

**BYLAWS of
Boston Road Mobile Home Tenants' Association, Inc
(Adopted – November 21, 2024)**

ARTICLE I

The name of this Corporation shall be Boston Road Mobile Home Tenants' Association, Inc., herein after referred to as the "Corporation," Shall have its permanent office at 1157 Boston Rd, Springfield, MA 01119 in the Commonwealth of Massachusetts.

**ARTICLE II
Purpose**

2.1 The Corporation shall be a Public Interest Not-for-Profit Corporation.

This shall be a corporation with members. No Member not in good standing (as defined in these bylaws) shall be eligible to vote upon any matter.

2.2 Purposes

The Corporation is formed and shall be operated exclusively for the following purposes:

- A. To maintain, protect and preserve the Boston Road Mobile Home Park, Springfield, Massachusetts for the benefit of its residents, together with the buildings and improvements thereon.
- B. To promote the health, safety and welfare of the residents of the Boston Road Mobile Home Park.
- C. To negotiate for, acquire and operate the Boston Road Mobile Home Park as a resident owned and controlled entity in order to protect affordability, security of tenure, and the condition of the Park for the benefit of the residents
- D. To own, operate and maintain the Park and to provide for the operation and maintenance of any common areas or facilities for the benefit of the resident, or any areas concerning which the corporation holds easements for the benefit of its members.
- E. To receive loans, grants or other contributions from any source, public or private.
- F. To sell, assign, lease or sublease real property or assign the management and operation of property to any public or private corporation or organization, any charitable or nonprofit corporation or organization, or any governmental agency. To hold, invest, reinvest, accept and receive gifts, legacies, bequests, devises, funds, benefits of trust and property of any sort of nature, without limitation as to amount or value, and to use and consume the income or principal thereof exclusively for the charitable purposes of the Corporation.
- G. To make donations, contributions, grants, or other payments for agricultural, environmental, educational, charitable and cultural purposes.
- H. To do any and all things reasonably necessary or convenient to accomplish the purposes aforesaid.

- I. To generally do all acts and things permitted to non-profit corporations under the provisions of Chapter 180 of the General Laws of Massachusetts and Section 501(c)(3) of the Internal Revenue Code of 1954, as from time to time amended.
- J. To be exclusively charitable, scientific, and educational within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954, as amended from time to time, and within the meaning of M.G.L. Chapter 180, Section 4, as amended.

ARTICLE III

Members

3.1 Eligibility

A "Member" is defined as an individual(s) adult, age 18 or older, without regard to their race (including protective hair style), color, national origin, religion, sex, familial status (i.e. children), disability, source of income (i.e., Section 8 voucher), sexual orientation, gender identity, age, marital status, veteran or active military status, or genetic information who:

- A. Own(s) and reside(s) in a manufactured housing unit (herein after referred to as the "Home") in the Community and any spouse entitled to a homestead interest and the other adult members of the household who has signed an Occupancy Agreement. A person is seen as owning or co-owning a Home if they own the Home directly or through their "living" or "Grantor" trust. A "Grantor" or "living" trust is any trust that is established by an individual under such terms as: (1) appoint themselves as the trustee during their lifetime (and or competency); (2) is revocable by them; and (3) designates themselves as the beneficiary for their lifetime.

"Ownership" of a home shall include, where appropriate, persons purchasing a home under a lease purchase or contract of sale, which is current and in good standing, are brought into good standing by agreement acceptable to the Board of Directors, where the home buyer has some established equity in the home.

"Ownership" shall, at the formation of this Corporation, be assumed of all that appear upon the rent roll as owners, until such time as proven else wise. The Corporation's assumptions as to ownership are for its purposes only and have no legal standing.

- B. Is/are in good standing with the Corporation. A "Member in good standing" is a Member whose lot rent and Membership Fees are current or has signed an agreement satisfactory to the Board of Directors to bring these rents and fees current.
- C. Is/are willing to accept Membership responsibilities, including, but not limited to, voluntary participation in the governance of the Corporation and in the operation of the community.

3.2 Membership Rights

- A. A Member will have a perpetual right to occupy a lot within the community as long as they continue payment of the lot rent and remains in compliance with the other terms

of the Member Occupancy agreement, the Bylaws of the Corporation and the Community Rules established by the Members, all as they may be amended from time to time. However, if a Member is evicted from the Community or moves out of the Community, that Member will lose their right to occupy said lot.

- B. Only one Membership interest will be assigned to a home, and only one full vote may be exercised under a Membership interest.

3.3 Membership Obligations

- A. All Members and non-members are required to pay their rent. This rent, initially established by the Membership of the Corporation, may be increased by a majority vote of the Corporation's Board of Directors or by a majority vote of the Membership, consistent with Article 5.2 of these Bylaws, with a thirty (30) day written notice to all Members and non-Members.
- B. A Member will participate cooperatively in the operation of the Corporation.

