

**BYLAWS OF THE  
CEDAR POINT TOWNHOMES PROPERTY ASSOCIATION**

**ARTICLE I  
DEFINITIONS**

**1.01 Covenants.**

As used herein, "Covenants" means the Declaration of Covenants for CEDAR POINT TOWNHOMES, as recorded in the Office of the Clerk of the Circuit Court of Rockingham County, Virginia as Instrument Number 2014-00002120 (Deed Book 4369, page 41), as further amended and supplemented from time to time.

**1.02 Other Definitions.**

Unless otherwise defined herein, all capitalized terms have the meanings given to them in the Covenants.

**ARTICLE II  
OFFICES**

The Association is a Virginia nonprofit corporation, with its principal office \_\_\_\_\_ or such other location as the Board of Directors may designate from time to time. For mailing purposes, the Association may maintain a post office box or may designate the address of any officer as the mailing address of the Association during such officer's term of office. The Association may also have offices and may carry on its purposes at such other places within and outside the Commonwealth of Virginia as the Board of Directors of the Association may from time to time determine.

**ARTICLE III  
MEMBERSHIP, VOTING, QUORUM AND PROXIES**

**3.01 Membership.**

There shall be one Association Membership appurtenant to each platted lot (each, a "Lot"), as set forth in the Articles of Incorporation and the Covenants. Any Association Membership appurtenant to a Lot having more than one Owner shall be shared by such Owners, and each such Owner shall be a member of the Association.

### **3.02 Voting Rights.**

The Association shall grant one vote for each Lot owned to Association Members, as set forth in the Articles of Incorporation. If a Lot is owned by more than one Owner, then the vote appurtenant to that Lot's Membership shall be shared by such Owners. The Board of Directors may suspend the voting rights of any Member during any period of time when such Member is in default of such Member's obligations under the Association Documents, after notice and an opportunity to be heard in accordance with the Virginia Property Owners' Association Act.

### **3.03 Quorum.**

Except as otherwise required by law or the Articles of Incorporation, the presence in person or by proxy of Owners entitled to vote more than fifty percent (50%) of the total votes of the Owners holding memberships shall constitute a quorum.

### **3.04 Proxies.**

Votes may be cast in person or by proxy. Every proxy must be executed in writing by the Owner or his or her duly authorized attorney-in-fact. Such proxy shall be filed with the secretary of the Association before or at the time of the meeting. No proxy shall be valid after the expiration of eleven months from the date of its execution unless otherwise provided in the proxy. If a Lot is owned by more than one Owner, any such Owner may execute a proxy on behalf of all such Owners, and it will be conclusively presumed for all purposes that such Owner acted with the authority and consent of all Owners with whom such Owner shares the membership, unless objection thereto is made to the chairperson of the meeting at the time of the vote to which the proxy relates. If more than one proxy is executed for any particular membership and such proxies contain contrary instructions regarding any vote, no such proxy shall be counted and all such proxies shall be deemed null and void for purpose of the vote as to which such proxies conflict.

### **3.05 Ballots.**

When desired by the Board of Directors, there shall be sent with the notices of regular or special meetings of the Association, a statement of certain motions to be introduced for vote of the Members and a ballot on which each Member may vote "for" or "against" such motion. Each ballot which is presented at such meeting shall be counted as a vote as well as for purposes of satisfying quorum requirements for the particular ballot motion, but shall not be counted for quorum purposes as to issues not appearing on the ballot.

### **3.06 Majority Vote.**

At any meeting of the Owners, if a quorum is present, the affirmative vote of a majority of the votes represented at the meeting, in person or by proxy, shall be the act of the Owners,

unless the vote of a greater number is required by law, the Articles of Incorporation, the Covenants or these Bylaws.

3.07 Election of Directors. In election of directors, each Member shall be entitled to as many votes as equals the total number of votes such Member is entitled to, based on the number of Lots owned. Each Member may cast the total number of votes to which such Member is entitled for each vacancy to be filled.

## **ARTICLE IV** **ADMINISTRATION**

### **4.01 Annual Meeting.**

The annual meeting of the Owners shall be held on a date and at a time designated by the Board of Directors of the Association, beginning with the year in which Declarant transitions control of the Association, for the purpose of electing directors and for the transaction of such other business as may come before the meeting.

### **4.02 Special Meetings.**

Special meetings of the Owners, for any purpose, unless otherwise prescribed by statute, may be called by the president or by a majority of the directors of the Board of Directors, and shall be called by the president at the request of Owners entitled to vote twenty five percent (25%) or more of the total votes of all Owners holding memberships.

