

FIRST AMENDED AND RESTATED BYLAWS
FOR
CASTLEROCK HOMEOWNERS' ASSOCIATION

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FIRST AMENDED AND RESTATED BYLAWS
OF
CASTLEROCK HOMEOWNERS' ASSOCIATION, INC.

NAME AND LOCATION. The name of the corporation is Castlerock Homeowners' Association, Inc., hereinafter referred to as the "Association." The principal office of the corporation shall be located at the President's residence, but meetings of Members and directors may be held at such places within the State of Oklahoma as may be designated by the Board of Directors.

ARTICLE I

DEFINITIONS

- A. "Articles" shall mean the duly adopted Articles of Incorporation for Castlerock Homeowners' Association, Inc., filed with the Oklahoma Secretary of State, pursuant to 18 O.S. § 1801, *et seq.*
- B. "Association" shall mean and refer to Castlerock Homeowners' Association, an Oklahoma nonprofit mutual benefit corporation organized, pursuant to 60 O.S. § 852, *et seq.*, for the purpose of managing the common interest development known as CASTLEROCK ADDITION.
- C. "Bylaws" shall mean the duly adopted Bylaws of the Association, as the same may be amended, changed, modified, or restated, from time to time.
- D. "Board of Directors" or "Board" shall mean the Board of Directors of the Association as selected pursuant to the provisions of the Bylaws.
- E. "Castlerock Addition," or "Castlerock," shall mean all of the land described on the Final Plats of Castlerock Addition, Sections 1-6, as duly recorded in the Office of the County Clerk of Cleveland County, Oklahoma.
- F. "Common Areas" shall mean and refer to any and all real and personal property and easements and other interests therein, together with the betterments and improvements located thereon, now or hereafter owned or leased by the Association for the common use and enjoyment of the Members. The Common Areas shall include, but are not limited to:
 - 1. all roundabout centers
 - 2. all entry ways
 - 3. open frontage along Tecumseh Road and 36th Street
 - 4. the large detention pond and surrounding area, including pool
 - 5. the small detention pond and surrounding area
 - 6. the basketball court and parking lot
 - 7. any other area(s) so designated on the recorded plats of Castlerock Addition.

- G. “Common Expense” shall mean the following:
1. expenses of administration, maintenance, repair or replacement of the Common Areas to the extent such expenses are to be borne by the Association under the terms of the Declaration;
 2. expenses agreed upon as common by all Lot Owners acting through the Association; and
 3. expenses declared common by the provisions of the Declaration or the Bylaws in force as of the date hereof or as they may later be amended and/or restated.
- H. “Declaration” shall mean and refer to the Declaration of Covenants, Conditions, and Restrictions, as may be amended or restated from time to time, as recorded in the Office of the County Clerk of Cleveland County, Oklahoma.
- I. “Lot” shall mean and refer to any plot of land shown upon any recorded subdivision map of Castlerock Addition with the exception of the Common Areas.
- J. “Lot Owner” or “Owner” shall mean the person or legal entity, or combination thereof, or contract seller, holding the record fee simple or perpetually renewable leasehold title to a Lot in the Property, as the Lot is now or may from time to time hereafter be created or established. If more than one person, or other legal entity or any combination thereof, holds the record title to any Lot, all of them shall be deemed a single record owner and shall be a single member of the Association by virtue of their ownership of the Lot. The term “Lot Owner” or “Owner” shall not mean any contract purchaser, nor shall it include any mortgagee or other person or legal entity holding an interest in a Lot as security for the performance of an obligation.
- K. “Member” shall mean those persons or legal entities entitled to membership in the Association as provided in the Declaration. Every Owner shall be a Member of the Association.
- L. “Resident” shall mean any person lawfully residing upon a Lot, irrespective of ownership status of the Lot.

