

**BYLAWS OF
BELEWS LANDING HOMEOWNERS ASSOCIATION**

**ARTICLE I
NAME**

The name of this corporation shall be Belews Landing Homeowners Association, Inc.

**ARTICLE II
DEFINITIONS**

Section 1. "Association" means Belews Landing Homeowners Association, Inc., its successors and assigns.

Section 2. "Common Elements/Common Areas/Open Space" means real property within the Association owned or leased by the Association together with improvements located on that property which are maintained by the Association for the common use and enjoyment of the Owners.

Section 3. "Declarant" means Belews Landing Development Company, LLC as well as its successors and assigns.

Section 4. "Declaration" means the 2010 recorded Declaration of Covenants, Conditions and Restrictions for Belews Landing Homeowners Association, Inc. including any Supplemental Declaration or Amendment applicable to the Properties recorded in the Office of the Register of Deeds of Rockingham County, NC.

Section 5. "Board of Directors" means the Association's Executive Board.

Section 6. "Limited Common Elements" means a portion of the common elements allocated by the declaration or by operation of law for the exclusive use of one or more but fewer than all of the lots.

Section 7. "Lot" means a physical portion of the Properties designated for separate ownership or occupancy by an Owner.

Section 8. "Member" means those persons or entities with membership and voting rights as provided in the Declaration and these Bylaws.

Section 9. "Owner" means the record Owner, whether one or more persons or entities, of the fee simple title to any lot which is a part of the Properties, but does not include a person having an interest in a lot solely as security for an obligation.

Section 10. "Properties" means that certain real property described in the Declaration together with such additional real property hereafter conveyed pursuant to Declaration.

**ARTICLE III
MEMBERS**

Section 1. Membership. Every Owner of a Lot which is subject to a lien for assessment shall be a Member of the Association. Membership shall be appurtenant to and may not be separated from ownership of any Lot subject to assessment. The voting rights of the Members shall be as provided by the Declaration and/or Bylaws. When more than one person holds an interest in any Lot, all such persons shall be Members. The vote or votes for such Lot shall be exercised as they among themselves determine, but in no event shall more than one (1) vote be cast with respect to any Lot other than Declarant votes as set forth in the Declaration.

Section 2. Property Rights. Each Member shall be entitled to the use and enjoyment of the facilities as provided in the Declaration. Any Member may delegate his rights of enjoyment of the Common Property and facilities to the members of his family. The right and privileges of such delegates are subject to suspension to the same extent as those of the Member.

Section 3. Assessments. As more fully provided in the Declaration, each Member is obligated to pay to the Association annual and special assessments which are secured by a continuing lien upon the property against which the assessment is made and is also a personal obligation of the owner. Any assessments which are not paid when due shall be delinquent. If the assessment is not paid within thirty (30) days after the due date, the assessment shall bear interest from the date of delinquency at a rate not to exceed ten percent (10%) per annum and the Association may bring an action at law against the Owner personally obligated to pay the same or foreclose the lien against the property, and interest, costs and reasonable attorney's fees of any such action shall be added to the amount of assessments. No Owner may waive or otherwise escape liability for the assessments provided for herein by non-use of the Common Area or abandonment of his Lot.

Section 4. Suspension of Privileges or Services. The Board may impose reasonable charges for late payment of assessments, not to exceed the greater of twenty dollars (\$20) per month or ten percent (10%) of any assessment installment unpaid, and, after notice and an opportunity to be heard, suspend privileges or services provided by the Association during any period that assessment or other amounts due and owing to the Association remain unpaid for a period of 30 days or longer. The Board, after notice and an opportunity to be heard, may impose reasonable fines or suspend privileges or services provided by the Association for violations of the Declaration, Bylaws, or rules and regulations. Such hearing shall be held before the Board, and the lot owner charged shall be given notice of the charge, opportunity to be heard and to present evidence, and notice of the decision. If it is decided that a fine should be imposed, a fine not to exceed one hundred dollars (\$100) may be imposed for the violation for each day more than five days after the decision that the violations occurs. Such fines shall be assessments secured by liens. If it is decided that a suspension of privileges or services should be imposed, the suspension may be continued without further hearing until the violation or delinquency is cured.