### **4.03 Place of Meeting.**

The Board of Directors may designate the Association's principal offices or any place within the Commonwealth of Virginia as the place for any annual meeting or for any special meeting called by the Board of Directors.

### **4.04 Notice of Meeting.**

Written or printed notice of any meeting of the Owners, stating the place, day and hour of the meeting, and as to special meetings the purpose or purposes for which the meeting is called, shall be delivered personally, by facsimile or e-mail or by mail to each Owner entitled to vote at such meeting not less than fourteen (14) nor more than sixty (60) days before the date of the meeting (except that notice of a members' meeting to act on an amendment of the Articles of Incorporation, a plan of merger, a proposed sale of assets pursuant to Virginia Code § 13.1-900 or the dissolution of the Association shall be given not less than twenty-five (25) nor more than sixty (60) days before the meeting), except when a different notice period is required by law. In the alternative, notice may be given by publication as permitted by applicable law. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail, postage

prepaid and addressed to the Owner at his or her address within the Subdivision or such other address as such Owner designates as the address for notice in a written notice to the secretary of the Association pursuant to Section 8.02 below. For the purpose of determining Owners entitled to notice of or to vote at any meeting of the Owners, the Board of Directors may set a record date for such determination of Owners, in accordance with the laws of the Commonwealth of Virginia but no more than seventy (70) days before the meeting. If no record date is set for a meeting, then the record date shall be the close of business on the day before the date on which the first notice of the meeting is mailed by the Association.

If a meeting is adjourned to a different date, time or place, notice need not be given again if the new date, time or place is announced at the meeting before adjournment. However, if a new record date for an adjournment is fixed, notice of the adjourned meeting shall be given to members as of the new record date. A new record date shall be fixed for any meeting that is adjourned to a date more than 120 days after the date of the original meeting.

**4.05 Informal Action by Owners.**

Any action required or permitted to be taken at a meeting of the Owners may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the Owners entitled to vote with respect to the subject matter thereof (or any lesser percentage authorized by law, if applicable). Such consent shall have the same force and effect as a vote of the Owners.

**4.06 Cumulative Voting.**

Cumulative voting shall not be allowed in the election of directors, or for any other purpose.

**4.07 Member Lists.** In connection with each member meeting, the Secretary of the Association shall compile and make available to Members a "member list" complying with the requirements of Section 13.1-845 of the Virginia Nonstock Corporation Act.

**ARTICLE V**  
**BOARD OF DIRECTORS**

**5.01 Number, Tenure and Qualifications.**

The business and affairs of the Association shall be managed by a Board of Directors comprised of the number of directors set forth in the Articles of Incorporation (initially, being three directors). Each initial director shall be appointed by Declarant and shall serve until the first annual meeting of the Owners after Declarant no longer controls the Association. At the initial election of directors by the Association's members, the person receiving the highest number of votes shall serve a term of three (3) years; the person receiving the next highest

number of votes shall serve a term of two (2) years; and the person receiving the third highest number of votes shall serve a term of one (1) year. Thereafter, all directors elected shall serve for a term of three (3) years. Each director shall hold office until the election and qualification of his or her successor or until his or her earlier death, resignation or removal. Directors need not be Members of the Association, but if a candidate for election as a Director is not a Member then that must be disclosed to the Members for purposes of the election.

#### 5.02 Powers.

Except as provided in the Covenants, the Articles and these Bylaws, the Board of Directors may act on behalf of the Association in all instances. By resolution, the Board of Directors may delegate portions of its authority to an executive committee or other committees, or to officers, agents, employees or managers of the Association. No such delegation shall relieve the Board of Directors of ultimate responsibility for management of the Association's affairs.

#### 5.03 Resignation.

Any Director may resign at any time by giving written notice to the Board of Directors or the President. Such resignation shall take effect on receipt of written notice by the Association, unless an effective time is set forth in such notice, in which event such resignation shall take effect at the time specified. Unless otherwise specified in a resignation notice, the acceptance of such resignation shall not be necessary to make it effective.

#### 5.04 Removal.

At any regular or special meeting of the Association's Members where the meeting notice states that the purpose or one of the purposes of the meeting is to vote on the removal of one or more of the Directors, such director or directors may be removed, with or without cause, and a successor may then and there be elected to serve for the unexpired term of the removed director, in each case by a majority of the votes entitled to be cast and represented in person or by proxy at such meeting. Notwithstanding the foregoing, Declarant has the exclusive right to remove any director appointed by Declarant.

