

**SECOND AMENDMENT TO BY-LAWS OF
CROWNE MEADOWS HOMEOWNERS ASSOCIATION, INC.**

THIS SECOND AMENDMENT TO THE BY-LAWS OF CROWNE MEADOWS HOMEOWNERS ASSOCIATION, INC. (this "Amendment to By-laws"), is made this _____ day of _____ 20_____, by CROWNE MEADOWS HOMEOWNERS ASSOCIATION, INC., a Maryland non-stock corporation (the "Association").

WHEREAS, Crowne Meadows Homeowners Association, Inc. is a Maryland non-stock corporation, in good standing, which was formed pursuant to Articles of Incorporation filed on November 20, 1987, with the Maryland State Department of Assessments and Taxation, as required by statute; and,

WHEREAS, the Association is a duly created homeowners association by virtue of the recordation of that certain Declaration of Covenants, Conditions and Restrictions dated November 6, 1987, and recorded among the Land Records of Prince George's County, Maryland ("Land Records") in Liber 6825, folio 234, *et seq.* (the "Declaration"); and,

WHEREAS, the By-Laws of the Association (the "By-Laws"), adopted on or about November 6, 1987, were previously amended on November 26, 1991; and,

WHEREAS, the Board has determined that it is necessary to amend further the Association's By-Laws with respect to: the authority of the Association to suspend the privileges of Members on account of non-payment or violation of the Association's governing documents, and to charge late fees to delinquent assessments; the powers of the Board of Directors to adopt and publish rules and regulations governing the use of the Common Area and facilities, architectural governance, and to establish penalties and levy fines for infractions; qualification of Members to serve as directors/officers; appointment of Members to fill vacancies on the Board of Directors; virtual meetings; electronic notice and voting; annual meeting; fidelity insurance; and,

WHEREAS, pursuant to Article XIII, Section 1 of the By-laws, the By-Laws may be amended at a regular or special meeting of the members by a vote of the majority of the members present (in person or by proxy), such members being in good standing, and having established a quorum according to Article IX, Section 4 of the By-laws; and,

WHEREAS, Owners were provided notice of the Special Meeting of the Members at which the vote on this Second Amendment to the By-Laws was held in accordance with Article IX, Section 2 of the By-Laws; and,

WHEREAS, a quorum of Owners was present at said Special Meeting of the Members in accordance with Article V, Section 3 of the By-Laws; and,

WHEREAS, as set forth in the Certificate of the Secretary that is attached hereto and incorporated herein by reference, the majority of Owners present, in person or by proxy, at a Special Meeting of the Members called for such purpose have assented to the execution and adoption of this Second Amendment to the By-Laws of Crowne Meadows Homeowners Association, Inc.;

NOW, THEREFORE, in accordance with the aforesaid provisions thereof, and the Act, the By-Laws of Crowne Meadows Homeowners Association, Inc. shall be and are hereby amended further as follows:

1. Article III, Section 2 of the By-Laws is hereby deleted in its entirety, and the following is substituted in lieu thereof:

Section 2. Suspension of Membership. During a period in which a Member (i) shall be in default in the payment of any annual or special assessment levied by the Association; (ii) have commenced, continued or maintained an exterior alteration or improvement to a Lot without first having obtained the Association's prior approval to do so if required by the Declaration; or, (iii) have been found by the Architectural Review Committee or Board of Directors to be in violation of the Association's Governing Documents, the voting rights and right to use and enjoy the recreational and parking facilities, if any, of such Member may be suspended by the Board of Directors until such assessment has been paid and/or any breach of the Governing Documents shall have been abated.

2. Article IV, Section 1 of the By-Laws is hereby deleted in its entirety, and the following is substituted in lieu thereof:

Section 1. Number. The affairs of the Association shall be managed by a Board of five (5) directors, who must be Members of the Association in good standing.

3. Article IV, Section 3 of the By-Laws is hereby deleted in its entirety, and the following is substituted in lieu thereof:

Section 3. Removal; Vacancy. Any director may be removed from the Board, for cause, by the affirmative vote of Members in good standing having a majority of the total votes in the Association. No vote of the Members to remove a director may occur without the director whose removal is proposed being allowed the opportunity to address, orally or in writing, the allegations upon which the vote to remove said director is premised. In the event of the death, resignation or removal of a director, his or her successor shall be appointed by the remaining members of the Board, and s/he shall serve as a director until the next annual meeting of the Members, at which time a successor shall be elected to serve the unexpired term of the director whose removal, death or resignation was the cause of the vacancy.

4. Article V, Sections 1 and 2 of the By-Laws are hereby deleted in their entirety, and the following are substituted in lieu thereof:

Section 1. Regular Meetings. Regular meetings of the Board of Directors shall be held virtually or at such physical place and hour as may be fixed from time to time by resolution of the Board. Should said meeting fall upon a Sunday or a legal holiday, then that meeting shall be held at the same time on the next day which is not a Sunday or legal holiday. At all meetings conducted and attended by telephone conference, video conference, or by similar electronic means (referred to herein as a “Virtual Meeting”) all persons in attendance must be able to hear and be heard by all other participants in the Virtual Meeting.

Section 2. Special Meetings. Special meetings of the Board of Directors, which shall be held virtually or at such physical place and hour, shall be held when called by the President of the Association, or by any two directors, after not less than three (3) days’ notice to each director.