**ARTICLE IV
MEETINGS**

Section 1. Annual Meetings. A meeting of the Association shall be held annually at a place, date, and time determined by the Board of Directors for the purpose of electing Directors, receiving reports, and transacting such other business as may properly come before it.

Section 2. Special Meetings. Special meetings of the Association may be called by the President or by the Board of Directors, or by lot owners having ten percent (10%) of the votes in the Association. The purpose of the meeting shall be stated in the call, and only business mentioned in the call can be transacted at such a meeting.

Section 3. Notice. Not less than 10 nor more than 60 days in advance of any meeting, the Secretary shall cause notice to be hand-delivered or sent prepaid by U.S. mail to the mailing address of each lot or to any other mailing address designated in writing by the lot owner, or sent by electronic means, including by electronic mail over the Internet, to an electronic mailing address designated in writing by the lot owner so long as authorized by law. The notice of the meeting shall state the time and place of the meeting and items. Waiver by a Member in writing of the notice, signed by him before or after such meeting, shall be equivalent to the giving of such notice.

Section 4. Quorum. The presence at the meeting of Members entitled to cast, or of proxies entitled to cast, twenty percent (20%) of the votes in the Association shall constitute a quorum for any action except as otherwise provided in the Articles of Incorporation, the Declaration, or these Bylaws. In the event business cannot be conducted at any meeting because a quorum is not present, that meeting may be adjourned to a later date by the affirmative vote of a majority of those present in person or by proxy. Notwithstanding any provision to the contrary in the declaration or the bylaws, the quorum requirement at the next meeting shall be one-half of the quorum requirements applicable to the meeting adjourned for lack of a quorum. This provision shall continue to reduce the quorum by fifty percent (50%) from that required at the previous meeting, as previously reduced, until such time as a quorum is present and business can be conducted.

Section 5. Proxies. Votes allocated to a lot may be cast pursuant to a proxy duly executed by a lot owner. All proxies shall be in writing and filed with the Secretary. Every proxy shall be revocable and shall automatically cease upon conveyance by the Member of his Lot to another party. A proxy is valid only for the specific meeting identified on the proxy form and any extension of that specific meeting.

ARTICLE V BOARD OF DIRECTORS

Section 1. Composition. The affairs of this Association shall be managed by a Board of not less than three (3) nor more than five (5) Directors who shall be Members of the Association.

Section 2. Term of Office. Directors shall serve staggered two-year terms.

Section 3. Powers. Except as restricted by the Declaration or these Bylaws, the Board of Directors shall have power to:

- a) act in all instances on behalf of the Association;
- b) adopt and publish rules and regulations governing the use of the Common Areas, Common Elements, Open Space and facilities, and the personal conduct of the Members, and their guests thereon, and to establish penalties for the infraction thereof;
- c) adopt and amend budgets for revenues, expenditures, and reserves and collect assessments for common expenses from lot owners;
- d) hire and discharge managing agents and other employees, agents, and independent contractors;

- e) institute, defend, or intervene in litigation or administrative proceedings on matters affecting the Association;
- f) make contracts and incur liabilities;
- g) regulate the use, maintenance, repair, replacement, and modification of common areas;
- h) cause additional improvements to be made as part of the common areas;
- i) impose and receive any payments, fees, or charges for the use, rental, or operation of the common elements other than the limited common elements and for services provided to lot owners;
- j) impose reasonable charges for late payment of assessments and suspend privileges or services provided by the Association during any period that assessments or other amounts due and owing to the Association remain unpaid for a period of 30 days or longer, as provided in these Bylaws;
- k) impose reasonable fines or suspend privileges or services provided by the association for reasonable periods for violations of the declaration, bylaws, and rules and regulations of the association, as provided in these Bylaws;
- l) provide for the indemnification of and maintain liability insurance for its officers, executive board, directors, employees, and agents;
- m) exercise all other powers that may be exercised in this State by legal entities of the same type as the association;
- n) exercise any other powers necessary and proper for the governance and operation of the association;
- o) declare the office of a member of the Board of Directors to be vacant in the event such member shall be absent from three (3) consecutive regular meetings of the Board of Directors.