3.4 Enrollment of Members

- A. Owners of homes seeking to reside in a Home and lease a lot in the Community must become Members of the Corporation. Owners seeking Membership shall:
 - 1. Apply for Membership on a form prescribed by the Membership Committee;
 - 2. Be approved for Membership by a majority vote of the Board of Directors;
 - 3. Pay in full the Membership fee;
 - 4. Execute an Occupancy Agreement and a Membership Agreement;
 - 5. Have an intent to occupy a Home in the Community; and
 - 6. Commit to the purposes and policies of the Corporation including the Community Rules and these Bylaws.
- B. Owners of homes in place at the time the corporation purchases the community have the right to become members without Board approval as per (1) and (2) above; but must fulfill all other membership enrollment conditions (3), (4), (5), (6) above.
- C. Buyers of homes may be approved for membership conditional upon purchase and occupancy of the home.
- D. A person is considered a buyer or owner if they seeks to or does own or co-own a Home directly or through their "living" or "Grantor" trust (see definition at paragraph 3.1 above) or becomes the subsequent beneficiary of a trust, previously existing as a living trust, upon death of the Grantor, or upon devise or distribution from a deceased Member's estate, or any other event. If an existing Member transfers title to a Home to

their "living" or "Grantor" trust, the trust will not be considered a new owner or buyer under this paragraph. Members transferring their Membership into a permissible "living" or "grantor" trust must furnish the Corporation with either a copy of said trust document or a letter of opinion from an attorney stating that the trust to which the title has transferred is a revocable, grantor trust wherein the Member(s) is (are) the Trustee(s) during their lifetime, or competency, and with said Member(s) as the sole beneficiary during their lifetime.

3.5 Membership Fee

- A. The Membership Fee shall be one hundred dollars (\$100). Membership Fees accumulate no interest. Membership Fees shall remain equal for all Members.
- B. A Certificate of Membership shall be issued to any Member, or to trustee of any Member's "living" or "Grantor" trust, who has fully paid their Membership Fee. This certificate shall entitle the holder (or, in the case of a living or Grantor trust, the trust grantor only) to occupancy of a lot in accordance with the Member Occupancy Agreement, provided that the holder also abides by the Community Rules of the Corporation and does not interfere with the effective operation of the Corporation. The certificate is not transferable, except by will or trust distribution by a permissible trust, or the rules of law that apply if someone dies without a will, to someone that would otherwise be eligible for Membership. A Membership may not be transferred to someone or some trustee or beneficiary who does not plan to own the home and reside in the Community nor shall a "living" or "Grantor" trust continue to hold a Membership interest beyond the usual and customary time required for a wind up of a probate estate, should title have passed by that means and occupancy during such periods shall not extend to any other party not previously permitted Membership and occupancy.
- C. The Board of Directors reserves the right to use all or part of a Member's Membership Fee to pay any debt due to the Corporation, or expenses incurred as a result of a Member's actions or non-actions, in regard to the Corporation; such debts and expenses being legally the responsibility of the Member. The Member shall replenish a capital balance decreased on such account in order to remain in "good standing."

3.6 Termination and Expulsion

- A. Any Member whose activity in the Corporation is contrary to basic cooperation principles (see copy of International Cooperative Principles attached hereto and incorporated herein by this reference) or who endangers the effective operation of the Corporation may be expelled from Membership in the Corporation by the Board of Directors. Loss of Membership carries with it loss of all Membership privileges, including the perpetual right to occupy said lot and any Member incentives. Written notice of the charges against each Member, and a hearing before the Membership, as outlined in section 3.6(B), shall be provided before any such expulsion. The Member's certificate shall be repurchased for the amount of the Membership Fee paid, less any debts owed and expenses due and owing the Corporation on behalf of the Member, and if and when there are sufficient reserve funds as determined by the Board of

Directors. A member who has been expelled from Membership but who has not been evicted is required to sign a new Occupancy Agreement designated for Non-Members. An eviction of the Member shall automatically terminate their Membership.

The Board of Directors will hold a hearing to determine if there is reason to call a Special Meeting of the Membership to vote on expulsion of the Member. If the Board determines that a vote on expulsion of the Member should occur, the Board will call a special meeting for the purpose of determining whether this Member should be expelled.

In order to expel a Member, three-quarters of the Members present at the Special Meeting must vote for expulsion. The number of Members voting for expulsion must also be at least a majority of the Members in the community.

- B. A Member need not be expelled before being evicted. Re-application for Membership will require Board review and Membership approval before re-issuance of Certificate of Membership. The reason for the expulsion shall be clearly stated, recorded, placed in the permanent files and a copy given to the Member. A failure to terminate Membership shall NOT deny the Board's right to bring about eviction in a competent court of law and the denial of a Membership termination shall have no presumptive impact on grounds for eviction.
- C. If the Member chooses to be represented by an attorney, the Member shall solely be responsible for the cost of their attorney. In no case should the Corporation be responsible for the legal fees of the Member.

3.7 Member Refunds

Members shall have a right to determine whether excess carrying charges collected in any given fiscal year shall be returned to Members as a refund of overpayment or retained as additional funding for reserves or for the needs of the following year operations. The decision may be made at the time that they approve the budgets for the coming fiscal year. The Corporation may refund or credit to the Member, within one hundred and twenty (120) days, dependent upon a satisfactory audit, of the end of its fiscal year; but only insofar as such refund or credit is consistent with state law or permissible under the terms and provisions of any loan terms, as applicable from time to time. Such refunds are limited to a pro rata return of fees paid by Members in excess of the corporations needs and are not from earned income from other sources.