#### 5.05 Vacancies.

Any vacancy occurring on the Board of Directors by reason of resignation, incapacity or death may be filled by the affirmative vote of a majority of the directors then in office though less than a quorum. A director elected to fill a vacancy or newly created directorship shall hold office until the next annual meeting of the Owners or until his successor is duly elected or appointed and qualified.

#### 5.06 Managing Agent.

The Board of Directors may employ a manager or managing agent, or both, for the Association at a compensation established by the Board of Directors to perform such duties and services as the Board of Directors shall authorize. If, and to the extent that, the Board of Directors delegates its powers relating to the collection, deposit, transfer or disbursement of Association funds to a manager or managing agent, or both, such manager or managing agent, or both shall:

- (a) maintain fidelity insurance coverage or a bond in an amount established by the Board of Directors;
- (b) maintain all funds and accounts of the Association separate from the funds and accounts of any other associations managed by the manager or managing agent, and maintain all reserve accounts of each association so managed separate from operational accounts of the Association; and
- (c) have prepared and present to the Association an annual accounting for Association funds and a financial statement, which accounting and financial statement shall be prepared by the managing agent, a public accountant, or a certified public accountant.

#### 5.07 Regular Meetings.

Regular meetings of the Board of Directors may be held without call or formal notice at such places within the Commonwealth of Virginia, and at such times as the Board of Directors from time to time by vote may determine. Any business may be transacted at a regular meeting. The regular meeting of the Board of Directors for the election of officers and for such other business as may come before the meeting may be held without call or formal notice immediately after, and at the same place as, the annual meeting of Owners, or any special meeting of Owners at which a member of the Board of Directors is elected.

#### 5.08 Special Meetings.

Special meetings of the Board of Directors may be held at any place within the Commonwealth of Virginia at any time when called by the president, or by two or more directors, upon the giving of at least three days' prior written notice of the time and place thereof to each director by leaving such notice with him or her or at his or her residence or usual place of business, or by mailing, emailing or facsimile transmittal, prepaid, and addressed to him or her at his or her post office address, email address or facsimile number as it appears on the books of the Association. No notice of any adjourned meeting of the directors shall be required.

#### 5.09 Quorum.

A majority of the number of directors fixed by the Articles of Incorporation, as amended from time to time, shall constitute a quorum for the transaction of business, but a lesser number may adjourn any meeting. When a quorum is present at any meeting, a majority of the directors

in attendance shall, except where a larger number is required by law, the Covenants, the Articles of Incorporation or these Bylaws, decide any question brought before such meeting.

**5.10 Waiver of Notice.**

Before, at or after any meeting of the Board of Directors, any director may, in writing, waive notice of such meeting and such waiver shall be deemed equivalent to the giving of such notice. Attendance by a director at any meeting of the Board of Directors shall be a waiver of notice by him or her except when such director attends the meeting for the express purpose of objecting to the transaction of business because the meeting is not lawfully called or convened.

**5.11 Informal Action by Directors.**

Any action required or permitted to be taken at a meeting of the directors may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the directors entitled to vote with respect to the subject matter thereof (or such lesser percentage as is permitted by law). Such consent shall have the same force and effect as a vote of the directors.

**5.12 Open Meetings.** To the extent required by the Virginia Property Owners' Association Act, meetings of the Board of Directors shall be open to all Members, and at each meeting, a period of time shall be designated to allow Members an opportunity to comment on any matter relating to the Association (or as to special meetings, the topics on the agenda for that meeting), subject to reasonable rules adopted by the Board of Directors. Meeting minutes shall be available for review by Members (subject to certain matters that may be held confidential or discussed in executive session in accordance with such Act). Notice of the time, date and place of each meeting of the Board of Directors shall be published where it is reasonably calculated to be available to a majority of Members and shall be sent by mail or e-mail to any Member requesting such notice. Any Member may request in writing to be notified on a continual basis of director meetings, but such request shall be valid for one year only, unless renewed in writing.

**5.13 Compensation.** Directors shall not receive compensation for their services, but by resolution of the Board of Directors, any or all Directors may be reimbursed for actual expenses incurred in the performance of his or her duties. Nothing in these Bylaws shall preclude any Director from serving the Association in any other capacity and receiving compensation for such service.

**5.14 Annual Budget.** At least sixty (60) days prior to the first day of each fiscal year, the Board of Directors shall prepare and make available to all Members a budget outlining anticipated receipts and expenses for the coming fiscal year, including reserves. The financial books of the Association shall be kept in accordance with generally accepted accounting principles and shall be available for inspection by Members at all reasonable times.

