

Standard Condominium Management Bylaws
(Single Building Type)
(2025 Revision)
Provisional Translation
(Ver.1.0)

マンション標準管理規約（単棟型）（令和7年改正）
英文仮訳
(Ver.1.0)

2026.4

Public Interest Incorporated Foundation
Condominium Management Center

公益財団法人 マンション管理センター

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Standard Condominium Management Bylaws (Single Building Type)

ABC Condominium Management Bylaws

CHAPTER I. GENERAL PROVISIONS

Article 1 (Purpose)

The purpose of these bylaws is to promote the common interests of unit owners and secure a comfortable living environment by providing rules for the management and use of ABC Condominium.

Article 2 (Definitions)

In these bylaws, the terms listed in the following items have the meanings provided in those items.

- (i) "Unit ownership" means a unit ownership as defined in Article 2, paragraph (1) of the Act on Building Unit Ownership (Act No. 69 of 1962; referred to below as the "Unit Ownership Act").
- (ii) "Unit owner" means a unit owner as defined in Article 2, paragraph (2) of the Unit Ownership Act.
- (iii) "Possessor" means a possessor as defined in Article 6, paragraph (3) of the Unit Ownership Act.
- (iv) "Exclusively-owned area" means an exclusively-owned area as defined in Article 2, paragraph (3) of the Unit Ownership Act.
- (v) "Common element" means a common element as defined in Article 2, paragraph (4) of the Unit Ownership Act.
- (vi) "Grounds of the building" means the grounds of the building as defined in Article 2, paragraph (5) of the Unit Ownership Act.
- (vii) "Common elements, etc." collectively means common elements and attached facilities.
- (viii) "Exclusive right to use" means a right of a specific unit owner to exclusively use a certain part of the grounds of the building and common elements, etc.
- (ix) "Exclusive-use element" means parts of the grounds of the building and common elements, etc. covered by an exclusive right to use.

- (x) "Electronic or magnetic record" means a record of information in the form of a file stored on a computer, or a file containing information that is prepared using an electronic or magnetic recording medium (meaning a recording medium to be used for computer data processing that is created in electronic, magnetic, or any other form not perceivable by human senses alone; the same applies in (b) of the following item).
- (xi) "Electronic or magnetic means" means the following methods using an electronic information processing system or any other methods using information and communication technology.
 - (a) the following methods using an electronic information processing system:
 1. the method of transmitting the information via a telecommunications line connecting a computer used by a sender and a computer used by a recipient, and recording the information in a file stored on the computer used by the recipient;
 2. the method of making the content of information recorded in a file stored on a computer used by a sender available for inspection by a recipient via a telecommunications line, and recording the information in a file stored on the computer used by the recipient; or
 - (b) a method of delivering a file containing the information, prepared using an electronic or magnetic recording medium.
- (xii) "Web conferencing system" means a conference system enabling real-time, interactive communication of videos and sounds via telecommunications lines.
- (xiii) "Domestic manager" means a domestic manager as defined in Article 6-2 of the Unit Ownership Act.
- (xiv) "Administrator of exclusively-owned areas of unknown ownership" means an administrator of exclusively-owned areas of unknown ownership as defined in Article 46-2, paragraph (4) of the Unit Ownership Act.
- (xv) "Administrator of mismanaged exclusively-owned areas" means an administrator of mismanaged exclusively-owned areas as defined in Article 46-8, paragraph (3) of the Unit Ownership Act.

Article 3 (Duty to comply with bylaws and resolutions adopted at general meetings)

- (1) Unit owners must comply with these bylaws and resolutions adopted at general meetings of the Management Association (defined below) in a faithful manner in order to maintain a civil communal life.
- (2) Unit owners must have their co-residents, if any, also comply with these bylaws and resolutions adopted at general meetings of the Management Association.

Article 4 (Scope of property)

The scope of the property regulated by these bylaws are the grounds of the building, the building, and attached facilities stated in Exhibit 1 (collectively referred to below as the "property").

Article 5 (Effect of bylaws and resolutions adopted at general meetings)

- (1) These bylaws and resolutions adopted at general meetings of the Management Association are binding on all general successors or specific successors to unit owners.
- (2) With respect to the manners of use of the property, possessors have the same duties as those of unit owners under these bylaws and resolutions adopted at general meetings of the Management Association.

Article 6 (Management Association)

- (1) In order to achieve the purpose provided in Article 1, all unit owners organize the ABC Condominium Management Association (referred to below as the "Management Association") as an association provided in Article 3 of the Unit Ownership Act for managing the building, the grounds of the building and attached facilities.
- (2) The Management Association has its office in the building of ABC Condominium.
- (3) The operations, organization, and any other matters related to the Management Association are as prescribed in Chapter VI.

CHAPTER II. SCOPE OF EXCLUSIVELY-OWNED AREAS
AND COMMON ELEMENTS

Article 7 (Scope of exclusively-owned areas)

- (1) Exclusively-owned areas of the property that are the subjects of unit ownership are residential units with unit numbers.
- (2) The structural parts compartmentalizing respective exclusively-owned areas under the preceding paragraph from other areas are included in exclusively-owned areas as follows:
 - (i) Ceilings, floors and walls, excluding the parts forming the structural framework of the building, are included in an exclusively-owned area.
 - (ii) For entrance doors of residential units, only the parts of the lock and coating of the interior side of the door are included in an exclusively-owned area.
 - (iii) Window frames and glass are not included in an exclusively-owned area.

- (3) Facilities solely used for an exclusively-owned area as specified in paragraph (1) or the preceding paragraph, excluding the parts located within common elements, are included in an exclusively-owned area.

Article 8 (Scope of common elements)

The scope of common elements of the property is as stated in Exhibit 2.

CHAPTER III. CO-OWNERSHIP OF THE GROUNDS OF THE BUILDING
AND COMMON ELEMENTS, ETC.

Article 9 (Co-ownership)

The grounds of the building and common elements, etc. of the property are co-owned by unit owners.

Article 10 (Co-ownership shares)

The co-ownership shares of each unit owner are as stated in Exhibit 3.

Article 11 (Prohibition of division or separate disposition)

- (1) A unit owner may not claim the division of the grounds of the building or common elements, etc.
- (2) A unit owner must not transfer, create a mortgage on, or otherwise dispose of their exclusively-owned area and share of co-ownership of the grounds of the building and common elements, etc. separately.

CHAPTER IV. USE OF PROPERTY

[* Use the following templates for allowing/prohibiting the use of exclusively-owned areas for a private lodging business.]

(A) For allowing a private lodging business

Article 12 (Use of exclusively-owned areas)

- (1) A unit owner must use their exclusively-owned area only for residential purposes, and may not provide it for other purposes of use.
- (2) A unit owner is allowed to use their exclusively-owned area for a private lodging business under Article 2, paragraph (3) of the Private Lodging Business Act (Act No. 65 of 2017) to be operated by submitting a notification under Article 3, paragraph (1) of the same Act.

(B) For prohibiting a private lodging business

Article 12 (Use of exclusively-owned area)

- (1) A unit owner must use their exclusively-owned area only for residential purposes, and may not provide it for other purposes of use.
- (2) A unit owner is prohibited from using their exclusively-owned area for a private lodging business under Article 2, paragraph (3) of the Private Lodging Business Act (Act No. 65 of 2017) to be operated by submitting a notification under Article 3, paragraph (1) of the same Act.

Article 13 (Use of grounds of the building and common elements, etc.)

A unit owner must use the grounds of the building and common elements, etc. according to the manner of their normal use.

Article 14 (Exclusive right to use balconies, etc.)

- (1) Unit owners acknowledge that the holders of an exclusive right to use the balconies, entrance doors, window frames and glass, ground floor yards, and roof terraces as stated in Exhibit 4 (collectively referred to below as "balconies, etc." in this Article, Article 21, paragraph (1) and Exhibit 4) are as stated in the same Exhibit.
- (2) A person who has an exclusive right to use the ground floor yard must pay the Management Association an exclusive use charge, according to the conditions to be separately provided.
- (3) A person who leases an exclusively-owned area from a unit owner may use the balconies, etc. for which the unit owner has an exclusive right to use.

Article 15 (Use of parking lots)

- (1) The Management Association may allow specific unit owners to use parking lots as stated in the attached drawing, in accordance with a parking lot use agreement.
- (2) A user of the parking lot under the preceding paragraph must pay the Management Association a parking charge according to the conditions to be separately provided.
- (3) If a unit owner transfers or leases out their exclusively-owned area to another unit owner or a third party, the unit owner's parking lot use agreement ceases to be in effect.

Article 16 (Third party use of grounds of the building and common elements, etc.)

- (1) The Management Association may allow the persons specified in the following items to use a part of the grounds of the building and common elements, etc. as specified below, respectively:

- (i) Management offices, storage space for management purposes, machine rooms, and any other facilities necessary for conducting the property management: a provider or contractor of management services (meaning the management services under Article 2, item (vi) of the Act on Advancement of Proper Condominium Management (Act No. 149 of 2000; referred to below as the "Proper Management Act"))
 - (ii) Electric rooms: a provider of maintenance and operation services for electricity supply facilities for the property
 - (iii) Gas governor: a provider of maintenance and operation services for the equipment
- (2) Beyond what is stated in the preceding paragraph, the Management Association may allow a third party to use a part of the grounds of the building and common elements, etc. (excluding parking lots and exclusive-use elements), in accordance with a resolution adopted at a general meeting.

[* Use the following templates depending on the availability of electronic or magnetic means at the Management Association.]

(A) If electronic or magnetic means are not available:

Article 17 (Repair, etc. of exclusively-owned areas)

- (1) If a unit owner intends to repair or remodel their exclusively-owned area, or attach or replace building fixtures in their exclusively-owned area (collectively referred to below as "repair, etc.") that may affect any common element or other exclusively-owned areas, the unit owner must submit an application to the President (meaning the President provided in Article 35; the same applies below) and obtain written approval in advance.

(B) If electronic or magnetic means are available:

Article 17 (Repair, etc. of exclusively-owned areas)

- (1) If a unit owner intends to repair or remodel their exclusively-owned area, or attach or replace building fixtures in their exclusively-owned area (collectively referred to below as "repair, etc.") that may affect any common element or other exclusively-owned areas, the unit owner must submit an application to the President (meaning the President provided in Article 35; the same applies below) and obtain approval in writing or by electronic or magnetic means in advance.

