

**BY-LAWS  
OF  
MANCHESTER ESTATES HOMEOWNERS' ASSOCIATION, INC.**

These By-Laws are hereby adopted by the initial Board of Directors to provide organizational rules to govern the administration of MANCHESTER ESTATES HOMEOWNERS' ASSOCIATION, INC. (the "Association"), an Indiana non-profit corporation, incorporated pursuant to Indiana Code Chapter 23-17-3, whose Articles of Incorporation (the "Articles") were acknowledged by the Secretary of State of the State of Indiana on April 22, 2019 and amended on April 25, 2019.

**ARTICLE I  
DEFINITIONS**

1.01 Initial Authority. The purposes of the Association, its initial registered agent and members of its initial Board of Directors are as set forth in the Articles of Incorporation.

1.02 Geographic Limits. The areas lying within the limits of the Manchester Estates Secondary Plat as recorded in the public records of Boone County, Indiana on June 17, 2019 in Book 27, Page 27, Instrument No. 2019005294 (the "Plat") as more particularly described on the attached Exhibit A (the "Property").

1.03 Covenants, Conditions & Restrictions. The Declaration of Covenants, Conditions and Restrictions for Manchester Estates recorded in the public records of Boone County, Indiana on June 17, 2019 (the "Recordation Date") as Instrument No. 2019005293, as the same may be amended from time to time (the "Declaration").

1.04 HOA Act. These By-laws are subject to the requirements of Article 32.25.5 of the Indiana Code, as the same may be amended from time to time (the "HOA Act").

1.05 Governing Documents. As used herein, the "Governing Documents" shall refer to the Plat, the Declaration, the Articles, and these By-Laws, as the same may be modified from time to time.

1.06 Other Definitions. All capitalized terms that are not otherwise defined in these By-Laws shall have the same meanings set forth in the Declaration.

**ARTICLE II  
MEMBERSHIP**

2.01 Membership; Voting Rights.

a. As used herein, "Lennar" shall mean Lennar Homes of Indiana, Inc., a Delaware corporation, F/K/A CalAtlantic Homes of Indiana, Inc., and its successor or its successor-in-interest to Property. Lennar is also the "Declarant" under the Declaration. Lennar shall be a Member until the first to occur of the following: (i) the expiration of the Development Period, (ii) until Lennar resigns its membership, or (iii) Lennar no longer owns a Lot within the Property.

b. The Declaration establishes that each Owner of a Lot located within the Property upon acquisition of title to such Lot shall automatically become a Member of the Association. Such membership shall terminate upon the sale or other disposition by such Member of such Lot at which time the new Owner of such Lot shall automatically become a Member. No person shall be a Member unless such person has a direct publicly recorded ownership interest in a Lot located within the Property. The membership of the Association shall consist of one class of voting members, with each Member having equal voting rights. If any one Lot shall be owned by more than one person, partnership, trust, corporation, or other entity, they shall be treated collectively as one member for voting purposes, so that as to any matter being considered by the Association, only one vote appertains to each Lot.

c. Notwithstanding anything herein to the contrary, during the Development Period, Lennar shall appoint the Board, and elect all officers of the Association, and all actions of the Association shall otherwise require the prior written approval of Lennar. Lennar may, at its sole discretion, transfer control of the Association and its right to elect the Board and officers of the Association shall terminate, as soon as is practical upon the transfer of a number of Lots equal to eighty percent (80%) of the Lots in the Subdivision (the "Transfer Period"); provided, however, that Lennar may transfer control of the Association at an earlier date at its sole discretion. Notwithstanding such transfer of control during the Development Period, all actions of the Association shall continue to require the prior written approval of Lennar. Lennar shall retain all of its rights and privileges provided for herein from the Transfer Period until Dwelling Units have been constructed on all Lots in the Subdivision. The date that Lennar turns over complete control of the Association and relinquishes its rights during the Transfer Period shall be referred to herein as the "Turnover Date".

2.02 Privileges of Membership. Each Member of the Association (or its representative in the event that the Member is not a person) shall enjoy the full privileges of membership. Subject to the Articles and the Declaration, membership shall include the right to hold office, to enjoy access to all Common Area. Members who live with a Member of the Association, tenants in possession of a Lot, and family members of a tenant in possession of a Lot who live with such tenant, but who are not themselves Members, shall also enjoy full privileges of membership, except that they shall not have the right to hold office or to vote as specified in Section 3.01, below.

### **ARTICLE III** **THE ASSOCIATION**

3.01 Location. The principal office of the Association shall initially be located at 9025 North River Road, Suite 100, Indianapolis, Indiana 46240, or such other address as may be designated by the Association in writing and recorded with the Boone County, Indiana Recorder's Office; provided, however, the Association may change the location of its principal office without recording said change, if such change in address is after the Transfer Period.

3.02 Activities of Association. Subject to the Articles and the Declaration, the Association when so empowered shall engage in activities to benefit the Association and the owners of Lots located within the property including, but not limited to, the following:

- a. To enforce and exercise the rights granted to the Association by the Declaration.

b. To carry out the duties and obligations imposed upon the Association by the Declaration and the HOA Act.

c. To establish and/or enforce reasonable rules and regulations for the use of: (i) landscaped "islands" lying within the public rights of way; (ii) easement areas; or (iii) any areas reserved for common use of the Members.

d. To establish an orderly and efficient system for the payment of, or reimbursement for, all expenses of the Association, and for the establishment and collection of assessments needed to fund the activities of the Association, including both annual and special assessments.

e. To provide and arrange for such other services to Association property as the Board of Directors may from time to time determine.

f. To promulgate and/or enforce rules and regulations and perform such other acts as are deemed necessary to carry out the purposes of the Association.

g. To purchase, lease, or otherwise acquire, improve, construct, own, hold, use maintain, operate, exchange, encumber, sell, convey or otherwise dispose of, real and personal property of every kind, nature or description, as may be necessary or desirable to promote the purposes of the Association.

h. To make and perform contracts of every kind for any lawful purpose without limit as to any amount, with any person, firm, Association, corporation, municipality, state, government, or municipal or political subdivision.