ARTICLE II

MEMBERSHIP, VOTING, AND MEETING OF MEMBERS

A. MEMBERSHIP AND VOTING

1. Membership. Every person or entity who is a record Owner of a fee or undivided fee interest in any Lot which is subject by covenants of record to assessment by the Association, including contract sellers, shall be a Member of the Association.

The foregoing is not intended to include persons or entities who hold an interest merely as security for the performance of an obligation. Membership shall be appurtenant to and may not be separated from ownership of any Lot which is subject

to assessment by the Association. Ownership of such Lot shall be the sole qualification for membership, and such membership shall continue until such time as the Owner's ownership terminates, at which time his/her membership shall automatically cease.

Proof of Membership (such as a grant deed), if called for by the Association or its managing agent, must be provided to the Secretary of the Association (or other designated representative) prior to any rights of membership being exercised.

2. Voting of Members. Members shall be all those Owners as defined above. Voting rights are based on one vote per Lot owned. When more than one person holds title, all such persons collectively shall be the Member for the Lot in question. The vote shall be exercised as they among themselves determine, but in no event shall more than one vote be cast with respect to any Lot. The Association shall be entitled to presume that any ballot tendered by one or more Owners of the Lot was the result of agreement by all other Owners. If conflicting ballots are cast by Owners, none will be counted.
3. Suspension of Member's Rights. Members are subject to suspension of membership for voting purposes and for purposes of use of the recreational facilities when their assessment payments fall delinquent or a violation of these Bylaws, the Declaration, or any other duly enacted rules and regulations occurs. Refer to the Declaration for the limitations and notice provisions relating to suspensions of membership.
4. Majority of Owners. As used in these Bylaws, the term 'majority of owners' shall mean MORE THAN fifty percent (50%) of the total votes of those Owners entitled to cast votes.

B. MEETING OF MEMBERS AND NOTICE

1. Annual Meetings. The regular annual meeting of the Members shall be held in September of each year.
2. Special Meetings. Special meetings of the Members may be called at any time by the president or by a majority of the Board of Directors, or upon written request of one-fourth ($\frac{1}{4}$) of the Members who are entitled to vote unless the subject of the meeting is a dispute which is resolved prior to the date set or the subject is not for a lawful purpose. Any such request shall state the purpose of the meeting and no action may be taken at a special meeting that does not fall within the purpose stated on the meeting notice.
3. Notice of Meetings. Written or electronic notice of each meeting of the Members shall be given by, or at the direction of, the secretary or person authorized to call the meeting at least fifteen (15) days prior to such meeting to each Member entitled to vote thereat. Such notice shall specify the place, day and hour of the meeting and, in the case of a special meeting, the purpose of the meeting.

4. Quorum. The presence at the meeting of Members and proxies entitled to cast at least one-tenth (1/10) of the votes of the membership shall constitute a quorum for any action except as otherwise provided in the Articles of Incorporation, the Declaration, or these Bylaws. If, however, such quorum shall not be present or represented at any meeting, the Members present, though less than a quorum, may give notice to all Members as required herein for the transaction to be considered, at an adjourned meeting, and at the adjourned meeting one-half (1/2) of the required quorum at the preceding meeting shall constitute a quorum. No such subsequent meeting shall be held more than sixty (60) days following the preceding meeting.
5. Proxies. At all meetings of Members, each Member may vote in person or by proxy. All proxies shall be in writing and filed with the secretary. Every proxy shall be revocable and shall automatically cease upon conveyance by the Member of his lot. No proxy shall be valid after eleven (11) months from the date of execution.
6. Conduct of Meetings. All membership meetings shall be conducted in a manner consistent with generally accepted procedures of parliamentary procedure. The order of business of all meetings shall be as follows: (a) roll call; (b) proof of notice of meeting or waiver of notice; (c) approval of minutes of preceding meeting; (d) reports of officers; (e) report of committees; (f) election of inspectors of election; (g) election of Directors; (h) unfinished business; and (i) new business. Any deviation from strict conformity with these procedures shall not nullify any action taken or be grounds to challenge the legitimacy of such action.
7. Minutes. Minutes shall be recorded at all meetings and available for review by Members within thirty (30) days after a meeting, in draft, summary or final form.
8. Action Taken Without a Meeting. Any action that may be taken at a meeting of the Members, may be taken without a meeting if authorized by a writing signed by a majority of Members who would be entitled to vote at a meeting for such purpose, and filed with the Secretary.

