

By-Laws of Willow Lake Association, INC.

A Nonprofit Corporation
(The "Association")

These By-Laws are the By-Laws of the Association, which is the corporation created by Articles of Incorporation filed with the Secretary of the State of Georgia on October 26, 1995. (The "Articles of Incorporation"). The "Subdivision" referred to herein shall mean Willow Lake at Jones Creek, Columbia, Georgia.

ARTICLE 1

Offices

Section 1. *Registered Office.* The registered office of the Association shall be located at 806 Shackleford Place, Evans, Georgia 30809 or such other office as the board of directors shall select.

Section 2. *Mailing Address.* The mailing address for the Association shall be 806 Shackleford Place, Evans, Georgia 30809.

Section 3. *Other Office.* The Association may also have offices at such other places both within and without the State of Georgia as the board of directors may from time to time determine or the business of the Association may make appropriate.

ARTICLE 2

Membership in the Association

Section 1. *Qualifications for Membership.* Any and all persons/lawful entities having an ownership interest in any lot in the Subdivision that are current in the payment of all general and special assessments of the Association shall be members of the Association. Notwithstanding the foregoing, there shall be a "one vote per lot" rule with respect to notice of meetings, the calculation of a quorum at any meeting of members, and the right of a member to vote on any matter.

Section 2. *Location of Meetings.* All meetings of members shall be held at such place within or without the State of Georgia as may from time to time fixed by the board of directors or as shall be stated in the notice of the meeting or in a duly executed waiver of notice thereof.

Section 3. *Annual Meetings.* Annual meetings of members shall be held in January or February of each year. At each meeting on the even-numbered years (or every other year), the members shall, by a majority vote, elect a board of directors, and by majority vote, transact such other business as may be properly brought before the meeting.

Section 4. *Special Meetings.* Unless otherwise prescribed by law, or by the Articles of Incorporation, special meetings of members may be called for any purpose or purposes by the president, the board of directors, the holders of twenty-five (25) percent of the outstanding voting interest in the Association, or such other officers or persons as may at the time be provided in the Articles of Incorporation, or in the event there are no officers or directors, then by any number.

Section 5. *Notice of Meetings.* Written notice of a meeting stating the place, day and hour of meeting and, in the case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered not less than ten (10) nor more than thirty (30) days before the date of the meeting. Notices shall be delivered by email, text messages, or written notification mailed or hand-delivered to the members.

Section 6. *Business of Meetings.* At an annual meeting of members, any matter relating to the affairs of the Association, whether or not stated in the notice of meeting, may be brought up for action (unless otherwise provided by law). Unless a majority of the members of this Association entitled to vote are present and specifically agree thereto in writing, no matter that was not stated in the notice of a special meeting of members shall be brought up for action at such a special meeting.

Section 7. *Quorum.* The holders of more than ten percent (10%) of the interests entitled to vote, present in person or by proxy, shall constitute a quorum at all meetings of members for the transaction of business except as otherwise provided by law. If a quorum shall not be present, the members present in person or by proxy shall have power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum shall be present. At such reconvened meeting, any business may be transacted which might have been transacted at the adjourned meeting.

Section 8. *Majority.* If a quorum is present, the affirmative vote of a majority of the members entitled to vote and represented at the meeting shall be the act of the members, except that unanimous vote of all members entitled to vote and represented at the meeting shall be required to approve matters at a special meeting of members with respect to which matters no notice had be given in the notice of such a meeting.

Section 9. *Voting.* To the extent not in conflict with the Articles of Incorporation, the following provisions shall apply. There shall be one (1) and no more than one (1) vote per Lot, regardless of the number of owners of a Lot. Members may vote either in person or by a proxy executed in writing by the member or by his duly authorized attorney-in-fact. Any proxy must be in writing, signed by the Lot owner (or owners as provided below) and submitted to the president prior to the meeting. Unless the holder of a valid proxy, a mere lessee of any Lot shall have no right to vote and shall in no respect be deemed a member of the Association.

