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AMENDMENT TO HOMEOWNERS DISCLOSURE STATEMENT FOR

CHESAPEAKE STATION HOMEOWNERS ASSOCIATION, INC.

(Original Disclosure Filing Dated May 1, 1991)

For deposit with the Circuit Court Depository for Calvert County.

AMENDED AND RESTATED BY-LAWS of 1. Chesapeake Station Homeowners Association, Inc. (Approved October 15, 2022)

CERTIFICATION

I HEREBY CERTIFY that I am duly authorized by the Board of Directors of the Chesapeake Station Homeowners Association, Inc., a homeowners' association located in Calvert County, Maryland, to deposit material on behalf of the Association with the Homeowners' Association Depository for the Circuit Court of Calvert County, Maryland, in accordance with the requirements of Section 11B-113 of Title 11B, Real Property Article, Annotated Code of Maryland.

Return to:

Elmore Law Group, P.C.

Kathleen M. Elmore, Esquire

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Severna Park, Maryland 21146

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Kathleen M. Elmore, Esquire

BY-LAWS

OF

CHESAPEAKE STATION HOMEOWNERS ASSOCIATION, INC. [AMENDED AND RESTATED - APPROVED 2022] ARTICLE I

NAME AND LOCATION. The name of the corporation is Chesapeake Station Homeowners Association, Inc., hereinafter referred to as the "Association". The principal office of the corporation shall be located at P.O. Box 967, Chesapeake Beach, Maryland 20732, but meetings of Members and directors may be held at such places within the State of Maryland, as may be designated by the Board of Directors from time to time.

ARTICLE II

DEFINITIONS

<u>Section 1. Definitions</u>. Throughout these By-Laws, words and terms used herein shall have the meanings set forth in the Amended and Restated Chesapeake Station Homeowners Association, Inc. Declaration of Covenants, Easements, Charges and Liens, recorded among the Land Records of Calvert County, Maryland in Book 5749, pages 350 *et seq*. as amended from time to time.

<u>Section 2.</u> "Grounds Committee" shall mean the entity which is referred to in Article IX, Section 3.

<u>Section 3</u>. "Planning Committee" shall mean the entity which is referred to in Article IX, Section 4.

Section 4. "Rules Committee" shall mean the entity which is referred to in Article IX, Section 5.

ARTICLE III

MEMBERSHIP

<u>Section 1. Membership.</u> Qualification for Membership shall be defined in the Articles of Incorporation.

Section 2. Suspension of Membership. During any period in which a Member shall be in default for more than sixty (60) days, in the payment of any annual or special assessment levied by the Association, the voting rights and right to use of the recreational facilities of such Member may be suspended by the Board of Directors until such assessment has been paid. Such rights of a Member may also be suspended, after notice and hearing, for a period of not to exceed

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thirty (30) days, for violation of any rules and regulations established by the Board of Directors governing the use of the Open Space and facilities.

ARTICLE IV

PROPERTY RIGHTS: RIGHTS OF ENJOYMENT

Section 1. Tenants. Guests, Non-resident Owners. The rights of enjoyment set forth in the Declaration shall extend to any person who is lawfully present on the Properties, either (i) as a resident living on a Lot, or (ii) as a guest of such a resident and he shall be deemed to have the same rights as a Member of the Association or an owner of the particular Lot; and any person who is an owner of a Lot or a Member of the Association, but who does not actually and lawfully reside on the Lot or any other Lot shall be deemed not to have the right of a Member under the Declaration.

ARTICLE V

BOARD OF DIRECTORS: SELECTION: TERM OF OFFICE

Section 1. Number and Qualifications. The affairs of this Association shall be managed by a Board of five directors, who shall be Members of the Association. All directors shall be natural persons over the age of 21 years. Not more than one person per household may serve as a director simultaneously, and no person may serve as a director who is a convicted felon, or who is engaged in a lawsuit or administrative action wherein the adverse party is the Association.

