Member or Members of record as maintained on the membership roster of the Association and delivered either by hand-delivery to the Member's mailing address, by Prepaid first-class United States mail, or by electronic transmission to an address designated in writing by the Member. In addition, if the Member has requested service by electronic mail, such notice shall be deemed properly served if sent by such method pursuant to the provisions of RCW 24.03.009 and consistent with the By-Laws of Springfield Park Homeowners Association. Notice to any one Lot Owner shall constitute notice to all other owners of record of such Lot.

Section L. Action by Members Without a Meeting. Any action required or permitted to be taken at a Members meeting may be taken without a meeting if a written consent setting forth the action so taken is signed by all Members entitled to vote with respect to the subject matter thereof pursuant to the provisions of RCW 24.03.465 and consistent with the By-Laws of Springfield Park Homeowners Association. Any such consent shall be inserted in the minute book as if it were the minutes of a Members meeting.

Section M. Action by Directors Without a Meeting. Any action required or permitted to be taken at a meeting of the Board may be taken without a meeting if a written consent setting forth the action to be taken is signed by each of the Directors pursuant to the provisions of RCW 24.03.465 and consistent with the By-Laws of Springfield Park Homeowners Association. Any such written consent shall be inserted in the minute book as if it were the minutes of a Board meeting.

ARTICLE VII

Limitation of Liability and Indemnification

Section A. Limitation of Liability. The members of the Board shall not be liable to the Association Members for any mistake of judgment, negligence, or otherwise, except for their own willful misconduct or bad faith. Nor shall they be personally liable for contractual liability arising out of contracts made by the Board on behalf of the Association unless any such contract shall have been made in bad faith or knowingly contrary to the provisions of the Articles of Incorporation, Declaration of Covenants, the RCW's, or these By-Laws.

Section B. Indemnification. To the full extent permitted by the Washington Nonprofit Corporation Act, each Member of the Board of Directors, each Member of a Committee, each Officer of the Association, and the managing agent (if any), shall be indemnified by the Association against all expenses and liabilities, including attorneys' fees reasonably incurred by or imposed in connection with any proceeding to which such person may be a party, or in which such person may become involved, by reason of holding or having held such position, or any settlement thereof, whether or not such person holds such position at the time such expenses or liabilities are incurred, except to the extent such expenses or liabilities are covered by insurance and except in such cases wherein such person is adjudged guilty of willful misfeasance in the performance of such person's duties; provided, that in the event of a settlement, the indemnification shall apply only when the Board of Directors approves such settlement and reimbursement as being for the best interests of the Association.

Any indemnification provided under this Article shall, unless limited by the terms of the undertaking to indemnify, continue as to a person who has ceased to be a director, officer, employee or agent and shall inure to the benefit of his or her heirs, executors and administrators.

Any repeal or modification of this Article by the Directors or Members of the Association shall not adversely affect any right or protection of any individual who is or was a Director or Officer of the Association existing at the time of such repeal or modification.

ARTICLE VIII


Amendments to the By-Laws


These By-Laws may be altered or amended by a majority vote of two-thirds (2/3) of the Association Members in person, by proxy, or by mail-in-ballot at the Annual Association Meeting or Special Association Meeting duly called for which a quorum of twenty percent (20%) of Voting Members has been established.

These By-Laws and any subsequent amendments will go into effect immediately with the announcement of the affirmative vote approving them.

IN WITNESS WHEREOF, we certify that the Association has ADOPTED these By-Laws on the **9** day of **December, 2019**, at an Association Meeting of the Membership by an affirmative vote of at least two-thirds (2/3) of a quorum present in person, by proxy, or by mail-in-ballot.

Springfield Park Homeowners Association

By: _____
Its President
Print Name: Joe Schmit

By: _____
Its Vice President
Print Name: Pam Stephens

**APPENDIX 1 - SRINGFIELD PARK HOMEOWNERS ASSOCIATION
OWNER/TENANT INFORMATION SHEET**

OWNER INFORMATION

Please Print:

OWNER NAME: _____

ADDRESS: _____

HOME PHONE: _____ MOBILE PHONE: _____

WORK PHONE: _____ OTHER PHONE: _____

EMAIL: _____

MAILING ADDRESS IF DIFFERENT FROM ABOVE:

PREEFERED METHOD OF CONTACT

MAIL: _____ EMAIL: _____ *

*By selecting email as my preferred method of contact I hereby give Springfield Park Homeowners Association permission to deliver Association Notices via the email address I have provided above. I may rescind this permission at any time by submitting written request to the Secretary of the Association.

