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Charlotte Mills - Gallatin County, MT MISC



**BYLAWS OF THE ASSOCIATION OF UNIT OWNERS  
OF  
PMC CONDOMINIUMS**

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**BYLAWS OF THE ASSOCIATION OF UNIT OWNERS  
OF  
PMC CONDOMINIUMS**

**I. PURPOSE AND APPLICATION**

These Bylaws are and shall be the Bylaws of the Association of Unit Owners of the PMC CONDOMINIUMS. These Bylaws shall, upon being recorded with the Clerk and Recorder of Gallatin County, State of Montana, govern and control the administration of the PMC CONDOMINIUMS. All Unit Owners, their employees, business invitees, guests and any renters or sublessees, present and future, shall have the rights and responsibilities described in these Bylaws and shall be subject to the provisions thereof.

The acquisition of an ownership interest in a unit in the PMC CONDOMINIUMS signifies that the Owner accepts, ratifies and agrees to comply with these Bylaws.

**II. MEMBERSHIP**

Persons owning a Unit in the PMC CONDOMINIUMS or an interest in a unit, or owning a unit in any real estate tenancy relationship recognized by the State of Montana, shall be a member of the Association of Unit Owners ("Association"). An owner may not decline membership in the Association. Membership begins concurrently with the acquisition of an ownership interest and terminates at the time such ownership interest is terminated. Such termination shall not relieve any owner of liability for obligations incurred while a member of the Association; further, membership in the Association does not in any way negate or impair any owner's legal remedies, right to bring legal action, or defenses to any and all actions involving the Association, other Unit Owners, or the Management, which may arise from or be incidents of unit ownership.

**III. OBLIGATIONS**

Each Unit Owner shall be obligated to comply with these Bylaws, the Declaration, and the laws of the City of Bozeman, the County of Gallatin, and the State of Montana. Such obligations shall include, but not be limited to, the paying of assessments levied by the Association, and the adherence to the protective covenants which are a part of the Declaration. Failure of any owner to abide by these Bylaws, and all rules made pursuant thereto, the declaration, and the laws of the City of Bozeman, the County of

Gallatin, and the State of Montana, shall be grounds for appropriate legal action by the Association of Unit Owners or by an aggrieved Unit Owner against such noncomplying owner.

#### **IV. MEETING AND VOTING**

There shall be a regular meeting of the Association annually on the second Monday in September of each year, commencing in the year the regime is established, or on such other date properly announced by the Association.

Pursuant to these Bylaws, the Association may at any time hold special meetings. Such special meetings may be called on the initiative of the Chairman of the Association, by the Board of Directors, a signed request of the Manager, or a petition signed by fifty-one percent (51%) of the Unit Owners. Notice of any special meeting must specify the reason for such meeting and the matters to be raised. Only matters set forth in the petition or request may be brought before such meeting unless more than fifty-one percent (51%) of the aggregate interest present agree otherwise.

##### **A. Notice.**

Notice of all meetings, regular or special, shall be mailed by the Association's Secretary to every Unit Owner of record at his address of record at least ten (10) business days prior to the time for holding such meeting. Such notice shall specify the date, time and place of the meeting and shall make provisions to allow for the voting of each Unit Owner's interest by proxy at the discretion of the owner. The mailing of a notice in the manner provided in this paragraph or the personal delivery of such notice by the Secretary of the Association shall be considered as notice served.

##### **B. Quorum.**

No meeting, regular or special, shall be convened to conduct business unless a quorum is present in person or by proxy. A quorum shall consist of fifty-one percent (51%) of the total aggregate interest of the PMC CONDOMINIUMS. At any time, during any meeting, a quorum is not present, such meeting shall be adjourned forthwith.

#### **V. VOTING INTEREST**

Each Unit at Association meetings shall have an equal voting interest as set forth in the Declaration, a copy of which is being filed concurrently with the filing of these Bylaws with the Clerk and Recorder of Gallatin County, State of Montana.

Each Unit shall thus have an equal voting interest on all matters affecting the general business of the PMC CONDOMINIUMS, on all matters affecting the common

elements, assessments for the common elements, and on all matters upon which the Association has agreed to have voting on the general common elements' interests. Voting upon matters affecting limited common elements and assessments for limited expenses shall be only by owners having a unit or interest in units located in the building affected.

