

CODE OF BY-LAWS
OF
COUNTRY MEADOW ESTATES HOMEOWNERS ASSOCIATION, INC.
An Indiana Nonprofit Corporation

Effective on September 28, 2026. Country Meadow Estates Homeowners (Home Owners) Association, Inc., by its Board of Directors, states as follows:

WITNESSETH THAT:

- A. WHEREAS, the Country Meadow Estates Homeowners Association, Inc. was incorporated as a non-profit corporation pursuant to the Articles of Incorporation filed with the Indiana Secretary of State on June 23, 1994, by J. Lee Whiten, the incorporator and original registered agent of a certain tract of real estate in the City of Brownsburg, Indiana, known as "Country Meadow Estates";
- B. WHEREAS, the Original Declaration of Covenants for the Country Meadows Estates subdivision, recorded in the Office of the Recorder of Hendricks County, Indiana, on October 15, 1993 as Instrument #21567 in Book 138, Pages 61-67;
- C. WHEREAS, the Indiana Nonprofit Corporations Act of 1991 provides, "The incorporators or board of directors of a corporation shall adopt bylaws for the corporation." (See Ind. Code § 23-17-3-8(a)).
- D. WHEREAS, the Original Incorporator of Country Meadow Estates Homeowners Association, Inc., namely J. Lee Whiten, never adopted or recorded said bylaws of the corporation in the Office of the Recorder of Hendricks County, Indiana;
- E. WHEREAS, the successor resident Board of Directors, being duly elected by the membership, having discovered this failure to adopt or record by the Original Incorporator, desires to fully comply with the requirements of the of the Indiana Nonprofit Corporations Act of 1991 as set forth above;
- F. WHEREAS, the Board of Directors for the Country Meadow Estates Homeowners Association, Inc., have approved and adopted a set of bylaws to be used by the Corporation and desire that said bylaws be properly recorded in the Office of the Recorder of Hendricks County, Indiana;

WHEREFORE, the following Bylaws are hereby approved and adopted by the undersigned Board of Directors of the Country Meadow Estates Homeowners Association, Inc. pursuant to the of the Indiana Nonprofit Corporations Act of 1991.

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CODE OF BY-LAWS
OF
COUNTRY MEADOW ESTATES HOMEOWNERS ASSOCIATION, INC.

An Indiana Nonprofit Corporation

ARTICLE I

Identification

Section 1.1. Name. The name of the Corporation pursuant to the Articles of Incorporation filed with the Indiana Secretary of State on June 23, 1994, is Country Meadow Estates Homeowners (Home Owners) Association, Inc. (hereinafter referred to as the "Corporation").

Section 1.2. Registered Office and Registered Agent. The name and post office address of the registered office of the Corporation is: Country Meadow Estates Homeowners Association, Inc., P.O. Box 491, Brownsburg, Indiana, 46112. The current registered agent of the Corporation can be determined through the Indiana Secretary of State's office. Until the Board of Directors otherwise determines, the registered office of the Corporation shall be the registered place of business of the Corporation, but such registered office may be changed from time to time by the Board of Directors in the manner provided by law and need not be identical to the registered place of business of the Corporation.

Section 1.3. Seal. The Corporation need not use a seal.

Section 1.4. Fiscal Year. The fiscal year of the Corporation shall begin on January 1 of each year and end on the 31st day of December, except that the first fiscal year shall begin on the date of incorporation of the Corporation.

ARTICLE II

Definitions

Section 2.1. "Articles" means the Articles of Incorporation of the Corporation filed, or to be filed, with the Office of the Secretary of State of Indiana, as the same are or hereafter may be amended from time to time.

Section 2.2. "Board of Directors" means the Board of Directors of the Corporation.

Section 2.3. "Common Area" means those portions of the Property, including improvements thereto, facilities and personal property owned, to-be-owned, leased or to-be-leased by the Corporation from time to time for the common use, benefit and enjoyment of the Owners. Unless expressly stated to the contrary, the term Common Area as used herein (whether or not so expressed) shall include all portions of the Property designated as "Common Area" upon a Plat.

Section 2.4. “**Corporation**” means Country Meadow Estates Homeowners Association, Inc., an Indiana not-for-profit corporation, its successors and assigns.

Section 2.5. “**Declarant**” means J. Lee Whiten on behalf of Country Meadow Estates, Inc., an Indiana corporation, its successors and assigns as declarant under the Declaration.

Section 2.6. “**Declaration**” means the Country Meadows Estates Subdivision Covenants, Limitations and Restrictions recorded in the Office of the Recorder of Hendricks County, Indiana, as Instrument No. 21567 in Book 138, Pages 61-67, on October 15, 1993, and as the same may be further supplemented or amended from time to time.

Section 2.7. “**Director**” means a member of the Board of Directors, elected or appointed in accordance with these By-Laws.

Section 2.8. “**Lot**” means any parcel of land designated as such upon a Plat or, after construction of a dwelling unit, that parcel of land upon which a dwelling unit is constructed that is conveyed to an Owner by the Declarant. A “Lot” may contain portions of real estate greater or less than its originally platted dimensions should the Declarant deem it advisable in order to accommodate the construction of a dwelling unit.

Section 2.9. “**Owner**” means the record owner, whether one or more persons or entities, of the fee simple title to any Lot which is a part of the Property, including contract sellers, but otherwise excluding those having such interest merely as security for the performance of an obligation. Unless specifically indicated to the contrary, the term “Owner” as used herein shall include the Declarant.

Section 2.10. “**Plat**” shall mean a subdivision plat of the Property or a part thereto which is recorded in the Office of the Recorder of Hendricks County, Indiana, as the same may be hereafter supplemented by law or pursuant to the Declaration.

Section 2.11. “**Property**” means the real estate described in Exhibit “A” of the Declaration, and/or described in the plat maps for Country Meadow Estates, Sections One, Two, and Three recorded in the Office of the Hendricks County Recorder as Instrument numbers 21566, 18714, and 9600025847 on October 15, 1993, September 20, 1994, and December 11, 1996, respectively, together with such additional real estate as may from time to time be made subject to the Declaration pursuant to the term thereof.

ARTICLE III

Membership

Section 3.1. Membership and Voting. Membership in the Corporation and voting rights of Members are governed by the Articles. Except as otherwise provided in the Articles, in the Declaration or in these By-Laws, each motion/item shall be determined by a majority of the eligible votes cast by the Members present, in person or by proxy, at a meeting at which a quorum (where is quorum for a membership meeting is defined 4.5c of By-laws as 10% of the total number of valid and eligible Owner voters) is present. The Members may take any action without a meeting that could be taken at a meeting, in the manner provided in the Articles.