5. Article VII, Section 1(a) of the By-Laws is hereby deleted in its entirety, and the following is substituted in lieu thereof:

(a) adopt and publish rules and regulations governing the use of the Common Area and facilities, and the personal conduct of the members and their guests thereon; adopt and publish rules and regulations governing architectural review and guidelines for any Lot; enforce restrictions on use, per covenants in Article VII of the Declaration; and to establish penalties and levy fines for the infractions thereof;

6. Article VII, Sections 2(c) and (f) of the By-Laws is hereby deleted in its entirety, and the following is substituted in lieu thereof:

(c) as more fully provided in the Declaration to: (1) fix the amount of the monthly assessment against each Lot at least thirty (30) days in advance of each fiscal year, and (2) send written notice of assessment to every Owner subject thereto at least thirty (30) days in advance of the first day of each fiscal year during which monthly assessments shall be levied, and (3) to foreclose the lien against any property for which assessments are not paid within thirty (30) days after the due date and/or to bring an action at law against the Owner personally obligated to pay the same. Delinquent assessments (continued for at least fifteen calendar days) shall incur a late charge of fifteen dollars (\$15.00) or one-tenth of the total amount of any delinquent assessment or installment, whichever is greater. Further, unpaid assessments shall bear interest from the due date at the rate of six percent (6.00%) per annum; any judgment obtained for such delinquent assessment shall include such reasonable attorney’s fee as may be fixed by the court together with the cost of the action;

(f) cause all officers or employees with access to funds owned by the Association to be bonded, as required by applicable statute(s); and,

7. Article IX, Sections 1, 3 and 4 of the By-Laws are hereby deleted in their entirety, and the following are substituted in lieu thereof:

Section 1. Annual Meetings. The annual meeting of the Members shall be held during the month of September of each year. If for any reason a quorum of the Members cannot be attained on the first date scheduled for an annual meeting to be convened, the Association may call a further meeting in accordance with Section 5-206 of the Maryland Corporate Code, as amended from time to time.

Section 3. Notice of Meetings. Written notice of each meeting of the Members shall be given by, or at the direction of, the Association's Secretary or person authorized to call the meeting, by sending the same to each Member entitled to vote thereat, via email and/or by first class mail, postage prepaid, at least fifteen (15) days (or such different notice period as specified for certain actions in the Declaration and/or Articles of Incorporation) before such meeting. Notice shall be addressed to the email address and/or physical address of the Member last appearing on the books of the Association as provided by the Member to the Association for the purpose of giving notice. Such notice shall specify the place, day and hour of the meeting, and the agenda for the business to be transacted at the meeting.

Section 4. Quorum. The presence, in person or by proxy, of Members in good standing entitled to cast at least ten percent (10%) of the total votes eligible to be cast at a meeting or with respect to an action proposed to be taken by or on behalf of the Association shall constitute a quorum to convene a meeting or take an action proposed to be taken by or on behalf of the Association, unless a greater percentage may be specified in the Governing Documents.

IN WITNESS WHEREOF, on this ____ day of _____, 20____, the Board of Directors, on behalf of Crowne Meadows Homeowners Association, Inc., hereby executes, under seal, the foregoing Second Amendment to the By-Laws of the Crowne Meadows Homeowners Association, Inc.

ATTEST:

**CROWNE MEADOWS HOMEOWNERS
ASSOCIATION, INC.**

By: _____
Name: _____
Title: Secretary

By: _____ (SEAL)
Name: _____
Title: President

(Certificate of the Secretary on Following Page)

**CERTIFICATE OF THE SECRETARY
OF
CROWNE MEADOWS HOMEOWNERS ASSOCIATION, INC**

In accordance with the By-Laws of Crowne Meadows Homeowners Association, Inc. and Section 11B-116 of the Maryland Homeowners Association Act (Annotated Code of Maryland, Real Property Title 11B), the undersigned Secretary of Crowne Meadows Homeowners Association, Inc., being the person authorized by its Declaration and By-Laws to count the votes of the Members therein with respect to the foregoing Second Amendment the By-Laws of Crowne Meadows Homeowners Association, Inc. (the "Second Amendment to By-Laws"), does hereby certify the following: (i) that the foregoing Second Amendment to By-Laws to which this Certificate is attached was approved by Members having the requisite percentage of votes in the Association required by the By-Laws, and the Maryland Homeowners Association Act to adopt the aforesaid foregoing Second Amendment to By-Laws; (ii) a description of the Second Amendment to By-Laws accompanied the notice of the Special Meeting at which the proposed Second Amendment to By-Laws was voted upon. I further certify that this Certificate is recorded for the purpose of conforming to the By-Laws and Section 11B-116 of the Maryland Homeowners Association Act and hereby accompanies this Second Amendment to By-Laws.

ATTEST:

By: _____
Name: _____
Title: President

By: _____ (SEAL)
Name: _____
Title: Secretary

STATE OF MARYLAND)
) ss:
COUNTY OF PRINCE GEORGE'S)

I, _____, a Notary Public in and for the State of Maryland, do hereby certify that _____ known to me (or satisfactory proven) to be the person named as the Secretary of Crowne Meadows Homeowners Association, Inc., personally appeared before me in the above-referenced jurisdiction, and as Secretary, and by virtue of the authority vested in him/her, acknowledged the foregoing Certificate of the Secretary of Crowne Meadows Homeowners Association, Inc. to be his/her act and deed.

GIVEN under my and seal this _____ day of _____, 20____.

Notary Public

My Commission expires: _____