Whenever a quorum is present at a meeting of the Association or the Board of Directors, those present may do any and all acts they are empowered to do unless specific provisions of these Bylaws, the Declaration, or the laws of the State of Montana direct otherwise.

#### **VI. BOARD OF DIRECTORS**

The governance of the PMC CONDOMINIUMS shall be by a Board of three (3) Directors, elected among the Unit Owners. Such Board shall have all powers and responsibilities attendant to the general administration and control of the condominium. Additionally, the Board shall have the authority necessary to carry into effect the powers and duties specified by these Bylaws.

#### **VII. OFFICERS OF THE BOARD OF DIRECTORS**

The Association shall elect from its membership a Board of Directors which shall consist of a Chairman, Vice-Chairman, and Secretary/Treasurer, who shall all serve for a term of one (1) year. The manner of election of the Board of Directors shall be as follows:

At the first and all subsequent annual meetings of the Association, nominations for positions on the Board shall be accepted from any of the Unit Owners present. Voting will be noncumulative, with each Association member having a vote equal to his percentage of interest in the general common elements, for as many persons as there are Directors to be elected. Board members shall be elected by majority vote of the interests present or voting by proxy at any annual or special meeting. The first Board consisting of one (1) person, as listed below, shall serve until the first annual meeting of the Association, at which time a new Board shall be elected.

### **VIII. POWERS AND DUTIES OF THE BOARD OF DIRECTORS**

The Board of Directors shall have the following powers and duties:

- A. To call annual meetings of the Association and give due notice thereof.
- B. To conduct elections of the Board of Directors.
- C. To enforce the provisions of the Declaration, Bylaws and protective covenants of the PMC CONDOMINIUMS by appropriate action.
- D. To promulgate and adopt rules and regulations for the use of the common elements and for the occupancy of the units so as not to interfere with the peace and quiet of all the residents. Such rules must be approved by two-thirds ( $\frac{2}{3}$ ) of the unit owners at any regular or special meeting of the Association.
- E. To provide for the management of the PMC CONDOMINIUMS by hiring or contracting with suitable and capable management and personnel for the day-to-day operation, maintenance, upkeep and repair of the general common and limited common elements.
- F. To levy assessments as allowed by the Declaration, these Bylaws and the State of Montana, and to provide for the collection, expenditure and accounting of said assessments.
- G. To pay for the expenses of the maintenance, repair and upkeep of the general common elements and the limited common elements, and to approve payment vouchers either at regular or special meetings.
- H. To delegate authority to the Manager for the routine conduct of condominium business, however, such authority shall be precisely defined with ultimate authority at all time residing in the Board of Directors.
- I. To provide a means of hearing grievances of Unit Owners and to respond appropriately thereto.
- J. To meet at regularly scheduled times and to hold such meetings open to all Unit Owners or their agents.
- K. To prepare an annual budget for the condominium in order to determine the amount of the assessments payable by the Unit Owners to meet the general common and limited common expenses, and allocate and assess

such charges among the Unit Owners according to their respective interests in the general common and limited common elements.

- L. To levy and collect special assessments whenever, in the opinion of the Board, it is necessary to do so in order to meet increased operating or maintenance expenses, costs, or additional capital expenses, or because of emergencies.
- M. To take appropriate legal action to collect any delinquent assessments, payments or amounts due from Unit Owners, or from any person or persons owing money to the condominium, and to levy a penalty and to charge interest on unpaid amounts due and owing. However, other than for the collection of delinquent assessments or accounts, the Board shall not initiate any litigation or lawsuit without prior approval of at least two-thirds ( $\frac{2}{3}$ ) of the aggregate interest of the Unit Owners in the condominium.
- N. To defend in the name of the Association any and all lawsuits wherein the PMC CONDOMINIUMS is a party defendant.
- O. To enter into contracts necessary to carry out the duties herein set forth.
- P. To establish a bank account for the PMC CONDOMINIUMS, and to keep therein all funds of the Association. Withdrawal of monies from such accounts shall only be by checks signed by such persons as are authorized by the Board of Directors.
- Q. In general, to act for and carry on the administration and affairs of the Association as authorized and prescribed by the Declaration, and to do all those things which are necessary and reasonable in order to carry out the governance and operation of the PMC CONDOMINIUMS.
- R. To make repairs, alterations, additions and improvements to the general common and limited common elements consistent with managing the condominium in a first-class manner and in the best interest of the Unit Owners.
- S. To provide for the perpetual maintenance of the general common open area and landscaping, the parking areas and driving lanes, and any stream/ditch and irrigation canals, and to make any assessments necessary for such maintenance as provided herein. Such maintenance shall specifically include the control of County declared noxious weeds.