Section 3.2. Rights, Preferences and Limitations of Members and Non-Voting Members.

Members of the HOA shall be classified as Voting Members and Non-Voting Members. Voting members include persons or entities who hold an equitable interest as land contract vendee or fee holder in any lot within the Country Meadow Estates subdivision. Non-Voting Members include additional persons/entities listed on the deed, the spouse, children, legal wards of the voting member, and/or other persons who have the same principal residence as the voting member. Non-Voting Members shall have no vote or right of notice of any regular or special meeting of members. Both Voting and Non-Voting Members shall be entitled to the use and enjoyment of the common properties and facilities of the Corporation, subject to the provisions of these Bylaws, the Articles of Incorporation, the Subdivision Covenants, Limitations and Restrictions, and any other regulations as may be established by the Board of Directors.

ARTICLE IV

Meetings of Members

Section 4.1. Place of Meeting. All meetings of Members of the Corporation shall be held at such place, within Hendricks County, State of Indiana, as may be determined by the Board of Directors and specified in the notices or waivers of notice thereof or proxies to represent Members.

Section 4.2. Annual Meeting.

The date of the annual meeting of the Members shall be determined by the Board of Directors each year, so long as the annual meeting is held within 6 months of the close of the fiscal year or within 15 months of the previous annual meeting. The specific date, time and place of the annual meeting is to be determined by the Board of Directors. At each annual meeting, the Members shall elect Board of Directors of the Association in accordance with the provisions of these By-Laws and transact such other business as may properly come before the meeting.

Section 4.3. Special Meetings. A Special Meeting of the Lot Owners may be called by the President, by request of two (2) Directors, or upon written request of not less than ten percent (10%) of the Lot Owners. The request shall be presented to the President or Secretary of the Association and shall state the purposes for which the meeting is to be called and such purposes shall be stated in the notice thereof which is sent to the Lot Owners. No business shall be transacted at a Special Meeting except as stated in the notice of the meeting, unless all the Lot Owners are present.

Section 4.4. Notice of Meetings. A written or printed notice stating the place, day and hour of a meeting and, in case of a special meeting, the purpose or purposes for which the meeting is called shall be delivered or mailed by the Secretary to each Member of record of the Corporation entitled to vote at the meeting, at the address which appears upon the records of the Corporation at least ten (10) days before the date of the meeting, unless it involves a change in the annual assessment or a special assessment, in which case a minimum thirty (30) day notice is required as provided in 9(D) and 9(E) of the Country Meadow Estates Subdivision Covenants, Limitations and Restrictions. Covenant change meetings will likewise require 30 days written notice. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail postage prepaid addressed to the Member. The address of any Member appearing upon the records of the Corporation shall be deemed to be the latest address of such Member. **Notices may also be emailed to the**

email address on file with the Secretary and Treasurer of the HOA. Members may waive their right to written meeting notices by writing filed with the Secretary or by attendance at the meeting in person.

Section 4.5. Voting

- a) **Voting Rights.** Except as otherwise provided by law or by Article V of the Articles of Incorporation, at each meeting of the Members, each Member of the Corporation shall be entitled to one (1) vote on each matter submitted to a vote at such meeting. Voting is limited to one representative per household address (one vote per address). If the owners cannot decide who will vote or multiple votes are entered per household, then no vote shall be counted.
- b) **Absentee Ballots and Proxies.** A Member is entitled to vote either in person, or by proxy executed in writing by such Member or by his or her duly authorized attorney-in-fact. ONLY as described below. The attendance or the vote at any meeting of a proxy of any Member so appointed shall for all purposes be considered as the attendance or vote in person of such Member.
 - 1. For votes on Covenant changes, Special Assessments, annual budget and election of Directors only (and where exact wording of a motion or proposed change is known in advance) and the HOA member is unavailable to attend the related meeting, Absentee Ballots or proxy forms will be provided through an HOA BOD Director.
 - a. Other types of votes may proceed directly to electronic voting, per discretion of the BOD.
 - 2. Completed absentee ballot or proxy form must be delivered to a board member at least 48 hours in advance of the meeting where voting will occur. All ballots or proxy forms must be sealed in an envelope, with the HOA member's name and address on the front, along with identification as proxy authorization or absentee ballot.
 - 3. Proxies are valid only for a designated meeting and a new proxy must be executed for each subsequent meeting. Each proxy shall be revocable (by written notification).
 - 4. Persons acting as proxy voters must be another HOA member and cannot be a Director.
 - 5. Members may not place more than one vote on any Director candidate (cumulative voting is not allowed).
- c) **Quorum.** At any meeting of the membership, unless otherwise set forth in the Declaration of Covenants, the presence of members, in person or by proxy, entitled to cast ten percent (10%) of the total number of valid and eligible Owner votes shall constitute a quorum. A simple majority of those voting shall constitute an action passed. Specifically, for a change in the annual assessment, a special assessment as provided in 9(E) and 9(F) of the Country Meadow Estates Subdivision Covenants, Limitations and Restrictions requires assent of two-thirds (2/3) of the voting members, voting in person,

absentee ballot or by proxy at a meeting called for that purpose and sixty (60%) of all of the membership must vote, ie. a minimum of 48 households. Notwithstanding Section 4.5(b) (2), additional supplemental absentee ballots may be requested following the meeting, if more votes are needed to reach the minimum number needed to cast votes and all households must be notified of the call for additional votes. The additional voting period is 14 days. If the minimum number is not reached 14 days following the meeting, the change shall be considered defeated.