- (2) In the case referred to in the preceding paragraph, the unit owner must submit an application to the President, attaching design drawings, specifications and work schedules.

- (3) The President must decide whether to grant approval concerning the application under paragraph (1) by the resolution of the board of directors (meaning the board of directors provided in Article 51; the same applies below).
- (4) When the approval under paragraph (1) is granted, the unit owner may conduct the work for the common element related to the repair, etc. of their exclusively-owned area, within the scope of the approval.
- (5) The President or their designee may enter the site of repair, etc. and conduct a necessary inspection to the extent necessary to ensure the compliance with this Article. In this case, the unit owner must not refuse the entry and inspection without justifiable grounds.
- (6) If any common element or other exclusively-owned area is found to have been affected by the work after the completion of the repair, etc. approved under paragraph (1), necessary measures must be taken at the responsibility and expense of the unit owner who ordered the work.
- (7) If a unit owner intends to conduct a repair, etc. for which the approval under (1) is not required, but for which the Management Association needs to be informed of in advance with regard to the effects that may be caused to common elements or other exclusively-owned areas during the process of work, including the entry to the site by the contractor's staff, carrying in of materials and equipment for work to the site, and noise, vibration, odor, and other effects, the unit owner must notify the President to that effect in advance.

Article 18 (Regulations on property use)

With respect to the use of the property, the detailed regulations are to be separately provided.

Article 19 (Lease of exclusively-owned areas)

- (1) If a unit owner leases out their exclusively-owned area to a third party, the unit owner must have the third party comply with these bylaws and regulations on property use.
- (2) In the case referred to in the preceding paragraph, the unit owner must provide in the lease agreement that the third-party lessee must comply with these bylaws and regulations on property use, and have the third-party lessee submit to the Management Association a written confirmation to comply with these bylaws and regulations on property use.
- (3) In the case referred to in paragraph (1), the unit owner must have the third-party lessee submit to the Management Association a notification of lease of exclusively-owned area.

[*Use the following templates for providing for the prohibition of the lease of exclusively-owned areas to members of organized crime groups.]

Article 19-2 (Exclusion of members of organized crime groups)

- (1) If a unit owner leases out their exclusively-owned areas to a third party, the unit owner must include in the lease agreement provisions containing the following conditions, in addition the conditions provided in the preceding Article.
- (i) that the lessee warrants that it is not, or will not become after the lease agreement is executed, a member of any organized crime group (meaning a member of an organized crime group as defined in Article 2, item (vi) of the Act on Prevention of Unjust Acts by Organized Crime Group Members (Act No. 77 of 1991); the same applies below);
 - (ii) that if the lessee is found to be a member of an organized crime group, the unit owner is entitled to terminate the lease agreement without any notice or demand; and
 - (iii) that if the unit owner does not exercise the right of termination under the preceding item, the Management Association is entitled to exercise the right on behalf of the unit owner.

[* Use the following templates depending on the availability of electronic or magnetic means at the Management Association.]

(A) If electronic or magnetic means are not available:

- (2) In the case referred to in the preceding paragraph, the unit owner must submit a document to authorize the Management Association to exercise the right of termination on their behalf pursuant to item (iii) of the preceding paragraph, and have the lessee submit to the Management Association a written confirmation to warrant that the lessee is not, or will not become after the lease agreement is executed, a member of an organized crime group.

(B) If electronic or magnetic means are available:

- (2) In the case referred to in the preceding paragraph, the unit owner must submit a document (including by way of submitting the information to be stated in the document by electronic or magnetic means) to authorize the Management Association to exercise the right of termination on their behalf pursuant to item (iii) of the preceding paragraph, and have the lessee submit to the Management Association a written confirmation to warrant that the lessee is not, or will not become after the lease agreement is executed, a member of an organized crime group.

CHAPTER V. MANAGEMENT

SECTION 1. GENERAL PROVISIONS

Article 20 (Duties of unit owners)

Unit owners must endeavor to cooperate with each other in their capacity as members of the Management Association and to manage the property in an appropriate and smooth manner at all times so as to maintain and enhance its value and functions.

Article 21 (Management of grounds of the building and common elements, etc.)

- (1) The Management Association is to conduct the management of the grounds of the building and common elements, etc. at its responsibility and expense; provided, however, that a holder of an exclusive right to use must conduct an act of preservation (meaning an act of preservation under the proviso to Article 18, paragraph (1) of the Unit Ownership Act; the same applies below) of balconies, etc. required in the course of their normal use at their responsibility and expense.
- (2) With respect to a part of facilities comprising an exclusively-owned area that is structurally integrated with a common element, when it is necessary to conduct an act of preservation, etc. (meaning the act of preservation, etc. of exclusively-owned areas as provided for in Article 17, paragraph (3) of the Unit Ownership Act; the same applies below) of that part in an integrated manner in the course of managing the common element, the Management Association may conduct such act of preservation, etc. according to a resolution adopted at the general meeting.

[* Use the following templates depending on the availability of electronic or magnetic means at the Management Association.]

(A) If electronic or magnetic means are not available:

- (3) A unit owner may not conduct any act of preservation of the grounds of the building or common elements, etc. except for the case provided in the proviso to paragraph (1) or with the written approval of the President applied for in advance; provided, however, that this does not apply to a case in which the use of the exclusively-owned area is prevented and the unit owner of the exclusively-owned area urgently needs to conduct the act of preservation.

(B) If electronic or magnetic means are available:

- (3) A unit owner may not conduct any act of preservation of the grounds of the building or common elements, etc. except for the case provided in the proviso to paragraph (1) or with the prior approval of the President in the form of writing or by electronic or magnetic means; provided, however, that this does not apply to a case in which the use of the

exclusively-owned area is prevented and the unit owner of the exclusively-owned area urgently needs to conduct the act of preservation.

- (4) For the process of application and approval under the preceding paragraph, the provisions of paragraphs (2), (3), (5) and (6) of Article 17 apply mutatis mutandis. However, the term "repair, etc." in Article 17, paragraph (5) is deemed to be replaced with "the act of preservation"; and the phrase "by the work after the completion of the repair, etc. approved under paragraph (1)" in Article 17, paragraph (6) is deemed to be replaced with "by the act of preservation after the completion of the act of preservation approved under Article 21, paragraph (3)".
- (5) If a unit owner has conducted an act of preservation in violation of paragraph (3), the expenses required for such act are to be borne by the unit owner who conducted the act of preservation.
- (6) In emergency situations including disasters, etc., the President is authorized to conduct an act of preservation of the grounds of the building and common elements, etc. as necessary, without the resolution adopted at a general meeting or the resolution of the board of directors of the Management Association.

Article 22 (Improvement of window glass and other fixtures)

- (1) The Management Association is to conduct improvement work for window frames, window glass, entrance doors and other apertures comprising common elements that are attached to residential units and would enhance the residential performance, including crime prevention, sound proofing, and thermal insulation at its own responsibility and expense and as part of a scheduled repair.

[* Use the following templates depending on the availability of electronic or magnetic means at the Management Association.]

(A) If electronic or magnetic means are not available:

- (2) If the Management Association cannot implement the work under the preceding paragraph in a timely manner, the relevant unit owner may implement the work at their responsibility and expense by submitting an application to the President and obtaining the written approval in advance.

(B) If electronic or magnetic means are available:

- (2) If the Management Association cannot implement the work under the preceding paragraph in a timely manner, the relevant unit owner may implement the work at their responsibility and expense by submitting an application to the President in advance and obtaining the approval in writing or by electronic or magnetic means.

- (3) For the process of application and approval under the preceding paragraph, the provisions of paragraphs (2), (3), (5) and (6) of Article 17 apply mutatis mutandis. However, the term "repair, etc." in Article 17, paragraph (5) is deemed to be replaced with "work under Article 22, paragraph (2)"; and the phrase "the repair, etc. approved under paragraph (1)" in Article 17, paragraph (6) is deemed to be replaced with "the work approved under Article 22, paragraph (2)".

Article 23 (Entry into sites)

- (1) Those who conduct the management work under the preceding two Articles may make a request for entry into the exclusively-owned areas or exclusive-use elements managed by another person or for the implementation of an act of preservation by themselves, to the extent necessary for conducting the management.
- (2) A person who receives a request for the entry or the implementation of the act of preservation pursuant to the preceding paragraph must not refuse the request without justifiable grounds.
- (3) In the case referred to in the preceding paragraph, a person who refuses to grant the entry or the implementation of the act of preservation without justifiable grounds must compensate for the resulting damages.
- (4) Notwithstanding the provisions of the preceding three paragraphs, if disasters, accidents, etc. occur that may result in serious physical or functional impact on common elements, etc. or other exclusively-owned areas unless the related person enters the exclusively-owned area or exclusive-use element managed by another person or an act of preservation is implemented immediately, the President is authorized to enter these areas or implement the act of preservation themselves. In this case, the President may also have their agent conduct these acts.
- (5) Those who entered the relevant area must restore the area to its original conditions in a timely manner.

Article 24 (Casualty insurance policy)

Unit owners agree that the Management Association acquires casualty insurance policies, including a fire and earthquake insurance policy, with respect to common elements, etc.

Article 24-2 (Claims and receipt of insurance proceeds, etc.)

- (1) The President acts as the agent of unit owners and those who were unit owners in the past (referred to below as a "former unit owner") in filing claims for and receiving payments under the insurance policies provided in the preceding Article, and in claiming and receiving

compensation for damages and restitution of unjust enrichment arising in connection with the grounds of the building and common elements, etc. (collectively referred to below as "insurance proceeds, etc.")).

- (2) The President is authorized to pursue a lawsuit as a plaintiff or defendant or to take other legal measures in connection with claiming and receiving insurance proceeds, etc., for unit owners and former unit owners, according to the resolution of the board of directors.
- (3) Claiming or receiving insurance proceeds, etc. is not allowed unless the provisions of the preceding two paragraphs are complied with.
- (4) If a unit owner transferred their unit ownership, the unit owner will not indicate any contrary intention under Article 26, paragraph (2) of the Unit Ownership Act.
- (5) Insurance proceeds, etc. are to be allocated to cover expenses required for the repair of defects in the grounds of the building or common elements, etc. with respect to which the insurance proceeds, etc. accrued; provided, however, that if (i) there is a surplus after allocation to the payment of these expenses, (ii) there is no need to repair the defects in the grounds of the building and common elements, etc., or (iii) the repair has been completed at the time when the President received the insurance proceeds, etc., the Management Association may allocate the insurance proceeds, etc. to pay the expenses provided in Article 27, transfer the insurance proceeds, etc. to the repair reserve fund, or use the insurance proceeds, etc. for reimbursing the payer of expenses for repairs already completed.
- (6) In the case of instituting a claim against a unit owner for compensation of damages or restitution of unjust enrichment arising in connection with the grounds of the building and common elements, etc. pursuant to paragraphs (1) and (2), the President may demand the unit owner to pay attorney fees as a penalty and other expenses.
- (7) The receipts of payments corresponding to attorney fees and other expenses demanded pursuant to the preceding paragraph are to be allocated to cover the expenses under Article 27.
- (8) If the President is named as a plaintiff or defendant for unit owners and former unit owners pursuant to paragraph (2), the President must inform the unit owners and former unit owners to that effect without delay. In this case, the provisions of Article 43, paragraphs (2) and (3) apply *mutatis mutandis* to notice to unit owners.