3.03 Proxies, Record Date, Manner of Voting. Votes may be cast in person or by proxy. The person appointed as proxy need not be an Owner. Proxies must be in writing and filed with the secretary of the Association prior to the appointed time of each meeting or action taken and shall comply with the requirements of Section 32-25.5-3-10 of the HOA Act. Each proxy shall be revocable and shall automatically cease upon conveyance by a Member of its Lot, or upon suspension of any Member's voting privileges as provided in these By-Laws. The Board of Directors may fix a date, not exceeding seven (7) days prior to the date of any meeting of Members, as a record date of the determination of the Members entitled to vote at such meeting. Only the Members of record on the date so fixed shall be entitled to vote at such meeting. If a record date is not fixed by the Board of Directors, any person who becomes a Member before a meeting of the Members is convened shall be entitled to vote at such meeting. Voting for the election of the Board of Directors shall be by secret written ballot, but all other votes shall be conducted orally unless otherwise directed by the Board of Directors.

3.04 Place of Meeting. Meetings of the Association shall be held at such place upon the Subdivision or at such other place within four miles of the Property as may be designated by the Board of Directors.

3.05 Annual Meeting. No annual meeting shall be required prior to the beginning of the Transfer Period. After the Turnover Date, the regular annual meeting of the Members shall be held on such date and at such time during the month of February each year as the Board of

Directors may from year to year fix, or if the Board of Directors fails so to fix a date and time for the meeting in any year, at 8:00 p.m. on the second Thursday of February, if not a legal holiday, but if that day is a legal holiday under Indiana law, the annual meeting shall be held on the first succeeding day which is not a legal holiday.

3.06 Special Meetings. Before the Turnover Date, either the President of the Association or the Board of Directors may call a special meeting of the Members. After the Turnover Date, a special meeting of the Members may be called as above or by Members possessing at least ten percent (10%) of the voting power of the Association, upon delivery to the Board of Directors of a request in writing for a meeting of the Members as required under Section 32-25.5-3-2 of the HOA Act. Said request shall state the time and place of such meeting and the purpose thereof. It shall be the duty of the officer to whom the request is delivered to give notice of such meeting to the Members who are entitled to vote. If, upon such request, such officer does not send out a notice of the date, time, and place for such requested special meeting within thirty (30) days after a valid written request is received, the Member making such request may call such a special meeting by giving notice thereof or causing such notice to be given, in accordance with the provisions of Section 3.07 of this Article III. No business shall be transacted at a special meeting except as stated in the notice unless by consent of four-fifths (4/5) of the Members present, either in person or by proxy.

3.07 Notice of Meetings. Written notice of any meeting of the Members shall be given by, or at the direction of, the secretary or person authorized to call the meeting, by delivery in person or by mailing a copy of such notice, postage prepaid, to each Member entitled to vote, addressed to the Members' address last appearing on the books of the Association, as supplied by such Member to the Association for the purpose of notice. Such notice shall be mailed at least seven (7) days, but not more than thirty (30) days, prior to the date for such meeting and shall specify the place, day and hour of the meeting, and, in the case of a special meeting, the purpose of the meeting. Notice shall be mailed only to those Members who are shown to be Members on the records of the Association the date preceding the day on which notice is given.

3.08 Waiver of Notice. Any Member, either before or after any meeting, may waive any notice required by law, the Articles, the Declaration or these By-Laws. Waivers must be in writing and filed with the secretary of the Association and entered upon the records of the meeting. Notice of a meeting will be deemed to have been waived by any Member who attends such meeting and who does not, before or at the commencement of the meeting, protest lack of proper notice.

3.09 Quorum. At any meeting of the Members, a quorum shall consist of the Members who hold more than fifteen percent (15%) of the voting power of the Association, except when a greater number is required by law. If, a quorum is lacking, the Members present and entitled to vote shall have the power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum shall be present or represented. At any reconvened meeting at which a quorum is present, any business may be transacted which might have been transacted at the meeting originally called.

3.10 Administration of Meetings. At each meeting of the Members, the president or, in his absence, the vice-president, or in the absence of both, a chairman chosen by the majority vote of the Members present and entitled to vote shall act as chairman. The secretary, or, in his absence, any person appointed by the chairman, shall act as secretary for the meeting.

3.11 Order of Business. The order of business at all meetings of the Members shall be as follows:

1. Roll call  
A QUORUM BEING PRESENT
2. Proof of notice of the meeting or waiver thereof;
3. Reading of the minutes of the preceding meeting and action thereon, unless dispensed with by unanimous consent;
4. Report of the Board of Directors, if any;
5. Reports of the officers, if any;
6. Reports of committees, if any;
7. Election of Directors, if any;
8. Unfinished business, if any;
9. New business, if any; and
10. Adjourn.

The order of business at any meeting may be changed by the affirmative vote of Members possessing a majority of the voting power of the Members present and entitled to vote.