ARTICLE IV Sale and Rental of Homes

4.1 Use of Homes

- A. In order to unify the Members and make the Corporation stronger, all homes within the Community must be owner-occupied unless an exemption is granted by the Board of Directors according to the procedures outlined in 4.1 B. Failure to comply with this article, shall result in an eviction from the Community.

- B. Any tenancy existing in a home at the time of the park acquisition by the Association may continue, and that home shall be “grandfathered” from the requirement that all homes be owner-occupied. Upon any voluntary or involuntary termination or expiration of such a tenancy for any reason, the grandfather status shall be lost and the home may not continue to be rented out but shall become owner occupied. Tenants allowed under this section are not eligible for Membership.
- C. Excepting those homes rented at the time of community purchase, rental or leasing of homes in the Community shall not be allowed unless approved by the Board of Directors. The Board of Directors shall not approve a rental or lease unless (1) a written request is submitted by the Member alleging hardship and (2) the Board of Directors determines that a hardship exists. If an approval is granted, the decision shall specify the hardship circumstance(s) and the condition(s) of approval, including the timeframe for the initial approval and any periodic review. No rental contract exceeding one year may be approved, and each modification or renewal of a rental contract shall need Board approval. The vote of the Board of Directors shall be maintained in the official records of the Corporation.

4.2 All Home Sales

- A. Any Member or non-Member who plans to sell or move their Home out of the Community or demolish the Home on site shall give written notice thirty (30) days in advance of that happening to the Board of Directors. Failure to give notice can result in thirty (30) days additional lot rent.
- B. Notice to the Board of Directors stating the intention to sell a Home in place shall contain the estimated date of sale, and the name, address, and phone number of the selling agent, if any. It is the responsibility of the seller to supply potential buyers with information regarding the requirement that all buyers become Members of the Corporation. The seller shall supply the Corporation with the names and telephone numbers of any buyers who have signed a Purchase and Sales Agreement. See the exception for certain trust transfers contained in paragraph 3.3, which applies here as well.
- C. If the Corporation is owed money by the resident or the resident is in breach of any other obligation to the Corporation, the Board of Directors will not consent to the transfer nor will a new lease be granted until all obligations to the Corporation have been satisfied in full or suitable arrangements for payment have been made as determined by the Corporation.

4.3 Sale of Member Homes

- A. For a period of thirty (30) days following the delivery of the notice to the Board, if the Member receives more than one offer for the same price upon the same terms and conditions, and one of said offers is from a low- or moderate-income family or individual (as defined in this section), the Member shall accept the offer from the low- or moderate-income family or individual. Provided, that the Board may authorize the

sale to someone other than a lower-or moderate-income family or individual at the request of the selling Member in the case of a sale to a family Member or where the delay in selling would pose an unreasonable hardship for the selling Member.

- B. A low- or moderate-income family or individual shall be defined as a family or individual whose total income does not exceed 80% of the median income in the county as determined by the U.S. Dept. of Housing and Urban Development and published in the Federal Register.
- C. The Board of Directors shall purchase the Membership interest from said Member household by paying them an amount equal to the Member's total payment toward their Membership Fee, without interest, less any debt owed by the Member to the Corporation, within sixty (60) days of the removal or sale of the home, or at such later date when the purchase can be made without jeopardizing the solvency of the Corporation.

4.4 Vacant Lots

Any lot in the Community that becomes vacant (other than a temporary vacancy when a Member of the Corporation replaces their existing manufactured home with a new or different one), shall be leased by the Board of Directors to a low or moderate income household approved for Corporation Membership; provided, however, that if after advertising the lot for thirty (30) days, the Board does not receive an offer to lease from a low or moderate income household reasonably capable of affording the Home and living in the Community, the Board of Directors may lease the lot to any suitable household. The Board will keep a waiting list for these purposes.

4.5 Owned Housing Units

Housing units that become the property of the Corporation may be sold by the Board of Directors to non-occupant owners who wish to rehabilitate or replace the home, and resell it to a resident occupant, under the following rules:

- A. The purchaser is purchasing the home in order to rehabilitate it or replace it, and expects to have the unit completed and habitable, or completely replaced within 90 days.
- B. The purchaser proves, to the satisfaction of the board, their ability to successfully rehabilitate the home themselves or through other licensed professionals.
- C. The purchaser must purchase the unit from the Corporation in advance of rehabilitation or replacement.
- D. The purchaser must pay rent and any other common costs and assessments, at a minimum of member rate, for the period that they own the unit. The Board of Directors may require prepayment of rent, deposits or other surety to ensure compliance by the purchaser, at their own discretion.

- E. The purchaser shows proof of insurance for themselves and all contractors and acquires or carries all permits and licenses necessary per local code.
- F. The purchaser must enter into a written agreement with the Corporation, including a time plan for construction, utilities hook-up, storage and disposal of waste, all of which is at their own expense.
- G. The unit cannot be occupied until sold to an owner-occupant who is approved to join the Corporation.
- H. The Board of Directors may set up fines for non-compliance with rules or other restrictions in accordance with schedules as determined by the Board from time to time. The Board of Directors may enforce this by taking a lien on the unit or any other contractual or legal action they deem necessary.
- I. Owners of units in rehabilitation under this clause are not Members of the Corporation, as herein defined.