Section 2. Election. Annually, the Members shall elect five directors for a term of one year.

Section 3. Removal. Any director may be removed from the Board, with or without cause, by a majority vote of the Members of the Association. In the event of death, resignation or removal of a director, his successor shall be selected by the remaining Members of the Board and shall serve for the unexpired term of his predecessor.

<u>Section 4. Compensation.</u> No director shall receive compensation for any service he may render to the association. However, any directory may be reimbursed for his actual expenses incurred in the performance of his duties.

<u>Section 5. Action Taken Without a Meeting.</u> The directors have the right to take any action in the absence of a meeting which they could take at a meeting by obtaining the written consent or approval of all directors. Any action so approved shall have the same effect a though taken at a meeting of the Directors.

ARTICLE VI MEETINGS OF DIRECTORS

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<u>Section 1. Regular Meetings.</u> Regular meetings of the Board of Directors shall be held at least quarterly at such place and hour as may be fixed from time to time by resolution of the Board. <u>Section 2. Special Meetings.</u> Special meetings of the Board of Directors shall be held when called by the President of the Association, or by any two directors, after not less than three (3) day notice to each director.

Section 3. Quorum. A majority of the number of directors shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the directors present at a duly held meeting at which a quorum is present, shall be regarded as the act of the Board.

ARTICLE VII

NOMINATION AND ELECTION OF DIRECTORS

Section I. Nomination. Nomination for election to the Board of Directors may be made by any Member of the Association, and if appointed by the Board in its sole discretion, by a Nomination Committee. Nominations may also be made from the floor at the annual meeting.

Section 2. Election. Election to the Board of Directors shall be by written ballot. At such election the Members or their proxies may cast, in respect to each vacancy, as many votes as they are entitled to exercise under the provisions of the Declaration. The persons receiving the largest number of votes shall be elected. Cumulative voting is not permitted.

ARTICLE VIII

POWERS AND DUTIES OF THE BOARD OF DIRECTORS

Section 1. Powers. The Board shall have all the powers and duties necessary for the administration of the affairs of the Association and may do all such acts and things as are not by law, by the Declaration, the Articles, or these By-Laws directed to be exercised and done by the Members. The powers and duties of the Board shall include, but shall not be limited to, the following (subject at all times to the provisions of the Declaration, the Articles, and the other provisions of these By-Laws):

- (a) provide for the care, upkeep, control and surveillance of the Common Areas, community facilities and services, and all other property of the Association, in a manner consistent with law and the provisions of these By-Laws, the Articles and the Declaration; and
- (b) make assessments against Owners to defray the costs and expenses of the Association, establish the means and methods of collecting such assessments from the Owners, and establish the periods of the installment payments of the annual assessment for common expenses such that the annual assessments against each Owner for his or her proportionate share of the expenses of the

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Association shall be payable in equal monthly or quarterly installments, each such installment to be due and payable in advance on the first day of each installment period); and

- (c) collect the assessments against the Owners, depositing the proceeds thereof in a depository which it shall approve, and use the proceeds to carry out the administration of the Association and its powers and duties hereunder; and
- (d) adopt, publish and enforce Rules and Regulations governing (i) use of the Common Areas, including any improvement and amenities located thereon; (ii) additions, alterations, and improvements on or to the Lots; (iii) reasonable interpretation and construction of the provisions of the Declaration, the Articles, and these By-Laws; and (iv) such other matters as are specified as the subjects for such Rules and Regulations in the Declaration, the Articles or these By-Laws; and
- (e) suspend the voting rights, and the right of use of any recreational facilities located on any Common Areas during any period in which the Member is in default in the payment of any assessment levied by the Association; these rights may also be suspended for a period not to exceed sixty (60) days for any infraction of published Rules and Regulations; and
- (f) designate, hire and dismiss the personnel necessary for the maintenance, operation, repair and replacement of the Common Areas, and providing services for the Association, and, where appropriate, provide for the compensation of such personnel and for the purchase of equipment, supplies and material to be used by such personnel in the performance of their duties, which supplies and equipment shall be the property of the Association; and
- (g) open depository accounts on behalf of the Association and designate signatories required therefor; and
- (h) make contracts and guarantees, incur liabilities and borrow money and sell, mortgage, lease, pledge, exchange, convey, transfer, grant easements, rights-of-way, licenses, and other rights of use in, and otherwise dispose of, all or any part of the Common Areas and community facilities; and
- (i) repair, restore or reconstruct all or any part of the Common Areas and community facilities after any casualty loss in a manner consistent with law and the provisions of these By-Laws, the Articles, and the Declaration; and
- (j) make any addition, alterations or improvements to the Common Areas; provided, however, that if any such addition, alteration or improvements shall require an expense of Association funds in excess of Fifty Thousand Dollars (\$50,000.00), such addition, alteration or

