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Skagit County Auditor

When recorded return to:
Skyline Beach Club, Inc
dba Skyline Property Owners Association
6041 Sands Way
Anacortes, WA 98221

Bylaws

(As Amended)

SKYLINE BEACH CLUB

6041 SANDS WAY

ANACORTES, WA 98221

PLAT OF SKYLINE

CITY OF ANACORTES

SKYLINE BEACH CLUB

NOTE: THIS DOCUMENT REFLECTS ALL PRIOR AMENDMENTS TO THE BYLAWS OF SKYLINE BEACH CLUB, INCORPORATED WHICH HAVE BEEN DULY APPROVED BY THE MEMBERSHIP AND PREVIOUSLY RECORDED WITH THE SKAGIT COUNTY AUDITOR UNDER THE FOLLOWING AUDITOR FILE NUMBERS:

200907280031	201010250050	201308290044	201812210006
202005080022	202308280035	202410300052	

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IT IS HEREBY certified by the undersigned President and Secretary, respectively, of **SKYLINE BEACH CLUB**, a registered not-for-profit homeowners association, has adopted these revised Bylaws. The revisions were distributed to all members in a ballot initiative and the initiative was approved by 90.8% of the voters who returned their ballots. Pursuant to the procedures previously approved for such change, the Board of Directors then presented the ballot results to the attendees at the Annual Meeting of the membership of said Corporation, held at the office of the Corporation, 6041 Sands Way, Anacortes, Washington on the 25th day of July 2009, at which meeting, a membership quorum was present. A motion to adopt the new Bylaws was presented and was approved by a majority of members then present. (July 28, 2009 Bylaws approved & recorded under Auditors file #200907280031 & October 25, 2010 Amendment recorded under Auditors File #201010250050).

ARTICLE I

Purposes

Section 1. Skyline Beach Club shall be a homeowners association conducted as a not-for-profit Corporation, for the purposes set forth in the Articles of Incorporation, as amended on 25th day of July 2009.

Section 2. Certain specific purposes, powers, objectives, responsibilities and restrictions of Skyline Beach Club shall be:

A. To promote and protect community and private property values for the benefit of all members.

B. To promote enhanced quality of life through opportunities for social interaction among members.

C. To own, purchase, lease, rent, or otherwise acquire real estate, buildings, equipment and furniture. To improve, operate, sell, convey, assign, mortgage, lease, or rent any of the herein referenced assets of the Association.

D. To pay taxes and assessments levied by public authorities against property owned by the Corporation.

E. To enforce the conditions, covenants, and restrictions (CC&Rs) upon, or for the benefit of, parcels of real property over which the Corporation has authority.

F. To promulgate and provide rules and regulations for the use and enjoyment of said property in accordance with these Bylaws.

G. To levy and collect annually such charges and/or assessments as may be necessary in the judgment of the Board of Trustees, and to carry out any and all the purposes for which this Corporation is formed, and to expend such monies so collected in accordance with the Bylaws of the Corporation.

H. All of the foregoing purposes and powers are to be exercised and carried into effect for the purpose of serving and applying the things set forth for the benefit of all parcel or tract owners of that certain real property commonly referred to as Skyline within the City of Anacortes, as specifically defined in Article V (Geographic Boundaries,) of the Articles of Incorporation. Future references to Skyline in this document pertain to those geographic boundaries.

I. Nothing in these Bylaws shall be construed as authorizing or permitting said Corporation to manage or operate any real or personal property for the profit of any individuals but only for the collective good of the members.

Section 3. The purposes of this Corporation may be altered, modified, enlarged, diminished or otherwise revised by approval of the membership, as provided in Article IX of this document.

ARTICLE II

Membership

Section 1. The membership of the Corporation shall consist of and be limited to the owners of residential lots, tracts or other qualifying properties, including boat slips and condominium units (hereafter, "parcels") in the geographical area defined as Skyline. The privileges and facilities of the Corporation shall be extended to the spouse, registered domestic partner and children of the members and may be extended to guests under such rules and regulations as the Board of Trustees may prescribe.

Section 2. Membership shall be inseparably appurtenant to the parcel owned by the members, and upon transfer of ownership the membership appurtenant thereto shall be deemed to be transferred to the new owner(s) or legal grantee(s). No membership may be conveyed or transferred in any other way between living persons. In the event of the death of a member, his/her membership passes in the same manner and to the same persons as does the property itself.