TENANT INFORMATION

(If property is leased/rented, please remit tenant changes.)

TENANT: _____

TENANT: _____

TENANT CONTACT

HOME PHONE: _____ MOBILE PHONE: _____

WORK PHONE: _____ OTHER PHONE: _____

EMAIL: _____

THIS INFORMATION IS FOR HOA USE ONLY

**APPENDIX 2 - SRINGFIELD PARK HOMEOWNERS ASSOCIATION
HOMEOWNER PROXY**

IF YOU ATTEND THE MEETING, YOU MAY VOTE IN PERSON. IF YOU DO NOT PLAN TO ATTEND, DESIGNATE A PROXY TO VOTE FOR YOU AND PROVIDE HIM/HER WITH THIS PROXY.

_____ the undersigned Homeowner (the
NAME

“Homeowner”), of _____, Shelton, WA
ADDRESS

98584, is in good standing and entitled to vote at any special or annual meeting of Springfield Park Homeowners Association. The undersigned designate(s) and appoint(s)

_____ (the “Proxy”) of
NAME

_____, Shelton, WA 98584, as the
ADDRESS

Proxy for the Homeowner.

By this designation of proxy, the Proxy may attend and represent the Homeowner with the full power to vote and act for the Homeowner in the same manner, to the extent and with the same effect as if the Homeowner were personally present.

This designation of proxy revokes any prior designation of proxy that the Homeowner may have given previously with respect to the Homeowner’s ownership interest in Springfield Park Homeowners Association.

This designation of proxy shall be effective for the Meeting of the Springfield Park Homeowners Association to be held on _____, at _____ AM/PM, and at all adjournments of such meeting.

OR shall be effective for a period of eleven (11) months from the date:

_____, 20_____.

The proxy shall have the full power, as the Homeowner’s substitute, to represent the Homeowner and vote on all issues and motions that are properly presented at the meeting(s) for which this designation of proxy is effective. The proxy shall have the authority to vote entirely at the discretion of the Proxy.

Signature of Homeowner: _____

Date of Signing: _____

This form may be given to your designee prior to the Meeting, emailed to board@springfieldparkhoa.com, or mailed to PO Box 2234, Shelton, WA 98584.

APPENDIX 3 – SAMPLE AGENDA FOR ANNUAL ASSOCIATION MEETINGS FORM

Order of Business for Annual Meeting

1. Call to order.
2. Verification of Proxies present.
3. Verification of Quorum present.
4. Introduction of candidates for Director. If needed, nominations from the floor.
5. Go over Budget and other business placed on the ballot.
6. Collect ballots.
7. Reading of minutes from previous Annual Meeting & motion for approval.
8. Break.
9. Present Board Annual Report and recommendations to the membership.
10. Good and Welfare of the Association, Board of Directors, and member comments.
11. Present annual Committee and Special Reports.
12. Election results announcement. Introduction of new Board Members. OR Election results announced upon completion
13. Adjournment

APPENDIX 4 - SPRINGFIELD PARK HOMEOWNERS ASSOCIATION
Consent to Action Without Meeting

WHEREAS, pursuant to the provisions of RCW 24.03.465 and consistent with the By-Laws of Springfield Park Owners Association, we, the undersigned Directors of Springfield Park Homeowners Association hereby consent to the following resolutions of Springfield Park Homeowners Association without a formal meeting of the Directors being held.

NOW THEREFORE BE IT RESOLVED THAT:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

We duly execute and sign this consent in lieu of holding, conducting and attending a meeting of the Board of Directors of Springfield Park Homeowners Association. We hereby state that this Consent has the same force and effect as the unanimous vote of said Directors at a Director's meeting. All supporting documentation along with this consent form will become part of the official records. This Consent shall not be effective unless and until it has been executed by all members of the Board of Directors. This Consent may be signed in any number of counterparts, all of which together shall be deemed a single instrument.

Name of Director: _____
Signature of Director: _____
Dated: _____

Name of Director: _____
Signature of Director: _____
Dated: _____

Name of Director: _____
Signature of Director: _____
Dated: _____

Name of Director: _____
Signature of Director: _____
Dated: _____

Name of Director: _____
Signature of Director: _____
Dated: _____

Name of Director: _____
Signature of Director: _____
Dated: _____

Name of Director: _____
Signature of Director: _____
Dated: _____