3.12 Action by Unanimous Written Consent of the Members. Any action which may be authorized or taken at a meeting of the Members may be authorized or taken without a meeting in writing or writings signed by all of the Members. The writing or writings evidencing such action taken by the unanimous written consent of the Members shall be filed with the records of the Association.

3.13 New Members. Any person entitled to membership shall make such fact known to the Association by giving written notice to the Secretary of the Association at the principal office of the Association. Until such fact is made known to the Association, said person may vote or receive notice of meetings of the Association only upon recognition of such ownership by the Association.

3.14 Membership Roster. The Association shall maintain the roster and other information regarding the Members and make such information available to the Membership as required under Section 32-25.5-3-1 of the HOA Act.

3.15 Budget Process. The Association shall prepare and adopt an annual budget consistent with the requirements and procedures of Section 32-25.5-3-3 of the HOA Act.

#### **ARTICLE IV** **BOARD OF DIRECTORS**

4.01 General Powers of Board of Directors. The affairs of the Association shall be governed, its business and affairs shall be conducted, and its property shall be controlled by a

Board of Directors, except where otherwise required by the laws of Indiana, the Declaration, the Articles, or these By-Laws.

4.02 Powers of the Board. Subject to the Declaration and the Articles, the Board of Directors shall have the power to:

(a) Adopt and publish rules and regulations governing the use of the facilities of the Association and the personal conduct of the Members and their guests thereon and penalties for the infraction thereof.

(b) Suspend a Member's voting rights and right to use the Association's facilities, if any, during any period in which such Member shall be in default in the payment of any assessment levied by the Association for a period of six (6) months or longer or as a result of any Member's infraction of the rules and regulations established by the Board of Directors.

(c) Declare the position of any Director to be vacant in the event such Director shall be absent without permission from the remaining board members from three (3) consecutive regular meetings of the Board of Directors.

(d) File Association's lien for unpaid assessments against any property for which such assessments are not paid within sixty (60) days after the due date thereof, bring an action at law against the party personally obligated to pay the same, or foreclose the Association's lien once filed consistent with the requirements and limitations of Chapter 32-28-14 of the Indiana Code.

(e) Employ such employees (including, without limitation, an Association facilities manager) as it deems necessary or appropriate to operate on the Common Areas or the facilities owned by the Association, or to furnish landscape maintenance service or other services to the Lot owners, and to prescribe the duties of each employee.

(f) Enter into such contracts, agreements, and make such other arrangements upon such terms and conditions as it deems necessary or appropriate to operate and maintain the facilities owned by the Association, and to, furnish or provide for the Lot owners services it deems necessary including but not limited to landscape maintenance services; provided, however, that the Board shall not enter into any contract or borrow funds in violation of Section 32-25.5-3-4 and Section 32-25.5-3-5 of the HOA Act.

(g) Bond all officers and employees having fiscal responsibilities, as may be deemed appropriate.

(h) Purchase, lease or otherwise acquire real or personal property in the name of the Association.

(i) Do all things necessary to carry out the purposes of the Association.

(j) Select individual Members to serve on the Architectural Review Board, to serve as more particularly set forth in the Declaration.

(k) Exercise the powers granted to the Board of Directors pursuant to the terms of the HOA Act.

4.03 Duties of the Board. Subject to the Articles of Incorporation and the Declaration, the Board of Directors shall have the duty to:

(a) Keep a complete record of all its acts and the Association's affairs and present a statement therefore to the Members at the annual meeting of the Members, or at any special meeting when such meeting is called consistent with the requirements of Section 3.06.

(b) Supervise all officers, agents and employees of the Association and see that their duties are properly performed.

(c) Fix the amount of the annual Assessment at least thirty (30) days in advance of each fiscal year.

(d) Send written notice to every Member at least thirty (30) days in advance of each change in the amount of the annual Assessment which notice shall also include the date, time and place of a meeting of the Members to be held for the purpose of reviewing the budget and annual Assessment.

(e) Call and conduct a special meeting of Members within thirty (30) days after announcing a change in the amount of the annual Assessment for the purpose of reviewing with the Members the budget and the reasons for the change in the annual Assessment and permitting the Members to express their views on the budget and assessment.

(f) Procure and maintain liability, fire and other hazard insurance on property owned by the Association.

(g) Take whatever other actions are necessary or appropriate to achieve the purposes for which the Association has been formed; provided, however, that the Board of Directors shall not have the power to institute, defend, intervene in, settle or compromise proceedings in the name of any Member.

4.04. Number. The Board of Directors shall be composed of between three (3) and nine (9) Members; provided, however, the number of directors shall at all times be an odd number. The initial Board shall have three (3) Directors. All of the Directors shall be Members or representatives of Members who are not individuals.

4.05 Term of Office. The initial Directors shall be selected by Declarant and shall serve until the Turnover Date. At the first meeting of the Members, which shall be held within thirty (30) days of the Turnover Date, the Members shall elect three (3) Directors for three (3) staggered terms ending at the next three (3) successive annual meetings. The person who receives the most votes at the first meeting shall serve for three (3) years, the person with the next highest vote count shall serve for two (2) years, and the person with the third highest vote count shall serve for one (1) year. At each annual meeting thereafter, the Members shall elect one Director who shall sit for a term of three (3) years.

4.06 Removal and Resignation. Any Director may be removed from the Board, with or without cause, by the Members of the Association, at any annual or special meeting of the Members if in the notice of such meeting the intention to consider such removal is specifically stated. Such removal shall be by the affirmative vote of Members possessing not less than two-thirds (2/3) of the voting power of the Members present and entitled to vote.