Section 3. Parcel owners shall have one (1) membership per parcel owned and shall be entitled to one (1) vote for each parcel owned. If any tract or tracts are held by two (2) or more persons, the several owners of such interest shall be entitled collectively to cast one (1) vote. The vote for any membership owned by a single familial entity may be cast by either spouse or registered domestic partner without presentation of authority from the other family member.

Section 4. No membership shall be forfeited, or any member expelled, and no member may withdraw except upon the transfer of title to, or contracting for the sale of, the parcel to which the membership is appurtenant. Membership rights and responsibilities are not forfeited or waived for non-payment of dues.

Section 5. In the event that membership authority is altered by death or legal status, survivors of the transition are responsible for notifying the Board of Trustees of such change and for providing legal confirmation of the transition.

Section 6. No compensation shall be paid by the Corporation upon the transfer of membership and no member whose membership is transferred shall be entitled to share or participate in any of the property or assets of the Corporation.

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ARTICLE III

Meetings & Elections

Section 1. The Annual Meeting of the Corporation shall be held at the property site referred to as Skyline Beach Clubhouse or at such other Skyline location as the Trustees may designate, on a Saturday of a non-holiday week in July of each year, at 11:00 a.m. Notice thereof shall be given by the Secretary, in writing, postage prepaid, by U.S. Mail, to the address of each member appearing on the books of the Corporation, the mailing date thereof to be not less than thirty-five (35), nor more than fifty (50) days prior to the meeting. At such meetings, the members shall transact all necessary business as may properly come before them. Should members wish to conduct their correspondence, including invoicing, annual meeting notice, budget, ballots, and election material by means other than US Mail, (for example: Email, Text, Website, Fax, or Courier), the Board will give consideration to those owners who have delivered to the Secretary or other officers a written record consenting to receive electronically transmitted notices. (July 27, 2019 Amendment recorded under Auditor's File #202005080022).

Section 2. Special meetings of the members of the Corporation may be called at any time by the elected (or acting) President of the Board of Trustees. Alternatively, a collective of one hundred (100) members, upon provision of written request to the Secretary, may call a special meeting of the membership. Notice of a special meeting stating the purposes thereof shall be given by the Secretary to all members in the same manner as notice is given of the Annual Meeting.

Section 3. At all annual and special meetings of the membership of the Corporation, one hundred (100) members (i.e., *voting* members, as defined by Article II, Section 3 in these Bylaws) present in person at the time of the official count, shall constitute a quorum for the transaction of any business appropriate to a members' meeting. A majority of the votes of the members constituting a quorum shall be sufficient to transact business unless a greater number of votes are required by law, the Articles of Incorporation, or these Bylaws, with respect to any specified action. In the absence of a quorum, any meeting of the members may be adjourned by a vote of the majority of those present and no other business may be transacted. At all meetings, prior to any business being conducted and/or voted upon, the Secretary shall confirm whether a quorum has been established, and the Secretary shall record such confirmation in the minutes of the meeting.

Section 4. Special meetings of the Board of Trustees may be called as needed by the President or other Trustee, acting as the President's delegate. Whenever it is reasonable to do so, these meetings will be open to members, committee chairpersons and other invitees, necessary to achieve the desired transfer of knowledge. Minutes of such meetings shall be recorded by the Secretary. The Board may also schedule and conduct planning meetings exclusive of general membership participation, however no official commitments or transactions shall be concluded in such meetings and minutes of the discussions is not mandatory.

Section 5. (Elections with Paper Ballots) At least thirty-five (35) days prior to the Annual Meeting and some special meetings, election material will be mailed to each member, providing opportunity to vote for new Trustees, the Budget and/or any other assessments or considerations being recommended by the Board, or by Member initiative. (July 27, 2019 Amendment recorded under Auditor's File #202005080022).