Section 4. Duties. It shall be the duty of the Board of Directors to:

- a) within 30 days after adoption of any proposed budget, provide to all lot owners a summary of the budget and a notice of the meeting to consider ratification of the budget, including a statement that the budget may be ratified without a quorum. The Board shall set a date for a meeting of the lot owners to consider ratification of the budget, such meeting to be held not less than 10 nor more than 60 days after mailing of the summary and notice. There is no requirement that a quorum be present at the meeting. The budget is ratified unless at that meeting a majority of all the lot owners in the Association rejects the budget. In the event the proposed budget is rejected, the budget last ratified by the lot owners shall continue until such time as the lot owners ratify a subsequent budget proposed by the Board;
- b) furnish to a lot owner or the lot owner's authorized agents a statement setting forth the amount of unpaid assessments and other charges against a lot. A reasonable charge may be made by the Board for such statement. The statement is binding on the Association, the Board, and every lot owner;
- c) maintain, to the extent reasonably available, property insurance on the common elements insuring against all risks of direct physical loss commonly insured against including fire and extended coverage perils;
- d) maintain, to the extent reasonably available, liability insurance in reasonable amounts, covering all occurrences commonly insured against for death, bodily injury, and property damage arising out of or in connection with the use, ownership, or maintenance of the common elements;
- e) maintain liability insurance for the officers, Board, Directors, employees, and agents; and
- f) publish the names and addresses of all officers and board members of the Association within 30 days of their election.

Section 5. Removal and Resignation. Any Director may be removed from the Board, with or without cause, by a majority vote of the Members of the Association or by a vote of a majority of the membership

of the Board. Any Director may resign at any time by communicating his resignation to the President, the Secretary, or the Board of Directors. A resignation is effective when it is communicated unless the notice specifies a later effective date or subsequent event upon which it will become effective.

Section 6. Vacancies. A vacancy in the Board may be filled by appointment by the Board for the unexpired portion of the term.

Section 7. Compensation. No financial payments, including payments in the form of goods and services, may be made to any Director or to a business, business associate, or relative of a Director, except for services or expenses paid on behalf of the Association which are approved in advance by the Board.

Section 8. Action Taken Without a Meeting. Any action permitted to be taken at a meeting of the Board may be taken without a meeting if the action is taken by all members entitled to vote on the action. The action shall be taken by written consent describing the action taken, signed before or after such action by all members. A consent signed under this section has the effect of a meeting vote and may be described as such in any document.

ARTICLE VI NOMINATION AND ELECTION OF DIRECTORS

Section 1. Nomination. A Nominating Committee of three (3) members shall be appointed by the Board of Directors no later than three months prior to the annual meeting. It shall be the duty of this committee to nominate candidates for the Board of Directors to be filled at the annual meeting. Before the election at the annual meeting, additional nominations from the floor shall be permitted.

Section 2. Election. The Board shall be elected to serve for two years or until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected. Cumulative voting is not permitted.

ARTICLE VII MEETINGS OF DIRECTORS

Section 1. Regular Meetings. Regular meetings of the Board of Directors shall be held at such time and place and with such notice as shall be determined by resolution of a majority of the Directors.

Section 2. Special Meetings. Special meetings of the Board of Directors may be called by the President and shall be called upon the written request of two members of the Board.

Section 3. Quorum. A majority of the membership of the Board shall constitute a quorum.

ARTICLE VIII OFFICERS

Section 1. Officers. The officers of the Association shall be a President, Vice-President, Secretary, and Treasurer, who shall be selected from the Board of Directors, and such other committee members as the Board may from time to time by resolution create, who may be selected from outside the Board of Directors.

Section 2. Election of Officers. Officers shall be elected at the first meeting of the Board of Directors

following each annual meeting of the Members.

Section 3. Term. The officers shall be elected to serve for two (2) years or until their successors are elected, and their term of office shall begin at the close of the meeting at which they are elected.

Section 4. Resignation and Removal. Any officer may be removed from office with or without cause by the Board. Any officer may resign at any time by communicating his resignation to the President, the Secretary, or the Board of Directors. A resignation is effective when it is communicated unless the notice specifies a later effective date or subsequent event upon which it will become effective.