- d) Covenant changes, aligned with Covenant Section 15, require the approval of at least a majority of the members in the neighborhood, ie., 40 households. When a covenant change is proposed by the BOD, votes may be cast at the annual meeting, a special meeting, by proxy or by absentee ballot. Exact wording of covenant change must be available in advance of all voting. Additional absentee ballots may be requested following the meeting, if more votes are needed to reach minimum number of households and all households must be notified of the call for additional votes. The additional voting period shall be 14 days. If minimum number voting is not reached 14 days following the meeting, the change shall be considered defeated.
- e) **Adjournments.** Any meeting of Members, including both annual and special meetings and any adjournments thereof, may be adjourned to a later date without notice other than announcement at the meeting even though less than a quorum is present. At any such adjourned meeting at which a quorum is present, in person or by proxy, any business may be transacted which might have been transacted at the meeting as originally notified or called.
- f) **Voting List.** The Secretary of the Corporation shall, at all times, keep at the registered office of the Corporation, a complete and accurate list of all Members entitled to vote by the Articles which may be inspected by any member, for any purpose, at any reasonable time.
- g) **Voting by Co-Owners and Entities.** The vote appurtenant to any Lot in which more than one (1) person owns an interest may be exercised by any of such persons present at any meeting, unless the Corporation is advised (by objection or protest at the meeting or written notice prior thereto) by any other person owning an interest in such Lot that the Owners of the Lot are unable to agree upon the manner in which the vote appurtenant to such Lot shall be cast at such meeting or on any particular question to come before such meeting. In such event the vote appurtenant to the Lot shall not be counted at the meeting or on the particular question noted, as the case may be. In the event any Lot is owned by a corporation, then the vote appurtenant to such Lot shall be cast by a person designated in a certificate signed by the president or any vice president of such corporation and attested by the secretary or an assistant secretary of such corporation and filed with the Secretary of the Corporation prior to the meeting. The vote appurtenant to any Lot owned by a trust or partnership may be exercised by any trustees or partner thereof, as the case may be, and unless any objection or protest by any other trustee or partner is noted at such meeting or in writing prior thereto, the Chairman of such meeting shall have no duty to inquire as to the authority of the person casting such vote or votes.

- h) **Rights of Mortgagees – No Voting Rights.** An Institutional Mortgagee (as defined in Section 11.2 of Article XI) of any Lot who desires notice of the annual and special meetings of the Members shall notify the Secretary to that effect by Registered Mail – Return Receipt Requested. Any such notice shall contain the name and post office address of such Institutional Mortgagee and the name of the person to whom such notice should be addressed. The Secretary of the Corporation shall maintain a roster of all Institutional Mortgagees from whom such notices are received and it shall be the duty of the Secretary to mail or otherwise cause the delivery of a notice of each meeting of the Members to each such Institutional Mortgagee, in the same manner, and subject to the same requirements and limitations as are provided for notice to the Members in Section 4.4 of this Article IV. Any representative may attend any meeting of the Members and such representative may participate in the discussion at such any meeting and such representative may participate in the discussion at any such meeting and may, upon his or her request made to the Chairman in advance of the meeting, address the Members present at any such meeting. Such representative shall have no voting rights at any such meeting.

ARTICLE V

Directors

Section 5.1. Board of Directors. The business, property and affairs of the Corporation shall be managed and controlled by the Board of Directors and, subject to such restrictions, if any, as may be imposed by law, the Articles or by these By-Laws, the Board of Directors may, and are fully authorized to, do all such lawful acts and things as may be done by the Corporation. The Board of Directors shall consist of five (5) Directors, but that number may be increased to nine (9), and may be decreased to, but shall not be below, three (3). The exact number of Directors may be increased or decreased from time to time by resolution of the Board of Directors. No person shall be eligible to serve as a Director unless he or she is an Owner of a Lot in Country Meadow Estates. In order for a Member to be eligible to be a Director, such Member must be current and maintain their annual assessment (as set forth in Article IV, Section 4.9 of these bylaws) and agree to comply with the Country Meadow Estates governing documents.

Section 5.2. Additional Qualifications. Where an Owner consists of more than one person or is a partnership, corporation, trust or other legal entity, then one of the persons constituting the multiple Owner, or an officer or trustee, shall be eligible to serve on the Board of Directors. No Owner may be represented on the Board of Directors by more than one person at a time. No household may have a member of the Board and a separate BCC member.

Section 5.3. Election and Term. Election to the Board of Directors shall be by written ballot, including those cast by absentee ballot and proxy. The persons receiving the largest number of votes equal to or exceeding a minimum of 16 votes (20% of households), shall be elected. If no quorum is present at the Annual Meeting where directors are to be elected, or the minimum number of votes is not obtained, then the Board shall appoint persons to fill those open or vacant director positions pursuant to the provisions set forth in Article V, Section 5.5 (Director Vacancies), of these bylaws. HOA board members are elected for a two-year term, with the intent that some Board members are retained year to year to facilitate continuity.

a. All CME HOA candidates must declare in writing their candidacy for CME HOA BOD at least 7 days in advance to be included in the absentee ballot. Write-in candidates will still be accepted on both the absentee and regular meeting ballots. Beginning with the 2026 election, all successful candidates must sign the CME HOA Code of Conduct and shall have reviewed it, the Bylaws and Covenants prior to declaring as a candidate.

1. Absentee ballots must be returned 48 hours in advance of the annual meeting.
2. Returned absentee ballots are not revocable.
3. In the event of a tie for HOA Board membership, those who are tied will be notified of those involved in the tie for the last seat(s) and will have the opportunity to withdraw from consideration. If resolution is not reached within 48 hours of notification, a run-off election will be held by email vote or vote by other electronic method, with a 72-hour voting period.

- a. All CME members may vote regardless of their participation in the original vote.
- b. In the event of a second tie, those Directors who are continuing terms and are not involved in the tie, will appoint the final Director(s).

Section 5.4. Removal. Any Director may be removed from the Board of Directors without cause, by approval of at least a majority of the members in the neighborhood, ie., 40 households, at a meeting of the Members called expressly for that purpose. The Director shall have the opportunity to make a written statement to all members, and/or in the meeting, prior to the vote. Additional absentee ballots may be requested following the meeting, if more votes are needed to reach minimum number of households and all households must be notified of the call for additional votes. The additional voting period shall be 14 days. If at least 40 households have not voted at the end of 14 days following the meeting, the removal shall be considered defeated. If removed by the members, then members shall select replacement to fill the remainder of the term. A Director may also be removed by a 75% vote of all other non-abstaining Directors if he or she refuses to sign the Code Of Conduct, violates, in the discretion of the other Directors, any portion of the CME Bylaws or Code of Conduct or fails to attend three (3) or more consecutive meetings of the Board of Directors. The Director will be notified at least 10 days prior to the vote and be given the opportunity to address the BOD in writing and/or at a meeting, prior to the vote. A Director elected in 2026 and beyond, may not participate in BOD business until the Code of Conduct is signed.