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A ballot for the candidate Trustees shall be included in the election material mailed to the membership before the Annual Meeting. The ballot shall specify the number of Trustees to be elected. The term of office for all elected Trustee positions shall be three years. The candidates receiving the greater number of votes shall be elected to these offices. In the event of a tie, the Trustees shall decide the successful candidate by majority vote. The letter containing the ballot shall include two (2) envelopes: (a) An outer, return envelope shall be pre-addressed to the Corporation, with a place for the member's name, lot and division number on its exterior, and with instructions in the use of the second, smaller unmarked envelope; and (b) The second, unmarked envelope shall be provided for the sole purpose of containing the ballot, which, when marked and sealed in the second envelope, shall be placed and sealed into the outer, return envelope. Completed ballots may be mailed or hand carried to the office. The ballot outer envelopes will be recorded, unopened, and placed into the locked ballot box under control of the President of the Board of Trustees until turned over to the Teller Committee for tallying. The sealed, unmarked envelopes shall be placed in a single, sealed and locked container and remain under the control, and hence tallied by, the Tellers Committee. Only one (1) membership vote per candidate per ballot shall be counted. After tallying and reporting to the membership in a general announcement at the Annual Meeting, the ballots and tally sheets shall be archived for a minimum of two (2) years. A comprehensive Tellers Committee report shall be recorded in the Annual Meeting minutes. (July 28, 2013 Amendment recorded under Auditor's File # 201308290044).

Special elections shall follow the process, timing, and integrity control procedures as for the election preceding the Annual Meeting, as defined above.

ARTICLE IV

Trustees

The Corporate powers of this Corporation shall be vested in and exercised by or under the authority of a Board of Trustees (Board.)

Section 1. Definition, Qualifications and Restrictions. A minimum of three (3) and a maximum of nine (9) Trustee members are required to constitute a valid Board of Trustees. Should events threaten to deplete the Board below the minimum number of Trustees, The Board shall exercise the appointment powers granted herein, to prevent such occurrence. Normally, nine (9) Trustee members shall constitute the Board of Trustees and shall manage the affairs of the Corporation. At any given time, the actual number of Trustees may be less than the norm, dependent upon the continuing health, interest and qualification of participants and by timing of Board appointments and annual elections.

Generally, three (3) Trustees shall be elected each year. To be qualified to stand for election or to receive appointment: (a) Each Trustee must be a member in good standing; (b) Only one person from any one membership may serve on the Board at any one time. Multiple persons associated in a legal entity which jointly holds multiple memberships in Skyline (by virtue of owning more than one parcel of qualified property,) may not simultaneously serve as Trustee; (c) Trustees shall be Skyline residents and shall have owned Skyline property for at least one (1) year; and (d) Trustees shall

neither conduct business with the Corporation, contract for services to the Corporation nor be employees of the Corporation.

Exceptions. The Chairperson of the Architectural Control Committee (ACC) shall annually be appointed by majority vote of the Board of Trustees. The ACC Chairperson will serve as a fully authorized member of the Board and upon appointment, shall be the ninth Trustee and thereby have voting rights equal to all other Board members. However, the Trustee serving as the Architectural Control Committee Chairperson may not be vested with authorities restricted to the President, Vice President, Secretary or Treasurer.

Section 2. Nominations. In March of each year, the Board shall request candidates for the annual election. Candidates must submit their name in writing to the Skyline office by May 1st of each year. The Skyline Board shall review the candidate list to ensure they are qualified and in good standing according to the Bylaws. (July 28, 2018 Amendment recorded under Auditor's File # 201812210006).

Section 3. Trustee Election. Generally, three (3) Trustees shall be elected each year. The candidates receiving the greater number of votes shall be elected to the vacant offices. In the event of a tie, the Trustees shall decide the successful candidate by majority vote.(See Article III, Section 5)

Section 4. Term of Elected Office. Regularly elected Trustees shall have a term of office of three (3) years. The number of consecutive elected terms of service shall be limited to two (2). Upon completion of a second term, said Trustee shall be ineligible to be nominated or appointed to serve on the Board of Trustees until twelve (12) months shall have elapsed from the time his/her most recent elected term expired. If for any reason a significant break in continuity of regular service occurs due to resignation or recall during any part of any elected term, said Trustee may not again serve on the Board until twelve months have elapsed from the date of resignation. An appointed Trustee's term shall expire at the time of the next Annual Meeting. (July 28, 2018 Amendment recorded under Auditor's File #201812210006).

Section 5. Absences. It is understood that Trustees may be unable to attend all Board meetings. However, recognizing the critical importance of continuity and adequate representation, any Trustee who misses three, consecutive, regularly scheduled meetings, shall be considered to have resigned unless that Trustee has prearranged an alternative method of participation and has secured Board approval.