- T. To arrange, keep, maintain and renew the insurance for the Association as set forth in the Declaration.
- U. To receive and make payment for common utility expenses, including the power bill, for all of the condominium units. The pro rata portion of the utility expenses shall be paid by the unit owners as part of, or in addition to, their condominium assessment, with the method of payment to be determined by the Board.
- V. To carry out the duties and responsibilities of the Board in all other matters as may be authorized, needed or required by the Declaration.

#### **IX. VACANCIES AND REMOVAL**

Should a vacancy occur on the Board of Directors, the Board, subject to the exception described below, shall appoint a member of the Association to serve for the unexpired term. Such vacancy shall be filled no later than the next regular Board meeting after which it occurs. Should such vacancy not be filled by the Board at the next regular meeting of the Association, the Association may fill such vacancy.

At any regular or special meeting of the Association, any member of the Board may be removed by a majority of the aggregate interest in the PMC CONDOMINIUMS. Such vacancy shall be filled by the Association. Such removal matter must be announced in the notice of such regular or special meeting. The personal delivery of such notice by the Secretary of the Association shall be considered notice served.

#### **X. COMPENSATION**

No member of the Board of Directors shall receive any compensation for acting as such. Nothing herein, however, shall be construed to preclude compensation being paid to Managers who are hired by the Board of Directors.

#### **XI. MANAGERS**

The Manager shall be appointed and/or removed by the Board of Directors. The Manager (or any member of the Board or Association handling Association funds or having power to withdraw or spend such funds) shall be bonded if required by the Board of Directors, and shall maintain the records of the financial affairs of the condominium. Such records shall detail all assessments made by the Association and the status of payments of said assessments by all Unit Owners. All records shall be available for examination during normal business hours to any Unit Owner or his assigned representative. All functions and duties herein provided for the Manager may be



performed by the Board, or the Chairman, if the Board should decide not to have a Manager.

- A. Accounts: The receipts and expenditures of the Association shall be under the direction of the Manager and be classified as appropriate into general common expenses and limited common expenses, and shall include a provision for current expenses which shall include all receipts and expenditures to be made within the year for which the budget is made, including a reasonable allowance for contingencies and working funds, except expenditures chargeable to reserves or betterments. The balance in this fund at the end of each year shall be applied to reduce the assessments for current expenses for the succeeding year. Other budget items may be provided for in the discretion of the Manager.
- B. Budget: The Manager shall prepare and submit to the Board each calendar year, a budget, which must be approved and adopted by the Board. The budget shall include the estimated funds required to defray the general common and limited common expenses and to provide and maintain funds for the foregoing accounts according to good accounting practices.

Copies of the budget and proposed assessments shall be transmitted to each member on or before December 15 of the year preceding the year for which the budget is made. If the budget is subsequently amended, a copy of the amended budget shall be furnished to each member.

- C. Financial Report: An audit and financial report of the accounts of the Association may be made annually by a Certified Public Accountant, if required by the Board of Directors, and a copy of the report shall be furnished to each member no later than March 1<sup>st</sup> of each year for which the audit is made.

The Manager shall generally operate and manage the condominium for and on behalf of the Unit Owners and shall have such other powers and authority as the Board may designate. If there is no Manager or the Manager resigns, is terminated or his contract expires, the Board shall perform all the duties of the Manager.