4.07 Resignation. Any Director may voluntarily resign at any time in writing effective as of the date specified in the resignation. Unless otherwise specified, the acceptance of a resignation shall not be necessary to make it effective.

4.08 Vacancies. Prior to the Turnover Date, vacancies among the initial Board of Directors or their successors shall be filled by the appointees of Lennar. After Turnover Date, a vacancy in the Board of Directors may be filled by a majority vote of the remaining Directors, even if they are less than a quorum. A Director so elected shall be deemed to be elected for a term equal to the unexpired portion of the term of the vacating Director.

4.09 Compensation. No Director shall receive compensation from the Association for any service he may render to the Association, provided that a Director may be reimbursed for his actual expenses incurred in the performance of his duties.

## **ARTICLE V**

### **NOMINATION AND ELECTION DIRECTORS**

5.01 Nomination. Nomination for election to the Board of Directors shall be made by a Nominating Committee. Nominations may also be made from the floor at any annual meeting after the Turnover Date. The Nominating Committee shall consist of three (3) Members of the Association or representatives of Members. The Nominating Committee shall be appointed by the Board of Directors prior to each annual meeting of the Members to serve from the close of such annual meeting until the close of the next annual meeting at which Directors are elected. Such appointment shall be announced by the Board of Directors.

The nominating Committee shall make as many nominations for election to the Board of Directors as it shall in its discretion determine, but not less than the number of vacancies that are to be filled on the Board. Such nominations may be made only from among Members or representatives of Members entitled to vote.

5.02 Election. Election to the Board of Directors shall be by secret written ballot. At such election, the Members or their proxies may cast as many votes as they are entitled to cast under the provisions of the Articles and these By-Laws for each vacancy. The persons receiving the largest number of votes shall be elected. Cumulative voting shall not be permitted.



**ARTICLE VI**  
**MEETING OF DIRECTORS**

6.01 Regular Meetings. Regular meetings of the Board of Directors shall be held at such times and at such places as the Board of Directors may decide. After the Turnover Date, the Board of Directors shall hold at least four (4) such meetings per fiscal year.

6.02 Special Meeting. Special meetings of the Board of Directors shall be held when called by the president of the Association or by any two (2) Directors, after not less than three (3) days' notice to each Director.

6.03 Quorum. A majority of the number of Directors shall constitute a quorum for the transaction of business. Every act done or decision 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.

6.04 Organization. At each meeting of the Board of Directors, the president, or, in his absence, the vice-president, or in the absence of both, a chairman chosen by a majority of the Directors present shall act as chairman. The secretary, or, if the secretary is not present, any person whom the chairman of the meeting shall appoint, shall act as secretary of the meeting.

6.05 Action Writing in Lieu of Meeting. Any action which by virtue of any provisions of the laws of Indiana, the Declaration, the Articles of Incorporation, or these By-Laws may be taken at a meeting of the Directors may be taken without a meeting if authorized by a writing signed by all the Directors.

6.06 Meetings Through Communications Equipment. Meetings of the Board of Directors may be held through any communications equipment provided that all persons participating in the meeting can hear each other. Persons participating through communications equipment shall be considered for purposes as present at any meeting held pursuant to this Section 6.06.

**ARTICLE VII**  
**OFFICERS AND THEIR DUTIES**

7.01 Enumeration of Officers. The officers of this Association shall be a president and a vice-president, a secretary, a treasurer, and such other officers as the Board of Directors may from time to time by resolution create.

7.02 Election of Officers. Each officer shall be elected annually by the Board of Directors. The election of officers shall take place at the first meeting of the Board of Directors following each annual meeting of the Members.

7.03 Term. Each officer of the Association shall hold office until his successor is elected, unless any such officer resigns, or is removed or is otherwise disqualified to serve.

7.04 Special Appointments. The Board of Directors may elect such other officers as the affairs of the Association may require. Each officer specifically appointed shall hold office for such period, have such authority, and perform such duties as the Board of Directors may, from

time to time, determine. The Board of Directors may delegate to any officer the power to appoint any subordinate officers, agents or committees. In the absence of any officer, or for any other reason the Board of Directors may deem sufficient, the Board of Directors may delegate, for such time as they determine, the power and duties of such officer to any other officer, or to any Director.

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

7.06 Vacancies. A vacancy in any office may be filled by appointment by the Board of Directors. The officer appointed to such vacancy shall serve for the remainder of the term of the officer he replaces.

7.07 Multiple Offices. The offices of secretary and treasurer may be held by the same person. No person shall simultaneously hold more than one (1) of any other offices except in the case of special offices created under Section 7.04 of this Article.

7.08 Duties. The duties of the officers shall be as follows:

(a) President. The President shall preside at all meetings of the Board of Directors and of the Members; see that orders and resolutions of the Board are carried out; sign all leases, mortgages, deeds, contracts and other written instruments to which the Association is a party; sign all checks and co-sign promissory notes of the Association upon authorization of the Board of Directors.

(b) 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 exercise and discharge such other duties as may be required of him by the Board of Directors or the president.

(c) Secretary. The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board of Directors and the Members; serve notice of meetings of the Board of Directors and of the Members; keep appropriate current records showing the Members of the Association together with their addresses; and perform such other duties as required by the Board or the president.

(d) Treasurer. The Treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and disburse such funds as directed by resolution of the Board of Directors, keep proper books of account, and co-sign all promissory notes of the Association upon authorization of the Board of Directors. After the Turnover Date, the Treasurer also shall have the Association's books reviewed by an accountant at the completion of each fiscal year, prepare an annual budget and a statement of income and expenditures to be presented to the membership at its regular annual meeting, and deliver a copy of each statement to the Members.

