

BYLAWS OF  
CEDAR PARK PROPERTY OWNERS ASSOCIATION, INC.  
A Nonprofit Corporation  
(the "Association")

These bylaws are the bylaws of the Association, which is the corporation created by Articles of Incorporation filed with the Secretary of State of Georgia on February 9, 2022. (The "Articles of Incorporation"). All references herein to the "Declaration" shall refer to that certain Declaration regarding Cedar Park Subdivision and Cedar Park Homeowners Association recorded at Deed Book 6037, Page 947-957, Carroll County, Georgia, Records, and all capitalized undefined terms used herein shall have the meanings assigned thereto by the Declaration unless the context clearly otherwise requires. The "Subdivision" referred to herein shall mean Cedar Park Subdivision, Carroll County, Georgia.

**ARTICLE 1**

**Offices**

Section 1. *Registered Office.* The registered office of the Association shall be located at \_\_\_\_\_, Carrollton, Georgia 30117, or such other office as the board of directors shall select.

Section 2. *Other Offices.* 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**

**Meetings of Members**

Section 1. *Location of Meetings.* All meetings of members shall be held at such place within or without the State of Georgia as may be 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, or at the Association's registered office if not so fixed or stated.

Section 2. *Annual Meetings.* Annual meetings of members shall be held on the second week of July in each year, or if such day is a legal holiday, then on the next following Tuesday. At each such meeting, 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 3. *Special Meetings.* Unless otherwise prescribed by law, by the Declaration, 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 seventy-five percent (75%) 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 member.

Section 4. *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 thirty (30) nor more than sixty (60) days before the date of the meeting.

Section 5. *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 6. *Quorum.* The holders of more than fifty percent (50%) 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. Notwithstanding the foregoing, for the purpose of defining a quorum, to the extent a member has been provided a authenticated and valid proxy by another member who is entitled to vote, then the member entitled to vote, and the related proxy will be counted each, individually for purpose of determining a quorum. For clarification and the avoidance of doubt, if a member is present at a meeting, and that same member has obtained a valid and authentic proxy of another member, then for purposes of declaring a quorum, two members shall be counted (instead of one) in determining the existence of a quorum. Notwithstanding the foregoing, if a quorum is determined in the foregoing manner, then only purposes that are set forth in the meeting notice or special meeting notice, may be voted upon by the members.

Section 7. *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 been given in the notice of such special meeting.

Section 8. *Voting.*

(a) Anything herein to the contrary notwithstanding, all voting contemplated by these bylaws shall be governed by the Declaration and any reference herein to the voting rights of any member shall be governed by the relevant provisions of the Declaration.

(b) To the extent not in conflict with the Declaration, from and after the date the Class A members become entitled to vote, the following provisions shall apply. Each Unit shall be entitled to one vote on each matter submitted to a vote at a meeting of members. A member 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 Unit owner (or owners as provided below) and submitted to the President prior to the meeting. If any Unit is owned by a corporation, partnership, trustee or other entity or by a group of owners in any form of joint tenancy, the vote allocated to such Unit shall be exercisable by such owner or owners only as provided by the Declaration as amended from time to time. Unless the holder of a valid proxy, a mere lessee of any Unit shall have no right to vote and shall in no respect be deemed a member of the Association. In all elections for directors, every member entitled to vote shall have the right to vote, in person or by proxy, the number of units owned by them for as many persons as there are directors to be elected and for whose election they have the right to vote but members may not cumulate their votes.

Section 9. *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 action 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.* The number of directors shall be five (5). Directors must be over age eighteen and need to be (i) residents of the State of Georgia (ii) owners of Units or (iii) residents of the Subdivision. The directors, other than the first board of directors, shall be elected at the annual meeting of members. Three directors elected shall serve two years while two directors shall serve one year and until his successor has been elected and qualified; terms of subsequent directors shall be for two years. 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 Declaration, the Articles of Incorporation or these bylaws directed or required to be exercised or done by the members.

Section 4. *Compensation of Directors.* The board of directors shall receive no compensation, except as provided in Section 5 of this Article 3.

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 and hold harmless, the Developer and each officer or director acting in accordance with these bylaws and the Declaration, 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 the Developer or such officer or director setting forth in reasonable detail the reason for such indemnification, which request shall be given to each of the officers of the Association.