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improvement shall only be authorized if approved by the affirmative vote of a majority of the Members; and

- (k) enforce by legal means the provisions of the Declaration, the Articles, these By-Laws and the Rules and Regulations adopted by it, and bring any proceedings which may be instituted on behalf of the Association; and
- (1) employ a Management Agent, independent contractors, or other employees or contractors as it may deem necessary, and to prescribe their duties; and
- (m) cause all officers or employees having fiscal responsibilities to be properly insured as required under Maryland law, and as required by the Declaration and further as it may deem appropriate; and
- (n) purchase such policies of insurance as shall be required by Maryland law, the Declaration, and as may from time to time be considered appropriate by the Board including, without limitation, casualty insurance, public liability insurance, workmen's compensation insurance to the extent necessary to comply with any applicable law, so-called "legal expense indemnity insurance" affording protection for the officers and directors of the Association for expenses and fees incurred by any of them in defending any suit or settling any claim or cause of action to which any such officer or director shall have been made a party by reason of his or her service as such, fidelity coverage and the like; and
- (o) purchase Lots and lease, mortgage or convey the same, subject to the provisions of these By-Laws, the Articles and the Declaration; and
- (p) enter into agreements whereby the Association acquires leaseholds, Memberships and other possessory, or use, interests in real or personal property for the purpose of promoting the enjoyment, recreation or welfare of the Members and to declare expenses incurred in connection therewith to be common expenses of the Association; and
- (q) exercise any and all rights of the Association to approve the plans and specifications for any construction or architectural change upon the Property and the Lots thereof or to appoint an architectural review committee and to delegate to such committee such approval rights; and
- (r) exercise for the Association all powers, duties and authority vested in or delegated to this Association and not reserved to the Members by other provisions of these By-Laws, the Articles, the Declaration, or applicable law; and
 - (s) declare the office of a Member of the Board of Directors to be vacant in the event

such Member shall be absent from three (3) consecutive regular meetings of the Board of Directors.

Section 2. Duties. It shall be the duty of the Board to:

- (a) keep 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 a statement is requested in writing by the holders of one-fourth (1/4th) of the votes of the Membership; and
- (b) supervise all officers, agents and employees of the Association, and to see that their duties are properly performed; and
 - (c) as more fully provided in the Declaration, to:
- (i) fix the amount of the annual maintenance assessment against each Lot not later than December 1st of the preceding year; and
- (ii) send written notice of each annual maintenance assessment to every Owner subject thereto and of each special assessment, at least thirty (30) days in advance of its due date; and
- (iii) foreclose the lien against a Lot if the Owner thereof has not paid the assessment thereon within such time as the Board may determine, or bring an action at law against the Owner or other person personally obligated to pay the same; and
- (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 made by the Board for the issuance of these certificates. (If the certificate states that an assessment has been paid, the certificate shall be conclusive evidence of payment with respect to any person relying on the certificate; and (e) keep books with detailed accounts in chronological order of the receipts and expenditures affecting the Common Areas and the administration of the Association specifying the maintenance and repair expenses of the Common Areas and any other common expenses incurred. All books and records shall be kept in accordance with good and accepted accounting practices, and the same shall be audited at least once a year by an outside auditor employed by the Board who shall not be a resident of the Property, or an Owner of a Lot therein. The cost of such audit shall be a common expense of the Association.