**ARTICLE VIII**  
**BOOKS AND RECORDS**

The books, records and papers of the Association shall at all times, during reasonable business hours, be subject to inspection by any Member. The Articles and the By-Laws of the Association shall be available for inspection by any Member at the principal office of the Association, where copies may be purchased at a reasonable cost.

**ARTICLE IX**  
**DURATION**

The Association shall remain in existence so long as: (a) the Association owns any property or facilities held for the common benefit of all the Members; (b) the Association has the right and power to enforce any restriction applicable to any Lot; or (c) the Association has the right and power to arbitrate disputes in connection with any restriction applicable to any Lot.

**ARTICLE X**  
**DISSOLUTION**

In the event of dissolution, the Directors and Members shall provide for the distribution of the corporate assets in a manner which does not deprive the Association of tax-exempt status.

**ARTICLE XI**  
**AMENDMENT AND REGULATIONS**

11.01 Notice of Amendments. A holder or insurer of a first mortgage upon any Lot, upon written request to the Association (which request shall state the name and address of such holder or insurer and a description of the Lot) shall be entitled to timely written notice of:

- (a) Any proposed amendment of these By-Laws; and
- (b) Any proposed termination of the Association (unless the Association automatically terminates pursuant to the provisions of Article IX above).

11.02 Amendments Regarding Voting. The unanimous consent of all Members present, in person or by proxy, who are entitled to vote at a duly called and noticed meeting of the Association, shall be required for any amendment of the Articles of Incorporation or amendment of these By-Laws which affect a change in (a) the allocation of voting powers and control contained in Article III above; or (b) the fundamental purposes for which the Association is organized.

11.03 Other Amendments. Except as provided in Section 11.02 above, the consent of sixty-seven percent (67%) of the Members present, in person or by proxy, who are entitled to vote at a duly called and noticed meeting of the Association shall be required to amend these By-Laws.

11.04 Declarant's Consent. Notwithstanding anything in this Article XI to the contrary, Declarant's consent to an amendment is required if Declarant still owns one (1) Lot in the Subdivision and not more than seven (7) years has passed since the Recordation Date.

**ARTICLE XII**  
**INDEMNIFICATION OF DIRECTORS, OFFICERS AND OTHERS**

12.01 Indemnification; Actions by Others. The Association may indemnify or agree to indemnify any person who was or is threatened to be made a party to any threatened, pending or completed action, suit or proceedings, whether civil, criminal, administrative, or investigative, other than action by or in the right of the Association, by reason of the fact that he is or was a Director or officer of the Association, is or was a Member serving on the Architectural Control Committee or is or was serving at the request of the Association as a trustee, director, officer, employee or agent of another corporation, domestic or foreign, nonprofit or profit, partnership, joint venture, trust, or other enterprise, against expenses, including attorney's fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by him in connection with such action, suit or proceeding, if he acted in good faith and in a manner he reasonably believed to be in or not opposed to the best interests of the Association, and with respect to any criminal action or proceeding, if he had no reasonable cause to believe his conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he reasonably believed to be in or not opposed to the best interests of the Association, and with respect to any criminal action or proceeding, had reasonable cause to, believe that his conduct was unlawful.

12.02 Indemnification; Actions by or in the Right of the Association. The Association may indemnify or agree to indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the Association to procure a judgment in its favor by reason of the fact that he is or was a Director or officer of the Association, or is or was serving at the request of the Association as a trustee, director, officer, employee, or agent of another corporation, domestic or foreign, nonprofit or for, profit, partnership, joint venture, trust or other enterprise against expenses, including attorneys' fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by him in connection with the defense or settlement of such action or suit, if he acted in good faith and in a manner he reasonably believed to be in or not opposed to the best interests of the Association, except that no indemnification shall be made in respect of any claim, issue, or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of his duty to the Association unless and only to the extent that the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses as the court shall deem proper. Indemnification or contribution shall be allowed only pursuant to Indiana Code § 23-17-1-1, et seq.

12.03 Successful Defense. To the extent that a person specified in Sections 12.01 or 12.02, above, has been successful on the merits or otherwise in defense of any action, suit or proceeding referred to in Sections 12.01 or 12.02, or in defense of any claim, issue or matter therein, he shall be indemnified against expenses, including attorneys' fees, actually and reasonably incurred by him in connection therewith.

12.04 Specific Case Determination. Unless ordered by a court and subject to Section 12.03 above, any indemnifications under Sections 12.01 and 12.02 shall be made by the

Association only as authorized in the specific case upon a determination that indemnification of the person specified in Sections 12.01 and 12.02 is proper in the circumstances because he has met the applicable standard of conduct set forth in Sections 12.01 and 12.02, respectively. Such determination shall be made (i) by a majority vote of a quorum consisting of Directors of the Association who were not and are not parties to or threatened by the action, suit, or proceeding in question; or (ii) if such a quorum is not attainable, or if a majority of a quorum of disinterested Directors so directs, in a written opinion by independent legal counsel other than an attorney, or a firm having associated with it an attorney, who has been retained by or who has performed services for the Association or any person to be indemnified within the past five (5) years; or (iii) by the Members; or (iv) by the court in which such action, suit, or proceeding referred to in Sections 12.01 or 12.02 was brought. If an action or suit by or in the right of the Association is involved, any determination made by the disinterested Directors under this Section 12.04 or by independent legal counsel under this Section 12.04 shall be communicated promptly to the person, if any, who threatened or brought the action or suit under Section 12.02, and within ten (10) days after receipt of such notification, such person shall have the right to petition the court in which the action or suit was brought to review the reasonableness of such determination.