Section 10. *Action by Consent.* Any action required or permitted to be taken at a meeting of members may be taken without a meeting if a consent in writing, setting forth the actions so taken, is signed by the holders of all interests entitled to vote with respect to the subject matter thereof.

Article 3

Directors

Section 1. *Number; Election.* There shall be at least three (3) directors. Directors must be over age twenty-one (21), resident of the State of Georgia, and residents of the Jones Creek Community. The directors, other than the first board of directors, shall be elected at the annual meeting of members in the even number years and each director shall serve a two (2) year term until the next election year and until his successor shall have been elected and qualified. The first board of directors shall hold office until the first annual meeting of members.

Section 2. *Vacancies.* Any vacancy occurring in the board of directors may be filled by the affirmative vote of a majority of the remaining directors even though the remaining directors may constitute less than a quorum of the board of directors. A director elected to fill a vacancy shall be elected for the unexpired portion of the term of this predecessor in office.

Any directorship to be filled by reason of an increase in the number of directors may be filled by the affirmative vote of a majority of the remaining directors present at a meeting even though less than a quorum of the board of directors is present. A director elected to fill a newly created directorship shall serve until the next election of directors by the members and the election and qualification of his successor.

Section 3. *Powers.* The business and affairs of the Association shall be managed by its board of directors, which may exercise all such powers of the Association and do all such lawful acts and things as are not by law the Articles of Incorporation, or these By-Laws directed or required to be exercised or done by the members.

Section 4. *Compensation of Directors.* The board of directors, with the exception of the Treasurer, shall receive no monetary compensation except as provided in Section 5 of this article 3. The board of directors by majority vote may defer up to two quarterly dues payments for each board of director in good standing.

Section 5. *Indemnification.* As an inducement to the officers and directors of the Association to act on the Association's behalf, the Association shall, out of its general funds or by special assessment, indemnify or hold harmless, each officer and/or director acting in accordance with these By-Laws and the Article of Incorporation, including without limitation all actions taken in connection with the levying, collection and enforcement of assessments. All such indemnification shall be paid upon written request of such officer or director setting forth in reasonable detail the reason for such indemnification, which request shall be to each of the officers of the Association.

Article 4

Meetings of the Board of Directors

Section 1. *Location of Meetings.* Meeting of the board of directors, regular or special, may be held either within or without the State of Georgia.

Section 2. *First Meeting of New Board.* The first meeting of each newly elected board of directors shall be held immediately following the annual meeting of members at the place where such annual meeting is held. Such meeting shall be necessary to the newly elected directors in order legally to constitute the meeting, provided a quorum shall be presented. Alternatively, the new board of directors may convene at such place and time as shall be fixed by the consent in writing of all its members.

Section 3. *Regular Meetings.* Regular meeting of the board of directors may be held with such frequency and at such time and at such place as shall from time to time be determined by the board. If the board has so fixed the frequency, time and place of regular meetings, no notice thereof shall be necessary.

Section 4. *Special Meetings.* Special meetings of the board of directors may be held with such frequency and at such time and at such place as shall from time to time be determined by the board. If the board has so fixed the frequency, time and place of regular meetings, no notice thereof shall be necessary.

Section 5. *Notice of Meetings.* Notice of a meeting need not be given to any director who signs a waiver of notice either before or after the meeting, or who attends the meeting without protesting, prior thereto or at its commencement, the lack of notice thereof. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the board of directors need be specified in the notice or waiver of notice of such meeting.

Section 6. *Quorum.* A majority of the directors shall constitute a quorum for the transaction of business unless a greater number is required by law or by the Articles of Incorporation. If a quorum shall not be present at any meeting of directors, the directors present may adjourn the meeting from time to time until a quorum is present, without notice of the time and place that the meeting will be reconvened other than announcement at the adjourned meeting.