ARTICLE IX COMMITTEES

<u>Section 1.</u> The Board of Directors shall appoint such committees as deemed appropriate in carrying out the purposes of the Association, including but not limited to the Architectural Control Committee.

Section 2. Architectural Control Committee Responsibilities. The Architectural Control Committee appointed by the Board of Directors shall be comprised of at least three, but not more than five individuals who shall consider applications for approval of plans and specifications as provided in Article II of the Amended and Restated Chesapeake Station Homeowners Association, Inc. Declaration of Covenants, Easements, Charges and Liens, recorded among the Land Records of Calvert County, Maryland in Book 5749, pages 350 et seq. as amended from time to time ("Declaration"), and as provided in any Architectural Control Committee rules and regulations adopted by the Board of Directors.

<u>Section 3. Grounds Committee.</u> The Board of Directors shall designate three or more individuals to constitute a committee to be known as the "Grounds Committee". The affirmative vote of a majority of the Members of the Grounds Committee shall be required in order for the Grounds Committee to:

- (a) establish standards and requirements for the maintenance and upkeep of the common grounds and private residences.
- (b) establish short range and long range plans for the improvements of the common grounds, including the beach areas.
- (c) identify and resolve existing problems and issues.
- (d) identify potential improvements and keep the residents informed of matters concerning the beach and waterfront resources.
- (e) achieve consensus and prioritize:
 - immediate action required
 - action required this year
 - defer action until later date
- (f) Assign action to committees/individuals.
- (g) Submit recommendations to Board of Directors and Planning Committee as needed.
- (h) Receive bids for common ground maintenance on a yearly basis; hire contractor in accordance with Covenants; and, during the year, monitor the contractor's progress.

The Grounds Committee shall give written notice of any violation of these Covenants to the Owner. Unless such violation is reversed or modified by the Board of Directors or upon written application of the Owner within 10 days after the Grounds Committee makes such determination, the decision of the Grounds Committee regarding said violation shall be final.

Section 4. Planning Committee. The Planning Committee, if appointed by the Board, shall be comprised of the chairmen of all committees designated by the Board of Directors. The Planning Committee, if appointed, shall meet from time to time, at the direction of the Board of Directors, for the purpose of addressing special projects affecting the community. The Planning Committee's objectives will be:

- (a) to identify and prioritize those items requiring
 - immediate action
 - action this year
 - action in the near future.
- (b) to assign appropriate action to committees/individuals.
- (c) to document plans and recommendations.
- (d) to submit recommendations and action plans to the Board of Directors and the community as needed.

Section 5. Rules Committee. The Rules Committee, if appointed by the Board of Directors, shall be comprised of three or more individuals in the discretion of the Board of Directors. The affirmative vote of a majority of the Members of the Rules Committee shall be required in order for the Rules Committee:

- (a) to recommend to the Board of Directors the adoption or promulgation of any changes, modifications, or deletions of any provisions of the Declaration;
- (b) to recommend to the Board of Directors the adoption or promulgation of any additions to the Declaration;
- (c) to recommend to the Board of Directors the adoption and promulgation of "Good Neighbor Rules"; and
- (d) to recommend to the Board of Directors the adoption or promulgation of any changes, modifications or deletions to the By-Laws of Chesapeake Station Homeowners Association, Inc.

The Rules Committee shall give written notice of any violation of these Covenants or Good Neighbor Rules to the Owner. Unless such violation is reversed or modified by the Board of Directors or upon written application of the Owner within 10 days after the Rules Committee

makes such determination, the decision of the Rules Committee regarding said violation shall be final.