Section 6. Vacancies. Varying circumstances, including expiration of term, loss of membership due to sale of property, resignation, recall, deteriorating health, legal elimination of membership status, or death may cause a vacancy on the Board of Trustees. When such conditions arise, the vacancy shall be noted in the minutes of the next general meeting of the Board. Vacancies, for any cause other than expiration of term, shall be filled by Board appointment by a majority vote of all remaining Trustees. In preparation, for said appointment, the Board shall appoint a Chairperson of a Nominating Committee with authority to research and provide a slate of all known, qualified, and willing candidates for all vacant positions at, or prior to, the next Board meeting. In their deliberation of candidates to fill vacant positions, the Board shall consider but shall not be bound by: (a) the number of total and individual votes received by the candidates who ran for office at the most recent annual Trustee election (yet failed to be elected); (b) those listed on the slate provided by the

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Nominating Committee; and (c) those nominated by the Board. A Trustee receiving appointment to fill a vacancy shall hold office until the next Annual Meeting, at which time s/he may be presented as a candidate and stand for election to fill a full term (three years,) as a Trustee, provided s/he remains qualified. The time served as an appointed Trustee shall not limit the number of terms to which a Trustee may be elected.

Section 7. Board Meetings. The Board of Trustees shall meet immediately following the Annual Meeting to appoint Board officers and will meet monthly, thereafter.

The schedule for meetings shall be communicated to the members, and revisions thereto shall be communicated to the best ability of the Board (potentially impacted by emergencies.)

The Board may also hold special meetings as deemed necessary by the President (See Article III, Section 2.) Such meetings shall be called at the request of the President, or a majority of the Board.

At all Board meetings, an agenda shall be available three (3) days in advance of all regular and special meetings, except when responding to exigent circumstances. .

For special meetings the Secretary shall give each Trustee written notice three (3) days in advance of the stated meeting. It shall be delivered personally, by mail, facsimile or other method of communication (e.g., email) as may have been authorized by the Trustee.

In case of exigent circumstances, a shorter notice is conditionally allowable. In such circumstances, Board action without a quorum may need to be exercised by few Trustees available at the time. Such action shall be limited to addressing only the time-urgent issues of the exigent circumstance. Subsequently, (at the next regular or special meeting,) the Board's activities related to the exigent situation will be explained and submitted for post-approval and documentation.

Section 8. Quorum. A majority of the total of all existing Trustees shall constitute a quorum for the transaction of any business.

Section 9. Recall. Any Trustee may be recalled from the Board by the membership. Such action shall be initiated by petition of at least one hundred (100) members, as provided for by Article IX, Section 4 of the Bylaws. It shall thereafter be enacted by affirmative vote of the membership voting by mail ballot, as specified in Article IX, Section 1. The balloting process for the recall of a Trustee shall be the same process as the balloting for the election of a Trustee except: (a) the ballots, to be valid, shall be returned within four (4) weeks after mailing the recall action notices and the accompanying ballot(s); (b) the Tellers Committee shall report the results of the vote to the Board of Trustees no later than one (1) week after the stated due date; and (c) the Board shall notify the membership of the results in writing within one (1) month after receipt of the Tellers Committee's report. The total process shall be scheduled by the Board such that the completed action, including publication of membership voting results, shall be accomplished within a total of ninety (90) days from the date of petition submittal.

In addition to the procedure set forth by RCW 64.38.025(4), The Trustee being subjected to a recall vote (or any member in that Trustee's behalf), upon formal request, may have a one (1)-page response distributed along with the ballots mailed to all members. This response is in addition to the "pro" and "con" statements required by Article IX, Section 5 of the Bylaws.

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Section 10. Other Provisions.

Each Trustee now or hereafter serving the Corporation and each person who, at the request of or on behalf of the Corporation, is now serving or hereafter serves as a Trustee, officer, or agent of the Corporation, and her/his respective heirs, executors, and personal representatives shall be indemnified by the Corporation against expenses actually and necessarily incurred by him/her in connection with the defense of any action, suit or proceeding in which he/she is made a party by reason of being or having been such Trustee, officer or agent, except in relation to matters as to which he/she may be adjudged by authorized legal authority in such action, suit, or proceeding to be liable for gross negligence or misconduct in the performance of duties; but such indemnification shall not be deemed exclusive of any other rights to which such person may be entitled under these Bylaws, agreements, vote of the Board of Trustees, or otherwise.