ARTICLE III

BOARD OF DIRECTORS: NUMBER AND TERM OF OFFICE

- A. Number. The property and affairs of this Association shall be managed by a Board consisting of seven (7) Directors. The Board may carry out its business with fewer than seven (7) Directors if unable to fill all seven positions.
- B. Term of Office. The Directors shall serve two (2) year terms and shall hold office until their successors have been elected and hold their first meeting.
- C. Removal. The entire Board of Directors, or any individual Director, may be removed from office when his/her removal is approved by a majority of the Members of the Association. The unexpired term created by removal shall be filled by election of the new Director(s) by

the Owners at a Special Meeting. Any Director whose removal is proposed shall receive a chance to address the Membership at the meeting called. Any Director who is removed shall not be qualified to serve as a Director until one Annual Meeting has been held.

- D. Vacancy. In the event of the death or resignation of a Director, the position of that Director shall be considered vacant. If any Director misses three (3) or more consecutive Board meetings which have officially been convened, that Director forfeits his/her right to remain on the Board, and the remaining Board Members may declare the position of that Director vacant, by majority vote. The remaining Directors may then choose a successor by election among them to serve out the unexpired term of the Director whose position is vacant.
- E. Compensation. No Director shall receive compensation for any service he may render to the Association. Nothing herein contained shall be construed to preclude any director from receiving reimbursement for expenses incurred on behalf of the Association.

ARTICLE IV

BOARD OF DIRECTORS: NOMINATION AND ELECTION

- A. Nomination. Nomination for election to the Board of Directors shall be made by a Nominating Committee. Nominations may also be made from the floor at the annual meeting. The Nominating Committee shall consist of a Chairman, who shall be a Member of the Board of Directors, and two or more Members of the Association. The Nominating Committee shall be appointed by the Board of Directors prior to each annual meeting of the Members, to serve from the close of such annual meeting until the close of the next annual meeting and such appointment shall be announced at each annual meeting. The Nominating Committee shall make as many nominations for election to the Board of Directors as it shall in its discretion determine, but not less than the number of vacancies that are to be filled. Such nominations may be made from among Members or non-members, provided any non-member is an adult resident of Castlerock Addition.
- B. Election. Election to the Board of Directors shall be by written or electronic ballot. Any Director standing for re-election shall have his or her name placed at the top of the ballot and shall be designated as an incumbent. At such election the Members or their proxies may cast, in respect to each vacancy, one vote per Lot. The nominees receiving the largest number of votes, corresponding with the number of vacancies on the ballot, shall be elected. In the event of a tie, the Members present at the meeting at which the Director(s) are being chosen shall choose the winner by vote. The nominee getting a majority of votes cast shall be elected. Cumulative voting is not permitted. A vote for a Director may be cast by a Member by mail on a ballot forwarded by the Board to the Member provided such a ballot is received by the Board or the Secretary prior to the annual meeting. A Member not personally present at the meeting but who has so cast his ballot shall be counted as present at the meeting for quorum purposes. Nothing herein shall preclude electronic voting under any procedure duly authorized by the Board.