ARTICLE X

MEETING OF MEMBERS

- Section 1. Place of Meetings. Meetings of the Membership shall be held at the principal office or place of business of the Association or at such other suitable place convenient to the Membership as may be designated by the Board of Directors from time to time.
- Section 2. Annual Meetings. The annual meetings of the Members of the Association shall be held on the second Saturday of September of each succeeding year, or at such time as the Board of Directors determines is appropriate. At such meeting the Membership shall elect by ballot a Board of Directors in accordance with the requirements of these By-Laws. The Members may also transact such other business of the Association as may properly come before them.
- Section 3. Special Meetings. It shall be the duty of the President of the Board to call a special meeting of the Members as directed by resolution of the Board of Directors, or upon receipt of a petition signed by at least twenty five percent (25%) of the Members. Such petition is subject to reasonable verification by the Board of Directors. The notice of any special meeting shall state the time and place of such meeting and the purpose thereof. No business shall be transacted at a special meeting except as stated in the notice.
- Section 4. Notice of Meetings. It shall be the duty of the Management Agent as directed by the Board of Directors, to send notice of each annual or special meeting at least fifteen (15) but no more than seventy-five (75) days prior to such meeting. The notice shall state the purpose of the meeting, and the time and place where it is to be held. Notice shall be sent to each Member of record, at the mailing or electronic address provided by the Member and as it appears on the Membership records of the Association. It shall be the affirmative duty of each Member to deliver written notice of his or her name and current mailing or electronic address to the Board of Directors care of the Management Agent. Notice sent to the mailing or electronic address of record as provided in the Maryland Homeowners Association Act and as shown on the Membership records of the Association shall be considered as notice served. Attendance by a Member at any meeting of the Members shall be a waiver of notice by that Member of the time, place and purpose thereof.
- Section 5. Quorum. The presence, in person or by proxy, of Members representing at least forty percent (40%) of the total Members of record, shall be requisite for, and shall constitute

a quorum for the transaction of business at annual meetings of Members. The presence, in person or by proxy, of Members representing at least thirty-three percent (33%) of the total Members of record, shall be requisite for, and shall constitute a quorum for the transaction of business at all special meetings of Members. Once quorum is obtained, it shall not be lost, regardless of the number of Members who may come and go during the pendency of the meeting.

Section 6. <u>Insufficient number of Members present at meeting.</u>

- (a) Calling of additional meeting. If the number of Members present at a properly called meeting of the Members is insufficient to approve a proposed action, another meeting of the Members may be called for the same purpose provided:
- (1) The notice of the initial meeting stated that the procedure authorized by Section 11B-111(6) of the Maryland Homeowners Association Act might be invoked, and provides the date, time, and place of the additional meeting, which date may not be less than 15 days after the date of the initial meeting; and
- (2) By majority vote, the Members present in person or by proxy at the initial meeting call for the additional meeting.
- (b) Notice of additional meeting. The additional meting shall occur not less than 15 days after the initial meeting and upon not less than ten (10) days additional notice of the date, time, place, and purpose of the additional meeting. The notice of the additional meeting shall be hand-delivered, mailed or sent by electronic transmission to each Member at the address shown on the business records of the Association; and
 - (1) Advertised in a newspaper published in the Calvert County, Maryland; or
 - (2) Posted on the Association's official website.
- (c) The notice shall contain the quorum and voting provisions of subsection (d) of this section.
- (d) Quorum and voting requirements at additional meeting. At the additional meeting, the Members present in person or by proxy constitute a quorum. A majority of the Members present in person or by proxy may approve or authorize the proposed action at the additional meeting and may take any other action which could have been taken at the original meeting if a sufficient number of Members had been present. This section shall not be construed to affect the percentage of votes required to amend the declaration or bylaws or to take any other action required to be taken by a specified percentage of votes.

