

BY-LAWS
OF
WILLOW LAKES PLANTATION HOMEOWNERS ASSOCIATION, INC.

BY-LAWS

ARTICLE I

NAME AND LOCATION

The name of the association is Willow Lakes Plantation Homeowners Association, Inc. (hereinafter referred to as the "Association"). The principal office of the Association (until otherwise designated by the Board) (as hereinafter defined) shall be located at such place as the Board of Directors may from time to time designate. Meetings of Members and Directors may be held at such other places within the State of Georgia as may be designated by the Board or the Members pursuant to these By-Laws.

ARTICLE II

DEFINITIONS

2.1 Unless otherwise set forth herein, the terms used in these By-Laws shall have the same meanings ascribed to such terms as set forth in the Declaration of Covenants, Restrictions, and Easements for Willow Lakes Plantation, dated as of January 16, 2004, which has been executed by by a duly authorized officer of Willow Lakes Plantation Homeowners Association, Inc., a Georgia corporation, with respect to a community known as Willow Lakes Plantation, and has been filed for record in the office of the Clerk of the Superior Court of Chatham County, Georgia, in Deed Record Book 265-, Page 644.

2.2 The phrase "current in their homeowners assessments" or other similar usage means that the Member has paid all assessments for past years, although the assessment due for the current year (the year in which an action is taken) may not yet have been paid in full.

ARTICLE III

MEETINGS

3.1 Annual Meeting of Members: The regular annual meeting of the Members shall be held not later than six (6) months past the end of the fiscal year of the Association, on a date (which is not a legal holiday) and at such place within the State of Georgia, as shall be designated in the call of meeting pursuant to Section 3.3 below. If no such date is designated, the annual meeting shall be held on the third Saturday in March, if not a legal holiday, and if a legal holiday, then on the next Saturday succeeding. The Members shall at such annual meeting conduct an election for any vacant or expiring seats on the Board of Directors for the ensuing year, in the manner provided in Article IV hereof, and shall have authority to transact any and all business which may be brought before such meeting.

3.2 Special Meeting of Members: Special meetings of Members shall be held at such place within the State of Georgia as shall be designated in the call of the meeting. Special meetings may be called by the President at any time and must be called by the President when so requested in writing by any two (2) directors or by twenty-five (25%) percent of the Members. To be eligible to petition for such meeting a Member must be current in the payment of their homeowner assessments.

3.3 Notice of Meetings: Written notice of the place, date, and time of every annual meeting of the Members shall be mailed to each Member, at least twenty-five (25) days before such

meeting; notice of a Special Meeting of the Members may be given by such written notice at least fifteen (15) days before such meeting. Each Member shall register his address with the Association, and notices of meetings shall be mailed to him at such address, and if no such address has been registered, at the last-known address of the Member. Members may elect to receive notifications via email or other electronic means by electing to do so in a written instrument delivered to the Secretary of the Association which election shall remain on file in the business records of the Association, and shall be maintained as the notification address for such Member until notified otherwise by the Member in a written instrument delivered to the Secretary. If for a special meeting, such notice shall state the purposes or objects of the meeting. It shall not be necessary that notice of an annual meeting specify the business to be transacted at such meeting, but such notice shall specify the number of Directors to be elected at such annual meeting.

3.4 Quorum: Unless otherwise provided in the Declaration, a quorum at any meeting of Members, whether annual or special, shall consist of the presence at such meeting, in person, of Members entitled to cast ten percent (10%) of the votes of the Membership. All such Members constituting the quorum must be current in their Association assessments. Unless otherwise provided in the Articles of Incorporation of the Association, or in the Declaration, or in these By-Laws, a majority of the votes entitled to be cast by all Members present at a meeting shall be necessary and sufficient to decide and act upon any question which shall come before the meeting. No business shall be transacted at any meeting unless a quorum is present, although reports may be presented to the Members and questions posed by the Members to the Board of Directors or Officers of the Association.

3.5 Voting: Voting rights of Members shall be as set forth in the Declaration and these By-Laws in accord with Article III of the Declaration. Where any Member is a group or entity other than one individual person, the vote on behalf of such Member shall be exercised only by such individual person as shall be designated in a proxy instrument duly executed by or on behalf of such Member, and delivered to the Secretary of the Association.