ARTICLE V

Duties and Powers of Trustees

Section 1. Subject to any limitation in the Articles of Incorporation, these Bylaws, and the laws of the State of Washington, all business and affairs of the Corporation shall be controlled and conducted by the Board of Trustees. Without prejudice to such general powers, and subject to the same limitations, it is hereby expressly agreed that the Trustees shall have the following powers and duties:

A. To appoint, hire, remove or terminate employment of all the subordinates (officers, agents and employees of the Corporation); to prescribe such powers and duties for the subordinates as may be consistent with the laws of the State of Washington, the Articles of Incorporation and these Bylaws; to establish subordinates' authorities and compensation (if any,) and require from them security for faithful performance.

B. To cause to be kept a complete record of all the minutes and acts and to present a full statement at the regular Annual Meeting of the members, showing in detail the condition of the affairs of the Corporation; to cause to be kept a complete membership list of all members.

C. To fix and establish the annual dues and any other special assessments in accordance with these Bylaws.

D. To ensure good stewardship of all Association assets. On behalf of the Association, and pursuant to RCW 64.38.020 and Article 1, Section 2 C. of these Bylaws, the Trustees have the responsibility and authority to manage Common Areas (as defined in RCW 64.38.010). However, the Board shall acquire, lease, sell, or dispose of real property only upon the approval of a proposition submitted to the membership for a vote as set forth in Article IX of these Bylaws. (July 27, 2024 Amendment recorded under Auditor's File #202410300052).

E. Members of the Board of Trustees shall receive no compensation for their services to the Corporation but shall be reimbursed by it for such reasonable expense as they may necessarily incur in pursuance of the business of the Corporation. Further, no loans shall be made by the Corporation. Trustees of the Corporation who vote for or assent to the making of a loan shall be jointly and severally liable to the Corporation for the amount of such loan until the repayment thereof.

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Each and every Trustee shall perform all of her or his duties (including duties as a member of any committee of the Board upon which the Trustee may serve,) in good faith, in a manner such Trustee believes to be in the best interests of the Corporation, and with such care, including reasonable inquiry, as an ordinary prudent person in a like position would use under similar circumstances. No Trustee or officer shall engage in any self-dealing, or in any conflict of interest with her or his duties in the capacity of a Trustee or officer.

F. Trustees shall not delegate their powers or responsibilities authorized by these Bylaws but may delegate specific duties to other trustees, officers, members or employees. Ultimate accountability for the results of any such delegation remains with the Trustee.

G. The Board shall have the power to establish ad hoc and standing committees, comprised of qualified members of the Skyline Beach Club and charged with authority to address specific short or long-term goals in benefit of the membership. Committee participant volunteers authorized by the Board shall receive the same indemnification considerations and protections afforded to the Trustees and Officers of the Corporation.

H. [Section deleted]. (July 24, 2010 Amendment recorded under Auditor's File # 201010250050).

I. The Board shall create and maintain a Policies and Procedures document, describing the process by which the Board, SBC committees, divisional representatives and/or individual members may strive to effect change or resolve grievances in the Corporation. Included in the Policies and Procedures document shall be a schedule of fines which may be levied by the Board for unresolved infractions related to the Articles of Incorporation, Bylaws and/or CC&Rs. Collection of said fines will be subject to the provisions stated Article VIII, Section 4. The Policies and Procedures document shall be available for review and use by all members.

J. The Board shall submit a budget for the following year to the membership, to be mailed with the notice of the Annual Meeting, requesting membership ratification. Said budget shall be ratified unless the owners of lots to which a majority of the votes in the association are allocated reject the budget. If the budget is rejected, the budget last ratified by the owners continues until the owners ratify a subsequent budget proposed by the board. Should there arise a need for emergency repairs to existing capital improvements, the necessity for which could not reasonably have been anticipated at the time of preparation of the annual budget, the Board may authorize expenditures in excess of ten percent (10%) of the estimated annual income upon the affirmative vote of no fewer than five (5) Trustees. (July 22, 2023 Amendment recorded under Auditor's File #202308280035).

