**A community meeting was held on Monday September 21st 2015 @ 7PM at the North Carroll Senior Center Hampstead MD. The purpose of the meeting was to vote on several proposed by-law changes. It was confirmed by the board of directors that 66 2/3 % of the community was present or had assigned their proxy ballots to other homeowners in good standing. The by-laws listed below were approved by the community and are effective as of September 21, 2015.**

**Declaration of Covenants, Conditions and Restrictions North Carroll Farms Homeowners Association, Inc.**

**Article V Covenants for Maintenance Assessments (Page 6.10-6.11)**

**Section 3.**

(b) From and after January 1 of the year immediately following the conveyance of the first Lot to an Owner, the maximum annual assessment and the maximum Additional Annual assessment may be increased above five percent (5%) by a vote of sixty-six and two-thirds percent (66-2/3%) of each class of Members who are voting in person or by proxy, at a meeting duly called for that purpose.

If sixty-six and two-thirds percent (66-2/3%) of the membership is not in attendance at the first meeting a second meeting may be scheduled within 60 days of the first meeting. Thirty (30) days’ notice must be given for the second meeting. Included in the meeting notice will be an absentee ballot along with a complete explanation of the proposed changes. If sixty-six and two-thirds percent (66-2/3%) of the membership is not in attendance at the second meeting, the membership present will cast their vote and the proxy and absentee ballots will be counted. The amendment will pass/fail based upon that vote. Absentee ballots must be received 3 days prior to the meeting in order to be counted.

**Section 5.** Special Assessments. In addition to the annual assessments authorized above, the Association may levy special assessments for the purpose of defraying, in whole or in part, the cost of any construction, reconstruction, repair or replacement of a capital improvement upon the Common Areas, including fixtures and personal property, or for any other purpose, provided that any such assessment shall have the assent of two-thirds 66(2/3) of the votes of each class of Members who are voting in person or by proxy, at a meeting called for this purpose.

If sixty-six and two-thirds percent (66-2/3%) of the membership is not in attendance at the first meeting a second meeting may be scheduled within 60 days of the first meeting. Thirty (30) days’ notice must be given for the second meeting. Included in the meeting notice will be an absentee ballot along with a complete explanation of the proposed changes. If sixty-six and two-thirds percent (66-2/3%) of the membership is not in attendance at the second meeting, the membership present will cast their vote and the proxy and absentee ballots will be counted. The amendment will pass/fail based upon that vote. Absentee ballots must be received 3 days prior to the meeting in order to be counted.

**Section 6.** Notice and Quorum for any Action Authorized under Sections 3 and 5. Written notice of any meeting called for the purpose of taking action authorized under Sections 3 and 5 shall be sent to all Members not less than thirty (30) days nor more than sixty (60) days in advance of the meeting. At the first such meeting called, if there are not present members or proxies entitled to cast sixty-six and two-thirds percent (66-2/3%) of all the votes of each class.

If sixty-six and two-thirds percent (66-2/3%) of the membership is not in attendance at the first meeting a second meeting may be scheduled within 60 days of the first meeting. Thirty (30) days’ notice must be given for the second meeting. Included in the meeting notice will be an absentee ballot along with a complete explanation of the proposed changes. If sixty-six and two-thirds percent (66-2/3%) of the membership is not in attendance at the second meeting, the membership present will cast their vote and the proxy and absentee ballots will be counted. The amendment will pass/fail based upon that vote. Absentee ballots must be received 3 days prior to the meeting in order to be counted.

**Articles of Incorporation and By-Laws of North Carroll Farms Homeowners Association, Inc.**

**Article IV Meeting of Members (Page 7.13)**

**Section 8.** Proxies. A Member may appoint any other Member or the Declarant as his proxy. Any proxy must be in writing and must be filed with the Secretary in a form approved by the Board of Directors before the appointed time of each meeting. Unless limited by its terms or statute, any proxy shall continue until revoked by a written notice of revocation filed with the Secretary, by the death of the Member, or by conveyance of the lot to which the membership is appurtenant.

Absentee Ballots. Absentee Ballots must be obtained from the Secretary. Each Absentee Ballot will be numbered, assigned to the lot/homeowner requesting the ballot and cannot be transferred to another lot/homeowner. Absentee Ballots must be received by the Secretary three (3) days prior to the scheduled meeting in order to be counted. Should the homeowner attend the scheduled meeting they may request the absentee ballot be destroyed so they may cast their ballot at that meeting. Absentee Ballots may be submitted in either paper or electronic format. If submitted electronically, they must be sent from an email address on file with the HOA for that specific homeowner. Electronic signatures are permitted as long as they meet the standard legal definition for an electronic signature.

**Article XII Amendments and Approvals (Page 7.23)**

**Section 1.** Amendments by Members. The By-Laws may be amended by the affirmative vote of Members representing sixty-six and two-thirds percent (66-2/3%) or more of the votes of each class of Members at any meeting of the Members duly called for such purpose.

If sixty-six and two-thirds percent (66-2/3%) of the membership is not in attendance at the first meeting a second meeting may be scheduled within 60 days of the first meeting. Thirty (30) days’ notice must be given for the second meeting. Included in the meeting notice will be an absentee ballot along with a complete explanation of the proposed changes. If sixty-six and two-thirds percent (66-2/3%) of the membership is not in attendance at the second meeting, the membership present will cast their vote and the proxy and absentee ballots will be counted. The amendment will pass/fail based upon that vote. Absentee ballots must be received 3 days prior to the meeting in order to be counted.

**Article VIII Management (Page 7.20)**

**Section 6.** Auditing. At the close of each fiscal year, the books and records of the Corporation shall be audited by an independent Certified Public Accountant whose report shall be prepared and certified in accordance with the generally accepted auditing standards. In lieu of an audit, a review may be performed by an independent reputable accounting firm whose report shall be prepared in accordance with Generally Accepted Accounting Principles. Based upon such report, the Corporation shall publish the findings of said report in the next HOA newsletter. The Corporation shall provide a full copy of the report to any members who request it. Reviews shall be performed bi-annually.