SECTION 2. ALLOCATION OF EXPENSES

Article 25 (Management costs)

- (1) A unit owner must pay the following fees and contributions (collectively referred to below as "management costs") to the Management Association to cover necessary costs to maintain the grounds of the building and common elements, etc.
 - (i) management fees; and
 - (ii) contributions to the repair reserve fund.
- (2) The amounts of management costs are calculated in proportion to each unit owner's co-ownership share of common elements.

Article 26 (Exercise of claims against successors of unit owners)

The Management Association's claims with regard to management costs may be exercised against the specific successors of each unit owner.

Article 27 (Management fees)

The management fees are to be allocated to cover general management expenses as specified in the following items:

- (i) management personnel payroll expenses;
- (ii) tax and public charges;
- (iii) common facilities maintenance and operational expenses;
- (iv) supplies, communication, and other office expenses;
- (v) fire and earthquake insurance and other casualty insurance policy premiums for common elements, etc.;
- (vi) ordinary repair expenses;
- (vii) cleaning, disinfection and garbage disposal expenses;
- (viii) outsourcing expenses;
- (ix) expenses necessary to retain experts;
- (x) the Management Association's operation-related expenses; and
- (xi) other expenses required for operations as provided for in Article 32 (excluding the expenses provided in the following Article).

Article 28 (Repair reserve fund)

- (1) The Management Association sets aside contributions from each unit owner for a repair reserve fund. The repair reserve fund can be used only when it is necessary to allocate the funds to cover the special management costs as specified in the following items:
 - (i) periodic planned repair work to be conducted at intervals of a specific number of years;
 - (ii) repairs necessitated by unexpected accidents and other extraordinary causes;

- (iii) improvements or modifications to the grounds of the building and common elements, etc.;
 - (iv) research on matters necessary to attain consensus on the reconstruction of the building, full renovation of the building, sale of the building and its grounds, demolition of the building and subsequent sale of its grounds, or demolition of the building (collectively referred to below as "condominium revitalization");
 - (v) management and administration of the repair reserve fund; and
 - (vi) any other managerial work specifically needed in relation to the management of the grounds of the building and common elements, etc. for the benefit of all unit owners.
- (2) Notwithstanding the preceding paragraph, during the period after the adoption of a resolution for reconstruction of the building under Article 62, paragraph (1) of the Unit Ownership Act, a resolution for full renovation of the building under Article 64-5, paragraph (1) of the Unit Ownership Act, a resolution for the sale of the building and its grounds under Article 64-6, paragraph (1) of the Unit Ownership Act, a resolution for demolition of the building and subsequent sale of its grounds under Article 64-7, paragraph (1) of the Unit Ownership Act, or a resolution for demolition of the building under Article 64-8, paragraph (1) of the Unit Ownership Act (collectively referred to below as a "resolution for condominium revitalization"), until the acquisition of authorization of formation of a condominium revitalization association under Article 9, paragraph (1) of the Act on Facilitation of Reconstruction of Condominiums (Act No. 78 of 2002; referred to below as the "Facilitation Act"), authorization of the implementation of a project under Article 45, paragraph (1) of the Facilitation Act, authorization of formation of a condominium sale association under Article 113, paragraph (1) of the Facilitation Act, or authorization of formation of a condominium dismantling association under Article 163-6, paragraph (1) of the Facilitation Act, the Management Association may use the repair reserve fund to pay the expenses if it is necessary for devising plans and designs for the project, even after the resolution for condominium revitalization has been adopted. Likewise, the Management Association may use the repair reserve fund to pay the expenses if it is necessary for devising plans and designs for the project, even after the consent of all unit owners concerning the condominium revitalization is obtained; provided, however, that the use of the repair reserve fund to pay expenses necessary for devising plans and designs for condominium revitalization, except for demolition, may not exceed the amount after deducting the amount attributable to unit owners not participating in the project at the time of dissolution of the Management Association.

- (3) If the Management Association has taken out loans for procuring funds to pay the expenses specified in the items of paragraph (1), it may apply funds in the repair reserve fund to repay the loans.
- (4) The Management Association must keep accounting records of the repair reserve fund separately from those of the management fees.

Article 29 (Facility charges)

Parking charges and other charges for the use of the grounds of the building and common elements, etc. (collectively referred to below as "facility charges") are used to pay expenses necessary to manage these facilities, and the balance is allocated to the repair reserve fund.

CHAPTER VI. MANAGEMENT ASSOCIATION

SECTION 1. ASSOCIATION MEMBERS

Article 30 (Management Association's membership status)

A unit owner acquires the membership status of the Management Association upon being a unit owner, and loses their membership status upon ceasing to become a unit owner.

<p>[* Use the following templates depending on the availability of electronic or magnetic means at the Management Association.]</p>

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Article 31 (Obligation of notification)

- (1) A person who has newly acquired or lost the membership status must immediately notify the Management Association to that effect in writing.
- (2) If there is any change in the information notified under the preceding paragraph, a member must immediately notify the Management Association of the change in writing.

Article 31-2 (Preparation and retention of list of members or residents)

- (1) The President must prepare and retain a list of members and list of residents (collectively referred to below as "list of members or residents") and make them available for inspection upon written request from a member stating a justifiable reason. In this case, the President may designate a reasonable date, time, place and other conditions for inspection.
- (2) The President may, upon written request from a member stating a justifiable reason, provide a document stating the information related to the list of members or residents to

be made available for inspection under the preceding paragraph as requested by the member. In this case, the President may charge the costs to the member.

- (3) The President must update the list of members or residents without delay after receiving the notification under Article 19, paragraph (3) or the preceding Article.
- (4) The President must verify the information registered in the list of members or residents at least once a year.

Article 31-3 (Domestic manager)

- (1) If a member appoints a domestic manager, the member must immediately notify the President of the appointment as well as the name and domicile or residence of the domestic manager in writing.
- (2) If a member terminated the appointment of the domestic manager notified under the preceding paragraph or if there is any change in the information notified, the member must immediately make a notification in writing.

(B) If electronic or magnetic means are available:

Article 31 (Obligation of notification)

- (1) A person who has newly acquired or lost the membership status must immediately notify the Management Association to that effect in writing or by electronic or magnetic means.
- (2) If there is any change in the information notified under the preceding paragraph, a member must immediately notify the Management Association of the change in writing or by electronic or magnetic means.

Article 31-2 (Preparation and retention of list of members or residents)

- (1) The President must prepare and retain a list of members and list of residents (collectively referred to below as "list of members or residents") in the form of a paper or electronic or magnetic record, and make them available for inspection upon request from a member in writing or by electronic or magnetic means stating a justifiable reason. In this case, the President may designate a reasonable date, time, place and other conditions for inspection.
- (2) The President may, upon request from a member in writing or by electronic or magnetic means stating a justifiable reason, provide a document stating the information related to the list of members or residents to be made available for inspection under the preceding paragraph as requested by the member or the information to be stated in such document by electronic or magnetic means. In this case, the President may charge the costs to the member.

- (3) For the inspection of the list of members or residents prepared in the form of an electronic or magnetic record, the provisions related to the inspection and provision of minutes as provided for in Article 49, paragraph (5) apply mutatis mutandis.
- (4) The President must update the list of members or residents without delay after receiving the notification under Article 19, paragraph (3) or the preceding Article.
- (5) The President must verify the information registered in the list of members or residents at least once a year.

Article 31-3 (Domestic manager)

- (1) If a member appoints a domestic manager, the member must immediately notify the President of the appointment as well as the name and domicile or residence of the domestic manager in writing or by electronic or magnetic means.
- (2) If a member terminated the appointment of the domestic manager notified under the preceding paragraph or if there is any change in the information notified, the member must immediately make a notification in writing or by electronic or magnetic means.

SECTION 2. OPERATIONS OF MANAGEMENT ASSOCIATION

Article 32 (Operations)

The Management Association conducts the operations specified in the following items for the management of the building, grounds of the building, and attached facilities.

- (i) security, maintenance, repairs, cleaning, disinfection and waste disposal with respect to the grounds of the building and common elements, etc. managed by the Management Association (collectively referred to below as "elements managed by the Management Association" in this Article and Article 48);
- (ii) repairs of the elements managed by the Management Association;
- (iii) operations related to the preparation and amendment of long-term repair plans, as well as the management of long-term repair plan documents;
- (iv) operations related to research on matters necessary to attain consensus on condominium revitalization;
- (v) management of design documents provided by a real estate broker as provided for in Article 103, paragraph (1) of the Proper Management Act;
- (vi) organization and management of historical records of repair, etc.;
- (vii) operations related to fire insurance, earthquake insurance, and other casualty insurance policies to protect common elements, etc.;

- (viii) management activities that are deemed to be appropriate for the Management Association to conduct with respect to exclusive-use elements managed by unit owners;
- (ix) modification and operation of the grounds of the building and common elements, etc.;
- (x) administration of the repair reserve fund;
- (xi) communications and negotiations with other organizations, such as public agencies and neighborhood associations;
- (xii) operations related to maintaining public morals, order, and security of the condominium and its surrounding area as well as disaster prevention, maintenance and improvement of the living environment;
- (xiii) operations related to notices, public relations, and communications;
- (xiv) liquidation of residual assets at the time of dissolution of the Management Association; and
- (xv) other operations related to the management of the building, the grounds of the building, and attached facilities.

[*Use the following template if the condominium has more than the specified number of residents.]

