

**BYLAWS**  
**OF**  
**CITY PARK TOWNHOME ASSOCIATION, INC.**

**Article I**

**General**

**Section 1.1. Name.** The name of the corporation is City Park Townhome Association, Inc. (hereinafter referred to as the "Association"), a non-profit association under Chapter 55A of the North Carolina General Statutes.

**Section 1.2. Membership.** As provided in the North Carolina Planned Community Act (N.C. Gen. Stat. 47F-1-101, *et seq.*) [hereinafter referred to as the "Planned Community Act"], an Owner of a Lot shall become a Member of the Association upon taking title to the Lot and shall remain a Member for the entire period of ownership. If title to a Lot is held by more than one person, the membership shall be shared in the same proportion as the title, but there shall be only one (1) membership and one (1) vote per Lot. Membership does not include persons who hold an interest merely as security for the performance of an obligation, and the giving of a security interest shall not terminate the Owner's membership. Membership shall be appurtenant to each Lot and shall be transferred automatically by conveyance of that Lot and may be transferred only in connection with the transfer of title.

**Section 1.3. Voting.** Each Lot owned by a Class B Member shall be entitled to ten (10) votes per Lot; and each Lot owned by a Class C Member shall be entitled to five (5) votes per Lot; and each Lot owned by a Class A Member shall be entitled to one (1) vote per Lot which may be cast in accordance with the terms herein. A vote may be cast by the Owner, or by a lawful proxy, as provided below, and shall be allocated as provided in the Declaration of Covenants, Conditions and Restrictions for City Park Townhomes recorded in Book 30285 at Page 453 in the Mecklenburg County Public Registry ("Declaration"). When more than one person owns a Lot, the vote for such Lot shall be exercised as they between or among themselves determine, but in no event shall more than one (1) vote be cast with respect to any Lot. In the event of disagreement among such persons and an attempt by two or more of them to cast such vote or votes, such persons shall not be recognized and such vote or votes shall not be counted. The Board may prohibit any owner from voting, either in person or by proxy, or from being elected to the Board of Directors if such owner is shown on the books or management accounts of the Association to be more than sixty (60) days delinquent in any payment due the Association.

**Section 1.4. Majority.** As used in these Bylaws, for any vote of the membership held in accordance with or pursuant to the Declaration, the term "majority" shall mean those votes, owners, or other group as the context may indicate totaling more than fifty percent (50%) of the total number of eligible votes, owners, or other groups. Unless otherwise specifically stated, the words "majority vote" shall mean more than fifty percent (50%) of the eligible votes of the Association

represented at a meeting in person or by proxy. Unless otherwise provided in the Declaration or these Bylaws, all decisions shall be by majority vote.

Section 1.5. Purpose. The Association shall have the responsibility of administering the Planned Community, establishing the means and methods of collecting the contributions to the common expenses, arranging for the management of the Planned Community, enforcing the Declaration and these Bylaws, and performing all of the other acts that may be required to be performed by the Association by the Planned Community Act and the Declaration. The Association shall also amend and supplement the system of administration, the Declaration and these Bylaws as may be required from time to time and perform all other things or acts required or permitted to the Association under the Planned Community Act. Except as to those matters which either the Planned Community Act, the Declaration, these Bylaws or the North Carolina Nonprofit Corporation Act specifically require to be performed by the vote of the Association, the administration of the foregoing responsibilities shall be performed by the Board of Directors, as is more particularly set forth below.

## Article 2

### Definitions

Terms as used in these Bylaws shall have the meanings as set forth in Article 1 of the Declaration unless specifically provided otherwise or the context otherwise requires.

## Article 3

### Meeting of Members

Section 3.1. Annual Meetings. The regular annual meeting of the members shall be held at a date, time and place each year designated by the Board of Directors.

Section 3.2. Substitute Annual Meetings. If an Annual Meeting is not held on the day designated by these Bylaws, then a Substitute Annual meeting shall be called in accordance with the provisions this Article. A meeting so called shall be designated and treated for all purposes as an Annual Meeting.

Section 3.3. Special Meetings. Special meetings of the members for any purpose may be called at any time by the President, and shall be called upon the request of a majority of the Board of Directors, or upon the written request of Lot owners having twenty-five percent (25%) of the votes in the Association.