ARTICLE V

BOARD OF DIRECTORS: MEETING OF DIRECTORS

- A. Regular Meetings. The regular meetings of the Board of Directors shall be held monthly or quarterly, with no less than two (2) days notice, and immediately following the annual meeting of the Members without notice, at such place and hour as may be fixed from time to time by resolution of the Board. Should said meeting fall upon a legal holiday, that meeting shall be held at the same time on the next day which is not a legal holiday.
- B. Special Meetings. Special meetings of the Board of Directors shall be held when called by the President of the Association, or by the written request of a majority of the current Directors, after not less than three (3) days notice to each Director.
- C. Emergency Meetings. In any situation where action is needed and either a special or regular meeting will not suit the purpose, the Board of Directors may handle the action as follows:
- The Board Member first notified shall make a good faith attempt to notify each and every other Board Member and call a meeting at the earliest possible reasonable time. If it appears sufficient Board Members are not available for a meeting, said contact person shall attempt to get a “consensus” from the Board Member as to the action needed, depending on the circumstances. If the Board Member making the calls is unable to schedule a meeting with at least a quorum present, in a reasonable time (consistent with the circumstances), the “consensus” shall determine what action is to be taken, and shall be the subject of a request for ratification at a later Board meeting. The contact person shall make every possible attempt to achieve at least a majority “consensus” before taking any specific action.
- D. Quorum. A majority of the number of Directors shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the Directors present at a duly held meeting at which a quorum is present shall be regarded as the act of the Board.
- E. Waiver of Notice. Before or after any meeting of the Board of Directors, any Director may, in writing, waive notice of such meeting or may waive notice by written approval of the Minutes, and such waiver shall be deemed equivalent to the giving of such notice. Attendance by a Director at any meeting of the Board shall be a waiver of notice by him/her of the time and place thereof. If all the Directors are present at any meeting of the Board, no notice shall be required and any business may be transacted at such meeting.
- F. Conduct of Meetings. All meetings shall be conducted in a manner consistent with generally accepted procedures of parliamentary procedure. The order of business of all meetings shall be as follows: (a) roll call; (b) proof of notice of meeting or waiver of notice; (c) approval of minutes of preceding meeting; (d) reports of officers; (e) reports of committees; (f) unfinished business; and (g) new business. Any deviation from strict conformity with these procedures shall not nullify any action taken or be grounds to challenge the legitimacy of

such action.

- G. Open Meetings. All regular and special meetings of the Directors shall be open to all Members of the Association and any adult Resident of Castlerock Addition; provided, however, that Members or adult Residents who are not Directors may not participate in any deliberation or discussion unless expressly authorized by the Board.
- H. Executive Session. The Board may, with the approval of a majority of a quorum of the Directors, adjourn a meeting regarding personnel matters, litigation or pending litigation, matters within the attorney/client privilege, and/or matters of a particularly sensitive nature involving rights to confidentiality hearings where appropriate, provided the general nature of the Executive Session is announced and recorded in the Minutes.
- I. Action Taken without a Meeting. The Board shall have the right to take any action in the absence of a meeting which it could take at a meeting by obtaining the written approval of all the Directors. Any action so approved shall have the same effect as though taken at a meeting of the Directors.

ARTICLE VI

BOARD OF DIRECTORS: POWERS AND DUTIES

- A. Powers. The Board of Directors shall have the power to:
 - 1. Adopt and publish rules and regulations governing the maintenance and security of the Common Area, and the personal conduct of the Members and their guests thereon, and to establish penalties for the infraction thereof;
 - 2. Suspend the voting rights of a Member during any period in which such Member shall be in default in the payment of any assessment levied by the Association. Such rights may also be suspended after notice and hearing, for a period not to exceed 60 days for infraction of published rules and regulations;
 - 3. Exercise for the Association all powers, duties and authority vested in or delegated to this Association and not reserved to the membership by other provisions of these Bylaws, the Articles of Incorporation or the Declaration;
 - 4. Establish assessments from time to time for the purpose of paying the common expenses;
 - 5. Declare the office of a Member of the Board of Directors to be vacant in the event such Member shall be absent from three (3) consecutive meetings of the Board of Directors; and
 - 6. Employ a manager, an independent contractor, or such other employees as they deem necessary, and to prescribe their duties, establish their compensation and remove

them at any time with or without cause.