K. The Board shall employ the services of an independent certified public accounting firm to conduct an annual audit and report of the Corporation's operations and financial performance, an appraisal of the Corporation's financial policies and findings, and the work of the Board of Trustees. Pursuant to Revised Code of Washington 64.38.45 (2) (or as amended,) At least annually, the association shall prepare, or cause to be prepared, a financial statement of the association. The financial statements of associations with annual assessments of $50,000 or more shall be audited at least annually by an independent certified public accountant, but the audit may be waived if 67 percent of the votes cast by owners, in person or by proxy, at a meeting of the association at which a quorum is present, vote each year to waive the audit. (July 28, 2012 Amendment recorded under Auditor's File #201208220010).

L. The Board shall conduct an annual review of the Association's insurance coverage in relation to reasonable and equitable protection of common assets, as well as for the "deep-pocket" protection of members' interests, employee and officer activities, and for the indemnification of Trustees and subordinate appointees. Should the existing insurance be deemed inadequate, the Board shall increase the coverage to a level deemed adequate.

M. The Board of Trustees shall conduct an annual review of the association's policies and procedures, which shall be noted in the minutes of a regular board meeting. Any proposed revision(s) must be presented at two (2) or more regularly scheduled board meetings prior to approval by a majority of the board. (July 28, 2012 Amendment recorded under Auditor's File #201208220010).

N. Skyline Staff shall assist Trustees, as needed, to perform their duties. All records of the Association are the property of the Association and shall be secured and maintained in the Skyline Offices. Access will follow Skyline Bylaws, Policies and Procedures. (July 27, 2019 Amendment recorded under Auditor's File #202005080022).

O. In addition to such other powers conferred upon the Board, the Board shall have the power to promulgate such rules and regulations as it deems appropriate. Members shall be responsible for complying with the rules and regulations adopted by the Board and ensuring that their guests and tenants comply therewith. Publications of the Rules and Regulations on the Corporation website for a period of thirty (30) days in advance of the effective date of newly adopted rules and regulations shall be deemed official notice to all members of the existence of the rules and regulations and the obligation to comply therewith. (July 22, 2023 Amendment recorded under Auditor's File # 202308280035).

ARTICLE VI

Officers

Section 1. Immediately following the Annual Meeting, the Board of Trustees shall elect from the Board members a President, a Vice-President, a Secretary, and a Treasurer, each for a term of one (1) year and or until their successors are duly elected and qualified. At this same time, the Board shall also appoint or reaffirm chairpersons to manage all existing or newly designated standing-committees. Such appointments may only be allocated to qualified members of the Corporation and may not exceed a one (1)-year term of office unless reaffirmed the following year. Any two or more offices may be held by the same person, except the offices of President and Secretary. Such other officers and assistant officers or agents as may be deemed necessary may be elected or appointed by the board of Trustees or chosen in such other manner as may be prescribed by the Articles of Incorporation or these Bylaws.

At any time, the Board may also appoint other positions including, but not limited to, an Executive Secretary and an Assistant Treasurer. Individuals filling these positions will ideally, but not necessarily be members in the Corporation. The terms of these appointed officers may be extended indefinitely, but are subject to Board reaffirmation following each Annual Meeting; these

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appointments shall require majority Board approval, and such appointees may receive compensation per Board approval.

Section 2. Any officer or committee chairperson may be suspended or removed by a majority vote of all the Trustees. Any vacancy occurring in an elective office or in an appointive office may be filled by the Board of Trustees upon a majority vote thereof.

Section 3. Officers shall be reimbursed by the Corporation for such reasonable expenses as they may necessarily incur in pursuance of the business of the Corporation, subject to a majority vote of the Trustees as to approval or disapproval of such expenses, provided such Officer(s) can substantiate such expenses with documentation suitable to the Trustees.

ARTICLE VII

Duties of Officers

Section 1. The President shall act as chairperson at all meetings of the membership and preside at all meetings of the Board of Trustees, and shall sign, as President, all contracts or instruments for the Corporation and perform such other duties as may be required by the Board of Trustees.

Section 2. The Vice-President: shall preside at all meetings in case of the absence or disability of the President and assume all duties of the President during such periods of absence or disability and shall perform such other duties as the Trustees may require.