Section 3.4. Notice of Meetings. It shall be the duty of the Secretary to mail or to cause to be delivered to the Lot Owners a notice of each annual or special meeting of the Association at least ten (10) days and not more than sixty (60) days prior to each annual or special meeting. The notice of any meeting must state the time and place of the meeting and the items on the agenda, including

the general nature of any proposed amendment to the Declaration or Bylaws, any budget changes, and any proposal to remove a director or officer.

In the case of a Special Meeting, the notice of the meeting shall state specifically the purpose or purposes for which the meeting was called. Notices shall be delivered personally by hand-delivery or sent by pre-paid United States mail to each Owner of record at his Lot; if any Owner wishes notice to be given at an address other than his Lot, the Owner shall designate by notice in writing to the Secretary such other address. Notice may also be given by electronic means, including electronic mail over the Internet to an electronic mailing address designated in writing by the Owner. The mailing or delivering of a notice of meeting in the manner provided in this Section shall be considered service of notice.

**Section 3.5. Waiver of Notice.** Waiver of notice of a meeting of the Owners shall be deemed the equivalent of proper notice. Any Owner may, in writing, waive notice of any meeting of the Owners, either before or after such meeting. Attendance at a meeting by an Owner, whether in person or by proxy, shall be deemed waiver by such Owner of notice of the time, date, and place thereof, unless such Owner specifically objects to lack of proper notice at the time the meeting is called to order. Attendance at a special meeting shall also be deemed waiver of notice of all business transacted thereat, unless objection to lack of notice is raised before the business, of which proper notice was not given, is put to a vote.

**Section 3.6. Quorum.** The presence of Owners entitled to cast ten percent (10%) of the eligible votes of the Association, in person or by proxy, shall constitute a quorum.

**Section 3.7. Adjournment.** Any meeting of the Owners may be adjourned from time to time by the President or Chairperson or by a vote of the Owners holding the majority of the votes represented at such meeting, regardless of whether a quorum is present. Any business which could be transacted properly at the original session of the meeting may be transacted at an adjourned session, and no additional notice of such adjourned session shall be required.

**Section 3.8. Proxy.** Any Member entitled to vote may do so by written proxy duly executed by the Member setting forth the meeting at which the proxy is valid. To be valid, a proxy must be filed with the Secretary prior to the opening of the meeting for which it is to be used and must be dated. No proxy shall be revocable except by written notice delivered to the Association before a meeting or, if at the meeting, to the person presiding.

**Section 3.9. Vote by Written Ballot.** In accordance with Section 55A-7-08 of the North Carolina Nonprofit Corporation Act, any action that may be taken at any annual, regular, or special meeting of members may be taken without a meeting if the Association delivers by mail or otherwise a written ballot to every member entitled to vote on the matter.

**Section 3.10. Conduct and Business.** Robert's Rules of Order (latest edition) shall govern the conduct of the meeting, when not in conflict with the Declaration, Articles of Incorporation, these Bylaws, or any ruling made by the person presiding over the meeting.

Furthermore, all meetings of the Association and the Board of Directors shall be open to all members of the Association or any person designated by a member in writing as the member's representative and all members or designated representatives so desiring shall be permitted to attend and speak at an appropriate time during the deliberations and proceedings. The Board may place reasonable time restrictions on those persons speaking during the meeting but shall permit a member or a member's representative to speak before the Association or board takes formal action on an item under discussion in addition to any other opportunities to speak. The board shall provide for a reasonable number of persons to speak on each side of an issue.

## **Article 4**

### **Board of Directors**

**Section 4.1. Composition.** The affairs of the Association shall be governed by a Board of Directors. The Board shall be composed of three to five (5) directors. Each director shall be an Owner, or the spouse of an Owner of at least one Lot; provided, however, a husband and wife may not serve on the Board at the same time.

**Section 4.2. Election and Term of Office.** Directors shall be elected by vote of those persons present, in person or by proxy, at the annual meeting, a quorum being present. Those persons receiving the most votes shall be elected to the number of positions to be filled. The term of office for directors shall be for three (3) years, commencing from the date of elections and continuing until the election of successors. Election of the directors shall be staggered such that one (1) or three (3) directors shall be elected one year for a three (3) year term of office, and the following year two (2) directors shall be elected for a three (3) year term of office, and then after a one year lapse, one (1) or three (3) directors shall be elected for a three (3) year term of office, and continuing thereafter with all successors being elected at the annual meeting.