B. Duties. It shall be the duty of the Board of Directors to:

1. Cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the Members at the annual meeting of the Members, or at any special meeting when such statement is required in writing by one-fourth (1/4) of the Members who are entitled to vote;
2. Supervise all officers, agents and employees of this Association, and to see that their duties are properly performed.
3. As more fully provided in the Declaration, to:
 - a. Fix the amount of the annual assessment against each Lot at least thirty (30) days in advance of each annual assessment period;
 - b. Send written notice of each assessment to every owner subject thereto at least thirty (30) days in advance of each annual assessment period; and
 - c. Foreclose the lien against any property for which assessments are not paid within thirty (30) days after due date, or to bring an action at law against the owner personally obligated to pay the same.
4. Issue, or to cause an appropriate officer to issue, upon demand by any person, a certificate setting forth whether or not any assessment has been paid. A reasonable charge may be made by the Board for the issuance of these certificates. If a certificate states an assessment has been paid, such certificate shall be conclusive evidence of such payments;
5. Procure and maintain adequate liability and hazard insurance on property owned by the Association;
6. Procure and maintain adequate officers and directors liability insurance;
7. Cause all officers or employees having fiscal responsibilities to be bonded, as it may deem appropriate;
8. Cause the performance of the maintenance and security functions set forth in the Declaration;
9. Cause a review of the Association's books at least once per year. The reviewer shall be selected by the Board in its sole discretion; and
10. Take any other actions deemed necessary in furthering the mission of the Castlerock Homeowners' Association which are not inconsistent with the Bylaws or Declaration.

ARTICLE VII

BOARD OF DIRECTORS: OFFICERS AND THEIR DUTIES

- A. Enumeration of Officers. The officers of this Association shall be a President, a Vice President, a Secretary and a Treasurer (“Regular Officers”), who must all be Members of the Board, and such other officers (“Additional Officers”), who are not required to be Members of the Board, as the Board may create from time to time by resolution.
- B. Election of Officers. The election of Regular Officers shall take place at the meeting of the Board of Directors following each annual meeting of the Members.
- C. Term. The Regular Officers of this Association shall be elected annually by the Board and each shall hold offices for a term of one (1) year, unless he/she shall sooner resign, or shall be removed, or otherwise disqualified to serve.
- D. Special Appointments. The Board may elect such Additional Officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Board may from time to time determine.
- E. Resignation and Removal. At any time any officer may be removed from office for cause by a majority vote of the Board. Any officer may resign at any time by giving written notice to the Board, the president or the secretary. Such resignation shall take effect on the date of receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
- F. Vacancies. A vacancy in any office may be filled by appointment by the Board. The officer appointed to such vacancy shall serve for the remainder of the term of the officer he/she replaces.
- G. Multiple Offices. The offices of secretary and treasurer may be held by the same person. No person shall simultaneously hold more than one of any of the other offices.
- H. Duties. The duties of the officers are as follows:
 - 1. President. The President shall be the chief executive officer of the Association and shall preside at all meetings of the Members and Board of Directors; shall see that orders and resolutions of the Board are carried out; he shall have general and active management of the business of the Association; and he shall have the general powers and duties of supervision and management usually vested in the office of president of a corporation.
 - 2. Vice President. The vice president shall act in the place and stead of the president in the event of his absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required of him by the Board.

3. Secretary. The secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the Members; keep the corporate seal of the Association and affix it on all papers requiring said seal (however, the use of such seal is not required for any purpose); serve notice of meetings of the Board and of Members; keep appropriate current records showing the Members of the Association, together with their addresses; and shall perform such other duties as required by the Board, all subject to the supervision of the president.
4. Treasurer. The treasurer shall receive and deposit, or oversee such deposits, in appropriate bank accounts all monies of the Association and shall disburse such funds, or oversee such disbursements, as directed by resolution of the Board of Directors; shall sign all checks of the Association; keep proper books of account; and shall prepare an annual budget and a statement of income and expenditures to be presented to the membership at its regular meeting, and deliver a copy of each to the Members.
5. Notwithstanding the enumeration of certain duties of the officers described above, the Board of Directors may delegate such duties to an outside management company, provided, however, that overall supervision and management of the Association remains with the Board of Directors.