Section 5. Vacancies. A vacancy in any office may be filled by appointment by the Board for the unexpired portion of the term.

Section 6. Duties. The officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Society, specifically including the following:

- a) President. The President shall preside at all meetings of the Board; shall see that orders and resolutions of the Board are carried out; shall sign all leases, mortgages, deeds, amendments to the declaration, and other written instruments; and shall co-sign all checks and promissory notes.
- b) Vice-President. The Vice-President shall act in the place and stead of the president in the event of his absence, inability, or refusal to act, and shall exercise and discharge such other duties as may be required of him by the Board.
- c) Secretary and Assistant Secretary. The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the members; keep the corporate seal, if any, of the Association and affix it on all papers requiring said seal; serve notice of meetings of the Board and of the Association together with their addresses, and shall perform such other duties as required by the Board.
- d) Treasurer. The Treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors; keep proper books of account; cause an annual audit of the Association books to be made by an independent certified public accountant at the completion of each fiscal year; and shall prepare an annual budget and statement of income and expenditures to be represented to the membership at its regular annual meeting, and deliver a copy of each to the Members. Any or all of these duties may be shared with any property management company hired by the Association.

Section 7. Compensation. No financial payments, including payments in the form of goods and services, may be made to any officer or to a business, business associate, or relative of an officer, except for services or expenses paid on behalf of the Association which are approved in advance by the Board.

ARTICLE IX COMMITTEES

Section 1. Architectural Review Committee. An Architectural Review Committee composed of three (3) members shall be appointed by the Board. It shall be the duty of this committee to approve residence design and site plans, as provided in the Declaration.

Section 2. Nominating Committee. A Nominating Committee composed of a Chairman, who shall be a member of the Board of Directors, and two other members of the Association shall be appointed by the Board. It shall be the duty of this committee to nominate Directors, as provided in these Bylaws.

Section 3. Other Committees. Such other committees, standing or special, shall be appointed by the President as the Board shall from time to time deem necessary to carry on the work of the Association.

ARTICLE X INDEMNIFICATION

The Association shall have the power to indemnify any present or former Director, officer, employee or agent or any person who has served or is serving in such capacity at the request of the Association with respect to any liability or litigation expense, including reasonable attorney's fees, incurred by any such person to the extent and upon the terms and conditions provided by law.

To the extent provided by law, the Association shall indemnify any and all of its officers and Directors against liability and litigation expense, including reasonable attorneys' fees, arising out of their status as such or their activities in any of the foregoing capacities (excluding, however, liability or litigation expense which any of the foregoing may incur on account of activities which were at the time taken known or believed to be clearly in conflict with the best interests of the Association), and said officers and Directors shall be entitled to recover from the Association, and the Association shall pay, all reasonable costs, expenses, and attorneys' fees in connection with the enforcement of rights to indemnification granted herein.

ARTICLE XI PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt.

ARTICLE XII AMENDMENT

These Bylaws may be amended:

- a) at the annual meeting of the Association or a special meeting of the association called for that purpose by a majority vote of Members present and those represented by proxy;
- b) in the case of any conflict between these Bylaws and the Declaration, the Declaration shall control.

ARTICLE XIII MISCELLANEOUS

The books and records of the Association shall at all times be available and subject to inspection by any Member. Copies of the books and/ or records are available for a nominal charge. The fiscal year of the Association shall begin on the first day of January and end on the thirty-first day of December.

Adopted:

IN WITNESS WHEREOF, we, being all of the directors of the BELEWS LANDING HOMEOWNERS ASSOCIATION, have hereunto set our hands this ____ day of _____, 2011.

STATE OF _____

COUNTY OF _____

I, the undersigned, a Notary Public of the County and State aforesaid, do hereby certify that _____ personally appeared before me this day and acknowledged that they are the directors of BELEWS LANDING HOME OWNERS ASSOCIATION, and as they act of and on behalf of the corporation they executed the foregoing instrument.

Witness my hand and official seal on this the ____ day of _____, 2011.

Notary Public

My commission expires: _____