Article 32-2 (Fire prevention manager)

- (1) The President must appoint a fire prevention manager who is responsible for duties necessary for fire prevention and report the appointment to the fire department.
- (2) A fire prevention manager makes a fire prevention plan with respect to the operations necessary for fire protection management, including, in particular, those specified in the following items, submit the plan to the fire department and conduct their duties in accordance with the plan.
 - (i) firefighting, fire reporting, and evacuation drills;
 - (ii) securing and inspecting evacuation routes; and
 - (iii) confirming and inspecting the status of installation of firefighting equipment.
- (3) If the fire prevention manager recommends improvements in relation to the duties under the preceding paragraph, the President must take necessary measures.

Article 33 (Entrustment of operations)

The Management Association may entrust or contract out to a condominium management service provider (meaning a condominium management service provider as provided for in Article 2, item (viii) of the Proper Management Act) or other third parties to conduct the operations provided in Article 32, in whole or part.

Article 34 (Utilization of experts)

The Management Association may consult with or seek assistance, including guidance or directions from a licensed condominium management consultant (meaning a licensed condominium management consultant as provided for in Article 2, item (v) of the Proper Management Act) or other experts with various types of expertise relating to condominium management about the administration of the Management Association or other issues related to condominium management.

SECTION 3. OFFICERS

Article 35 (Officers)

- (1) The Management Association has the following officers:
 - (i) one President;
 - (ii) __ Vice Presidents;
 - (iii) __ directors for accounting;
 - (iv) __ directors (including the President, Vice Presidents, and directors for accounting; the same applies below); and
 - (v) __ auditors.
- (2) Directors and auditors are elected from among members of the Management Association or dismissed by a resolution adopted at a general meeting.
- (3) The President, Vice Presidents and directors for accounting are elected from among the directors or dismissed by the resolution of a meeting of the board of directors.

[[Use the following template if outside experts can be appointed as officers.]]

- (2) Directors and auditors are elected or dismissed by a resolution adopted at a general meeting.
- (3) The President, Vice Presidents and directors for accounting are elected from among the directors or dismissed by the resolution of a meeting of the board of directors.
- (4) The method for electing directors and auditors among those who are not members of the Management Association are to be prescribed by detailed regulations.

Article 36 (Term of office)

- (1) The term of office of officers is X years, and re-election is allowed.
- (2) A substitute officer serves for the remainder of their predecessor's term.
- (3) An officer leaving office due to the expiration of the term or resignation continues to serve until their replacement officer assumes the position.

- (4) An officer who ceases to be a member of the Management Association loses their status of officer.

Use the following template if outside experts can be appointed as officers.

- (4) If an officer who was a member of the Management Association at the time of election (excluding re-election) ceases to be a member, the officer loses their status of officer.

Article 36-2 (Conditions for disqualification)

A person falling under one of the following items is not qualified to serve as an officer.

- (i) a person who is bankrupt and who has not been released from restrictions due to bankruptcy;
- (ii) a person who has been sentenced to imprisonment or heavier punishment, and for whom five years have not elapsed from the date when the execution of the sentence was completed or the date when they ceased to be subject to the sentence; or
- (iii) a member or ex-member of an organized crime group (meaning a member of an organized crime group or a person for whom five years have not elapsed since they ceased to be a member of an organized crime group).

Article 37 (Officers' duty of good faith)

- (1) An officer must conduct their duties in a faithful manner in the interest of members, in compliance with laws and regulations, these bylaws, and regulations on property use and any other detailed rules (collectively referred to below as "regulations on property use, etc."), as well as resolutions adopted at general meetings and resolutions of the board of directors.
- (2) Each officer is entitled to receive the payment of necessary expenses and compensation for their activity in the capacity of officer, in accordance with provisions to be separately provided.

Article 37-2 (Prevention of conflict-of-interest transactions)

In the following cases, an officer must disclose material information on the relevant transaction at a meeting of the board of directors and obtain its approval.

- (i) if the officer intends to conduct a transaction with the Management Association, for or on behalf of themselves or a third party; or
- (ii) if the Management Association intends to conduct a transaction with a party other than the officer that involves a conflict of interest between the Management Association and the officer.

Article 38 (President)

- (1) The President represents the Management Association, exercises control over its operations, and conducts the following duties:
 - (i) the matters designated as duties of the President under these bylaws, regulations on property use, etc., or resolutions adopted at general meetings or resolutions by the board of directors; and
 - (ii) hiring or dismissing employees with the approval of the board of directors.
- (2) The President serves as a manager under the Unit Ownership Act.
- (3) At ordinary general meetings, the President must submit to members a report on the execution of the Management Association's operations in the preceding fiscal year.
- (4) The President must report the status of performance of their duties to the board of directors at least once every xxx months.
- (5) The President may delegate a part of their duties to other directors, with the approval of the board of directors.
- (6) With regard to matters involving a conflict of interest between the Management Association and the President, the President has no authority to represent the Management Association. In this case, an auditor or director other than the President represents the Management Association.

Article 39 (Vice President)

The Vice President assists the President, serves as an acting President if the President is unable to attend to their duties, and conducts the President's duties in the case of vacancy in the office of the President.

Article 40 (Directors)

- (1) Directors constitute the board of directors and assume the Management Association's operations in accordance with the decisions of the board of directors.
- (2) If a director becomes aware of a fact which may cause material damage to the Management Association, the director must immediately report the fact to an auditor.
- (3) A director for accounting conducts accounting affairs, including the receipt, safekeeping, management and disbursement of management costs.

Article 41 (Auditors)

- (1) An auditor must conduct an audit of the execution of the operations and the financial conditions of the Management Association and report the results at a general meeting.

- (2) An auditor may at any time request directors and employees provided in Article 38, paragraph (1), item (ii) to report on the operations, or check the status of operations and financial conditions.
- (3) When an auditor finds any inappropriate matters with respect to the execution of operations as well as the financial conditions of the Management Association, the auditor may convene a special general meeting.
- (4) An auditor must attend meetings of the board of directors and present their opinions as they deem necessary.
- (5) If an auditor finds any actual or potential wrongful act of a director, any fact of violation of laws and regulations, these bylaws, regulations on property use, etc. or resolutions adopted at general meetings or resolutions by the board of directors, or any materially inappropriate fact, the auditor must report it to the board of directors without delay.
- (6) In the case referred to in the preceding paragraph, an auditor may request the President to convene a meeting of the board of directors when such meeting is deemed necessary.
- (7) If a convocation notice for a meeting of the board of directors setting the date of the meeting falling within two weeks from the date of request under the preceding paragraph is not provided within five days from the date of request, the requesting auditor may convene a meeting of the board of directors.

SECTION IV. GENERAL MEETING OF THE MANAGEMENT ASSOCIATION

Article 42 (General meeting of the Management Association)

- (1) A general meeting of the Management Association is composed of all members of the Management Association.
- (2) A general meeting is held as an ordinary meeting or special meeting, which is deemed as a meeting under the Unit Ownership Act.
- (3) The President must convene an ordinary general meeting once a year and within two months from the commencement of a new fiscal year.
- (4) The President may convene a special general meeting whenever they deem it necessary, according to the resolution of the board of directors.
- (5) The President serves as the chairperson of a general meeting.

Article 43 (Method to convene meetings)

- (1) In order to convene a general meeting, a notice presenting the time, date, place (or the method of the meeting if a web conferencing system is to be used), purpose and the summary of proposals must be sent to each member of the Management Association at least

two weeks (or two months, if the purpose of the meeting is a resolution of condominium revitalization) before the date of the meeting.

- (2) The notice under the preceding paragraph is to be sent to the address notified by each member to the Management Association. However, for those members who have not made a notification, this notice is to be sent to the location of their exclusively-owned area within the property. For a member who made a notification under Article 31-3, paragraph (1), the notice is to be sent to a domestic manager designated in the notification, and for a member who made a notification under Article 67-4, paragraph (3), the notice is to be sent to an administrator of exclusively-owned areas of unknown ownership designated in the notification.
- (3) The notice under paragraph (1) addressed to members residing within the property and members who have not made a notification under the preceding paragraph may be substituted with a posting of the content of the notice on a designated bulletin board.
- (4) If the purpose of a meeting is a resolution for modifying the grounds of the building and common elements, etc. or implementing an act of preservation, etc. of exclusively-owned areas necessitated by this modification, and if the resolution is to be adopted pursuant to Article 47, paragraph (4) of these bylaws due to the application of Article 17, paragraph (5) of the Unit Ownership Act, these facts and the reasons for falling under Article 47, paragraph (4), item (i), (a) or (b) of these bylaws, in addition to the matters provided in paragraph (1) of this Article, must be also included in the notice.
- (5) If the purpose of a meeting is a resolution for condominium revitalization, the following matters in addition to the matters provided in paragraph (1) must be also included in the notice.
 - (i) the grounds necessitating the condominium revitalization;
 - (ii) the amount and breakdown of costs required for maintaining and recovering the usability of the building (including the assurance of usability generally expected of buildings) if the condominium revitalization is not to be undertaken;
 - (iii) details of the plan if a building repair plan has been prepared;
 - (iv) the amount reserved as a repair reserve fund for the building; and
 - (v) if the building falls under any of the grounds specified in items of Article 62, paragraph (2) of the Unit Ownership Act, and if a resolution under the proviso to Article 47, paragraph (5) or the proviso to paragraph (6) of the same Article of these bylaws is to be adopted, such fact and the reasons.
- (6) If a general meeting is to be convened for the purpose of adopting a resolution for condominium revitalization, a pre-meeting briefing for members to explain the matters to

be included in the convocation notice must be held, at least one month before the date of the meeting.

- (7) In the case referred to in Article 45, paragraph (2), the content of the notice under paragraph (1) must be posted on a designated bulletin board without delay after the notice is sent.
- (8) Notwithstanding the provisions of paragraph (1) (except for the case in which the purpose of the meeting is a resolution for condominium revitalization), in case of emergency, the President may reduce the notice period under paragraph (1) to a period no less than one week before the meeting, with the approval of the board of directors.

Article 44 (Right of members to convene a general meeting)

- (1) If any member of the Management Association requests the convocation of a general meeting, specifying the purpose of the meeting, with the consent of at least one-fifth of the total number of members and one-fifth of the total number of voting rights specified in Article 46, paragraph (1), the President must provide a notice of convocation for a special general meeting within two weeks, setting the date of the special general meeting falling within four weeks (or within two months and two weeks if the purpose of the meeting is a resolution of condominium revitalization) from the date of request.
- (2) If the President does not provide a notice under the preceding paragraph, the member of the Management Association who has made a request under the preceding paragraph may convene a special general meeting.