**Section 4.3. Nomination.** Nominations for election to the Board of Directors shall be by a Nominating Committee consisting of a Chairperson, who shall be a member of the Board, and at least two (2) 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 the 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; however, in no event shall the nominations be less than the number of vacancies. Nominations may also be made from the floor of the annual meeting.

**Section 4.4. Removal of Members of the Board of Directors.** At any regular or special meeting of the Association duly called at which a quorum is present, any one or more of the members of the Board of Directors may be removed, with or without cause, by at least a sixty-seven percent (67%) vote (or a majority) of all persons present and entitled to vote at such meeting and a successor may then and there be elected to fill the vacancy thus created. Any director whose removal has been proposed by the Members shall be given at least ten (10) days' notice of the calling of the meeting and the purpose thereof and shall be given an opportunity to be heard at the

meeting. Additionally, any member of the Board of Directors who has been absent without an excuse from three (3) consecutive Board meetings may be removed from the Board by the vote of a majority of the Board members present at a Board meeting, a quorum being had.

**Section 4.5. Vacancies.** Vacancies in the Board of Directors caused by any reason, other than the removal of a director by a vote of the Association, shall be filled by a vote of the majority of the remaining directors, even though less than a quorum, at any meeting of the Board of Directors. Each person so selected shall serve until a successor shall be elected at the next annual meeting of the Association to fill the unexpired portion of the term.

**Section 4.6. Compensation.** No Member of the Board shall receive any compensation from the Association for acting as such; provided, however, each Director, upon approval of the Board, shall be reimbursed for reasonable out-of-pocket expense incurred and paid by him on behalf of the Association, and nothing herein shall prohibit the Association from compensating a Director for unusual and extraordinary services rendered to the extent authorized by the Members of the Association at any meeting called for that purpose; further provided, each Director, by assuming office, waive his right to institute suit against or make claim upon the Association for compensation.

**Section 4.7. Organizational Meeting.** The first meeting of a newly elected Board shall be held within ten (10) days of election at such time and place as may be determined by the directors.

**Section 4.8. Regular Meetings.** Meetings of the Board of Directors shall be held regularly at such time and place as shall be determined from time to time by the Board.

**Section 4.9. Special Meetings.** Special Meetings of the Board of Directors may be called by the President on three (3) days' notice to each director given by mail, in person or by telephone, which notice shall state the time, place, and purpose of the meeting. Special meetings of the Board of Directors shall be called by the Vice President, Secretary, or Treasurer in like manner and on like notice on the written request of at least two (2) directors.

**Section 4.10. Waiver of Notice.** Any director may, at any time, in writing, waive notice of any meeting of the Board of Directors, 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 also constitute a waiver of notice by him of the time and place of such meeting. If all directors are present at any meeting of the Board of Directors, no notice shall be required and any business may be transacted at such meeting.

**Section 4.11. Conduct of Meetings.** The President shall preside over all meetings of the Board of Directors, and the Secretary shall keep a minute book recording therein all resolutions adopted by the Board of Directors and a record of all transactions and proceedings occurring at such meetings. Robert's Rules of Order (latest edition) shall govern the conduct of the meetings of the Board of Directors when not in conflict with the Planned Community Act, the Declaration, the Articles of Incorporation, these Bylaws, or any ruling made by the person presiding over the meeting. A majority of directors shall constitute a quorum for the transaction of business. A

decision of the Board of Directors shall be by a majority of those directors present at the duly called meeting. The President may vote.

**Section 4.12. Action Without a Meeting.** Any action by the Board of Directors required or permitted to be taken at any meeting may be taken without a meeting if all of the members of the Board of Directors shall individually or collectively consent in writing to such action. Such written consent or consents shall be filed with the minutes of the Board of Directors. Any action taken without a meeting, must be unanimously agreed upon by the Board and written consent to the action by all Directors must be filed with the minutes of the Board of Directors.

**Section 4.13. Tie Votes.** In the event of a tie vote by the Board of Directors, the President may, in addition to his vote as a Board member, exercise a supplemental vote to break the tie vote.