ARTICLE IV

DIRECTORS

4.1 Number: The affairs of this Association shall be managed by a Board of Directors consisting of five (5) in number, all of whom shall be a Member of the Association. The number of directors may be changed from time to time by a vote of the Members at a meeting which is noticed as having one of its purposes the consideration of a change in the required number of Directors.

4.2 Term of Office: Directors shall each serve terms of two (2) years; in odd numbered years the number of Directors elected shall be two (2); in even numbered years the number of Directors elected shall be three (3). At the annual meeting of the Members held for 2013 the members shall vote on five (5) Members, three (3) of whom shall be elected to serve a one (1) year term and two (2) of whom shall be elected to serve a two (2) year term. Designations shall be made as to the length of the terms for which each Director is nominated and elected for office prior to the voting on such Director. Thereafter, at each annual meeting the Members shall vote for Directors as set forth in the first sentence of this paragraph.

4.3 Removal: Any Director may be removed from the Board, with or without cause, by a majority vote of the Members of the Association present at a meeting which has been noticed for that purpose. In the event of the death, resignation, or removal of a Director, the successor Director to serve the unexpired term shall be elected by the Members at the next annual meeting or a meeting

specially called for that purpose with notice of the purpose of the meeting stated in the notice of the meeting.

4.4 Compensation: No Director shall receive compensation for any service he may render to the Association. However, any Director may be reimbursed for his reasonable actual expenses incurred in the performance of his duties.

4.5 Action Taken Without a Meeting: The Directors shall have the right to take any action in the absence of a meeting which they could take at a meeting by obtaining the written approval of all the Directors. Any action so approved shall have the same effect as though taken at a meeting of the Directors.

4.6 Nomination: Nomination for elected members to the Board shall be made by a Nominating Committee. Nominations may also be made from the floor at the annual meeting, provided that the nominee either consents to the nomination in person or by written consent. The Nominating Committee shall consist of a Chairman, who shall be a member of the Board, and two or more Members of the Association. The Nominating Committee shall be appointed by the Board prior to each annual meeting of the Members, to serve from the close of such annual meeting until the close of the next annual meeting and such appointment shall be announced at each annual meeting. The Nominating Committee shall make as many nominations for election to the Board as it shall in its discretion determine, but not less than the number of vacancies that are to be filled.

4.6.1 In addition to the foregoing nomination process through the Nominating Committee, any member of the Association may nominate themselves prior to the annual meeting, or anyone else, for election to the Board by delivery of a notice of such nomination to the President of the Association, with a copy to any management company then employed, no later than fifteen (15) days prior to the date of the Annual Meeting. Any member proposing a nomination of another member prior to the annual meeting through this process must include the nominated member's consent on the notice.

4.7 Election: Election to the Board shall be by secret written ballot. At such election the Members may cast, in respect to each vacancy, as many votes as they are entitled to exercise under the provisions of the Declaration. The person receiving the largest number of votes for each vacancy shall be elected. Cumulative voting is not permitted.

4.8 Regular Meetings of Directors: Regular meetings of the Board shall be held quarterly without notice, at such place and hour so long as fixed from time to time by resolution of the Board. Should such meeting fall upon a legal holiday, then that meeting shall be held at the same time on the next day which is not a legal holiday.

4.9 Special Meetings of Directors: Special meetings of the Board shall be held at such place within the State of Georgia as shall be designated in the call of such meetings. Special meetings of the Board may be called by the President at any time in his discretion, and must be called by the President whenever so requested in writing by two (2) members of the Board.

4.10 Notice of Meetings: Notices of special meetings of the Board shall be given by the President or the Secretary to each member of the Board, not less than three (3) days before the time at which such meetings are to convene. Said notices may be given by telephone, or by any other form of written or verbal communication. It shall not be necessary for notices of special meetings of the Board to state the purposes or objects of the meetings. The Directors may waive notice of any meeting in writing.

4.11 Quorum: A quorum at any meeting of the Board shall consist of a majority of the members of the Board. Unless otherwise provided in the Articles of Incorporation of the Association, or in these By-Laws, or in the Declaration, a majority of those present at any meeting at which a quorum is present may decide all questions which may come before the meeting.