Section 7. Voting. At every meeting of the Members, each Member shall have the right to cast one vote for each Membership which he or she owns on each question. Except when voting for directors wherein the candidate with the most votes is elected, the vote of the Members representing fifty-one percent (51%) of those present at the meeting, in person or by proxy, shall be necessary to decide any question brought before such meeting, unless the question is one upon which, by express provision of statute or of the Articles of Incorporation, or of the Declaration or of these By-Laws, a different vote is required, in which case such express provision shall govern and control. The vote for any Membership which is owned by more than one person may be exercised by any of them present at any meeting unless any objection or protest by any other owner of such Membership is noted at such meeting. In the event all of the co-owners of any Membership who are present at any meeting of the Members are unable to agree on the manner in which the vote for such Membership shall be cast on any particular question, then such vote shall not be counted for purposes of deciding that question. In the event any Membership is owned by a corporation, then the vote for any such Membership 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 Association prior to the meeting. The vote for any Membership which is owned by a trust or partnership may be exercised by any trustee or partner thereof, as the case may be, and, unless any objection or protest by any other such trustee or partner is noted at such meeting, the Chairman of such meeting shall have no duty to inquire as to the authority of the person casting such vote or votes.

No Member shall be eligible to vote, either in person or by proxy, nor shall be eligible to be elected to the Board of Directors, who is shown on the books or management accounts of the Association to be more than thirty (30) days delinquent in any payment due to the Association.

Section 8. Proxies. A Member may appoint any other Member, the Management Agent or the Board of Directors as his or her proxy. In no case may any Member (except the Management Agent or Board of Directors) cast more than four (4) votes by proxy in addition to his or her own vote. Every proxy must be in written form approved by the Board of Directors, signed by the grantee, dated and filed with the Secretary, or person authorized by the Board of Directors, not less than forty-eight (48) hours before the meeting at which it is intended to be voted. The Board of Directors, in its sole discretion, may elect to accept a proxy received less than forty-eight hours before the meeting at which it is intended to be voted, provided however,

that if any such proxy is accepted for that meeting, all others received less than forty-eight hours before that meeting at which they are intended to be voted must also be accepted. Every proxy shall be revocable, shall automatically cease upon the death of the Member or the conveyance by the Member of his or her Lot, and shall not be valid for more than 180 days after its issuance date.

<u>Section 9.</u> <u>Order of Business</u>. Unless altered by the chairperson of the meeting, the order of business at all regularly scheduled meetings of the Members will be as follows:

- (a) Verification of proxies, including but not limited to, establishing eligibility of lot owner to vote, acceptability of form of proxy, and signature of owner on proxy.
 - (b) Establishment of quorum.
 - (c) Reading and disposal of minutes of preceding meeting.
 - (d) Reports of officers, if any.
 - (e) Reports of committees, if any.
 - (f) Unfinished business.
 - (g) Election or appointment of inspectors of election.
 - (h) Election of directors.
 - (i) New Business.
 - (j) Open Forum
 - (k) Adjournment.

In the case of special meetings, items (a) through (c) shall be applicable and thereafter the agenda shall consist of the items specified in the notice of the meeting.

ARTICLE XI

OFFICERS AND THEIR DUTIES

Section I. Enumeration of Offices. The officers of this Association shall be a president and vice- president, who shall at all times be Members of the Board of Directors, a secretary, and a treasurer, and such other officers as the Board may from time to time by resolution create.

Section 2. Election of Officers. The election of officers shall take place at the first meeting of the Board of Directors following each annual meeting of the Members.

<u>Section 3. Term.</u> The officers of this Association shall be elected annually by the Board and each shall hold office for one (1) year unless he shall sooner resign, or shall be removed, or otherwise disqualified to serve.

<u>Section 4. Special Appointments.</u> The Board mat elect such other officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Board may, from time to time determine.