Section 5.5. Vacancies. Any vacancy that shall occur in the Board of Directors due to the death, resignation, removal or otherwise except as set forth in Article V, Section 5.4 (Director Removal) of these bylaws, shall be filled by a majority vote of the remaining Directors, and the Director so appointed shall serve the unexpired portion of the term for which the person who he/she is replacing shall have been elected or appointed.

Section 5.6. Annual Meetings. The Board of Directors shall meet at least annually and as needed to attend to the business of the HOA.

Section 5.7. Regular Meetings. Regular meetings shall be held at such times and places, within Hendricks County, State of Indiana, as may be determined by the Board of Directors, Building Control Committee or any other assigned committees or sub-committees. Electronic signatures or confirmations transmitted by email, secure text message or shared BOD document shall be deemed valid written consent under the Indiana Uniform Electronic Transactions Act (Ind. Code § 26-2-8) after a unanimous consent of such board, committee or sub-committee communication is recorded in the minutes.

Section 5.8. Special Meetings. Special meetings of the Board of Directors may be called by the President/Chairman or by two (2) or more members of the Board of Directors, within Hendricks County, State of Indiana, upon not less than three (3) days notice, specifying the time, place and general purposes of the meeting, given to each Director personally, by telephone, text, email or other means of reliable electronic communication, or by first class mail.

Section 5.9. Notice. The Secretary or an Assistant Secretary shall, but in the event of the absence of the Secretary or an Assistant Secretary or the failure, inability, refusal or omission on the part of the Secretary or an Assistant Secretary so to do, any other officer of the Corporation may, give notice of each special meeting, and of the place, day and hour of the particular meeting, in person or by mail, text, email, or by telephone, telegraph, or other means of communication. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully called or convened. Any Director may waive notice of any meeting in writing.

Section 5.10. Business to be Transacted. Neither the business to be transacted at, nor the purpose of, any meeting of the Board of Directors need be specified in the notice of any waiver of notice of such meeting. Any and all business of any nature or character whatsoever may be transacted and action may be taken thereon at any meeting of the Board of Directors.

Section 5.11. Quorum for BOD Voting – Adjournment if Quorum is Not Present. A majority (half of those current members of the BOD plus one), or in the manner provided in, the Articles or these By-Laws shall constitute a quorum for the transaction of any and all business, and in no case be less than two (2) Directors. At any meeting of the Board of Directors, if there be less than a quorum present, a majority of those present may adjourn the meeting from time to time without notice. Notice of and announcement to all Directors of the time and place at which the meeting will reconvene shall be provided by email, text or other method, to all Directors. The act of the simple majority of the Directors present at any meeting of the Board of Directors by means of a conference telephone or similar communication system by which all persons participating in the meeting can communicate with each other, the Director shall be deemed present at such meeting for all purposes.

Section 5.12. Presumption of Assent. A Director who is present at a meeting of the Board of Directors at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless his or her dissent shall be entered in the minutes of the meeting or unless he or she shall file his or her written dissent to such action with the presiding officer of the meeting before its adjournment or shall forward such dissent by registered mail to the Secretary of the Corporation immediately after the adjournment of the meeting. Such right to dissent shall not apply to a Director who voted in favor of such action.

Section 5.13. Action by Unanimous Consent. Any action required or permitted to be taken at a meeting of the Board of Directors or any committee may be taken without a meeting if consent, in writing, setting forth the action so taken, is signed by all the members of the Board of Directors or committee, as the case may be. Such consent shall have the same force and effect as a unanimous vote at a meeting and may be stated as such in any document or instrument filed with the Secretary of State of the State of Indiana. By signing the Unanimous Consent form, each year of the Director's term(s), the Director thereby consents to conduct any discussion or action of the BOD, by text message and/or email. Record of any vote shall be

maintained by the CME HOA Secretary and amended to the next set of minutes to be approved. If all Directors do not consent, BOD business must only be conducted in person.

Section 5.14. Committees. The Board of Directors, by resolution adopted by a majority of the Board of Directors, may designate two (2) or more Directors of the Corporation to constitute an executive committee and one or more other committees, each of which, to the extent provided in such resolution, in the Articles of Incorporation, in the Declaration of Covenants, or in these By-Laws of the Corporation, shall have and may exercise such authority of the Board of Directors as shall be expressly delegated by the Board from time to time; except that no such committee shall have the authority of the Board of Directors in reference to:

- a. Amend the Articles of Incorporation;
- b. Approve a plan of merger or consolidation not requiring Member approval;
- c. Recommend to the Members the sale, lease or exchange of all or substantially all of the property and assets of the Corporation;
- d. Recommend to the Members a voluntary dissolution of the Corporation or a revocation thereof;
- e. Amend, alter or repeal the By-Laws of the Corporation or adopt new by-laws for the Corporation;
- f. Fill vacancies in the Board of Directors;
- g. Elect or remove officers or members of any such committee;
- h. Fix the compensation of any member of such committee; or
- i. Alter or repeal any resolution of the Board of Directors that by its terms provides that it shall not be so amendable or repealable.

A majority of all the members of any such committee may determine its action and fix the time and place of its meetings, unless the Board of Directors shall otherwise provide. The Board of Directors shall have power at any time to change the number and members of any such committee, to fill vacancies and to discharge any such committee. The designation of such committee and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any member thereof, of any responsibility imposed upon it or him by the Indiana Not-for-Profit Corporation Act of 1991, as amended.

Section 5.15. Procedures. The Board has the authority to commission the writing of any procedures needed to assure the business of the association is conducted in a consistent manner and aligned with other governing documents of the CME Homeowners Association. The BOD shall approve all procedures prior to implementation.

Section 5.16. Compensation. No Director or officer of the Corporation shall receive, directly or indirectly, any salary, compensation or emolument therefrom in his or her capacity as a Director, provided, however, a Director may be reimbursed for actual expenses incurred in the performance of his or her duties as a Director or for professional services rendered on behalf of the Association which are beyond the normal duties of a member of the Board.

ARTICLE VI

Standards of Conduct for Directors

Section 6.1. Powers. The Board of Directors shall have the power to exercise for the Corporation all powers, duties, and authority vested in or delegated to the Corporation (and not reserved to the Membership of the Corporation) by the provisions of these By-Laws, the Articles or the Declaration and applicable law, which shall include, but not be limited to:

- a. Adopt and publish rules and regulations governing the use of the Lots, the Common Area owned by the Corporation and any facilities at any time located on the Property, and the personal conduct of the Members and guests thereon, and to establish penalties for the infraction thereof. The BOD Directors have the authority to update building guidelines as needed, per Country Meadow Estates Covenants, Section 4, paragraph i. "The Building Guidelines may be amended from time to time at the discretion and per authority of the CME HOA BOD, to reflect availability of new types of building materials and approaches, trends and clarifications, etc.
- b. After a delinquency in payment of 6 months, suspend the voting rights and right to use of the recreational facilities of a Member during any period in which such Member shall be in default in payment of any assessment levied by the Corporation. Such right may also be suspended after notice and hearing, for a period not to exceed sixty (60) days, for infraction and published rules and regulations.