4.12 Powers: The Board shall have power to:

- (a) adopt and publish rules and regulations governing the use of the Common Property and facilities, and the personal conduct of the Members and their guests thereon, and establish penalties for the infraction thereof;
- (b) suspend the voting rights and right to the use of any recreational facilities of a Member during any period in which such Member shall be in default in the payment of any assessment levied by the Association; such rights may also be suspended after notice and hearing, for a period not to exceed sixty (60) days for infraction of published rules and regulations;
- (c) exercise for the Association all powers, duties, and authority vested in or delegated to the Association and not reserved to the Membership by other provisions of these By-Laws, the Articles of Incorporation, or the Declaration;
- (d) declare the office of a member of the Board to be vacant in the event such member shall be absent from three (3) consecutive regular meetings of the Board;
- (e) employ, retain, dismiss, and replace agents and employees to exercise and discharge the powers and responsibilities of the Association, the Board, and the officers of the Association; and,
- (f) settle and compromise any civil action or claim asserted against the Association whether in contract or tort, provided that any vote of the board for a settlement or compromise of a civil action or unfiled claim the terms of which obligates the Association to pay an aggregate sum in excess of Five Thousand (\$5,000) Dollars shall be held in a meeting at which a quorum is present, with no less than ten (10) days notice of same to the homeowners of the date, time and place of the meeting, and the purpose of the meeting, which shall be open to the homeowners.

4.13 Duties: It shall be the duty of the Board to:

- (a) cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the Members at the annual meeting of the Members, or at any special meeting when such statement is requested in writing by one fourth (1/4) of the Class A Members who are entitled to vote. The Board shall maintain a book of minutes recording actions taken at each meeting of the Board, and of the Membership, which book of minutes shall be available for inspection by any Member upon written request to the Secretary of Board, at reasonable times (within normal 9 a.m. to 5 p.m. business hours, Monday through Friday, holidays excepted, and places. Should there be any dispute about the time or place of the availability of the

minutes for inspection by the Members, then the Board of Directors shall direct its Attorney to make such book of minutes available for inspection by the requesting member(s);

- (b) supervise all officers, agents, and employees of the Association, and see that their duties are properly performed;
- (c) as more fully provided in the Declaration:
 - (1) fix the amount of the annual assessment against each Lot at least fifteen (15) days in advance of each annual assessment period;
 - (2) send written notice of each assessment to every Owner subject thereto at least fifteen (15) days after due date or bring an action at law against the Owner or Owners personally obligated to pay the same;
 - (3) foreclose the lien against any property for which assessments are not paid within fifteen (15) days after due date or bring an action at law against the Owner or Owners personally obligated to pay the same;
- (d) issue, or cause an appropriate officer to issue, upon demand by any person, a certificate setting forth whether or not any assessment has been paid; a reasonable charge may be made by the Board or the management company employed by the Association for the issuance of these certificates; if a certificate states an assessment has been paid, such certificate shall be conclusive evidence of such payment;
- (e) procure and maintain adequate insurance on property owned by the Association, as provided in Article XI of the Declaration; and
- (f) cause the Association to carry out all of its duties and obligations under the Declaration.

4.14 Qualifications: Each Director must be a member of the Association. No person may be nominated, elected or continue to serve and vote as a Director of the Association who, on the date of such nomination or election, or during such service, is indebted to the Association in any amount either for (1) past due homeowners assessments which may be levied against any property in the subdivision in which the Director has an ownership interest whether in fee simple, leasehold or other interest, and/or (2) any court order, obligation or judgment which may be ordered assessed against them in a monetary amount by any court of competent jurisdiction in favor of the Association. Payment and full satisfaction of any such unpaid obligation shall render such person eligible for election to office.

ARTICLE V

OFFICERS AND THEIR DUTIES

5.1 Enumeration of Officers: The officers of the Association shall be a President and a Vice-President, who shall at all times be members of the Board, a secretary, and a treasurer, and such other officers as the Board may from time to time by resolution create.

5.2 Election of Officers: The election of officers shall take place by the Board immediately following the Annual Meeting of the Members at the same place at which the membership meeting is held.

5.3 Term: The officers of the Association shall be elected annually by the Board and each shall hold office for one (1) year unless he shall sooner resign, or be removed, or otherwise be disqualified to serve.

5.4 Special Appointments: The Board may elect such other officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Board may, from time to time, determine.

5.5 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 giving written notice to the Board, the President, or the Secretary. Such resignation shall take effect on the date of receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

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

5.7 Multiple Offices: Before control of the Association has passed to the Class A Membership, the same person may hold more than one office. After control of the Association has passed to the Class A Membership, no person shall simultaneously hold more than one office except that the same person can hold the office of Secretary and Treasurer, and officers can also hold special offices created pursuant to Section 5.4 of this Article.