## ARTICLE 4

### Meetings of the Board of Directors

Section 1. *Location of Meetings.* Meetings of the board of directors, regular or special, may be held either within or without the State of Georgia. The board of directors may also meet via electronic transmission over the internet, e.g., zoom or Microsoft teams, or other electronic method as the board of directors may agree.

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 designated as the annual meeting of the board of directors, and no notice of such meeting shall be necessary to the newly elected directors in order legally to constitute the meeting, provided a quorum shall be present. 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 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 4. *Special Meetings.* Special meetings of the board of directors may be called by the chairman of the board, by the president, or by any two directors on three (3) days notice to each director in accordance with Article 6.

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 shall be 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 by 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

### Committees

Section 1. *Committees in General.* Committees, each consisting of two (2) or more persons, not having and exercising the authority of the Board of Directors in the management of the Association, may be designated by a resolution adopted by a majority of Directors present at a meeting at which a quorum is present. Such Committees may be established at the discretion of the Board of Directors believes reasonably necessary to operate the Association. Committees may include one or more persons who are not members of the Board of Directors.

Section 2. *Architectural Review Committee.* The Board will create an Architectural Review Committee (“ARC”) for the purposes of establishing written standards and guidelines related to the construction, presentation, appearance of Units in the Subdivision and generally to establish and aesthetically pleasing environment for the protection of property values. Any modification to the landscaping, housing, or other exterior improvements to a Unit in the Subdivision must be preapproved in writing by the ARC. The ARC shall establish written guidelines concerning the method and timing for the presentation and approval or rejection of plans submitted by a Member to the ARC. The ARC shall have the power and authority to enforce compliance with such standards and guidelines including, issuing fines, demanding the removal of non-compliant or unapproved improvements, and take other actions reasonably necessary in order to enforce the standards and guidelines it establishes.

## ARTICLE 6

### Notices

Section 1. *Required Notices.* Whenever, under the provisions of applicable law, the Articles of Incorporation or these bylaws, any notice is required to be given to any director or member, such notice shall be given in writing and delivered either personally or by first class mail or telegram,

addressed to such director or member, at his 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 bylaws, 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 giving of such notice.

## ARTICLE 7

### Officers

Section 1. *Offices; Election; Term.* The officers of the Association shall be chosen by the board of directors and shall be a President, Vice President, a Secretary, ARC Committee Coordinator, and a Treasurer. Except as otherwise provided by law, any person may hold more than one office. Officers shall be elected on an annual basis at the first meeting of the board of directors following the annual meeting of members and shall hold offices 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. An officer must be (i) a member of the board of directors (ii) a resident of the State of Georgia, (iii) an owner of any Unit, and (iv) a resident of the Subdivision.

Section 2. *Additional Agents.* The board of directors may appoint such other non-voting 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 shall receive no compensation except as provided in Section 5 of Article 3.

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 or 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.

Section 9. *ARC Coordinator.* The ARC Coordinator shall be charged with acting as a liaison between, and provide administrative and logistical support for, the ARC, the Board of Directors, and

the Members. Duties of the ARC Coordinator shall include, but are not limited to: (i) the collection of home and landscaping modification plans for presentation to the ARC; (ii) follow up with Members who submit plans for approval; (iii) perform routine site inspections for monitoring compliance with guidelines established by the ARC; (iv) inspect common areas, facilities, and equipment to determine the necessity of repairs or maintenance; and (v) other duties reasonably requested by the ARC or as may be required in order to fulfill their responsibilities hereunder.

## ARTICLE 8

### General Provisions

Section 1. *Checks.* All checks, drafts, demands for money and notes of the Association shall be signed by such officer or officers or such other person or persons as the board of directors may from time to time designate. Any check issued shall require the signature of two (2) officers of the Association.

Section 2. *Fiscal Year.* The fiscal year of the Association shall be from July 1 through June 30.

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 three (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 in 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 promptly shall mail to any member of record a copy of such balance sheet and profit and loss statement.

Section 5. *By-Law Amendments.* These bylaws may be altered, amended, or repealed or new bylaws may be adopted by the board of directors or the members.

Section 6. *Conflict.* In the event of any conflict between these bylaws and the following, the controlling language shall be found in: the laws of the State of Georgia, the Declaration or the Articles of Incorporation, in the order listed.