12.05 Advance payment. The Association may agree to advance expenses, including attorneys' fees, incurred in defending any action, suit or proceeding referred to in Sections 12.01 and 12.02 prior to the final disposition of such action, suit or proceeding as more particularly set forth in Indiana Code § 23-17-16-10. The decision to advance such expenses by the Association shall be made using the same procedures set forth in Section 12.04, but monies cannot be so advanced unless the person on whose behalf the expenses are to be so advanced first enters into a written undertaking, executed personally, to repay any and all advances if it is ultimately determined that such person did not meet the standard of conduct necessary to be entitled to indemnification by the Association.

12.06 Non-Exclusive. The indemnification provided in this Article shall not be deemed exclusive of any rights to which those seeking indemnification may be entitled under the Articles or the By-Laws or any agreement, vote of Members or disinterested Directors, or otherwise, both as to action in their official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to serve in capacity hereinabove specified, and shall inure to the benefit of the heirs, executors, and administrators of such a person.

12.07 Insurance. The Association may purchase and maintain insurance on behalf of any director, officer or person specified in Sections 12.01 and 12.02 against any liability asserted against him and incurred by him in any such capacity, or rising out of his status as such, whether or not the Association should have the power to indemnify him against such liability under this Article.

### **ARTICLE XIII** **MISCELLANEOUS**

13.01 Conflicts with the By-Laws. In the case of any conflict between the Articles of Incorporation and the By-Laws, the Articles of Incorporation shall control. In the case of any conflict between the By-Laws and the Declaration, the Declaration shall control. In the case of any conflict between the By-Laws and HOA Act, the HOA Act shall control.

13.02 Fiscal Year. 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, except that the first fiscal year shall begin on the date of filing the Articles with the Secretary of State of Indiana.

13.03 Service of Notice on the Board of Directors. Notices required to be given to the Board of Directors or to the Association may be delivered to any Member of the Board of Directors or officer of the Association either personally or by mail, addressed to such Member or officer at his home.

13.04 Non-Waiver of Covenants. No covenants, restrictions, conditions, obligations or provisions contained in the Declaration or these By-Laws shall be deemed to have been abrogated or waived by reason of any failure to enforce the same, irrespective of the number of violations or breaches which may occur.

13.05 Agreements Binding. All agreements and determinations lawfully made by the Association in accordance with the procedures established in the Declaration and these By-Laws shall be deemed to be binding on all Members, their successors, heirs and assigns.

13.06 Severability. The invalidity of any covenant, restriction, condition, limitation or any other provision of these By-Laws or of any part of the same shall not impair or affect in any manner the validity, enforceability or effect of the rest of these By-Laws.

13.07 Gender and Grammar. The singular whenever used shall be construed to mean the plural when applicable. The necessary grammatical changes required to make the provisions of these By-Laws apply to corporations, partnerships or individuals shall be assumed. The necessary grammatical changes required to make the provisions of these By-Laws apply to men and women shall be assumed.

13.08 Claims; HOA Act Requirements. The Association acknowledges that the HOA Act requires that certain claims or other disputes are subject to the requirements of Subsections 5-1 through 5-17 of the HOA Act related to the following:

- (1) A claim arising out of or relating to the interpretation, application, or enforcement of the Governing Documents.
- (2) A claim relating to the rights or duties of the Association or the Board of Directors under the Governing Documents.
- (3) A claim relating to the maintenance of the Subdivision.
- (4) Any other claim, grievance, or dispute among the parties involving the Subdivision or the Association.

Notwithstanding the foregoing, the Association further acknowledges that Subsections 5-1 through 5-17 of the HOA Act do not apply to the following:

- (1) A claim by the Association for assessments or dues and any action by the Association to collect assessments or dues.

- (2) An action by a party to obtain a temporary restraining order or equivalent emergency equitable relief:
  - (A) to maintain the status quo and preserve the party's ability to enforce the Governing Documents; or
  - (B) when an emergency condition exists that jeopardizes the health or safety of any of the residents within the Subdivision.
- (3) A suit to which an applicable statute of limitations would expire within the notice period, which shall not apply if a party against which the claim is made agrees to toll the statute of limitations as to the claim for the period reasonably necessary to comply with the procedures set forth in the HOA Act.
- (4) A dispute that is subject to mediation, arbitration, or other alternate dispute resolution under applicable law, contract, warranty agreement, or other instrument.
- (5) A claim that is substantively identical to a claim:
  - (A) that was previously addressed by the parties; or
  - (B) that was resolved by a judicial determination in favor of one (1) of the parties.

The Board of Directors acknowledges that Subsections 5-1 through 5-17 of the HOA Act set forth certain requirements and mandatory grievance procedures for all claims set forth above that must be complied with before an action may be filed in court or an administrative proceeding may be commenced under applicable law, and Subsections 5-1 through 5-17 of the HOA Act are hereby incorporated by reference as if fully rewritten herein. In addition, all Owners, Members, the Association, and the Board of Directors shall comply with the requirements of Subsections 5-1 through 5-17 of the HOA Act.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the initial Board of Directors of Manchester Estates Homeowners' Association, Inc. have caused this instrument to be duly executed this 18th day of June, 2019.