Section 6.2. Duties. Without limitation on the Board of Director's general duty to manage the affairs of the Corporation, it shall be the duty of the Board of Directors to:

- a. 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 requested in writing by one-fourth (1/4) of the Class A Members who are entitled to vote;
- b. Supervise all officers, agents and employees of this Corporation, and to see that their duties are properly performed;
- c. As more fully provided in the Declaration, to: (i) fix and send written notice of assessments; and (ii) foreclose the lien against any property for which assessments are not paid within thirty (30) days after due date, or bring an action at law against the owner personally obligated to pay the same;
- d. Issue, or 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 required by the Board of Directors may set forth a reasonable charge for the issuance of these certificates. If a certificate states an assessment has been paid, such certificate shall be conclusive evidence of such payment;
- e. Procure and maintain the insurance coverage required by the Declaration; and
- f. Cause the Property to be maintained to the extent of the Association's responsibility therefore as provided in the Declaration.

Every Director of this Corporation shall discharge the duties of a Director in good faith and in a manner that the Director believes to be in the best interests of the Corporation. Each Director, in performing his or her duties prescribed by these By-Laws, the Articles of Incorporation, or by law, has the right to rely on reports and financial data of the Corporation, if prepared by the Corporation's legal counsel, certified public accounts, or a duly organized committee of the Board of Directors of which the Director is not a member. A Director may, in considering the best interest of the Corporation, consider the effects of any action on members, employees, clients, or the Corporation, or any other factors the Director considers pertinent.

A Director is not liable for any action taken as a Director, or for any failure to take any action unless the Director has breached or failed to perform his or her duties in compliance with these By-Laws, and any breach thereof constitutes willful misconduct or recklessness.

Section 6.3. Code of Conduct. Each Director, elected in 2026 and beyond, must sign agreement to follow BOD Code of Conduct prior to participating in any BOD business. This document explains conflict of interest – see exhibit 1 to this document.

ARTICLE VII

Officers

Section 7.1. Principal Officers. The officers of the Corporation shall be chosen by the Board of Directors and shall consist of a President, a Treasurer and a Secretary. There may also be one or more Vice Presidents and such other officers or assistant officers as the Board shall from time to time create and so elect. The President shall be chosen from among the Directors.

Section 7.2. Election and Terms for Officers. Each officer shall be elected by the Board of Directors within 15 days of the conclusion of the annual meeting and shall hold office until the end of their two-year term, or until his or her successor shall have been elected and qualified or until his or her death, resignation or removal. The person elected HOA BOD President must have previously served on the BOD at least one year. Any officer may be removed at any time, with or without cause, by vote of majority of the whole Board.

Section 7.3. Vacancies. Whenever any vacancy shall occur in any office by death, resignation, removal, increase in the number of officers of the Corporation, or otherwise, the same shall be filled by the Board of Directors, and the officer so elected shall hold office until the end of the term.

Section 7.4. Removal and Resignation. Any officer may be removed from office, with or without cause, by a majority vote of the Board of Directors.

Section 7.5. Powers and Duties of Officers. The officers so chosen shall perform the duties and exercise the powers expressly conferred or provided for in these By-Laws, as well as the usual duties and powers incident to such office, respectively, and such other duties and powers as may be assigned to them by the Board of Directors or the President.

Section 7.6. President. The President shall have full charge of, and supervision and authority over, the affairs, business operations, and daily operations of the Corporation. He shall have full charge and supervision and direction of all employees and agents of the Corporation.

Section 7.7. Secretary. The Secretary: (a) shall keep the minutes of all meetings of the Board of Directors and the minutes of all meetings of the Members; (b) shall attend to the giving and serving of all notices; (c) when required, may sign with the President or the Vice President in the name of the Corporation and/or attest the signature of either to, all contracts, conveyance, transfers, assignments, encumbrances, authorizations and all other instruments, documents and papers, of any and every description whatsoever, of or executed for or on behalf of the Corporation and affix the seal of the Corporation thereto; (d) may sign with the President or a Vice President all membership certificates of the Corporation and affix the corporate seal of the Corporation thereto; (e) shall, in general, perform all the duties incident to the office of Secretary; and (f) shall have such other powers and duties as may be conferred upon or assigned to him or her by the Board of Directors.

Section 7.8. Treasurer. The Treasurer shall have custody of all the funds and securities of the Corporation that come into his or her hands. When necessary or proper, he or she may endorse on behalf of the Corporation, for collection, checks, notes and other obligations, and shall deposit the same to the credit of the Corporation in such banks or depositories as shall be selected or designated by or in the manner prescribed by the Board of Directors. The Treasurer may sign all receipts and vouchers for payments made to the Corporation, either alone or jointly, with such additional officer(s) as may be designated by the Board of Directors. Whenever required by the Board of Directors, the Treasurer shall render a statement of the Corporation's cash account. The Treasurer shall enter or cause to be entered, punctually and regularly, on the books of the Corporation, to be kept by him or her or under his or her supervision or direction for that purpose, full and accurate accounts of all moneys received and paid out by, for or on account of the Corporation. The Treasurer shall at all reasonable times exhibit the Corporation's books and accounts and other financial records to any Director during business hours. The Treasurer shall have such other powers and duties as may be conferred upon or assigned to him or her by the Board of Directors. The Treasurer shall perform all incidents to the position of Treasurer, subject always to the control of the Board of Directors. The Treasurer shall if required by the Board of Directors, give, at the Corporation's request and at the Corporation's expense, such bond-for the faithful discharge of his or her duties in such form and amount as the Board of Directors may require.