## **ARTICLE VI** **OFFICERS AND AGENTS**

### **6.01 General.**

The officers of the Association shall be a president (who shall be chosen from among the members of the Board of Directors), one or more vice presidents (not required), a secretary and a treasurer. The Board of Directors shall appoint these officers and may appoint such other officers, assistant officers, committees and agents, including assistant secretaries and assistant treasurers, as they may consider necessary or advisable, which officers and/or assistant officers shall be chosen in such manner and hold their offices for such terms and have such authority and duties as from time to time may be determined by the Board of Directors. One person may hold any two offices, except that no person may simultaneously hold the offices of president and secretary. In all cases where the duties of any officer, agent or employee are not prescribed by the Bylaws or by the Board of Directors, such officer, agent or employee shall follow the orders and instructions of the president.

### **6.02 Removal of Officers.**

The Board of Directors may remove any officer, either with or without cause, and elect a successor at any regular meeting of the Board of Directors, or at any special meeting of the Board of Directors called for such purpose.

### **6.03 Vacancies.**

A vacancy in any office, however occurring, shall be filled by the Board of Directors for the unexpired portion of the term.

### **6.04 President.**

The president shall be the chief executive officer of the Association. He or she shall preside at all meetings of the Association and of the Board of Directors, and shall oversee the affairs and business of the Association and cause general supervision of its officers, agents and employees. The president of the Association is designated as the officer with the power to prepare, execute, certify and record amendments to the Covenants on behalf of the Association.

### **6.05 Vice Presidents.**

The vice presidents, if any, shall assist the president and shall perform such duties as may be assigned to them by the president or by the Board of Directors. In the absence of the president, the vice president designated by the Board of Directors or (if there be no such designation) designated in writing by the president shall have the powers and perform the duties of the president. If no such designation shall be made, all vice presidents may exercise such powers and perform such duties.

**6.06 Secretary.**

The secretary shall:

- (a) keep the minutes of the proceedings of the Owners and the Board of Directors;
- (b) see that all notices are duly given in accordance with the provisions of these Bylaws, the Covenants and as required by law;
- (c) be custodian of the corporate records and of the seal of the Association and affix the seal to all documents when authorized by the Board of Directors;
- (d) keep at the Association's principal offices a record containing the names and registered addresses of all Owners, the designation of the Lot owned by each Owner, and, if such Lot is mortgaged and the Association has received written notice of such mortgage from the Mortgagee, the name and address of such Mortgagee; and
- (e) in general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to him or her by the president or by the Board of Directors. Assistant secretaries, if any, shall have the same duties and powers, subject to supervision by the secretary.

**6.07 Treasurer.**

The treasurer shall be the principal financial officer of the Association and shall have the care and custody of all funds, securities, evidences of indebtedness and other personal property of the Association and shall deposit the same in accordance with the instructions of the Board of Directors. He or she shall receive and give receipts for moneys paid in on account of the Association, and shall pay out of the funds on hand all bills, payrolls and other just debts of the Association, upon maturity, to the extent shown in an approved budget or approved by the Board of Directors. He or she shall perform all other duties incident to the office of the treasurer and, upon request of the Board of Directors, shall make such reports to it as may be required at any time. He or she shall, if required by the Board of Directors, give the Association (at Association expense) a bond in such sums and with such sureties as shall be satisfactory to the Board of Directors, conditioned upon the faithful performance of his or her duties and for the restoration to the Association of all books, papers, vouchers, money and other property of whatever kind in his or her possession or under his or her control belonging to the Association. The treasurer shall have such other powers and perform such other duties as may be from time to time prescribed by the Board of Directors or the president. The assistant treasurers, if any, shall have the same powers and duties, subject to the supervision of the treasurer and the same bonding requirements as apply to the treasurer unless otherwise approved by the Board of Directors.

## **ARTICLE VII** **RIGHTS AND OBLIGATIONS OF THE OWNERS**

Each Owner shall have the rights, duties and obligations set forth in the Covenants, the Articles of Incorporation and these Bylaws.

## **ARTICLE VIII** **EVIDENCE OF OWNERSHIP, REGISTRATION OF** **MAILING ADDRESS AND LIEN HOLDERS**

### **8.01 Proof of Ownership.**

Except for those Owners who initially contracted to purchase a Lot from Declarant, any person on becoming an Owner shall furnish to the Association a photocopy or a certified copy of the recorded instrument vesting that person with an ownership interest in the Lot. Such copy shall remain in the files of the Association. The Association may deem an Owner not to be in good standing and preclude such Owner from voting at any annual or special meeting of Owners unless this requirement is first satisfied.