[* Use the following templates depending on the availability of electronic or magnetic means at the Management Association.]

(A) If electronic or magnetic means are not available:

- (3) At a special general meeting convened pursuant to the preceding two paragraphs, notwithstanding the provisions of Article 42, paragraph (5), the chairperson is appointed from among members by the majority of voting rights of members who are present at the meeting (including members who exercise their voting rights by a voting form or through a proxy).

(B) If electronic or magnetic means are available:

- (3) At a special general meeting convened pursuant to the preceding two paragraphs, notwithstanding the provisions of Article 42, paragraph (5), the chairperson is appointed from among members by the majority of voting rights of members who are present at the meeting (including members who exercise their voting rights by a voting form, electronic or magnetic means, or through a proxy).

Article 45 (Qualification to attend meetings)

- (1) In addition to members, those whose attendance is determined to be necessary by the board of directors may attend general meetings of the Management Association.
- (2) Those who possess an exclusively-owned area with the approval of the unit owner may attend a general meeting and express their opinions if they are concerned with the purpose of the meeting. In this case, those who wish to attend the meeting to express their opinions must notify the President in advance.

Article 46 (Voting rights)

- (1) The shares of voting rights of each unit owner are as stated in Exhibit 5.
- (2) If a single residential unit is jointly owned by two or more co-owners, these owners are treated as one member for the purpose of exercising their voting rights.
- (3) The co-owners who are treated as one member under the preceding paragraph must appoint one person to exercise the voting rights and notify the President of the name of such person before the commencement of a general meeting.
- (4) Voting rights may be exercised by way of a voting form or through a proxy.
- (5) If a member intends to exercise their voting rights through a proxy, the proxy must be any of the following persons:
 - (i) the member's spouse (including a de facto spouse for whom an official notification of marriage is not made) or a relative of the first degree of kinship;
 - (ii) a relative who lives with the member;
 - (iii) other member of the Management Association; or
 - (iv) a domestic manager.
- (6) If a member intends to exercise their voting rights through a proxy, the member or proxy must submit a document certifying the authority to act as proxy to the President.
- (7) An administrator of exclusively-owned areas of unknown ownership is authorized to exercise voting rights on behalf of the member. In this case, the administrator of exclusively-owned areas of unknown ownership must submit a copy of certificate of their capacity to the President.

[* Use the following templates depending on the availability of electronic or magnetic means at the Management Association.]

(A) If electronic or magnetic means are not available:

(Not applicable).

(B) If electronic or magnetic means are available:

- (8) Voting rights may be exercised through electronic or magnetic means, in place of a voting form under paragraph (4).
- (9) A member or proxy may submit a document under paragraph (6) through electronic or magnetic means.
- (10) An administrator of exclusively-owned areas of unknown ownership may submit a certificate under paragraph (7) through electronic or magnetic means.

Article 47 (Session and proceedings of general meetings)

- (1) A general meeting of the Management Association (including a meeting held by way of a web conferencing system) must be attended by members representing the majority of the total number of voting rights provided in paragraph (1) of the preceding Article.
- (2) The proceedings of a general meeting are decided by the majority of voting rights of the members who are present at the meeting.
- (3) Notwithstanding the preceding two paragraphs, the proceedings of a general meeting regarding the matters specified in the following items are decided by the majority of three-fourths or more of members who are present at the meeting and of their voting rights, at a meeting at which members representing the majority of the total number of members and holding the majority of the total number of voting rights are present.
 - (i) the establishment, amendment or repeal of these bylaws;
 - (ii) the modification of the grounds of the building and common elements, etc. (excluding modifications not resulting in any material changes in their shape or utility, and also excluding seismic retrofitting of the building as recognized under Article 25, paragraph (2) of the Act on Promotion of Seismic Retrofitting of Buildings (Act No. 123 of 1995));
 - (iii) act of preservation, etc. of an exclusively-owned area necessitated by the modification of the grounds of the building and common elements, etc. under the preceding item;
 - (iv) to institute a lawsuit under Article 58, paragraph (1), Article 59, paragraph (1), or Article 60, paragraph (1) of the Unit Ownership Act; and
 - (v) any other matters determined at a general meeting to be resolved by the method provided in this paragraph.
- (4) Notwithstanding the provisions of the preceding three paragraphs, the proceedings of a general meeting regarding the matters specified in the following items are to be decided by the majority of two-thirds or more of members who are present at the meeting and of their voting rights, at a meeting at which members representing the majority of the total number of members and holding the majority of the total number of voting rights are present.

- (i) modification of the grounds of the building and common elements, etc. specified in any of the following items:
 - (a) modification required for eliminating a defect in the erection or preservation of the grounds of the building and common elements, etc., in the case of actual or potential infringement of rights of third parties or interests protected by law due to such defect;
 - (b) modification required for enhancing the convenience and safety in terms of movement and facility use of elderly persons and persons with disabilities, by reducing their physical burdens related to movement and facility use;
 - (ii) act of preservation, etc. of an exclusively-owned area necessitated by the modification of the grounds of the building and common elements, etc. under the preceding item; and
 - (iii) restoration of common elements damaged due to the destruction of the portion of the building representing more than half of the value of the building.
- (5) Notwithstanding the provisions of paragraph (2), a resolution of condominium revitalization that resolves the reconstruction, full renovation or demolition of the building is to be adopted by the majority of four-fifths or more of the total number of members and of the total number of voting rights. However, if the building falls under any of the grounds specified in the items of Article 62, paragraph (2) of the Unit Ownership Act, the resolution is to be adopted by the majority of three-fourths or more of the total number of members and of the total number of voting rights.
- (6) Notwithstanding the provisions of paragraph (2), a resolution of condominium revitalization that resolves the sale of building and its grounds, or the demolition of the building and subsequent sale of its grounds, is to be adopted by the majority of four-fifths or more of the total number of members, of the total number of voting rights, and of the value of shares in right to use the grounds. However, if the building falls under any of the grounds specified in the items of Article 62, paragraph (2) of the Unit Ownership Act, the resolution is to be adopted by the majority of three-fourths or more of the total number of members, of the total number of voting rights, and of the value of shares in right to use the grounds.

[* Use the following templates depending on the availability of electronic or magnetic means at the Management Association.]

(A) If electronic or magnetic means are not available:

- (7) In the case referred to in the preceding six paragraphs, with respect to members exercising their voting rights by way of a voting form or proxy, the number of these members is included for the purpose of counting the number of members who are present, and the

number of their voting rights is included for the purpose of counting the number of voting rights of members who are present.

(B) If electronic or magnetic means are available:

(7) In the case referred to in the preceding six paragraphs, with respect to members exercising their voting rights by way of a voting form, electronic or magnetic means or proxy, the number of these members is included for the purpose of counting the number of members who are present, and the number of their voting rights is included for the purpose of counting the number of voting rights of members who are present.

- (8) For the purpose of the preceding seven paragraphs, an administrator of exclusively-owned areas of unknown ownership is treated as a member.
- (9) In the case referred to in item (i) of paragraph (3), if the establishment, amendment or repeal of these bylaws will have a special influence on the rights of some members, their consent must be obtained. In this case, the member must not refuse to provide consent without reasonable grounds.
- (10) In the case referred to in paragraph (3), item (ii) and paragraph (4), item (i), if modification of the grounds of the building and common elements, etc. will have a special influence on the use of an exclusively-owned area or exclusive-use element, consent from the member who owns the exclusively-owned area or the member who has an exclusive right to use the exclusive-use element must be obtained. In this case, the member must not refuse to provide consent without reasonable grounds.
- (11) When adopting a resolution on the matters provided in paragraph (3), item (iv), the relevant member or possessor must be given opportunities to provide an explanation in advance.
- (12) At a general meeting, only the matters notified in advance pursuant to Article 43, paragraph (1) may be resolved.

Article 48 (Matters for resolution)

For the matters specified in the following items, a resolution adopted at a general meeting must be obtained.

- (i) the establishment, amendment or repeal of these bylaws and regulations on property use, etc.;
- (ii) the election and dismissal of officers, as well as the amounts and methods for payment of officers' activity expenses;
- (iii) year-end financial statements and operational reports;
- (iv) annual financial budgets and operational plans;
- (v) the establishment or amendment of long-term repair plans;

- (vi) the amounts and methods for collecting management costs and facility charges;
- (vii) the methods of custody and administration of the repair reserve fund;
- (viii) third party's use of the grounds of the building and common elements, etc. under Article 16, paragraph (2);
- (ix) conducting the management under Article 21, paragraph (2);
- (x) conducting the special management provided in Article 28, paragraph (1), as well as taking out loans and withdrawing the repair reserve fund to procure funds for the special management;
- (xi) instituting a lawsuit under Article 57, paragraph (2) of the Unit Ownership Act and Article 47, paragraph (3), item (iv) of these bylaws, as well as appointing a representative to institute such lawsuit;
- (xii) restoration of common elements if the building has been destroyed in part;
- (xiii) filing an application for recognition of the necessity for the dismantling of a condominium under Article 163-56, paragraph (1) of the Facilitation Act;
- (xiv) reconstruction under Article 62, paragraph (1) of the Unit Ownership Act, full renovation of the building under Article 64-5, paragraph (1) of the Unit Ownership Act, sale of the building and its grounds under Article 64-6, paragraph (1) of the Unit Ownership Act, demolition of the building and subsequent sale of its grounds under Article 64-7, paragraph (1) of the Unit Ownership Act, and demolition of the building under Article 64-8, paragraph (1) of the Unit Ownership Act;
- (xv) the withdrawal of the repair reserve fund to pay expenses for planning and designs for condominium revitalization under Article 28, paragraph (2);
- (xvi) filing applications for approval of management plan, renewal of approval and approval concerning change under the Proper Management Act;
- (xvii) the execution of a management service entrustment contract for the elements managed by the Management Association; and
- (xviii) any other important items related to the operations of the Management Association.

[* Use the following templates depending on the availability of electronic or magnetic means at the Management Association.]

(A) If electronic or magnetic means are not available:

Article 49 (Preparation and retention of minutes of meetings)

- (1) The chairperson must prepare the minutes of the proceedings of general meetings.
- (2) In the minutes of meetings, the summary of the proceedings of the meeting and the results must be stated, and the chairperson as well as two members who were present at the meeting and designated by the chairperson must put their signatures on the minutes.

- (3) The President must retain the minutes of meetings and make them available for inspection upon written request from a member or interested person. In this case, the President may designate a reasonable date, time, place and other conditions for inspection.
- (4) The President must post on a designated bulletin board where the minutes are stored.