*Estates*  
**MANCHESTER HOMEOWNERS ASSOCIATION, INC.**

DocuSigned by:  
*Keith Lash*  
By: 9C00E2987F02418...  
Keith Lash, Director

DocuSigned by:  
*Bob Schmatz*  
By: 2CFBE75EBB1A466  
Robert Schmatz, Director

DocuSigned by:  
*Nicole Scott*  
By: FE204509769B407...  
Nicole Scott, Director



**EXHIBIT A**

**Legal Description of Property**

**PARCEL I**

PART OF THE WEST HALF OF THE SOUTHWEST QUARTER OF SECTION 2, TOWNSHIP 17 NORTH, RANGE 2 EAST OF THE SECOND PRINCIPAL MERIDIAN, EAGLE TOWNSHIP, BOONE COUNTY, INDIANA, AS DEPICTED ON AN ORIGINAL BOUNDARY SURVEY PREPARED BY KRISTOPHER K. EICHHORN, PROFESSIONAL SURVEYOR NUMBER 21000230, HWC ENGINEERING JOB NUMBER 2018-113, DATED JUNE 14, 2018 AND LAST REVISED AUGUST 28, 2018, DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWEST CORNER OF SAID QUARTER SECTION, MARKED BY A RAILROAD SPIKE; THENCE NORTH 87 DEGREES 56 MINUTES 08 SECONDS EAST (BEARINGS BASED UPON INDIANA STATE PLANE COORDINATE SYSTEM - WEST ZONE, NAD83/HARN ADJUSTMENT) ALONG THE NORTH LINE OF SAID QUARTER SECTION A DISTANCE OF 981.01 FEET TO THE POINT OF BEGINNING BEING THE NORTHWEST CORNER OF A 4.76-ACRE TRACT OF LAND DESCRIBED IN INSTRUMENT NUMBER 0408215 IN THE OFFICE OF THE RECORDER OF BOONE COUNTY, INDIANA; THENCE CONTINUING NORTH 87 DEGREES 56 MINUTES 08 SECONDS EAST ALONG SAID NORTH LINE A DISTANCE OF 219.70 FEET TO THE NORTHEAST CORNER OF SAID 4.76-ACRE TRACT; THENCE SOUTH 00 DEGREES 43 MINUTES 50 SECONDS EAST ALONG AN EAST LINE OF SAID TRACT A DISTANCE OF 334.08 FEET TO AN EASTERLY CORNER THEREOF; THENCE NORTH 87 DEGREES 56 MINUTES 08 SECONDS EAST ALONG A NORTH LINE OF SAID TRACT A DISTANCE OF 130.00 FEET TO THE EAST LINE OF SAID HALF-QUARTER SECTION; THENCE ALONG SAID EAST LINE SOUTH 00 DEGREES 43 MINUTES 50 SECONDS EAST A DISTANCE OF 931.61 FEET TO A POINT IN STARKEY ROAD; THENCE SOUTH 88 DEGREES 20 MINUTES 18 SECONDS WEST A DISTANCE OF 208.19 FEET TO THE SOUTHWEST CORNER OF A 2.63-ACRE TRACT OF LAND DESCRIBED IN INSTRUMENT NUMBER 0408215 IN SAID RECORDER'S OFFICE AND THE FOLLOWING THREE (3) COURSES ARE ALONG THE WEST LINE OF SAID 2.63-ACRE TRACT AND ALONG THE WEST LINES OF SAID 4.76-ACRE TRACT; (1) THENCE NORTH 08 DEGREES 08 MINUTES 01 SECONDS WEST A DISTANCE OF 821.69 FEET; (2) THENCE NORTH 08 DEGREES 24 MINUTES 17 SECONDS WEST A DISTANCE OF 266.86 FEET; (3) THENCE NORTH 00 DEGREES 42 MINUTES 33 SECONDS WEST 181.62 FEET TO THE POINT OF BEGINNING, CONTAINING 7.385 ACRES, MORE OR LESS.