- a) The Treasurer will prepare an annual budget for membership vote at the annual meeting.
- b) The Treasurer will review expenses vs. budget at least quarterly and make financial records available to CME HOA members, upon written request.
 - 1. If line item and/or total expenditures are expected to exceed approved yearly budget by more than \$1,500, the membership will be informed via email.
 - 2. If total line item and/or expenditures are expected to exceed budget by \$3,000 or more, a special meeting will be called for CME HOA members to approve the increased spending.
 - 3. Membership will be informed if legal fees associated with Covenant enforcement actions will exceed approved budget by \$1,500 or more, but are exempt from member approval.
 - 4. Emergency/ urgent expenditures as deemed by CME HOA Board are exempt from prior member approval. Membership will be informed if emergency expenditure exceeds \$1,500.

Section 7.9. Assistant Secretaries. The Assistant Secretaries shall assist the Secretary in the performance of his or her duties. In the absence of the Secretary, any Assistant Secretary shall exercise the powers and perform the duties of Secretary. The Assistant Secretary shall exercise such other powers and perform such other duties as may from time to time be assigned to them by the Board, the President, or the Secretary.

Section 7.10. Delegation of Authority. In case of the absence of any officer of the Corporation, or for any reason that the Board may deem sufficient, a majority of the entire Board may transfer or delegate the powers or duties of any officer to any other officer or officers for such length of time as the Board may determine.

Section 7.11. Multiple Offices. The offices of Secretary and Treasurer, or those of Vice President and Treasurer may be held by the same person.

ARTICLE VIII

Indemnification

Section 8.1. Insurance for Directors and Officers. The Board of Directors shall have, in its sole discretion, the power to purchase and maintain, as an expense of the Corporation, insurance on behalf of any person who is or was a Director, officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a Director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against any liability asserted against him or her and incurred by him or her in any such capacity or arising out of his or her status as such.

Section 8.2. Limitation on Liability and Indemnification. No person shall be liable to the Corporation for any loss or damage suffered by it on account of any action taken or omitted to be taken by such person in good faith as a Director, officer, employee or agent of the Corporation if such person:

- a. Exercised or used the same degree of care as an ordinary prudent person in a like position would use under similar circumstances; or
- b. Took or omitted to take such action in reliance upon information, opinions, reports or statements, included financial statements, and other financial data, in each case, prepared or presented by any officer, employee, or committee of the Board of Directors of the Corporation upon which such person does not serve, or counsel, public accountants or other professional or expert persons engaged by the Corporation; but such person shall not be considered to be acting in good faith if he or she has knowledge concerning the matter in question that would cause such reliance to be unwarranted.

The Corporation shall indemnify any person, and his or her heirs and legal representatives, who shall be made a party to, or threatened with, any civil or criminal action, suit or proceeding by reason or the fact that he or she is or was a Director, officer, employee, or agent of the Corporation or of any other corporation, partnership, joint venture, trust or other enterprise, in good faith and in the exercise of reasonable care. Such

indemnification shall be against any and all liability and reasonable expenses, including attorneys' fees, actually and necessarily incurred in connection with such action, suit or proceedings, whether actual or threatened, or in connection with any appeal thereof. Any Director, officer, employee or agent who, in any such action, suit or proceeding shall have been wholly successful, on the merits or otherwise, shall be entitled to full and complete indemnification as a matter of right. Provided, however, such indemnification shall not apply to any action in which such person shall be deemed liable for negligence or misconduct in the performance of the duties which give rise to the litigation at issue.

The Corporation may also reimburse to any such Director, officer, employee or agent the amounts (other than amounts paid to the Corporation) of judgments, fines and penalties resulting from, and the reasonable costs of settlement and expenses, including attorneys' fees, actually incurred and connected therewith, of any such action, suit or proceeding if it shall be found by a majority of the members of the Board of Directors not involved in the matter of controversy (whether or not constituting a quorum), or by a majority vote of the Members of the Corporation, that such Director, officer, employee or agent had acted in good faith and in the exercise of reasonable care in the performance of his or her duty and the payment of such judgments, fines or penalties, whether resulting from a plea of nolo contendere or otherwise, and costs of settlement are in the interest of the Corporation; but no Director, officer, employee, or agent shall be indemnified in relation to any matter as to which he or she shall be adjudged in any such action, suit or proceeding to be liable for negligence or misconduct in the performance of his or her duty to the Corporation or such other corporation, partnership, joint venture, trust or other enterprise. The Corporation may, in its discretion, advance any expense to, or at its expense undertake the defenses of, any such Director, officer, employee, or agent, but any amounts so advanced or expended shall be repaid to the Corporation by him or her to the extent that it is ultimately determined that such Director, officer, employee or agent is not entitled to indemnification or reimbursement. The rights of indemnification or reimbursement provided herein shall not be deemed exclusive of any other rights to which any Director, officer, employee or agent of the Corporation or such other corporation, partnership, joint venture, trust or other enterprise may be entitled to by law or by authorization adopted by a majority vote of all the voting shares of the Corporation then issued and outstanding after notice duly given.

ARTICLE IX

Corporate Books and Records

Section 9.1. Place of Keeping. Except as otherwise provided by the laws of the State of Indiana, a copy of the following records shall be kept by the Corporation or the Corporation's registered agent:

- a. The Articles and/or Restated Articles of Incorporation and all amendments thereto;
- b. The By-Laws and/or Restate By-Laws and all amendments thereto;
- c. The minutes of all meetings of Members and Board of Directors, for the past three (3) years;
- d. All written communications to Members for the past three (3) years;
- e. All financial statements furnished and/or published, including the current one, for the past three (3) years;

- f. A list of names and business addresses of the Corporation's current officers and Directors;
- g. A separate financial account of each Member; and
- h. A copy of the Corporation's most recent Annual Report must be filed with the Secretary of State, by the HOA Secretary or other officer.

Section 9.2. Inspection of Records.

- a. A Member of the Corporation and any Institutional Mortgagee of such Member's Lot are entitled to inspect, during reasonable hours at the Corporation's registered office or a reasonable location specified by the Corporation, any and all of the books and records of the Corporation, for proper purposes, provided the member gives the Corporation written notice of the Member's demand at least three (3) business days before the date on which the Member wishes to inspect the books and records.
- b. A Member's agent or attorney, if authorized in writing, has the same inspection rights as the Member represented.
- c. The Corporation may impose a reasonable charge, covering the costs of labor and material, for copies of any documents provided to the Member. The charge may not exceed the estimated cost of production or reproduction of the reproduction of the records.