Article 49-2 (Retention of materials related to general meetings)

The President must retain agendas of meetings and related materials and make them available for inspection upon written request from a member or interested person stating the reasons. In this case, the President may designate a reasonable date, time, place and other conditions for inspection.

Article 50 (Written resolution)

- (1) If the provisions of these bylaws require a resolution adopted at a general meeting, a written resolution may be adopted if consent from all members is obtained.
- (2) With respect to the matters required to be resolved at a general meeting under these bylaws, if all members consent in writing, a written resolution is deemed to have been adopted.
- (3) A written resolution on the matters required to be resolved at a general meeting under these bylaws has the same effect as a resolution adopted at a general meeting.
- (4) The provisions of Article 49, paragraphs (3) and (4) apply mutatis mutandis to documents concerning written resolutions.
- (5) The provisions concerning a general meeting apply mutatis mutandis to written resolutions.

(B) If electronic or magnetic means are available:

Article 49 (Preparation and retention of minutes of meetings)

- (1) The chairperson must prepare the minutes of the proceedings of general meetings in the form of a paper or electronic or magnetic record.
- (2) In the minutes of meetings, the summary of the proceedings of the meeting and the results must be stated or recorded.
- (3) In the case referred to in the preceding paragraph, if the minutes are prepared in paper format, the chairperson as well as two members who were present at the meeting and designated by the chairperson must put their signatures on the minutes.
- (4) In the case referred to in paragraph (2), if the minutes are prepared in the form of an electronic or magnetic record, as for the information stored in this electronic or magnetic record, the chairperson as well as two members who were present at the meeting and

designated by the chairperson must put their electronic signatures (meaning an electronic signature under Article 2, paragraph (1) of the Act on Electronic Signatures and Certification Business (Act No. 102 of 2000); the same applies below).

- (5) The President must retain the minutes of meetings and make them available for inspection (if the minutes are prepared in the form of an electronic or magnetic record, this means the inspection of the contents of the data recorded in the electronic or magnetic record printed on paper or displayed on the screen of an output monitor device, at the place where the minutes are kept), upon request from a member or interested person in writing or by electronic or magnetic means. In this case, the President may designate a reasonable date, time, place and other conditions for inspection. However, if the minutes are prepared in the form of an electronic or magnetic record, the President may provide the information recorded in the electronic or magnetic record by electronic or magnetic means, instead of permitting the inspection, at the request of a member or interested person.
- (6) The President must post on a designated bulletin board where the minutes are stored.

Article 49-2 (Retention of materials related to general meetings)

- (1) The President must retain agendas of meetings and related materials in the form of a paper or electronic or magnetic records, and make them available for inspection upon request from a member or interested person in writing or by electronic or magnetic means stating the reasons. In this case, the President may designate a reasonable date, time, place and other conditions for inspection.
- (2) For the inspection of agendas and related materials prepared in the form of electronic or magnetic records, the provisions concerning the inspection and provision of minutes provided in paragraph (5) of the preceding Article apply *mutatis mutandis*.

Article 50 (Resolution in writing or by electronic or magnetic means)

- (1) If the provisions of these bylaws require a resolution adopted at a general meeting, a resolution in writing or by electronic or magnetic means may be adopted if consent from all members is obtained. However, with respect to the consent of members to adopt a resolution by electronic or magnetic means, clear notification of the type and details of the electronic or magnetic means to be employed must be provided to members in advance, and their consent in writing or by electronic or magnetic means must be obtained.
- (2) The types and details of the electronic or magnetic means to be stated in the notification under the preceding paragraph are as follows:

- (i) electronic or magnetic means used by the information sender; and
 - (ii) a means by which the information is recorded in file.
- (3) With respect to the matters required to be resolved at a general meeting under these bylaws, if all members consent in writing or by electronic or magnetic means, a resolution in writing or by electronic or magnetic means is deemed to have been adopted.
- (4) A resolution in writing or by electronic or magnetic means on the matters required to be resolved at a general meeting under these bylaws has the same effect as a resolution adopted at a general meeting.
- (5) The provisions of Article 49, paragraphs (5) and (6) apply mutatis mutandis to the documents related to a resolution in writing or by electronic or magnetic means, as well as to electronic or magnetic records prepared by the electronic or magnetic means under paragraph (1) and (3) if such means were employed.
- (6) The provisions concerning a general meeting apply mutatis mutandis to resolutions in writing or by electronic or magnetic means.

SECTION V. BOARD OF DIRECTORS

Article 51 (Board of directors)

- (1) The board of directors is composed of directors.
- (2) The board of directors conducts the following duties:
- (i) making decisions on the execution of the Management Association's duties designated as the board of directors' authority by these bylaws, regulations on property use, etc., or a resolution adopted at a general meeting;
 - (ii) supervision of the execution of duties of each director; and
 - (iii) appointment and dismissal of the President, Vice President, and directors for accounting.
- (3) The President serves as the chairperson of the board of directors.

Article 52 (Convocation of a meeting)

- (1) The President convenes a meeting of the board of directors.
- (2) If a director requests that a meeting of the board of directors be convened, with the consent of one ___th or more of directors, the President must promptly convene a meeting of the board of directors.
- (3) If a convocation notice for meeting of a board of directors setting the date of the meeting falling within ___ days from the date of request under the preceding paragraph is not

provided within ___ days from the date of request, the requesting director may convene a meeting of the board of directors.

- (4) The provisions of Article 43 (excluding paragraphs (1) and (5) through (7), if the purpose of meeting is a resolution for condominium revitalization) apply mutatis mutandis to the procedures to convene a meeting of the board of directors. In this case, the term "member" in that Article is deemed to be replaced with "director and auditor", and the term "approval of the board of directors" in paragraph (8) of that Article is deemed to be replaced with "approval of all directors and auditors", except as otherwise prescribed by the board of directors.

Article 53 (Session and proceedings of meetings of board of directors)

- (1) A meeting of the board of directors (including a meeting held by way of a web conferencing system) may not be convened without the attendance of more than half of the directors, and its proceedings are decided by the majority of the directors present.
- (2) The matters specified in paragraph (1), item (v) of the following Article may be resolved in writing or by electronic or magnetic means with the approval by the majority of directors.
- (3) For adopting a resolution under the preceding two paragraphs, directors who have particular interests may not participate in voting.

[* Use the following templates depending on the availability of electronic or magnetic means at the Management Association.]

(A) If electronic or magnetic means are not available:

- (4) The provisions of Article 49 (excluding paragraph (4)) apply mutatis mutandis to the minutes of meetings of the board of directors. However, the phrase "members who were present at the meeting" in Article 49, paragraph (2) is deemed to be replaced with "directors who were present at the meeting of the board of directors".

(B) If electronic or magnetic means are available:

- (4) The provisions of Article 49 (excluding paragraph (6)) apply mutatis mutandis to the minutes of meetings of the board of directors. However, the phrase "members who were present at the meeting" in Article 49, paragraphs (3) and (4) is deemed to be replaced with "directors who were present at the meeting of the board of directors".

- (5) The provisions of Article 49-2 apply mutatis mutandis to materials used at a meeting of board of directors.

Article 54 (Matters to be resolved)

- (1) The board of directors resolve the following matters:

- (i) draft year-end financial statements, draft operational reports, draft annual financial budgets, and draft operational plans;
 - (ii) a proposal on the establishment, amendment or repeal of these bylaws and regulations on property use, etc.;
 - (iii) a proposal on the establishment or amendment of long-term repair plans;
 - (iv) other proposal items to be submitted to a general meeting;
 - (v) approval or disapproval under Article 17, Article 21 and Article 22;
 - (vi) pursuit of lawsuits and other legal measures provided in Article 24-2, paragraph (2), Article 60, paragraph (4) and Article 67, paragraph (3);
 - (vii) approval or disapproval under Article 37-2;
 - (viii) convocation of a special general meeting under Article 42, paragraph (4);
 - (ix) approval or disapproval under Article 58, paragraph (3);
 - (x) determining the priority for allocation of repayments under Article 60, paragraph (5);
 - (xi) recommendations or directions under Article 67, paragraph (1);
 - (xii) locating unit owners under Article 67-2, paragraph (1);
 - (xiii) filing a request with the court under Article 67-3, paragraph (1), Article 67-4, paragraphs (1) and (2), and Article 67-5, paragraphs (1) and (2);
 - (xiv) matters that are delegated to the board of directors by a general meeting;
 - (xv) execution of emergency repair work required if it is difficult to hold a general meeting due to a disaster, etc.; and
 - (xvi) election and dismissal of the President, Vice President, and directors for accounting.
- (2) Notwithstanding the provisions of Article 48, if a resolution under item (xv) of the preceding paragraph is adopted, the board of directors may resolve to take out loans and to withdraw the repair reserve fund to procure funds for the execution of the emergency repair work for which the resolution was adopted.

Article 55 (Establishment of ad hoc committees)

- (1) The board of directors may establish an ad hoc committee within the scope of its responsibilities and authority and commission it to conduct research or review of a specific task.
- (2) The ad hoc committee must report to the board of directors the results of its research or review.

CHAPTER VII. ACCOUNTING

Article 56 (Fiscal year)

The fiscal year of the Management Association starts on ___ -th day, ___ month of the year and ends on ___ -th day, ___ month of the subsequent year.

Article 57 (Revenues and expenditures of the Management Association)

The Management Association's accounting revenues comprise management costs under Article 25 and facility charges under Article 29, and the expenditures are to be allocated to cover various expenses in accordance with Articles 27 through 29.

Article 58 (Preparation and amendment of annual financial budgets)

- (1) The President must submit a proposed annual financial budget for each fiscal year to an ordinary general meeting for approval.
- (2) If the President intends to amend the financial budget, the President must submit a proposed amendment to a special general meeting for approval.
- (3) If it becomes necessary after the start of the fiscal year provided in Article 56 but before the approval under paragraph (1) is obtained, the President may make the expenditure for the expenses specified in the following items, with the approval of the board of directors.
 - (i) recurring expenses required for ordinary management provided in Article 27, for which the expenditure before obtaining the approval under paragraph (1) is considered unavoidable; and
 - (ii) expenses for long-term construction work that has been conducted with the approval of the general meeting, for which the expenditure before obtaining the approval under paragraph (1) is considered unavoidable.
- (4) The expenditures made under the preceding paragraph are deemed as expenditures based on the applicable annual financial budget when the annual financial budget is approved pursuant to paragraph (1).
- (5) If the board of directors adopts a resolution under Article 54, paragraph (1), item (xv), the President may make the expenditure pursuant to a resolution under paragraph (2) of that Article.
- (6) If an act of preservation of the grounds of the building and common elements, etc. is to be conducted pursuant to Article 21, paragraph (6), the President may make the necessary expenditure.