Section 7. *Majority.* The act of a majority of the directors present at any meeting at which a quorum is present shall be the act of the board of directors, unless the act of a greater number is required by law or by the Articles of Incorporation.

Section 8. *Action of Consent.* Any action required or permitted to be taken at a meeting of directors or a committee thereof may be taken without a meeting if a consent in writing, setting forth the action

so taken, is signed by all directors or all members of the committee, as the case may be, entitled to vote with respect to the subject matter thereof. Such consent shall be filed with the minutes of the proceedings of the board or the committee.

Article 5

Notices

Section 1. *Required Notices.* Whenever, under the provisions of applicable law, the Articles of Incorporation or these By-Laws, any notice is required to be given to any director or member, such notice shall be given by e-mail, text message, or in writing and delivered either personally or by first class mail, addressed to such director or member, at his e-mail address, cell phone number, and/or mailing address as it appears on the records of the Association. If mailed, such notice shall be deemed to be delivered three (3) business days after it was deposited in the United States mail with first class postage prepaid. Notices given by any other means shall be deemed delivered when received by the addressee.

Section 2. *Waiver of Notice.* Whenever under the provisions of applicable law, the Articles of Incorporation or these By-Laws, any notice is required to be given to any director or member, a written waiver thereof signed by the person or persons entitled to such notice, either before or after the time stated therein, shall be deemed the equivalent to the given of such notice.

Article 6

Officers

Section 1. *Officers; Election; Term.* The officers of the Association shall be voted into office by the members of the Associations and shall consist of a President, Vice President, Secretary, Treasurer, Grounds Chairman, Gate Chairman, and an Architectural Review Chairman. Except as otherwise provided by law, any person may hold more than one office. Officers shall be elected at the annual meeting of the members on even numbered years in which each new board shall have been elected, and those officers shall hold offices for two (2) year terms until their respective successors have been elected and shall have qualified, and if the board of directors shall fail in any year or years to meet and elect officers, the officers last elected shall continue to hold office. No officer need be a member of the board of directors.

Section 2. *Additional Officers and Agents.* The board of directors may appoint such other officers, including vice presidents, assistant secretaries and assistant treasurers, and agents as it shall deem necessary. Such officers and agents shall hold their respective offices for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the board of directors.

Section 3. *Salaries.* The officers, except the Treasurer, shall receive no compensation except as provided in Section 4 & 5 of Article 3. Compensation of the Treasurer shall be set by a majority vote of the board of directors.

Section 4. *Removal; Vacancies.* Any officer or agent elected or appointed by the board of directors may be removed by the board at any time with or without cause by the affirmative vote of a majority of the board of directors, Officers and agents otherwise elected or appointed may be removed in accordance with Georgia law. Any vacancy occurring in any office of the Association may be filled by the board of directors.

Section 5. *The President.* The president shall be the chief executive officer of the Association, shall preside at all meetings of members and the board of directors, shall have general and active management of the business of the Association and shall see that all orders and resolutions of the board of directors are carried into effect. He or she shall have the authority and power to execute on behalf of the association bonds, mortgages, notes, contracts, leases and other documents and instruments (whether or not requiring a seal of the Association) except where such documents or instruments are required by law to be otherwise signed and executed and except the signing and execution thereof shall be expressly delegated by the board of directors to some other officer or agent of the Association.

Section 6. *Vice President.* The vice president, or if there shall be more than one, the vice presidents in the order determined by the board of directors, shall, in the absence or disability of the president, perform the duties and exercise the powers of the president. Each vice president shall perform such other duties and have such other powers as the board of directors may from time to time prescribe.