Section 3. The Secretary shall issue all notices and shall attend and keep the minutes of all official meetings of the Board of Trustees. The Secretary shall also confirm in the minutes of each meeting whether a quorum has been established upon commencement of all such meetings.

The Secretary shall perform all such other duties incidental to the position or as may be required by the Board of Trustees, including custody and maintenance of the following specific information (unless these duties have been assumed by another Corporate Officer whom is also an elected Trustee.):

1. All corporate books, records, papers and the corporate seal, and shall attest with personal signature and impress with the corporate seal all instruments executed by the Corporation.
2. Current Articles of Incorporation; current Bylaws.
3. A current list of members (inclusive of names, addresses, and contact information.)
4. A current list of Trustees, officers, employees and agents' names, responsibilities, addresses and telephone numbers.
5. A file of audit reports, reviews, and financial reports.

Note: The corporate records shall be open at any reasonable time for inspection by any member, upon member's coordination of an appointment with the office staff. Cost of inspecting or copying shall be borne by such member except for costs for copies of Articles of Incorporation or Bylaws. Members must have a purpose for inspection reasonably related to membership interests and said member shall maintain the confidentiality of all information obtained. Use or sale of members' lists

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by such member if obtained by inspection is prohibited and subject to legal recourse. Pursuant to Revised Code of Washington 64.38.045(2) (or as amended), the Corporation shall not release the unlisted telephone number of any member.

Section 4. The Treasurer shall receive, keep faithfully and deposit in such bank or banks as may be designated by the Board of Trustees, all funds, securities and liquid assets of the Corporation, in its name, for its account and shall disburse the funds of the Corporation only under the direction of the Board of Trustees by the following ways: Checks signed by two (2) officers of the Corporation, on-line banking with two (2) officers signing in and approving payment, two officers to sign authorization of EFT payments to be processed by Office Staff. (July 28, 2018 Amendment recorded under Auditor's File #201812210006).

S/he shall keep full and accurate books on account and shall make such reports of the finances and transactions of the Corporation as may be required by the Board of Trustees and shall prepare and present to the Annual Meeting of the members a full statement showing in detail the financial condition of the Corporation. Pursuant to Revised Code of Washington 64.38.045(4) (or as amended), the funds of the Corporation shall not be commingled with the funds of any other homeowners' association, nor with the funds of any member of the Corporation or any other person responsible for the custody of such funds.

ARTICLE VIII

Dues and Assessments; Enforcement of Governing Documents[1]

Section 1. For the purpose of financing the activities of the Corporation, it is hereby declared that all parcels within the jurisdiction of the Corporation shall be charged and/or assessed dues at the rate set forth in the annual budget which is ratified by the members. If members purchase more than one (1) parcel, they shall pay assessed dues on each parcel owned. Those parcels designated as parks and facilities owned in-common by the members of the Corporation shall be exempt from assessments and dues. (July 22, 2023 Amendment recorded under Auditor's File #202308280035).

Section 2. The annual dues shall be due and payable by the owner of record on the 1st day of January of each and every year.

Section 3. Special assessments determined to be necessary by the Board of Trustees to carry out the purposes and intent of the Articles of Incorporation and these Bylaws shall be submitted to a membership election and, if approved, adopted at the Annual (or special) Meeting. Said special assessments shall provide the method and manner of payment and shall become effective immediately upon its adoption as herein provided. In the event a special meeting is called for the purpose of levying a special assessment, it shall be ratified in the same manner as ratification of the budget.

Section 4. Any and all unpaid dues and/or special assessments herein described or authorized, charges and fees, interest, attorneys' fees, lien filing fees, court costs, and other reasonable costs of collection shall become and shall be treated as a lien upon the property of the member. The Association may record a lien with the Auditor in the event of delinquency, but no such recordation shall be required to enforce such lien; these recorded Bylaws are deemed evidence of such lien. In

[1] Title of Article VIII changed in July 22, 2023 Amendment recorded under Auditor's File #202308280035.

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the event of default in the payment of the same, such lien may be foreclosed as provided by law for the foreclosure of a mechanics lien and/or collected from the member, his/her heirs, or other successors and assigns. (July 22, 2023 Amendment recorded under Auditor's File #202308280035).