ARTICLE V

Membership Meetings

5.1 How the Membership Can Legally Act

- A. The Membership may act only at a properly called meeting of the Membership where a quorum is present. Thirty percent (30%) of current membership shall constitute a quorum at a Membership meeting.
- B. A member who is not in good standing [as defined by these Bylaws at 3.1(b)] shall be ineligible to vote upon any matter and shall not be counted toward a quorum.
- C. There shall be no voting by proxy.
- D. The existence of a quorum shall be established at the beginning of each meeting and shall remain valid until the meeting is adjourned. Once a quorum has been achieved, a majority vote of Members present shall be required to approve any motion. The Members may only consider motions related to agenda items for consideration that are properly noticed before the meeting in accordance with these Bylaws.
- E. The Bylaws of the Corporation and the Community Rules shall be adopted or repealed by at least a majority vote of the total Membership of the corporation.
- F. The Bylaws and the Community Rules may be amended by a majority vote of the Members present at any regular or special meeting at which a quorum is present, provided that notice of the proposed amendment shall be given in writing to all Members not less than ten (10) days prior to such meetings. After the ten (10) day notice, technical changes in wording or detail of the proposed amendment that do not alter the subject matter shall not require an additional notice.

- G. Any business required or permitted to be taken at a Membership meeting may be taken without a meeting, by means of a ballot clearly stating a Board-approved motion. To be passed, the motion must be approved by a majority of the entire Membership. A copy of the motion and vote must be kept on file with the Corporation's Membership meeting minutes. Notice that such an action took place, including the nature of the action, and the availability of the resolution shall be posted or otherwise published to the members within 3 days.

- H. For the purpose of achieving a fair representation of the entire community the Boston Road Mobile Home Park will be divided into three (3) wards, as follows:
 - a. Ward I
 - i. Elmshade way #1-24
 - ii. Pioneer Way #2-33
 - iii. Mobilehome Way #1-36
 - iv. Better Way #3-31
 - v. Rest Way #1-9
 - vi. Includes crossroads – 2 Vought Way, 4&6 Turin Way, & 10 Mercury Way
 - b. Ward II
 - i. Elmshade Way #1-26
 - ii. Pioneer Way #34-64
 - iii. Mobilehome Way #39-70
 - iv. Better Way #32-64
 - v. Rest Way #10-35
 - vi. Includes crossroads – 16 Rome Way, 25-26 Easy Way, 0 Freedom Way, 14 Zinnia.
 - c. Ward III
 - i. Pioneer Way #66-94
 - ii. Mobilehome Way #71-102
 - iii. Better Way #65-95
 - iv. Rest Way #37-61
 - v. Including crossroads – 0 Guerdon Way & 27 Hide-A-Away

5.2 Annual Meeting

- A. The Annual Meeting of the Members shall be held in the month of October each year in Springfield, MA or a place designated by the Board of Directors within 10 miles of the Community. An Annual Meeting of Members is to be held at least once a year.

- B. The Board shall give written notice of the Annual Membership Meeting not less than 10 calendar days nor more than 60 calendar days before the date that such a meeting is to be held. Such written notice shall be given in writing to each Member at their address, and posted and maintained at a common area, and shall state the place, day,

and time of the meeting, as well as the agenda items or subject matter to come before it.

- C. The Annual Report to the Secretary of State, the report of the examination of the prior year's finances, and the proposed annual budget of the Corporation shall be made available to each Member no later than ten (10) days before the Annual Meeting for approval by the Membership at the Annual Meeting.
- D. The budget shall show all income and expenses, the amounts budgeted by accounts and expenses classification, including, but not limited to, reserve accounts for capital expenditures, mortgage payment and interest, deferred maintenance and repair, taxes, rubbish removal, snow plowing, insurance costs, fees payable to the Internal Revenue Service, City of Springfield and/or the Commonwealth of Massachusetts and include proposed future rents.

The budget adopted by the Board of Directors shall be presented to the Membership for ratification at the Annual Meeting for a vote of the Membership. At said Annual Meeting the Membership may, by majority vote, revise the budget.

If Membership, after meeting held or ballot conducted for said purposes, shall fail to approve a budget that meets all contractual obligations, the Board of Directors may approve such a budget without further vote of the members.

5.3 Special Meetings of the Membership

- A. Special meetings of the Membership may be called by (i) the President on their own initiative; (ii) the Board of Directors on its own initiative; or (iii) by the Secretary of the Corporation upon petition of at least one tenth (1/10) of the Members which would constitute a quorum of a meeting of Members. Such Member petition may be delivered to the Secretary (or in the event the Secretary is unable or unwilling to call such a meeting, then by any other officer upon receipt of such petition which officer shall call a special meeting). The Board shall set the date, place and time of the Special Meeting, to be held within 30 days after it initiates such meeting or within 30 days of receipt of such demand, as the case may be.
- B. The Secretary of the Corporation shall deliver or mail written notice stating the place, day, hour and purpose of the Special Meeting to each Member and post the notice in a common area not less than 10 days in advance of the meeting date. Business at a Special Meeting of the Membership is limited to the Scope of the Notice Provided. Absentee Ballots, witnessed by a director, are allowed as provided under 6.3 (D) only if a specific question is being asked of members at a special meeting, and if it is included in the Scope of Notice.