Section 7. *Secretary and Assistant Secretaries.* The secretary shall attend all meetings of members and the board of directors and shall record the proceedings of such meetings in books to be kept for that purpose, and shall perform like duties for the committees of directors when required. He or she shall give, or cause to be given, notice of all meetings of members and special meetings of the board of directors, and shall perform such other duties as may be prescribed by the board of directors or the president, under whose supervision he shall be. He or she shall have custody of the corporate seal of the Association and he shall have authority to affix it to any instrument requiring it and when so affixed it may be attested by his signature. The assistant secretary, or if there be more than one, the assistant secretaries in the order determined by the board of directors, shall, in the absence or disability of the secretary, perform the duties and exercise the powers (including affixation of the Corporate Seal) of the secretary and shall perform such other duties and have such other powers as the board of directors may from time to time prescribe.

Section 8. *Treasurer and Assistant Treasurers.* The treasurer shall have the custody of the corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Association and shall deposit all monies and other valuable effects in the name and to the credit of the Association in such depositories as may be designated by the board of directors. He or she shall disburse the funds of the Association as may be ordered by the board of directors, taking proper vouchers for such disbursements, and shall render to the president and the board of directors at its regular meetings, or when the board of directors so requires, an account of all his transactions as treasurer and of the financial condition of the Association. If

required by the board of directors, he or she shall give the Association a bond in such sum and with surety or sureties as shall be satisfactory to the board of directors for the faithful performance of the duties of his or her office and for the restoration to the Association, in case of his or her death, resignation, retirement or removal from office, of all books, papers, vouchers, money and other property of whatever kind in his possession and under this control belonging to the Association. The assistant treasurer, or if there shall be more than one, the assistant treasurers, in the order determined by the board of directors, shall, in the absence or disability of the treasurer, perform the duties and exercise the powers of the treasurer and shall perform such other duties and have such other powers as the board of directors may from time to time prescribe.

ARTICLE 7

GENERAL PROVISIONS

Section 1. *Checks.* All checks, drafts, demands for money and notes of the Association shall be signed by at least two (2) officers or such other two (2) persons as the board of directors may from time to time designate in excess of \$1,000. The one exception shall be payment to the contracted landscaper for services rendered for the period.

Section 2. *Fiscal Year.* The fiscal year of the Association shall be fixed by resolution of the board of directors.

Section 3. *Seal.* The Association shall have a corporate seal, which shall have inscribed thereon the name of the association, the year of its organization and the words "Corporate Seal-Georgia". The seal may be used by causing it or a facsimile thereof to be impressed or affixed or in any manner reproduced. The board of directors may from time to time authorize any other officer to affix the seal of the Association and to attest to such affixation by his signature.

Section 4. *Books and Records.* The association shall keep correct and complete books and records of accounts and shall keep minutes of the proceedings of its members, board of directors, and committees of directors.

Not later than 3 months after the close of each fiscal year, and in any case prior to the next annual meeting of members, the Association shall prepare a balance sheet showing reasonable detail the financial condition of the Association as of the close of its preceding fiscal year, and a profit and loss statement showing the results of its operations during such fiscal year. Upon written request, the Association shall mail to any member of record a copy of such balance sheet and profit and loss statement.

Section 5. *Right of Abatement.* In addition to all other enforcement rights granted herein, the board of directors may elect to enforce any provision of the Declaration of Covenants and Restrictions, these By-Laws or the Article of Incorporation, as amended ("Governing Documents" Collectively) by exercising its rights of abatement.

By way of example and not limitation, the Board of Directors shall have the authority to establish fines and other measures deemed reasonably necessary to enforce the Association parking restrictions on any portion of the roads and other Association common areas.

Section 6. *By-Law Amendments.* These By-Laws may be altered, amended, or repealed; or new By-Laws may be adopted by the board of directors.

Section 7. *Conflict.* In the event any conflict between these By-Laws and the following, the controlling language shall be found in: Declaration of Covenants and Restrictions, the laws of the State of Georgia or the Articles of Incorporation, in the order listed.

The within and foregoing By-Laws are hereby adopted unanimously by Association's board of directors on this 8th day of August 2019.

Jenny Spencer, Secretary

Michael Crawford, Treasurer

Michael Carrigan, President