ARTICLE VIII

COMMITTEES

- A. The President shall, with the approval of the Board, appoint an Architectural Control Committee, as provided for in the Declaration, and a Nominating Committee, as provided for in these Bylaws. In addition, the President may, with the approval of the Board, create, and appoint the chair of, any committee deemed necessary in carrying out the Association's purpose. Any such committee or committees shall have and may exercise only the power of recommending action to the Board of Directors and of carrying out and implementing any instructions or any policies, plans, and programs therefore approved, authorized and adopted by the Board of Directors.
- B. The Chair of any Committee shall appoint additional committee members as needed; call meetings as necessary to conduct the business of the committee; preside over such meetings; attend meetings of the Board of Directors and report any activities of the committee as needed; and submit a written report of the committee activities, if requested by the President.

ARTICLE IX

BOOKS AND RECORDS

The books, records and papers of the Association shall at all times, during reasonable business hours, be subject to inspection by any Member. The Declaration, the Articles of Incorporation and the Bylaws of the Association shall be available for inspection by any Member at the principal office

of the Association, where copies may be purchased at reasonable cost. Nothing herein shall prohibit the posting of said documents on a web site authorized by the Board of Directors.

ARTICLE X

ASSESSMENTS

As more fully provided in the Declaration, each Member is obligated to pay to the Association annual and special assessments which are secured by a continuing lien upon the property against which the assessment is made. Any assessments which are not paid when due shall be delinquent. If the assessment is not paid within thirty (30) days after due date, the assessment shall bear interest from the date of delinquency at a rate of fifteen percent (15%) per annum, and the Association may bring an action at law against the owner personally obligated to pay the same, and interest, costs and reasonable attorneys' fees of any such action shall be added to the amount of such assessment. No owner may waive or otherwise escape liability for the assessments provided for herein by non-use or abandonment of his Lot, or the Common Areas.

ARTICLE XI

INDEBTEDNESS

The total debts of the Association, including the principal amount of such mortgages, outstanding at any time shall not exceed the total of three (3) years' assessments current at that time. However, the authority to exceed said maximum in any particular case may be given by an affirmative vote of two-thirds (2/3) of the votes of members who are voting in person or by proxy at a special meeting duly called for this purpose.

ARTICLE XII

INSURANCE

- A. Casualty Insurance on Insurable Common Areas. The Association shall keep all insurable improvements and fixtures of the Common Area insured against loss or damage by fire for the full insurance replacement cost thereof, and may obtain insurance against such other hazards, casualties, and liabilities as the Association may deem desirable. The Association may also insure any other property whether real or personal, owned by the Association, against liabilities, loss or damage by fire and such other hazards as the Association may deem desirable, with the Association as the owner and beneficiary of such insurance. The insurance coverage with respect to the Common Area shall be written in the name of, and the proceeds thereof shall be payable to, the Association. Insurance proceeds shall be used by the Association for the repair or replacement of the property for which the insurance was carried. Premiums for all insurance carried by the Association are Common Expenses included in the Common Assessments made by the Association.
- B. Replacement or Repair of Property. In the event of damage to or destruction of any part of the Common Area Improvements, the Association shall repair or replace the same from the

insurance proceeds available. If such insurance proceeds are insufficient to cover the costs of repair or replacement of the property damaged or destroyed, the Association may make a Reconstruction Assessment against all Lot Owners to cover the additional cost of repair or replacement not covered by the insurance proceeds, in addition to any other Common Assessments made against such.