ARTICLE X

Assessments

Section 10.1. Assessments. As more fully provided in the Declaration, each Member is obligated to pay the Corporation assessments that are secured by a continuing lien upon the property against which the assessment is made. Any assessments that are not paid when due shall be delinquent. As more particularly set forth in the Declaration, if an assessment is not paid by the due date a \$50 late fee will be added. If not paid within thirty (30) days after the due date, the assessment shall bear interest from the date of delinquency at the rate of eighteen percent (18%) per annum; the Corporation may bring an action at law against the Owner personally obligated to pay the same or foreclose the lien against the property, and interest, costs and reasonable attorneys' fees of any such action shall be added to the amount of the assessment; and no Owner may waive or otherwise escape liability for the assessments provided for in the Declaration by nonuse of the Common Area owned by the Corporation or abandonment of his or her Lot.

Section 10.2. Special Assessments. In addition to Regular Assessments, the Board may make Special Assessments against each Lot, for the purpose of defraying, in whole or in part, the cost of construction or reconstruction, unexpected repair or replacement of any capital improvement which the Association may from time to time incur. The Board shall have the right, power and authority, without any vote of the Members, to determine what constitutes a capital improvement and will require a vote for a special assessment. Any Special

Assessments shall require the approval of two-thirds of the votes of all voting members who are voting in person or by proxy, at a duly constituted meeting of the Members called and held for such purpose.

ARTICLE XI

Notice on Mortgagees

Section 11.1. Notice to the Board of Directors. Any Member who mortgages the Lot to which such Member's membership is appurtenant shall promptly notify the Board of Directors of the name and address of his mortgagee and, if requested to do so, shall file a conformed copy of such mortgage with the Board of Directors. The Board of Directors shall maintain a suitable roster pertaining to such mortgages. Any mortgagee of any Lot that desires that a record of its name and address be maintained by the Corporation may forward such information to the Secretary for the purpose of assisting in compliance with the notice provisions of these By-Laws.

Section 11.2. Definition. As used in this Article, the term "mortgagee" shall mean any mortgagee and shall not be limited to Institutional Mortgagees, and the term "mortgage" shall include a deed of trust. As used generally by these By-Laws, the term "Institutional Mortgagee" shall include the insurer of any mortgage and the following mortgagees: banks, trust companies, insurance companies, savings and loan associations, pension funds, real estate investment trusts, FNMA, FHLMC, and any corporation, including a corporation of, or affiliated with, the United States Government, or any agency thereof.

ARTICLE XII

Contracts, Loans and Checks

Section 12.1. Contracts, Loans and Checks. The Board of Directors may authorize any officer or officers or agent or agents of the Corporation to enter into any contract or execute any instrument on its behalf. Such authorization may be general or confined to specific instances. Except as provided in these By-Laws, no officer, agent, or employee shall have any power to bind the Corporation or to render it liable for any purpose or amount unless so authorized by the Board of Directors.

ARTICLE XIII

Emergency By-Laws

Section 13.1. Definition. An emergency exists for purposes of this Article if a quorum of the Corporation's Board of Directors is prevented from meeting due to an extraordinary event.

Section 13.2. Provisions. The Emergency By-Laws may make all provisions necessary for management of the Corporation during an emergency, including establishing (1) the procedures for calling a meeting of the Board of Directors; (2) quorum requirements for all meeting; and (3) designation of additional or substitute Directors. All provisions of the regular By-Laws consistent with the Emergency By-Laws remain effective during the emergency. The Emergency By-Laws are effective only for the duration of the emergency.

Section 13.3. Binding Effect. The Corporation is bound by any action taken in good faith in accordance with the Emergency By-Laws. However, the Emergency By-laws shall not impose liability on any Director, officer, employee or agent of the Corporation.

ARTICLE XIV

Amendments

Section 14.1. Articles of Incorporation. Subject to the express provisions of the Articles, the Corporation reserves the right to amend, alter, change, or repeal any provisions contained in the Articles in the manner now or hereafter prescribed by the provisions of the Act or any other pertinent enactment of the General Assembly of the State of Indiana; and all rights and powers conferred hereby on Members, Directors, or officers are subject to this reserved power.

Section 14.2. By-Laws. These By-Laws may, from time to time, be added to, changed, altered, amended or repealed or new By-Laws may be made or adopted by a majority vote of the whole Board of Directors at any meeting of the Board of Directors, if the notice or waiver of notice of such meeting shall have stated that the By-Laws are to be amended, altered or repealed at such meeting, or if all Directors at the time are present at such meeting, have waived notice of such meeting or have consented to such action in writing.

ARTICLE XV

Miscellaneous

Section 15.1. Notice and Waiver of Notice. Whenever any notice is required to be given to any Member or Director under the provisions of the Indiana Not-For-Profit Corporation Act or under the provisions of these By-Laws or the Articles of this Corporation, said notice shall be deemed to be sufficient if given by depositing the same in a post office box in a sealed post-paid wrapper addressed to the person entitled thereto at his post office address as same appears on the books or other records of the Corporation, and such notice shall be deemed to have been given on the day of such mailing; but said notice shall be also be deemed to be sufficient and to have been given and received, if given in any other manner or by any other means authorized or provided for elsewhere in these By-Laws. A written waiver of notice, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be equivalent to the giving of such notice.

Section 15.2. Non-waiver Provision. The failure of the Association, Board of Directors, Building Control Committee, or any other authorized representative to enforce any provision of the Covenants, Building Guidelines, rules, restrictions, approvals, or requirements on one or more occasions shall not be deemed a waiver of the right to enforce the same or any other provision thereafter. The failure to discover, identify, investigate, object to, or promptly pursue any actual or alleged violation shall not constitute approval of the violation, shall not create any vested right, and shall not waive the Association's right to require future compliance.

Section 15.3. Resignations. Any Director or officer of the Corporation may resign at any time. Each such resignation shall be made in writing and shall take effect at the time specified therein, or, if not time be specified, at the time of its receipt by either the Board of Directors or the President or the Secretary. The acceptance of a resignation shall not be necessary to make it effective, unless expressly so provided in the resignation.

Section 15.4. Depositories. Funds of the Corporation not otherwise employed shall be deposited in such banks or other depositories as either the Board of Directors, the President or the Treasurer may select or approve.