ARTICLE VI Board of Directors

6.1 Number and Term of Directors

- A. The Board of Directors shall consist of 7 Members who are in good standing with the Corporation.
- B. Directorships will not be denied to any person on the basis of race (including protective hair style), color, national origin, religion, sex, familial status (i.e. children), disability, source of income (i.e., Section 8 voucher), sexual orientation, gender identity, age, marital status, veteran or active military status, or genetic information. To be eligible to serve as a Director, an individual must be a resident homeowner of a manufactured housing unit in the Community and be a Member in good standing with the Corporation.
- C. All Directors shall serve for a term of two (2) years, or until their successors are duly chosen. Except that at the 2024 Membership Meeting, when three (3) Ward Representatives will be elected to a one-year term.
- D. Following the 2024 Membership Meeting, the election for President, Vice-President, Secretary and Treasurer will take place on even numbered years and the election for the Ward Representatives will take place on odd numbered years.
- E. No Director may serve for more than three consecutive two-year terms.
- F. No more than one individual from each Member household may serve on the Board of Directors at any given time.

6.2 Election of Directors

- A. The Board of Directors shall be elected by the Membership at an Annual or Special Meeting of the Corporation, or at a special meeting held in place thereof. All newly elected Directors will take office thirty (30) days after elections or at the next Board of Directors meeting, whichever is first.
- B. All Members shall nominate and elect four Directors to each officer position. (President, Vice-President, Secretary, Treasurer)
- C. Members in each Ward shall nominate and elect one Director per Ward as the Ward Representative. Ward Representatives are required to reside in their respective ward.
- D. A ballot provided on a form approved by the Board of Directors shall be used for the election of Directors. It shall clearly state the Director and Officer position and Ward Representative to be filled and those nominees known in advance of the meeting. It shall also clearly state that other nominees may come from the floor. Ballots must be identifiable by either a lot number or other means. The ballots shall be sealed and opened at the Membership meeting.
- E. The Board of Directors may allow for an absentee ballot for the following reasons: vacation, hospitalization, shift work, travel, or infirmity. A request for an absentee ballot must be made in writing at least three (3) days before the meeting, if not the result of emergency circumstances. If the ballot is to be mailed, the Member must

request it ten (10) days before the meeting. Absentee ballots shall not be counted towards a quorum. Ballots must be submitted using a double-blind process. The ballots shall be opened at the Membership meeting.

- F. No more than one individual from each Member household may serve on the Board of Directors at any given time.
- G. Ballots must be submitted using the following double-blind process:
 - i. Each Member Household in Good Standing will be provided a blank ballot and two envelopes (one blank, one with their Lot number or other means of identifying the Member Household).
 - ii. The Member Household will complete the ballot and place it into blank envelope and seal.
 - iii. The Member Household will place this blank envelope into the ID envelope and seal.
 - iv. An election representative will take the ID envelope and mark down the ID number as having voted.
 - v. The representative will then remove the blank envelope from the ID envelope, and discard the ID envelope.
 - vi. The blank envelope will be placed in a stack to be counted during the meeting.

6.3 Powers

- A. The Board of Directors shall be responsible for the day-to-day management and control of the Corporation operations. All polices which do not require Membership approval as stated in 10.3, will be adopted and amended by the Board of Directors.
- B. No Director may act on behalf of the corporation unless duly authorized by the Board of Directors.
- C. Any matters outside of the ordinary course of business or that involve the sale or encumbrance of assets shall require Member approval.
- D. The Board of Directors may from time to time set up committees and/or ad-hoc groups to work on specific responsibilities, with the committee Members serving at the pleasure of the Board of Directors. These committees will report to the Board of Directors and operate with only as much authority as granted by the Board. Further explanation of these committees may be found in the policies of the Board of Directors.

6.4 Resignation

Any Director may resign at any time in writing. Such resignation will take effect immediately or at the time specified. The Board will officially acknowledge the resignation in the minutes at their next meeting. Verbal resignation will not be accepted.

6.5 Removal

- A. Board members who are not in good standing with the Association, as defined by the Bylaws, will automatically be removed from the Board. The Board will give notice to any Board Member not in good standing, and the Board Member will have 30 days to return to good standing before removal by a Board vote.
- B. Any Director who is an officer and whose actions are determined to negatively affect the operation of the Corporation may be removed by a majority vote of the Members present at any regularly scheduled or special meeting of the Membership where a quorum is present, provided that a 10- day notice of the impending vote has been given to the Director who may be removed. Said notice of a vote to remove shall only be made after:
 - 1. If initiated by the Board of Directors: a majority vote of the Board of Directors, or
 - 2. If initiated by a Membership Petition: after the Board of Directors receives a written petition requesting the proposed removal, signed by at least 20% of the Membership.
- C. Any Director who is a Ward Representative and whose actions are determined to negatively affect the operation of the Corporation may be removed by a majority vote of the Members that includes a majority of the Members of their respective Ward present at any regularly scheduled or special meeting of the Membership where a quorum is present, provided that a 10- day notice of the impending vote has been given to the Director who may be removed. Said notice of a vote to remove shall only be made after:
 - a. If initiated by the Board of Directors: a majority vote of the Board of Directors, or
 - b. If initiated by a Membership Petition: after the Board of Directors receives a written petition requesting the proposed removal, signed by at least 20% of the Ward Membership.
- D. Said Notice shall clearly advise that, once a quorum is established, a majority vote of the Members present will be needed to remove the Director (President, Vice-President, Secretary, Treasurer) or in the case of a Ward Representative, a majority vote of the Members present that includes a majority of the Ward Membership.
- E. The notice shall state the date, time and place of the meeting where said vote will be taken.
- F. If the members' petition for removal of a Director does not state that the vote to remove is requested for the next Regularly Scheduled Meeting, or if the Board of Director lacks time to give the required Notice to the Director to be removed before the next Regular meeting, then the Board of Directors shall take said Petition for Removal to also be a request for a Special Membership Meeting for said purposes, and proceed in accordance with these Bylaws regarding Special Meetings, and shall set the