## **XII. AMENDMENT OF BYLAWS**

These Bylaws may be amended at any regular or special meeting of the Association providing that a copy of the proposed revision is included in the notice of such meeting. Upon a vote of over seventy-five percent (75%) of the aggregate interest in the condominium, the amendment shall be declared adopted. The Secretary shall as

soon as practicable after adoption, prepare a copy of these Bylaws as amended for certification by the Chairman and Secretary of the Association. Such amended and certified Bylaws shall then be filed and recorded in the office of the Clerk and Recorder of Gallatin County, State of Montana. Bylaws as amended shall become effective at the time of such recording.

### **XIII. ASSESSMENTS**

In accordance with the percentage of interest in the general common elements as set forth in the Declaration, each Unit Owner shall be assessed for general common expenses. Such assessments, and assessments for limited common expenses, shall be collected and paid according to the terms and under the procedures more particularly set forth in the Declaration. The amount of assessments described above and any other assessments allowed by these Bylaws, the Declaration, and by the State of Montana, shall be fixed by the Board of Directors. Notice of each owner's assessments shall be mailed to said owner at his address of record.

### **XIV. THE DECLARATION**

The undersigned has filed, along with these Bylaws, a Declaration whereby the properties known as the PMC CONDOMINIUMS are submitted subject to Title 70, Chapter 23, M.C.A. The Declaration shall govern the acts, powers, duties and responsibilities of the Association of Unit Owners, and in the event these Bylaws and the Declaration are in conflict, the Declaration shall prevail.

The definition of terms set forth in the Declaration shall be applicable throughout these Bylaws and the interpretation thereof.

By virtue of these Bylaws and the Declaration, each Unit Owner has the right to membership in the Association of Unit Owners and any Unit Owner may be on the Board of Directors of the PMC CONDOMINIUMS.

The PMC CONDOMINIUMS Association of Unit Owners and its Board of Directors shall have the primary and final authority on all matters solely affecting the condominium area, subject to the laws, rules and regulations of the City of Bozeman, County of Gallatin, and the State of Montana.

IN WITNESS WHEREOF, the undersigned, as the owners of record of all of the condominium units and 100% of the voting interests of the PMC CONDOMINIUMS as of the date hereof, hereby appoint the following persons to serve on the Board of Directors and as officer until the first annual meeting of the Association, to-wit:

Nancy A. Flikkema	President
Nancy K. Flikkema	Vice-President
Dale Flikkema	Secretary/Treasurer

And, the Declarants and the said Board hereby declare and affirm the adoption of the foregoing Bylaws on the 24<sup>th</sup> day of September, 2018.

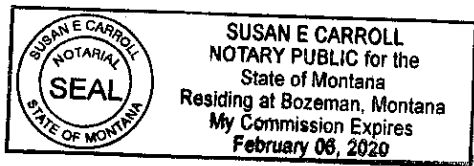
DECLARANT:

CIRCLE F, LLC

By: Nancy A. Flikkema  
Nancy A. Flikkema, Member

STATE OF MONTANA    )  
  : ss.  
County of Gallatin    )

On this 24<sup>th</sup> day of September, 2018, before me, a Notary Public in and for the State of Montana, personally appeared Nancy A. Flikkema, Member of CIRCLE F, LLC, whose name is subscribed to the within instrument and acknowledged to me that she executed the same on behalf of the LLC.



Susan E. Carroll  
Notary Public for the State of Montana  
Printed Name: Susan E. Carroll

PMC CONDOMINIUMS OWNERS'  
ASSOCIATION

By: Nancy A. Hilkema  
Director - Nancy A. Hilkema

By: Nancy K. Hilkema  
Director - Nancy K. Hilkema

By: Nak Hilkema  
Director - Nak Hilkema

STATE OF MONTANA )  
  : ss.  
County of Gallatin )

On this 21<sup>st</sup> day of September, 2018, before me, a Notary Public in and for the State of Montana, personally appeared Nancy A. Hilkema, Nancy K. Hilkema, and Nak Hilkema, the Directors of PMC CONDOMINIUMS OWNERS' ASSOCIATION, whose names are subscribed to the within instrument and acknowledged to me that they executed the same on behalf of the Association.

Susan E. Carroll  
Notary Public for the State of Montana  
Printed Name: Susan E. Carroll