### **8.02 Registration of Mailing Address.**

The address of the Lot owned by a given Owner or group of Owners shall be used as the registered address for purposes of notice to such Owner(s), unless such Owner(s) furnish to the secretary of the Association a written notice setting forth another address as the registered address.

### **8.03 Address of the Association.**

The address of the Association shall be the address designated by the Board of Directors from time to time. Such address may be changed from time to time upon written notice to all Owners, or in the alternative, by recordation of a statement of address in the Office of the Clerk of the Circuit Court of Rockingham County, Virginia.

## **ARTICLE IX** **SECURITY INTEREST IN MEMBERSHIP**

Owners entitled to vote shall have the right irrevocably to constitute and appoint a Mortgagee their true and lawful attorney-in-fact to vote their Membership in the Association at any and all meetings of the Association and to vest in the Mortgagee any and all rights, privileges and powers that they have as Owners under the Articles and these Bylaws or by virtue of the Covenants. Such proxy shall become effective upon the filing of notice by the Mortgagee with the secretary of the Association at such time or times as the Mortgagee shall deem its security in

jeopardy by reason of the failure, neglect or refusal of the Association, the Board of Directors or the Owners to carry out their duties as set forth in the Covenants. A release of the Mortgage covering the subject Lot shall operate to revoke such proxy. Nothing herein contained shall be construed to relieve Owners, as mortgagors, of their duties and obligations as Owners or to impose upon the Mortgagee the duties and obligations of an Owner.

## **ARTICLE X** **AMENDMENTS**

### **10.01 By Directors.**

Except as limited by law, the Articles, the Covenants or these Bylaws, the Board of Directors shall have power to make, amend and repeal the Bylaws of the Association at any regular meeting of the Board of Directors or at any special meeting called for that purpose at which a quorum is represented. If, however, the Owners entitled to vote shall make, amend or repeal any Bylaw, the directors shall not thereafter amend the same in such manner as to defeat or impair the object of the Owners in taking such action.

### **10.02 Owners.**

The Owners may make, alter, amend or repeal the Bylaws of the Association at any annual meeting or at any special meeting called for that purpose at which a quorum shall be represented, by the vote of the holders of at least sixty-seven percent (67%) of the votes of the Members entitled to vote, unless a greater percentage is expressly required by law, the Articles, the Covenants or these Bylaws.

## **ARTICLE XI** **MISCELLANEOUS**

### **11.01 Corporate Seal.**

The Association may have a corporate seal, which shall be in such form as may be approved by the Board of Directors.

### **11.02 Fiscal Year.**

The fiscal year of the Association shall be such as may from time to time be established by the Board of Directors.

11.03 Construction with Other Documents.

The provisions of the Covenants and the Articles shall control in the event of an irreconcilable conflict with the provisions of these Bylaws. The Rules and Regulations issued by the Board of Directors, as such Rules and Regulations may be amended or supplemented from time to time, are incorporated herein.

The foregoing Bylaws were adopted by the Board of Directors by unanimous consent effective as of April \_\_\_, 2014.

---

Secretary

**RESOLUTION OF THE  
BOARD OF DIRECTORS OF  
CEDAR POINT TOWNHOMES PROPERTY ASSOCIATION.**

WHEREAS, the Cedar Point Townhomes Property Association is an unincorporated association; and

WHEREAS, based upon the recommendation of counsel, the Board of Cedar Point Townhomes Property Association has elected to incorporate as a Virginia nonstock corporation; and

WHEREAS, the Board understands the benefits relating to operating as a nonstock corporation as opposed to an unincorporated association and judges it to be in the best interest of Cedar Point Townhomes Property Association to incorporate; and

WHEREAS, the Board has reviewed and approved the Articles of Incorporation, a copy of which is attached hereto as Exhibit A;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CEDAR POINT TOWNHOMES AS FOLLOWS:

Cedar Point Townhomes Property Association shall cause the Articles of Incorporation to be filed with the Clerk of the State Corporation Commission for the Commonwealth of Virginia and, upon issuance of the Certificate of Incorporation, shall adopt bylaws and henceforth operate as nonstock corporation.

- . This resolution shall take effect immediately upon its adoption.

The undersigned hereby certifies that the above resolution was duly adopted by a majority of the members of the Board of Directors of Cedar Point Townhomes Property Association at a meeting duly called and held on April \_\_\_, 2014, and that such resolution is in full force and effect on the date hereof.

Dated: April \_\_\_, 2014

---

Secretary  
Cedar Point Townhomes Property Association