Section 15.5. Signing of Checks, Notes, etc. In addition to and cumulative of, but without limiting or restricting, any other provision of these By-Laws which confer any authority relative thereto, all checks, drafts and other orders for the payment of money out of funds of the Corporation and all notes and other evidence of indebtedness of the Corporation shall be signed on behalf of the Corporation, in such manner, and by such officer or person as shall be determined or designated by the Board of Directors; provided, however, that if, when, after and as authorized or provided for by the Board of Directors, the signature of any such officer or person may be a facsimile or engraved or printed, and shall have the same force and effect and bind the Corporation as though such officer or person has signed the same personally; and, in the event of death, disability, removal or resignation of any such officer or person, if the Board of Directors shall so determine or provide, as though with the same effect as if such death, disability, removal or resignation had not occurred.

Section 15.6. Gender and Number. Whenever used or appearing in these By-Laws, pronouns of the masculine gender shall include the persons of the female sex as well as the neuter gender, and the singular shall include the plural whenever appropriate.

Section 15.7. Laws and Statutes. Wherever used or appearing in these By-Laws, the words “law” or “laws” or “statute” or “statutes”, respectively, shall mean and refer to laws and statutes, or a law or a statute, of the State of Indiana, to the extent only that such is or are expressly applicable, except where otherwise expressly stated or the context requires that such words not be so limited.

Section 15.8. Headings. The headings of the Articles and Sections of these By-Laws are inserted for convenience of reference only and shall not be deemed to be a part thereof or used in the construction or interpretation thereof.

ARTICLE XVI

The Indiana Not-For-Profit Corporation Act

Section 16.1. The Indiana Not-For-Profit Corporation Act. The provisions of the Indiana Not-For-Profit Corporation Act of 1991, as amended, applicable to any of the matters not herein specifically covered by these By-Laws, are hereby incorporated by reference in and made a part of these By-Laws. Pursuant to the Act, any conflicts between the Articles of Incorporation and the Bylaws shall default to the Articles. Any conflict between these Bylaws and the Act, not expressly reserved under the Bylaws pursuant to the Act, shall control. Any conflict between the Declaration and the Bylaws, the Declaration controls, unless otherwise contrary to Indiana law.

IN WITNESS WHEREOF, the undersigned Directors of the Country Meadow Estates Homeowners Association, Inc., do hereby execute this Code of By-Laws and certify the truth of the facts herein stated, this 28th day of September, 2026.

Country Meadow Estates Homeowners Association, Inc. by:

[Signature] 9/28/26
President Date
Kathleen Fenoglio 9/28/26
Director Date

[Signature] 9/28/26
Director Date
Margaret Lipsey 9/28/26
Director Date

STATE OF INDIANA, SS: _____ COUNTY OF Hendricks

Before me, the undersigned, a Notary Public in and for said County and State, personally appeared Joanne Baruch, Margaret Lipsey, Kathleen Fenoglio, Shaun Pany, who, having been duly sworn, under the penalties of perjury, stated that they are Directors of Country Meadow Estates Community Association, Inc., an Indiana Non-Profit Corporation, who acknowledge the execution of the foregoing Bylaws for and on behalf of said corporation pursuant to the authority granted to the Board by the corporate Articles of Incorporation and the Indiana Nonprofit Corporations Act of 1991.

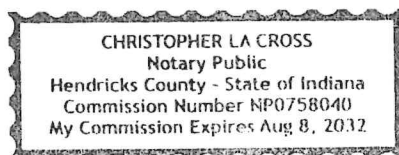
Witness my hand and Notarial Seal this 28 day of September, 2026.

My Commission Expires:
8/30

[Signature]
Signature

County of Residence:
Tipton

Christopher LaCross
Printed



Country Meadow Estates Homeowners Association Board of Directors Acting on Behalf of HOA - Code of Conduct – Bylaws Exhibit I

The Country Meadow Estates Homeowners Association (CME HOA) has adopted the following Code of Conduct that all Board members agree to adhere to by signing below:

1.) Board members must always act in the best interests of the CME HOA. Specifically, members of the Board of Directors shall:

- a) avoid placing one own's self-interest or any third-party interest above that of the CME HOA;
- b) not derive any personal profit or gain, directly or indirectly, by reason of his or her service as a Board member with the CME HOA;
- c) not engage in any outside business or professional activities that would directly or indirectly materially adversely affect the CME HOA;
- d) not engage in or facilitate any discriminatory or harassing behavior directed toward officers, directors, homeowners, or others in the context of activities relating to the CME HOA;
- e) not solicit or accept gifts, gratuities, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment to a homeowner with respect to matters pertaining to the CME HOA.
- f) abide by the covenants and by-laws of the CME HOA.

2.) Conflict of Interest. Members of the board shall conduct their personal affairs in such a manner as to avoid a conflict of interest with their duties and responsibilities as members of the Board. Nevertheless, conflicts may arise from time to time.

- a) When there is a decision to be made or an action to be approved that will result in a conflict between the best interests of CME HOA and the Board member's personal interests, the Board member has a duty to immediately disclose the conflict of interest so that the rest of the Board's decision making will be informed about the conflict.
- b) Any conflicts of interest, including, but not limited to financial interests, on the part of any Board Member, shall be disclosed to the Board when the matter that reflects a conflict of interest becomes a matter of Board action.
- c) Any Board Member having a conflict of interest shall not vote or use his or her personal influence to address the matter.
- d) All conflicts disclosed to the Board will be made a matter of record in the minutes of the meeting in which the disclosure was made, which shall also note that the Board

member with a conflict abstained from the vote and was not present for any discussion, as applicable.

- e) This policy shall also apply to any Board member's immediate family or any person acting on his or her behalf.

3.) Confidentiality. Board members must keep sensitive information confidential. This includes but is not limited to financial information, homeowner personal and financial information, vendor agreements, violation matters, legal matters, and member delinquencies. This confidential information shall not be disclosed to anyone outside of the Board unless required by law or authorized by a majority vote of the board. Board members shall not use confidential information for personal gain or to benefit any third party.

4.) Termination of service. Upon termination of service, a retiring Board member will promptly return to the Board of Directors all documents, electronic and hard files, and other property entrusted to the Board member for the purpose of fulfilling his or her job responsibilities. Such return will not abrogate the retiring Board member from his or her continuing obligations of confidentiality with respect to information acquired because of his or her tenure on the Board of Directors.

I, _____, recognizing the important responsibility I am undertaking in serving as a member of the Board of Directors of CME HOA hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations associated with my role as a Board member and abide by this Code of Conduct and CME HOA By-Laws. I understand that failure to abide by this Code of Conduct may result in my removal as a Board Member, pursuant to the Country Meadow Estates Homeowner's Association Code of By-Laws.

Name _____

Signature / Date _____