**PARCEL II**

PART OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 2, TOWNSHIP 17 NORTH, RANGE 2 EAST OF THE SECOND PRINCIPAL MERIDIAN, EAGLE TOWNSHIP, BOONE COUNTY, INDIANA, AS DEPICTED ON AN ORIGINAL BOUNDARY SURVEY PREPARED BY KRISTOPHER K. EICHHORN, PROFESSIONAL SURVEYOR NUMBER 21000230, HWC ENGINEERING JOB NUMBER 2018-113, DATED JUNE 14, 2018 AND LAST REVISED AUGUST 28, 2018, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF THE SOUTHEAST QUARTER OF SAID QUARTER SECTION; THENCE SOUTH 00 DEGREES 57 MINUTES 19 SECONDS EAST (BEARINGS BASED UPON INDIANA STATE PLANE COORDINATE SYSTEM - WEST ZONE, NAD83/HARN ADJUSTMENT) A DISTANCE OF 42.03 FEET; THENCE NORTH 87 DEGREES 45 MINUTES 40 SECONDS EAST A DISTANCE OF 1.50 FEET TO THE NORTHWEST CORNER OF TRACT "A", BUILDING #1 IN MANCHESTER SQUARE RECORDED IN PLAT BOOK 16, PAGE 24 AS INSTRUMENT NUMBER 200500513046 IN THE OFFICE OF THE RECORDER OF BOONE COUNTY, INDIANA; THENCE ON THE NORTH LINE OF SAID TRACT "A" NORTH 87 DEGREES 45 MINUTES 40 SECONDS EAST A DISTANCE OF 128.34 FEET TO THE NORTHEAST CORNER OF SAID TRACT "A"; THENCE CONTINUE NORTH 87 DEGREES 45 MINUTES 40 SECONDS EAST A DISTANCE OF 192.36 FEET TO THE WESTERLY RIGHT OF WAY LINE OF THE C.C.C. & ST. LOUIS RAILROAD; THENCE ON SAID WEST RIGHT OF WAY LINE SOUTH 30 DEGREES 10 MINUTES 20 SECONDS EAST A DISTANCE OF 150.42 FEET TO THE SOUTH LINE OF TRACT "B" IN SAID MANCHESTER SQUARE; THENCE ON SAID SOUTH LINE SOUTH 87 DEGREES 45 MINUTES 40 SECONDS WEST A DISTANCE OF 201.79 FEET TO THE EAST RIGHT OF WAY LINE OF MANCHESTER DRIVE AS DEPICTED IN SAID MANCHESTER SQUARE; THENCE ON SAID EAST RIGHT OF WAY LINE SOUTH 00 DEGREES 57 MINUTES 19 SECONDS EAST A DISTANCE OF 525.49 FEET TO THE SOUTH LINE OF TRACT "G" IN SAID MANCHESTER SQUARE; THENCE CONTINUING SOUTH 00 DEGREES 57 MINUTES 19 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE A DISTANCE OF 16.00 FEET TO THE POINT OF BEGINNING MARKED BY A 5/8-INCH REBAR WITH YELLOW CAP STAMPED "HWC ENGINEERING FIRM #0114" (HEREINAFTER REFERRED TO AS AN "HWC REBAR"); THENCE NORTH 87 DEGREES 56 MINUTES 02 SECONDS EAST A DISTANCE OF 244.39 FEET TO AN "HWC REBAR"; THENCE NORTH 63 DEGREES 00 MINUTES 00 SECONDS EAST A DISTANCE OF 63.46 FEET TO AN "HWC REBAR"; THENCE SOUTH 26 DEGREES 00 MINUTES 00 SECONDS EAST A DISTANCE OF 6.00 FEET TO AN "HWC REBAR"; THENCE NORTH 66 DEGREES 00 MINUTES 00 SECONDS EAST A DISTANCE OF 25.00 FEET TO AN "HWC REBAR"; THENCE SOUTH 88 DEGREES 00 MINUTES 00 SECONDS EAST A DISTANCE OF 19.00 FEET TO AN "HWC REBAR"; THENCE NORTH 80 DEGREES 00 MINUTES 00 SECONDS EAST A DISTANCE OF 18.00 FEET TO AN "HWC REBAR"; THENCE NORTH 72 DEGREES 00 MINUTES 00 SECONDS EAST A DISTANCE OF 16.00 FEET TO AN "HWC REBAR"; THENCE NORTH 60 DEGREES 00 MINUTES 00 SECONDS EAST A DISTANCE OF 25.00 FEET TO AN "HWC REBAR"; THENCE NORTH 50 DEGREES 00 MINUTES 00 SECONDS EAST A DISTANCE OF 32.00 FEET TO AN "HWC REBAR"; THENCE NORTH 40 DEGREES 00 MINUTES 00 SECONDS EAST A DISTANCE OF 10.00 FEET TO AN "HWC REBAR"; THENCE NORTH 30 DEGREES 00 MINUTES 00 SECONDS EAST A DISTANCE OF 22.00 FEET TO AN "HWC REBAR" ON A WESTERLY LINE OF A TRACT OF LAND DESCRIBED IN INSTRUMENT NUMBER 0410992 IN SAID RECORDER'S OFFICE; THENCE SOUTH 29 DEGREES 42 MINUTES 52 SECONDS EAST ALONG SAID WESTERLY LINE 659.90 FEET TO A WESTERLY CORNER OF SAID TRACT; THENCE SOUTH 46 DEGREES 38 MINUTES 08 SECONDS WEST ALONG A NORTHWESTERLY LINE OF SAID TRACT A DISTANCE OF 173.08 FEET TO A MAG NAIL ON THE SOUTH LINE OF SAID NORTHWEST QUARTER, SAID POINT BEING SOUTH 87 DEGREES 56 MINUTES 08 SECONDS WEST A DISTANCE OF 502.92 FEET FROM THE SOUTHEAST CORNER OF SAID NORTHWEST QUARTER; THENCE ON SAID SOUTH LINE SOUTH 87 DEGREES 56 MINUTES 08 SECONDS WEST A DISTANCE OF 825.67 FEET TO A POINT BEING NORTH 87 DEGREES 56 MINUTES 08 SECONDS EAST A DISTANCE OF 1.50 FEET FROM THE SOUTHWEST CORNER OF THE EAST HALF OF SAID NORTHWEST QUARTER; THENCE PARALLEL WITH THE WEST LINE OF THE EAST HALF OF SAID NORTHWEST QUARTER NORTH 00 DEGREES 57 MINUTES 19 SECONDS WEST A DISTANCE OF 590.58 FEET TO A 5/8-INCH REBAR ON THE SOUTH LINE OF PARKWAY

DRIVE; THENCE NORTH 87 DEGREES 56 MINUTES 21 SECONDS EAST ALONG SAID SOUTH LINE A DISTANCE OF 192.32 FEET TO A 5/8 INCH STEEL REBAR WITH A YELLOW CAP STAMPED "MILLER SURVEY S0083"; THENCE NORTH 00 DEGREES 57 MINUTES 19 SECONDS WEST ALONG THE EAST LINE OF SAID PARKWAY DRIVE A DISTANCE OF 14.72 FEET TO THE POINT OF BEGINNING, CONTAINING 11.722 ACRES, MORE OR LESS.

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