5.8 Duties: The duties of the officers are as follows:

- (a) President: The President shall preside at all meetings of the Members and of the Board; shall see that orders and resolutions of the Board are carried out; shall execute all leases, mortgages, deeds, promissory notes, and other written instruments on behalf of the Association.
- (b) Vice-President: The Vice-President shall act in the place and stead of the President in the event of his absence, or his inability or refusal to act, and shall exercise and discharge such other duties as may be required of him by the Board.
- (c) Secretary: The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the Members; shall keep the corporate seal of the Association and affix it on all papers requiring said seal; shall serve notice of meetings of the Board and of the Members; shall keep appropriate current records showing the Members 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; shall sign all checks and promissory notes on behalf of the Association; shall keep proper books of account; shall, after control of the Association has passed to the Class A Membership, cause an annual review of the Association books to be made a by a public accountant at the completion of each fiscal year; and shall prepare

an annual budget and a statement of income and expenditures to be presented to the Membership at its regular annual meeting, and shall deliver a copy of each to the Members; provided, however, that any management company employed by the Association may be authorized to sign checks, without the signature of the Treasurer.

- 5.9 Qualifications: Each Officer must be a member of the Association. No person may be nominated or elected to serve as an Officer of the Association who, on the date of such nomination or election, is indebted to the Association in any amount either for (1) past due homeowners assessments which may be levied against any property in the subdivision in which the Officer has an ownership interest whether in fee simple, leasehold or other interest, and/or (2) any court order, obligation or judgment which may be ordered assessed against them in a monetary amount by any court of competent jurisdiction in favor of the Association. Payment and full satisfaction of any such unpaid obligation shall render such person eligible for election to office.

ARTICLE VI

SEAL

- 6.1 Corporate Seal: The Board of Directors shall approve and maintain a corporate seal.

ARTICLE VII

MISCELLANEOUS

7.1 The Declaration: All provisions contained in the Declaration with regard to rights, powers, and duties of the Association, the Members thereof (including, without limitation, classes of Members and qualifications and rights of the members of each class), and the Board thereof, are hereby incorporated into these By-Laws by this reference, with the same effect as if such provisions were fully set forth herein.

7.2 Committees: The Association shall appoint an Architectural Control Committee, as provided in the Declaration, and a Nominating Committee, as provided in these By-Laws. In addition, the Board shall appoint other committees as deemed appropriate in carrying out its purposes.

7.3 Books and Records: The books and records of the Association shall at all times, during reasonable business hours, be open for inspection by any Member of the Association and any institutional holder, insurer or guarantor of a first mortgage;

7.4 Indemnification: The Association shall indemnify any person made a party to any action, suit, or proceeding, whether civil or criminal, by reason of the fact that he, his testator, or intestate, is or was a Director, officer, or employee of the Association, against the reasonable expenses, including attorneys' fees, actually and reasonably incurred by him in connection with the defense of the action, suit, or proceeding or in connection with any appeal in it. This right of indemnification shall not apply in relation to matters as to which the Director, officer, or employee shall be adjudged in the action, suit, or proceeding to be liable for negligence or misconduct in the performance of any duty to the Association. The right to indemnification conferred by this Section shall not restrict the power of the Association to make any other indemnification permitted by law.

7.5 Fiscal Year: The fiscal year of the Association shall be determined by resolution of the Board. In the absence of such a resolution, the fiscal year shall be the calendar year.

7.6 Parliamentary Rules: Robert's Rules of Order (current edition) shall govern the conduct of all Association proceedings, when not in conflict with Georgia law, the Articles of Incorporation, the Declaration, these By-Laws, or a ruling made by the person presiding over the proceeding.

7.7 Conflicts: If there are conflicts or inconsistencies between the provisions of Georgia law, the Declaration, the Articles of Incorporation, or these By-Laws, then the provisions of Georgia law, the Declaration, the Articles of Incorporation, and these By-Laws (in that order) shall prevail.

7.8 Notices: Unless otherwise specified in the Declaration or these By-Laws, all notices, demands, bills, statements, or other communications required or permitted to be sent under the Declaration or these By-Laws shall be in writing and shall be deemed to have been duly given if delivered personally or if sent by first class mail, postage prepaid:

- (a) if to a Member, at the address, including any email address, which the Member has registered in writing and filed with the Secretary or, if no such address has been registered, at the last-known address of the Member; or
- (b) if to the Association, the Board, or the managing agent, at the principal office of the Association or the managing agent, if any, or at such other address as shall be designated by notice in writing to the Members.