date, place and time of the Special Meeting, to be held within 30 days after receipt of such Petition. The Secretary of the Corporation shall deliver or mail written notice stating the place, day, hour and purpose of the Special Meeting to each Member and post the notice in a common area not less than 10 days in advance of the meeting date.

- G. Any Director who misses more than three (3) consecutive Board meetings may be removed from office if a majority of the Directors then in office vote for the removal, unless that Director has submitted to the Board in writing reasons for the absence (e.g., illness, work, etc).

6.6 Vacancies

Vacancies that result from resignation or other means may be filled by a majority vote of the Directors present at any regular or special meeting of the Board of Directors. The Director so appointed shall serve until the next Annual Meeting which shall not be counted as a consecutive term.

6.7 Compensation

Directors shall serve without compensation but shall be entitled to reasonable reimbursement for expenses incurred while conducting legitimate Corporation business. Any expenses incurred must have prior approval by the Board of Directors. Receipts must accompany all requests for reimbursement. Directors may not simultaneously serve on the Board and receive compensation for services, products, or contracts, and may not be employed by the Corporation.

ARTICLE VII

Officers

7.1 Roster of Officers

The Officers of the Corporation shall consist of a President, Vice President, Secretary, Treasurer. All Officers are Directors of the Corporation and must meet the requirements for being a Director set forth in Article 6.1.

7.2 Roster of Ward Representatives

The Ward Representatives of the Corporation shall consist of Ward Representative 1, Ward Representative 2, and Ward Representative 3. All Ward Representatives are Directors of the Corporation and must meet the requirements for being a Director set forth in Article 6.1.

7.3 Election and Removal of Officers and Ward Representatives

See process for Election and Removal of Directors in Article 6.

7.4 President

The President shall serve as chair and preside at all meetings of the Directors and Membership. They shall be responsible for general day-to-day administration according to the authority granted by the Board and the Membership. The President shall perform such duties prescribed by the Board or as necessary to accomplish the directives of the Board of Directors.

7.4 Vice President

The Vice President shall preside at all meetings in the absence of the President and shall perform such duties delegated to them by either the Board or the President. They shall report on the activities of the President to the Board in the absence of the President. If the President resigns from or is removed from the Board, the Vice President becomes the Acting President until the next Annual Meeting.

7.5 Secretary

The Secretary shall keep the records of the Corporation and these Bylaws. Amendments to these Bylaws shall be typed, noted, dated and maintained with these Bylaws, and copies distributed to the Membership. They shall keep a true record of the proceedings of all meetings of the Directors and Members. If the Secretary is absent from any such meetings, the chair may request that some person act as a recording secretary to take the minutes. The Secretary shall also be responsible for posting meeting notices, typing correspondence and maintaining and updating Membership and resident lists. The signature of the Secretary, or acting secretary, on minutes and actions of the Board shall serve as evidence of their authenticity.

7.6 Treasurer

The Treasurer is responsible for overseeing the management of all Cooperative/Association funds. This is done by acting as the liaison between the Board of Directors and Property Management Company/Bookkeeper on a monthly basis. The Treasurer shall be the Chair of the Finance Committee. The Treasurer shall review and analyze monthly financial statements in order to prepare a Treasurers Report. They shall work with the Finance Committee for this analysis and review of monthly statements. The Treasurer shall be responsible to ensure that the Past Due Rent Collections Policy is enforced by Management. The Treasurer shall also ensure that all funds being spent are in accordance with the member approved Budget. All unbudgeted expenses shall be approved in accordance with Bylaws.

7.7 Ward Representative

The Ward Representative is responsible for holding two informational meetings per year for their ward members. The Ward Representative shall also serve as the Welcome Committee for their respective ward.

7.8 Powers

All Officers of the Corporation shall, subject to these Bylaws and to any vote of the Directors, have such powers and duties as the Directors shall from time to time designate, in addition to the specific powers and duties set forth above.

ARTICLE VIII Board Meetings

8.1 Regular Meetings

Regular meetings of the Directors shall be held monthly. Notice of the time and place together with the agenda of the Board of Directors' meeting shall be posted in a public place in the Community no less than 3 days before the meeting. The Board shall have the sole discretion to establish the agenda for all regular meetings.