Section 5. Resignation and Removal. Any officer may be removed from office with or without cause by the Board. Any officer may resign at any time by giving written notice to the Board, the president or the secretary. Such resignation shall take effect on the date of receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

<u>Section 6. Vacancies.</u> A vacancy in any office may be filled in the manner prescribed for regular election. The officer elected to such a vacancy shall serve for the remainder of the term of the officer he replaces.

Section 7. Multiple Offices. The offices of secretary and treasurer may be held by the same person. No person shall simultaneously hold more than one of any of the other offices except in the case of special offices created pursuant to Section 4 of this Article.

Section 8. Duties. The duties of the officers are as follows:

President

The president shall preside at all meetings of the Board of Directors; shall see that the orders and resolutions of the Board are carried out; shall sign all leases, mortgages, deeds and other written instruments and shall co-sign all checks and promissory notes.

Vice President

The vice-president shall act in the place and stead of the president in the event of his absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required of him by the Board.

<u>Secretary</u>

The secretary shall record the votes and keep a minutes of all meetings and proceedings of the Board and of the Members; keep the corporate seal of the Association and affix it on all paper requiring said seal; serve notice of meetings of the Board and of the Members; keep appropriate current records showing the Members of the Association together with their addresses; and shall perform such other duties as required by the Board.

Treasurer

Unless delegated to the Management Agent by the Board of Directors, the treasurer shall receive and deposit in the appropriate bank accounts all monies of the Association and shall

disburse such funds as directed by resolution of the Board of Directors; shall sign all checks and promissory notes of the Association; keep proper books of accounts; cause an annual budget audit of the Association books to be made by a public accountant at the completion of each fiscal year; and shall prepare an annual budget and statement of income and expenditures to be presented to the Membership at its regular annual meeting, and deliver a copy of each to the Members. The treasurer shall monitor any duties delegated to the Management Agent.

ARTICLE XII

BOOKS AND RECORDS

The books, records and papers of the Association shall at all times, during reasonable business hours, subject to inspection by any Member or other party designated in the Declaration. The Declaration, the Articles of Incorporation and the By-Laws of the Association shall be available for the inspection by any Member at the principle office of the Association, where copies may be purchased at reasonable cost.

ARTICLE XIII

CORPORATE SEAL

The Association shall have a seal in the form hereinafter set forth: CHESAPEAKE STATION HOMEOWNERS ASSOCIATION, INC.

ARTICLE XIV

AMENDMENTS

<u>Section 1.</u> These By-Laws may be amended at a regular or special meeting of the Members, by a vote of a majority of a quorum of Members present in person or by proxy, or without a meeting by official absentee ballots in a form approved by the Board of Directors, which absentee ballots are hand-delivered, mailed or electronically sent to the address designated by the Board of Directors. <u>Section 2.</u> In the case of any conflict between the Articles of Incorporation and these By-Laws, the Articles shall control; and in the case of any conflict between the Declaration and these By-Laws, the Declaration shall control.

ARTICLE XV

MISCELLANEOUS

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

In so far as Maryland law shall permit, the "Declarant" is the owner of record of any Lot within this subdivision.

NOW, THEREFORE, IN WITNESS WHEREOF, we, being the Board of Directors of Chesapeake Station Homeowners Association, Inc., HEREBY CERTIFY that the foregoing By-Laws have at a meeting duly called and constituted, been approved by not less than a majority of a quorum of Members present in person or by proxy at a meeting duly called and constituted, and we have hereunto set our hands and seals this ___ day of OCTOBER ,2022 in witness thereof. (SEAL) President (SEAL) Vice President (SEAL) Treasurer (SEAL) Secretary (SEAL) Director,

Filed Among the Homeowners Association Depository Records of the Circuit Court for Calvert County on or about? October 17,2022 (mailed).

VALID ONLY WITH IMPRESSED SEAL

I HEREBY CERTIFY that the attached is a true copy of a record on file in the Office of the Calvert County Clerk of Circuit Court.

| C | 9 | 2 | 02 | 2 |
| KATHY PRIMITH, CLERK | DATE ISSUED