Section 5. The Corporation shall be entitled to recover, from a member, all attorneys' fees and costs incurred because of a failure of the member to pay dues and assessments, or special assessments, charges and/or fees in a timely manner or the failure of the member to comply with any provision of the Corporation's Articles of Incorporation, Plat, Covenants, Bylaws, or Rules and Regulations of the Corporation (collectively referred to as the "Governing Documents"). (July 22, 2023 Amendment recorded under Auditor's File #20230828003).

Section 6. The Board is authorized to impose monetary fines and other penalties against members for violations of the Governing Documents. The Board will approve a fine schedule prior to imposing fines or other penalties. The Board shall not impose a monetary fine or other penalty unless and until notice of the provision alleged to have been violated has been provided as required in the respective documents or as herein provided. A violator shall be offered the opportunity to appear before an Appeals Committee of the Board to explain why a fine or penalty should not be levied or to request an adjustment of the fine or penalty levied. The Board may assign its power to impose monetary fines and other penalties to the management staff of the Corporation. A late charge shall not constitute a fine. (July 22, 2023 Amendment recorded under Auditor's File #202308280035).

ARTICLE IX

Amendments, Initiatives, Propositions and Recalls

Section 1. These Bylaws may be amended at any time by a majority vote of at least twenty-five percent (25%) of the members of the Corporation, when submitted for vote by written secret ballot to the entire membership.

Section 2. Proxy votes by members or Trustees are not authorized.

Section 3. The Board of Trustees may at any time submit an amendment or proposition to all the membership, for voting by written, secret ballot.

Section 4. The Board must submit an amendment, recall or other initiative to all the membership for voting by written, secret ballot, upon the petition of one hundred (100) members.

Section 5. No specific format is required for the ballot other than it shall contain the complete text being voted on and the return "due by" date. "Pro" and "con" statements, each not to exceed one (1), single-spaced, type-written page, shall be included with the notice.

Section 6. The foregoing Section 3 and Section 4 shall not prohibit the submission, approval, and adoption at a regular or special meeting of a proposition offered by the membership, which are otherwise authorized by present Bylaws and the Articles of Incorporation.

UNOFFICIAL DOCUMENT

Section 7. Before a proposition to purchase real property, or to lease, sell, or dispose of Association-owned real property is submitted to the membership, the Board shall distribute to the members at least 30 days prior to commencement of voting a detailed study describing (i) the pros and cons of the proposal, (ii) the estimated transaction amounts, and (iii) the proposed disposition of all funds to be used or received. Notwithstanding anything herein to the contrary, this proposition shall require a quorum of at least 35 percent of the members. If the vote is taken without a meeting per RCW 64.38.120, the voting period will not be less than thirty-five (35) days nor more than fifty (50) days unless extended by the Board per RCW 64.38.120. Provided that a quorum of votes is received, the proposition will be approved if seventy-five percent (75%) of those voting approve the proposition. Following approval, the Board shall proceed with the real property transaction. (July 27, 2024 Amendment recorded under Auditor's File #202410300052).

ARTICLE X
Corporate Seal

The seal of the Corporation shall be in circular form and shall contain the words:
SKYLINE BEACH CLUB, INC.
Corporate Seal
Washington
1963
in the form and style as affixed to these Bylaws by the impression of said corporate seal.

ARTICLE XI

These Bylaws are duly adopted by the Corporation and the corporate seal affixed on the 6th day of November, 2024.

Teresa Carroll-Gillis, President _____

ATTEST: **Chad Kean, Secretary** _____

Skyline Beach Club, Inc. CORPORATE SEAL 1963 WASHINGTON

STATE OF WASHINGTON)
) ss.
COUNTY OF SKAGIT)

On this day personally appeared before me **TERESA CARROLL-GILLIS and CHAD KEAN**, to me known to be the **PRESIDENT** and **SECRETARY** respectively of the **SKYLINE BEACH CLUB, INC**, and acknowledged the said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that he was authorized to execute the said instrument on behalf of the corporation.

GIVEN under my hand and official seal this 6th day of November 2024.

Carrie-Anne Klein

Print Name: Carrie-Anne Klein
NOTARY PUBLIC in and for the
State of Washington, Residing at Anacortes, WA
My Commission Expires: October 20, 2025

CARRIE-ANNE KLEIN NOTARY PUBLIC APPOINTMENT EXPIRES October 20, 2025 COMM # 196069 STATE OF WASHINGTON