8.2 Special Meetings

Special meetings of the Directors may be held at the call of the President or any two Directors. Written notice stating the place, day, hour, and agenda of any special meeting shall be posted in a common area and communicated personally to each Board Member not less than 3 days before the date of the meeting. In an emergency situation, a shorter notice may be given, provided that the agenda for that meeting is limited to dealing with the emergency at hand and that all actions taken are ratified at a subsequent properly noticed meeting.

8.3 Open Meetings

Regular and Special Meetings of the Board of Directors shall be open to the Membership except when the Board moves to an Executive Session. Executive Sessions are used only for purposes of protecting a person's reputation and confidentiality, or to receive or discuss advice from legal counsel. A decision may not be made in Executive Session, where minutes are not kept. Decisions must be made in the form of a motion at a public meeting.

8.4 Notice

Written notice stating the place, day, hour and agenda of all Board meetings, regular and special, shall be posted in a common area no less than 3 days before any meeting.

8.5 Quorum

At any meeting of the Board of Directors, a simple majority of the number of Directors then in office shall constitute a quorum for the transaction of business. A majority of those present must vote in the affirmative to pass a motion, once a quorum has been established. A Director may attend by telephone if they can hear and be heard by everyone attending the meeting, and such Director is included in a quorum count.

8.6 Action without a Meeting

- A. Any action required or permitted to be taken by the Board of Directors at a meeting may be taken without a meeting if the written motion is approved and signed by all Board Members. Authority for such action commences when the last Director signs. A copy of the written motion with all signatures must be kept with the Board minutes.

- B. Notice that such an action took place, including the nature of the action, and the availability of the resolution shall be posted within 3 days.

8.7 Proxy Voting Prohibited

Proxy voting is prohibited.

ARTICLE IX Indemnification and Bond

9.1 Indemnification

- A. The Directors, Officers and Members shall not be personally liable for the debts, liabilities or other obligations of the Corporation.
- B. Should any person be sued or threatened with suit, either alone or with others, because they were or are a Director or Officer of the Corporation, in any proceedings arising out of their alleged misfeasance or nonfeasance in the performance of their duties or out of any alleged wrongful act against the Corporation, indemnity for their reasonable expenses, including attorneys fees incurred in the defense of the proceeding, may be assessed against the Corporation, its receiver, or its trustee, by the court in the same or a separate proceeding if (1) the person sued is successful in whole or in part, or the proceeding against them is settled with the approval of the court; and (2) the court finds that their conduct fairly merits such indemnity. The amount of such indemnity shall be so much of the attorney's fees incurred and other expenses as the court finds to be reasonable.
- C. Should any person be sued or threatened with suit, either alone or with others, because they were or are a Director, Officer, or employee of the Corporation, in any proceedings other than an action by the Corporation, indemnity for their reasonable expenses including attorney fees incurred in the defense of the proceeding may be paid by the Corporation if the person acted in good faith and in a manner they reasonably believed to be in or not opposed, to the best interest of the Corporation; any such indemnity shall be made as authorized by majority vote of the Membership.

9.2 Bond

Each Officer, Director, employee, and agent handling funds or securities amounting to \$1,000 or more in any one year shall be covered by adequate bond in accordance with state law.

ARTICLE X Operations

10.1 Signing of Documents

Unless specifically authorized by the Board of Directors or as otherwise required by law, all final contracts, deeds, conveyances, leases, promissory notes, or legal written instruments executed in the name of and on behalf of the Corporation will be signed and executed by the

President and one other Director. The Board will authorize by written resolution all final documents to be so executed. No more than one individual from each Member household may have signing authority.

10.2 Disbursement of Funds

- A. All authorizations and/or checks disbursing funds from any of the Corporation's accounts will require the signatures of at least two Directors, or contracted agent.
- B. Any decisions that may commit expenditures of five thousand (\$5,000) or more of Corporation resources per Fiscal year, that does not appear in the approved annual budget, shall be made by the Membership at an Annual or special meeting of the Members. Capital Improvement and Replacement Reserve expenditures that do not explicitly appear in that year or in the previous year in the member-approved Capital Improvement Plan and that exceed ten thousand (\$10,000) per Fiscal year, require the approval of the Membership except in cases of emergency repairs. The Board shall notify the Membership of such an emergency action at the next regular or special meeting of the Membership.

10.3 Ethics, Procurement and Conflict Of Interest

In addition to the requirements of these Bylaws, The Corporation through a membership vote shall adopt, and all Director-Officers shall abide by, a Code of Ethics, a Procurement Policy, and a Conflict of Interest Policy. No member of the Board of Directors may be retained by the Corporation for compensation whether as an employee, independent contractor, consultant or in any other capacity. The role of employee, contractor, or vendor is inherently a conflict of interest with the director's role as a Board Member, and that conflict cannot be waived by the Board or Membership.

10.4 Records

The records of the Corporation shall be kept by the Directors then in office and transferred to newly elected Directors upon changeover.

10.5 Inspection of Books and Records

- A. Records of the Corporation shall be open to the inspection of any Member at a reasonable time and place within 72 hours of a Member's request, limited to those items not protected for reasonable privacy concerns of Members, including but not limited to financial applications, credit reports, hardship applications, materials discussed in executive session and individual collection matters. If any Member would like a copy of any of these materials, they will be charged actual copying costs.
- B. The Treasurer will be responsible for ensuring that the annual financial audit is completed and delivered to the Board within four (4) months after the end of the fiscal year.