Article 59 (Accounting report)

The President must submit draft annual financial statements for each fiscal year to an ordinary general meeting for approval, after having auditors conduct an accounting audit.

Article 60 (Collection of management costs)

- (1) The Management Association receives the payment of management costs provided in Article 25 and facility charges provided in Article 29, via automatic transfer from a savings account of each member to the account provided in Article 62. In this case, the amount of these costs and charges to be accounted for in the current month is to be collected in aggregate by the day to be separately designated. However, a special assessment to cover ad hoc expenses is to be collected as provided separately.
- (2) If a member of the Management Association does not pay the required amount by the due date under the preceding paragraph, the Management Association may demand the member to pay a delinquency charge calculated at the rate of __% per year, attorney fees, etc. as a penalty, as well as demand and collection costs, in addition to the unpaid amount.
- (3) The Management Association is to make a demand to or take other necessary measures against a member who does not make necessary payments.
- (4) The President may pursue a lawsuit or take other legal measures with respect to a claim for unpaid management costs and facility charges, on behalf of the Management Association and according to a resolution of the board of directors.
- (5) If the receipts of payments are not sufficient to discharge all obligations, the Management Association may allocate the payments according to the order of priority to be designated by the resolution of the board of directors.
- (6) The receipts of payments corresponding to the delinquency charge, attorney fees, etc. as well as demand and collection costs demanded pursuant to paragraph (2) are to be allocated to cover expenses under Article 27.
- (7) A member may not request the refund or division of the management costs and facility charges already paid.

Article 61 (Overage or shortage of management costs)

- (1) If there is any surplus in management fees as a result of the settlement of financial accounts, this surplus is to be allocated to cover management fees for the subsequent fiscal year.
- (2) If there is a shortage in management costs, the Management Association may require members to pay necessary amounts for each instance, in proportion to their share of management costs provided in Article 25, paragraph (2).

Article 62 (Opening of savings account)

The Management Association is to open its savings account for handling accounting matters.

Article 63 (Loans)

The Management Association may take out loans to the extent necessary to conduct operations provided in Article 28, paragraph (1).

[* Use the following templates depending on the availability of electronic or magnetic means at the Management Association.]

(A) If electronic or magnetic means are not available:

Article 64 (Preparation and retention of books and records)

- (1) The President must prepare and retain accounting books, a list of fixtures and fittings and other records, and make them available for inspection upon written request from a member or interested person stating reasons. In this case, the President may designate a reasonable date, time, place and other conditions for inspection.
- (2) The President must retain long-term repair plans under Article 32, item (iii), design documents under item (v) of that Article, and historical records of repair, etc. under item (vi) of that Article, and make them available for inspection upon written request from a member or interested person stating reasons. In this case, the President may designate a reasonable date, time, place and other conditions for inspection.
- (3) The President may, upon written request from a member or interested person stating reasons, provide a document stating the information concerning the financial conditions and management of the Management Association to be made available for inspection pursuant to Article 49, paragraph (3) (including as applied mutatis mutandis pursuant to Article 53, paragraph (4)), Article 49-2 (including as applied mutatis mutandis pursuant to Article 53, paragraph (5)), Article 64, paragraphs (1) and (2), and Article 72, paragraphs (2) and (4) as requested by the member or interested person. In this case, the President may charge the costs to the member or interested person.

(B) If electronic or magnetic means are available:

Article 64 (Preparation and retention of books and records)

- (1) The President must prepare and retain accounting books, a list of fixtures and fittings and other records in the form of a paper or an electronic or magnetic record, and make them available for inspection upon request from a member or interested person in writing or by electronic or magnetic means stating reasons. In this case, the President may designate a reasonable date, time, place and other conditions for inspection.
- (2) The President must retain long-term repair plans under Article 32, item (iii), design documents under item (v) of that Article, and historical records of repair, etc. under item (vi) of that Article in the form of a paper or an electronic or magnetic record, and make

them available for inspection upon request from a member or interested person in writing or by electronic or magnetic means stating reasons. In this case, the President may designate a reasonable date, time, place and other conditions for inspection.

- (3) The President may, upon request from a member or interested person in writing or by electronic or magnetic means stating reasons, provide a document stating the information concerning the financial conditions and management of the Management Association to be made available for inspection pursuant to Article 49, paragraph (5) (including as applied mutatis mutandis pursuant to Article 53, paragraph (4)), Article 49-2, paragraph (1) (including as applied mutatis mutandis pursuant to Article 53, paragraph (5)), Article 64, paragraphs (1) and (2), and Article 72, paragraphs (2) and (4) as requested by the member or interested person, or provide the information to be stated in such document by electronic or magnetic means. In this case, the President may charge the costs to the member or interested person.
- (4) For the inspection of documents, etc. prepared in the form of an electronic or magnetic record, the provisions concerning the inspection and provision of minutes under Article 49, paragraph (5) apply mutatis mutandis.

Article 65 (Liquidation of residual assets at the dissolution of the Management Association)

When the Management Association is dissolved, the residual assets are attributed to each unit owner in proportion to their co-ownership share of common elements provided for in Article 10.

CHAPTER VIII MISCELLANEOUS PROVISIONS

Article 66 (Measures against violators)

If a unit owner or a possessor has conducted or is likely to conduct any act that is harmful to the preservation of the building or any other act which runs counter to the common interest of unit owners with respect to the management and use of the building, necessary measures may be taken under Articles 57 through 60 of the Unit Ownership Act.

Article 67 (Recommendations and directions of the President)

- (1) If a unit owner or their co-resident, or a lessee of the exclusively-owned area or the lessee's co-resident (collectively referred to below as a "unit owner, etc.") violates the provisions of laws and regulations, these bylaws or regulations on property use, etc., or has conducted an act that disturbs the order of communal life in the property, the President may issue necessary recommendations, directions, or warnings to the unit owner, etc. in order to rectify such act, according to a resolution of the board of directors.

- (2) If a unit owner's co-resident, or a lessee of their exclusively-owned area or the lessee's co-resident has conducted an act provided in the preceding paragraph, the unit owner must take necessary measures in order to rectify such act.
- (3) If a unit owner, etc. violates these bylaws or regulations on property use, etc., or a unit owner, etc. or any third party other than the unit owner, etc. commits a tort with respect to the grounds of the building or common elements, etc., the President may pursue a lawsuit or other legal measures, on behalf of the Management Association, in connection with the request for measures for the injunction, abatement, or restoration to the original conditions, according to a resolution of the board of directors.
- (4) If an action under the preceding paragraph is to be instituted, the President may make a claim against the counterparty for attorney fees as a penalty and injunction and other expenses.
- (5) The receipts of payments corresponding to attorney fees and injunction and other expenses claimed under the preceding paragraph are to be allocated to cover the expenses provided in Article 27.
- (6) If the President is named as a plaintiff or defendant for unit owners under paragraph (3), the President must inform unit owners without delay. In this case, the provisions of Article 43, paragraphs (2) and (3) apply mutatis mutandis to the notice to unit owners.

Article 67-2 (Search for locating unit owners)

- (1) If there is an actual or potential negative impact on the management of the grounds of the building and common elements, etc. because a unit owner does not submit a necessary notification in violation of Article 31, the President may conduct a search for locating the unit owner, according to a resolution of the board of directors.
- (2) In the case referred to in the preceding paragraph, the President may demand the unit owner to pay expenses required for the search, together with attorney fees, etc. as a penalty.
- (3) For demanding the expenses under the preceding paragraph, the provisions of Article 60, paragraph (4) apply mutatis mutandis.
- (4) The receipts of payments corresponding to attorney fees, etc. and expenses required for locating the unit owner demanded pursuant to paragraph (2) are to be allocated to cover the expenses under Article 27.

Article 67-3 (Exclusion of unlocatable unit owners from resolution adopted at general meetings)

- (1) If the identity or whereabouts of the unit owner of an exclusively-owned area are unknown, the President may file a request for a judicial decision from the court that enables the adoption of a resolution adopted at a general meeting by unit owners where that unit owner

is excluded (referred to below as an "unlocatable unit owner"; and this judicial decision as a "judicial decision to exclude unlocatable unit owners"), according to a resolution of the board of directors.

- (2) If a unit owner other than the President filed a request with the court seeking a judicial decision to exclude unlocatable unit owners, the unit owner must notify the President without delay.
- (3) If a judicial decision to exclude unlocatable unit owners becomes final and binding, the unlocatable unit owner is not entitled to vote at general meetings subsequently held. In this case, the unlocatable unit owner, their voting rights, and their shares in right to use the grounds are excluded for the purpose of counting the total number of members, total number of voting rights, and total number of shares in right to use the grounds.
- (4) For any unlocatable unit owner to be excluded for the purpose of a resolution adopted at general meeting under the preceding paragraph, a notice under Article 43, paragraph (1), or Article 44, paragraphs (1) and (2) is not required.
- (5) If a request with the court under paragraph (1) is to be filed, the President may demand the unlocatable unit owner to pay expenses required for the request, together with attorney fees, etc.
- (6) For demanding the payment of expenses under the preceding paragraph, the provisions of Article 60, paragraph (4) apply *mutatis mutandis*.
- (7) The receipts of payments corresponding to attorney fees, etc. demanded under paragraph (5) and expenses required for the demand are to be allocated to cover the expenses provided in Article 27.

Article 67-4 (Order for management of exclusively-owned areas of unknown ownership)

- (1) For an exclusively-owned area for which the identity or whereabouts of owner are unknown (or, if an exclusively-owned area is jointly owned by two or more co-owners, for their respective co-ownership share of the exclusively-owned area for which the identity or whereabouts of a joint owner are unknown), the President may file a request with the court seeking an order for the management of exclusively-owned areas of unknown ownership under Article 46-2 of the Unit Ownership Act, according to a resolution of the board of directors.
- (2) If an administrator of exclusively-owned areas of unknown ownership who manages an exclusively-owned area caused material damage to the exclusively-owned area of unknown ownership or other areas in violation of their duties, or if there is any other material reasons, the President may file a request with the court seeking the dismissal of the administrator of

exclusively-owned areas of unknown ownership, in accordance with a resolution of the board of directors.