- C. Annual Review of Policies. All insurance policies shall be reviewed at least annually by the Board of Directors in order to ascertain whether the coverage contained in the policies is sufficient to make any necessary repairs or replacement of the property which may have been damaged or destroyed.

ARTICLE XIII

AMENDMENTS

These Bylaws may be amended, at a regular or special meeting of the Members, or by written ballot, by approval of a majority of the votes cast by Members of the Association. Each proposal to alter, amend, or replace these Bylaws shall be submitted in writing to the Secretary at least ninety (90) days prior to the annual meeting, if the vote is to occur at the annual meeting. The Board of Directors shall appoint a committee to review and submit its recommendation to the Board. Such committee shall include in its membership a representative of the Member or group of Members who submitted the proposed amendment. The proposal or proposals to alter, amend, or replace these Bylaws shall be read and discussed by the Board of Directors and shall take into consideration the committee's recommendation. After such discussion and consideration, the Board shall vote whether to submit such proposal to a vote of the Membership. Notwithstanding the provisions of Article II (B) (3) of these Bylaws, notice of any meeting at which a vote to amend the Bylaws is on the agenda shall be given thirty (30) days prior to such meeting. Proposed amendments to the Bylaws shall be posted on the Association's website, not less than thirty (30) days before a vote to amend the Bylaws. The Amendments shall take effect immediately unless stated otherwise therein.

ARTICLE XIV

CONFLICTS

In the case of any conflict between the Articles of Incorporation and these Bylaws, the Articles shall control; and in the case of any conflict between the Declaration and these Bylaws, the Declaration shall control.

ARTICLE XV

RECORD DATE

Only persons who are owners of record as of the date and time of any meeting shall be entitled to vote at that meeting. In a written ballot campaign, the date of record for voting purposes is the date the ballots are first due to be returned to the Association.

ARTICLE XVI

NOTICES

Any notice permitted or required to be delivered as provided herein may be delivered either personally (which includes delivery to mailbox at the residence), or by first-class mail. If delivery is made by mail, it shall be deemed to have been delivered forty-eight (48) hours after a copy of same has been deposited in the United States mail, postage prepaid, addressed to each such person at the address of record for the purpose of service of such notice or to the residence site of such person if no address has been provided to the Association. Such address may be changed from time to time by notice in writing to the Association. Notice may also be given by email. Any notice given by email shall be deemed delivered at the time the email is sent to the address provided by such person to the Association for such purpose. Such address may be changed from time to time by providing written notice to the Association. **IT IS THE RESPONSIBILITY OF EACH PERSON ENTITLED TO NOTICE TO MAINTAIN BOTH A CURRENT PHYSICAL ADDRESS AND A CURRENT EMAIL ADDRESS WITH THE ASSOCIATION. THESE ADDRESSES SHALL BE USED ONLY FOR OFFICIAL ASSOCIATION BUSINESS.**

ARTICLE XVII

CORPORATE SEAL

The Association may have a seal having within its borders the words: CASTLEROCK HOMEOWNERS' ASSOCIATION, INC. However, the use of such seal is not required by these Bylaws for any purpose.

ARTICLE XVIII

FISCAL YEAR

The fiscal year of the Association shall begin on the 1st day of January and end on the 31st day of December of every year.

CERTIFICATION

I, the undersigned, do hereby certify:

That I am the duly elected and acting secretary of Castlerock Homeowners' Association, Inc., an Oklahoma nonprofit corporation, and

That the foregoing Amended and Restated Bylaws constitute the Bylaws of said Association, as duly adopted at a meeting of the Members thereof, held on the ~~July~~^{31st} day of ~~July~~^{July}, 2013, in accordance with the Bylaws as previously duly adopted. These Amended and Restated Bylaws supercede and replace all previous Bylaws and any Amendments thereto.

[Signature] Secretary 8/1/2013 Date

[Signature] Notary Public 8-1-13 Date

(Seal)