10.6 Fiscal Year

The fiscal year of the Corporation shall be the twelve (12) month period ending the last day of December of each year. The Corporation shall cause its books to be examined within a reasonable time after the end of each fiscal year in accordance with the audit/review requirements of state law.

10.7 Sale, lease, or exchange of corporate property and assets; grant of security interest; public charities under 180:8A

- A. A vote of two-thirds of members entitled to vote thereon at a meeting duly called for the purpose, with notice given as provided in section six B, shall be REQUIRED for the sale, lease, exchange or other disposition of all or substantially all of its property and assets, No such vote shall be required if such transaction does not involve or will not result in a material change in the nature of the activities conducted by the Corporation.
- B. As a corporation constituting a non-profit organization, the Board shall give a written notice to the attorney general not less than thirty (30) days before making any sale, lease, exchange, or other disposition of all or substantially all of its property and assets if that sale, lease, exchange or other disposition involves or will result in a material change in the nature of the activities conducted by the Corporation, except that no such notice shall be required if a written waiver of such notice is executed by the attorney general before or after such sale, lease, exchange or other disposition. A certificate signed by an officer of the Corporation which states that notice was not required, that notice was given, or that notice was waived by the attorney general, with respect to any sale, lease, exchange or other disposition of property by the Corporation shall be conclusive in favor of any purchaser, lessee, transferee or other person relying thereon for purposes of determining compliance with the provisions of this subsection.

10.8 Dissolution

A petition for dissolution in accordance with Massachusetts General Laws (Chapter 180 section 11A) shall constitute the sole method for the voluntary dissolution of a non-profit corporation and shall be authorized by vote of a 2/3rds majority of the corporation's members entitled to vote thereon.

If the corporation has no remaining assets, the petition for dissolution shall be submitted to the division of public charities of the office of the attorney general. If the corporation has remaining assets, the petition for its dissolution shall be filed in the supreme judicial court setting forth in substance the grounds for the application for dissolution and requesting the court to authorize the following dissolution of the Corporation, all the remaining assets, after payment of the Corporation's debts and expenses, shall be distributed in the following manner:

- A. The face value, or the amount equal to the Membership Fee paid minus any outstanding obligation to the corporation, whichever is lower, shall be returned to the Members.

- B. Any surplus remaining after the distributions in paragraph I shall be distributed to such organizations as shall qualify under Section 501(c)(3) of the Internal Revenue Code of 1984, as amended, or to another organization to be used in such manner as will best accomplish the general purposes for which this Corporation was formed.

ARTICLE XI
Rules of Procedure

In case of any question not covered in these Bylaws or adopted Board policies, the guidelines in "Parliamentary Procedure for Manufactured Housing Community Corporations" as published by the Management Guide © 2003, 2007, 2014 ROC USA, LLC or the foundation document, The Standard Code of Parliamentary Procedure, Fourth Edition, by Alice Sturgis, 2001 shall prevail.

CERTIFICATION

I hereby certify that these Bylaws were adopted by the Membership
of _____ (NAME OF THE CORPORATION) at its
meeting held on _____ (DATE)

Name: _____
(Signature) Secretary of the Corporation

International Cooperative Alliance Principles

1st Principle: Voluntary and Open Membership

Cooperatives are voluntary organizations, open to all persons able to use their services and willing to accept the responsibilities of membership, without gender, social, racial, political or religious discrimination.

2nd Principle: Democratic Member Control

Cooperatives are democratic organizations controlled by their members, who actively participate in setting their policies and making decisions. Men and women serving as elected representatives are accountable to the membership. In primary co-operatives members have equal voting rights (one member, one vote) and co-operatives at other levels are also organized in a democratic manner.

3rd Principle: Member Economic Participation

Members contribute equitably to, and democratically control, the capital of their cooperative. At least part of that capital is usually the common property of the cooperative. Members usually receive limited compensation, if any, on capital subscribed as a condition of membership. Members allocate surpluses for any or all of the following purposes: developing their cooperative, possibly by setting up reserves, part of which at least would be indivisible; benefiting members in proportion to their transactions with the cooperative; and supporting other activities approved by the membership.

4th Principle: Autonomy and Independence

Cooperatives are autonomous, self-help organizations controlled by their members. If they enter to agreements with other organizations, including governments, or raise capital from external sources, they do so on terms that ensure democratic control by their members and maintain their cooperative autonomy.

5th Principle: Education, Training and Information

Cooperatives provide education and training for their members, elected representatives, managers, and employees so they can contribute effectively to the development of their cooperatives. They inform the general public - particularly young people and opinion leaders - about the nature and benefits of cooperation.

6th Principle: Cooperation among Cooperatives

Cooperatives serve their members most effectively and strengthen the cooperative movement by working together through local, national, regional and international structures.

7th Principle: Concern for Community

Cooperatives work for the sustainable development of their communities through policies approved by their members.

These principles can be found on the International Cooperative Alliance website at <http://ica.coop/en/what-co-op/co-operative-identity-values-principles>.