- (3) An administrator of exclusively-owned areas of unknown ownership must notify the President without delay of their name, address, or domicile, and that they will manage the exclusively-owned area of unknown ownership in accordance with an order from the court.
- (4) The President may demand the unit owner of the exclusively-owned area of unknown ownership to pay expenses incurred by the Management Association as necessary for the management of that area by the administrator of the exclusively-owned area of unknown ownership appointed pursuant to the request under paragraph (1).
- (5) If a request with the court under paragraph (1) is to be filed, the President may demand the unit owner of the exclusively-owned area to pay expenses required for the request, together with attorney fees, etc., in addition to the expenses under the preceding paragraph.
- (6) For demanding expenses under the preceding two paragraphs, the provisions of Article 60, paragraph (4) apply *mutatis mutandis*.
- (7) The receipts of payments corresponding to expenses necessary for the management of the exclusively-owned area of unknown ownership, attorney fees, etc. and filing a request with the court demanded under paragraphs (4) and (5) are to be allocated to cover the expenses under Article 27.

Article 67-5 (Order for management of mismanaged exclusively-owned area)

- (1) For an exclusively-owned area that is not properly managed by its unit owner, the President may file a request with the court seeking an order of management of mismanaged exclusively-owned area under Article 46-8 of the Unit Ownership Act, in accordance with a resolution of the board of directors.
- (2) If an administrator of mismanaged exclusively-owned areas who manages an exclusively-owned area in the property caused material damage to the mismanaged exclusively-owned area or other areas, or if there is any other material reasons, the President may file a request with the court seeking the dismissal of the administrator of mismanaged exclusively-owned areas, in accordance with a resolution of the board of directors.
- (3) An administrator of mismanaged exclusively-owned areas must notify the President without delay of their name, address, or domicile, and that they will manage the mismanaged exclusively-owned area in accordance with an order from the court.
- (4) The President may demand the unit owner of the mismanaged exclusively-owned area to pay expenses incurred by the Management Association as necessary for the management of the mismanaged exclusively-owned area by the administrator of the mismanaged exclusively-owned area appointed pursuant to the request under paragraph (1).

- (5) The provisions of paragraphs (4) through (7) of the preceding Article apply mutatis mutandis to the demand of expenses under the preceding paragraph. In this case, the term "administrator of exclusively-owned areas of unknown ownership" is deemed to be replaced with "administrator of mismanaged exclusively-owned areas", and the term "exclusively-owned area of unknown ownership" is deemed to be replaced with "mismanaged exclusively-owned area", respectively.

Article 68 (Court of jurisdiction)

- (1) For any lawsuits between the Management Association and its members relating to these bylaws, the XXX district (summary) court that has jurisdiction over the location of the property is the first trial court of jurisdiction.
- (2) The preceding paragraph also applies to the lawsuit concerning Article 48, item (xi), Article 60, paragraph (4) and Article 67, paragraph (3) .

Article 69 (Compliance with agreements with the city and neighbors)

Unit owners must comply with agreements concluded between the Management Association and XYZ city or neighboring residents in a faithful manner.

Article 70 (Detailed rules)

Detailed rules may be provided separately for the management of the meetings of the Management Association and the board of directors, accounting procedures, and matters to be reported to the Management Association, etc.

Article 71 (Matters not specifically provided in these bylaws)

- (1) Matters that are not specifically provided in these bylaws or regulations on property use, etc. are governed by the Unit Ownership Act and other laws and regulations.
- (2) Matters that are not specifically provided in these bylaws, regulations on property use, etc. or laws and regulations are governed by resolutions adopted at general meetings of the Association.

[* Use the following templates depending on the availability of electronic or magnetic means at the Management Association.]
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(A) If electronic or magnetic means are not available:
--

Article 72 (Original bylaws, etc.)

- | |
|---|
| (1) To evidence these bylaws, an original copy of these bylaws signed by all unit owners is to be prepared, and this is deemed to be the original copy of these bylaws. |
|---|

- (2) The President must retain the original copy of these bylaws, and make it available for inspection upon written request of a unit owner or interested person.
- (3) If these bylaws are amended, in whole or part, from the original copy by a resolution adopted at a general meeting, the President creates a document certifying that the contents of currently effective bylaws are identical with those of the original copy of these bylaws and minutes of the general meeting adopting the resolution to amend these bylaws, affixes their signature on and retains this document.
- (4) If a unit owner or interested person requests in writing, the President must make available for inspection the original copy of these bylaws, the minutes of the general meeting adopting the resolution to amend these bylaws, and the document describing the contents of the currently effective bylaws (collectively referred to below as "original bylaws, etc."), as well as documents describing the contents of the currently effective regulations on property use under Article 18, detailed rules under Article 70, and any other detailed rules (collectively referred to below as "descriptions of detailed rules").
- (5) In the case referred to in paragraph (2) and the preceding paragraph, the President may designate a reasonable date, time, place and other conditions for inspection.
- (6) The President must post on a designated bulletin board where the original copy of these bylaws, etc. and descriptions of detailed rules are stored.

(B) If electronic or magnetic means are available:

Article 72 (Original bylaws, etc.)

- (1) To evidence these bylaws, a copy of these bylaws in paper format signed by all unit owners, or a copy of these bylaws in the form of an electronic or magnetic record with electronic signatures by all unit owners is to be prepared, and this is deemed to be the original copy of these bylaws.
- (2) The President must retain the original copy of these bylaws, and make it available for inspection upon request from a unit owner or interested person in writing or by electronic or magnetic means.
- (3) If these bylaws are amended, in whole or part, from the original copy by a resolution adopted at a general meeting, the President creates a document or electronic or magnetic record certifying that the contents of currently effective bylaws are identical with those of the original copy of these bylaws and minutes of the general meeting adopting the resolution to amend these bylaws, affixes their signature or electronic signature on and retains this document or electronic or magnetic record.
- (4) If a unit owner or interested person requests in writing or electronic or magnetic means, the President must make available for inspection the original copy of these bylaws, the

minutes of the general meeting adopting the resolution to amend these bylaws, and the document describing the contents of the currently effective bylaws in the form of a paper or an electronic or magnetic record (collectively referred to below as "original bylaws, etc."), as well as documents describing the contents of the currently effective regulations on property use under Article 18, detailed rules under Article 70, and any other detailed rules in the form of a paper or an electronic or magnetic record (collectively referred to below as "descriptions of detailed rules").

- (5) In the case referred to in paragraph (2) and the preceding paragraph, the President may designate a reasonable date, time, place and other conditions for inspection.
- (6) The President must post on a designated bulletin board where the original copy of these bylaws, etc. and descriptions of detailed rules are stored.
- (7) For the inspection of the original copy of these bylaws, etc. and the descriptions of detailed rules prepared in the form of an electronic or magnetic record, the provisions related to the inspection and provision of minutes as provided for in Article 49, paragraph (5) apply mutatis mutandis.

SUPPLEMENTARY PROVISIONS

Article 1 (Effective date of these bylaws)

These bylaws take effect on the ___-th day, month of ____, year _____.

Exhibit 1 Description of property

Name of the property		
Grounds	Location	
	Area	
	Rights	
Building	Structure, etc.	Structure: _____ Above-ground floors: _____ Under-ground floors: _____ Rooftop structure layers: _____ _____-storied residential complex: Total floor area: ___ m ² Building area: ___ m ²
	Exclusively-owned areas	Total number of residential units: _____ Total floor area: _____ m ²
Attached facilities	Facilities ancillary to the building, such as walls, fences, parking lots, passageways, bicycle racks, garbage collection stations, drain ditches, drain outlets, outdoor light fixtures, plants, bulletin boards, individual gardens, and play areas	

Exhibit 2 Scope of common elements

- "Elements of the building" not belonging to the exclusively-owned areas, such as the entrance hall, hallways, stairs, elevator halls, elevator rooms, common-use toilets, rooftop, roof, penthouses, pump rooms, electric rooms, machine rooms, water-receiving tank rooms, high rise tank rooms, pipe spaces, meter boxes (excluding such apparatus as water heater boiler, etc.), indoor-exterior walls, partition walls, floor slab, floors, ceilings, pillars, foundation portion, and balconies
- "Building facilities" not belonging to exclusively-owned areas, such as elevator facilities, electric facilities, potable water supply facilities, water drainage and sanitary facilities, fire-fighting and disaster-prevention facilities, Internet communication facilities, cable television facilities, auto-lock facilities, home-delivery boxes, lightning protection systems, collective mailboxes, wiring and pipe facilities (with respect to potable water supply pipes, meaning a portion from a water main to a meter for each unit; and with respect to a grey water pipe and black water pipe, meaning a portion that includes pipe-joints and standing pipes).
- Management offices, storage space for management purposes, common rooms for cleaners, meeting rooms, trunk rooms, storehouses, and their ancillary fixtures.

Exhibit 3 Co-ownership shares of grounds of the building and common elements, etc.

Unit owner's share Residential unit #s	Grounds and attached facilities	Common elements
Unit XX	* A out of xxx	J out of yyy
Unit XX	* B out of xxx	K out of yyy
Unit XX	* C out of xxx	L out of yyy
Unit XX	* D out of xxx	M out of yyy
Unit XX	* E out of xxx	N out of yyy
.	.	.
.	.	.
.	.	.
.	.	.
.	.	.
.	.	.
.	.	.
Total	xxx out of xxx	yyy out of yyy

Exhibit 4 Exclusive right to use balconies, etc.

Exclusive-use element Classification	Balconies	Entrance door Window frames Window glass	Ground floor yard	Roof terrace
1. Position	Balcony attached to each unit	Entrance door, window frames and glass attached to each unit	As shown in the attached drawing	As shown in the attached drawing
2. Holders of exclusive right to use	Unit owner of the exclusively-owned area	Same as on the left	Unit owner of residential unit #XXX	Unit owner of residential unit #XXX

Exhibit 5 Shares of voting rights

Residential unit #	Shares of voting rights	Residential unit #	Shares of voting rights
Unit XXX	A out of xxx	Unit XXX	J out of xxx
Unit XXX	B out of xxx	Unit XXX	K out of xxx
Unit XXX	C out of xxx	Unit XXX	L out of xxx
Unit XXX	D out of xxx	Unit XXX	M out of xxx
Unit XXX	E out of xxx	Unit XXX	N out of xxx
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
		Total	xxx out of xxx