If there are multiple Owners of a single piece of property, notice to one (1) shall be deemed to be notice to all.

7.9 Amendment: The provisions of the Declaration applicable to amendment of that instrument shall apply to any amendment to these By-Laws.

7.10 Fining Procedure: The Board shall not impose a fine (a late charge shall not constitute a fine) unless and until the following procedure is followed:

- (a) Demand: Written demand to cease and desist from an alleged violation shall be served upon the alleged violator specifying:
 - (i) the alleged violation
 - (ii) the action required to abate the violation; and
 - (iii) a time period, not less than ten (10) days, excluding weekends, during which the violation may be abated without further sanction, if such violation is a continuing one, or a statement that any further violation of the same rule may result in the imposition of a fine, if the violation is not a continuing one; the Board or its designee may demand immediate abatement in such circumstances which, in the Board's determination, pose a danger to safety or property.
- (b) Notices: Within twelve (12) months of such demand, if the violation continues past the period allowed in the demand for abatement without penalty, or if the same rule is subsequently violated, the Board may, upon notice, impose a fine. The notice shall

state:

- (i) the nature of the alleged violation;
 - (ii) that the alleged violator may, within ten (10) days from the date of the notice, request a hearing regarding the fine;
 - (iii) that any statement, evidence, and witnesses may be produced by the alleged violator at the hearing; and
 - (iv) that all rights to have the fine reconsidered are waived if a hearing is not requested within ten (10) days of the date of the notice.
- (c) Hearing: If a hearing is requested, it shall be held before the Board in executive session, and the alleged violator shall be given a reasonable opportunity to be heard. The minutes of the meeting shall contain a written statement of the results of the hearing.
- (d) Enforcement: The Board shall be entitled to enforce the collection of all fines and the abatement of all continuing violations by all means permitted under the Declaration or by Georgia law.

ARTICLE VIII

SPECIAL PROVISION FOR BOARD OF DIRECTORS ELECTION OCCURRING IN 2017

7.1 The Association shall hold its elections to the Board of Directors in 2017 pursuant to the following provisions, thereafter reverting to the elections procedures otherwise found herein:

- (a) A Notice of Annual Meeting of the Membership shall be furnished to the Members by the Property Manager pursuant to the requirements of these By-Laws, which notice shall include the time and place of the meeting and the number of seats subject to election as determined according to these By-Laws and the Covenants;
- (b) The Notice shall notify the members that nominations for the board seats subject to election shall be made by the members on or before 5:00 o'clock p.m., June 1, 2017. Nominations may either be made in writing postmarked by June 1, 2017, or received by that date by Lanier Association Management, LLC, Attention: Willow Lakes Nominations, PO Box 16134, Savannah, GA 31416; or, 8501 White Bluff Road, Savannah, GA 31406. After the noticed deadline nominations shall be closed.
- (c) A second notice shall then be mailed to the Membership with a ballot listing each nominee and instructions as to the proper method of voting. Voting will be either electronically by email as noted on the ballot instructions, or in person at the Annual Meeting. The persons receiving the most votes shall be elected to any two year vacant seat(s) with the next highest vote total election any one year vacant seat(s); any tie shall be determined by a coin toss at the Annual Meeting.

These By-Laws shall be recorded in the Office of the Clerk of the Superior Court of Chatham County and cross-referenced to the previous set of By-Laws which they amend, recorded in said Office in Deed Book 265-E, Page 696. These By-Laws consist of those By-Laws previously recorded, and as amended by J. Hamrick Gnann, Jr., Corporate and Financial Monitor by authority conferred upon him by the Judge of the Superior Court of Chatham County, Georgia in Civil Action No. CV12-0333-BA, styled *Joyce Bovee, et al. vs. Leonard McCoy, et al.*, by order entered on March 18, 2013 on Plaintiffs' Motion for Injunctive Relief, which order appointed the undersigned to serve as the corporate and financial monitor for the Association including, in paragraph numbered 7 of said Order, the authority to amend the Association bylaws.

J. Hamrick Gnann, Jr.
Ga. Bar No. 298072
Corporate and Financial Monitor
Willow Lakes Plantation Homeowners
Association, Inc.