**Section 4.14. Powers and Duties.** The Board of Directors shall manage the affairs of the Association and shall have all the powers and duties necessary for the administration of the Planned Community and may do all such acts and things as are not by the Declaration, Articles of Incorporation, or these Bylaws directed to be done and exercised exclusively by the Association Members. The Board shall have the power to adopt, modify, and repeal such reasonable rules and regulations as it deems necessary and appropriate for the governance of the Planned Community or the administration of the affairs of the Association and to impose sanctions for violations thereof, including, without limitation, monetary fines. Such powers and duties shall include but not be limited to:

- (a) Adopt and amend Bylaws and Rules and Regulations;
- (b) Adopt and amend budgets for revenues, expenditures, and reserves;
- (c) Collect assessments for common expenses for Lot Owners;
- (d) Hire and terminate managing agents and other employees, agents, and independent contractors;
- (e) Institute, defend, or intervene in its own name in litigation or administrative proceedings on matters affecting the Planned Community;
- (f) Make contracts and incur liabilities;
- (g) Regulate the use, maintenance, repair, replacement, and modification of common elements;
- (h) Cause additional improvements to be made as a part of the common elements subject to the provisions of Declaration;
- (i) Acquire, hold, encumber, and convey in its own name any right, title or interest to real or personal property, provided that common elements may be conveyed or subjected to

- a security interest only pursuant to Section 47F-3-112 of the Planned Community Act;
- (j) Grant easements, leases, licenses, and concessions through or over the common elements;
  - (k) Impose and receive any payments, fees, or charges for the use, rental, or operation of the common elements and for services provided to Lot Owners;
  - (l) Impose reasonable charges for late payment of assessments, not to exceed the greater of twenty dollars (\$20.00) or ten percent (10%) of the amount of the unpaid assessment, and after notice and an opportunity to be heard, suspend privileges or services provided by the Association (except rights to access to lots) during any period that assessments or other amounts due and owing to the Association remain unpaid for a period of thirty (30) days or longer;
  - (m) After notice and an opportunity to be heard for a continuing violation of the Declaration, Bylaws, or Rules and Regulations of the Association, levy reasonable fines not to exceed One Hundred Fifty Dollars (\$100.00) per violation or per each day more than five (5) days after the decision that the violation occurs pursuant to Section 47F-3-107.1 of the Planned Community Act;
  - (n) Impose reasonable charges for the preparation and recordation of amendments to the Declaration or Bylaws;
  - (o) Provide for the indemnification of and maintain liability insurance for its officers, directors, employees and agents;
  - (p) Assign its right to future income, including the right to receive common expense assessments;
  - (q) Exercise all other powers that may be exercised in this State by non-profit corporations; and
  - (r) Exercise any other powers necessary and proper for the governance and operation of the Association.

**Section 4.15. Management Agent.** The Board of Directors may employ for the Planned Community a professional management agent or agents, at a compensation established by the Board of Directors, to perform such duties and services as the Board of Directors shall authorize. Any management contract shall contain a termination clause permitting termination without cause and without penalty, upon no more than thirty (30) days written notice.

**Section 4.16. Architectural Standards.** The Board may establish an Architectural Standards Committee for the purpose of establishing and maintaining architectural standards on Planned Community property, as hereinafter provided.

Section 4.17. **Additional Committees.** The Board may establish such other committees as it deems desirable.

Section 4.18. **Committee Chairpersons and Members.** The Board shall elect the chairperson and approve the members of each committee established.

Section 4.19. **Membership Demands for Financial Reporting.** If twenty percent (20%) of the owners petition the Board of Directors for a level of financial reporting higher than provided to the owners, the Association shall duly notice and hold a meeting of members within thirty (30) days of receipt of the petition for the purpose of voting on raising the level of reporting for that fiscal year. Upon approval of a majority of the total voting interests of the lot owners, the Association shall prepare or cause to be prepared, shall amend the budget or adopt a special assessment to pay for the financial report regardless of any provision to the contrary in the Declaration, and shall provide within ninety (90) days of the meeting or the end of the fiscal year, whichever occurs later, one of the following:

- (a) Compiled, reviewed, or audited financial statements, if the association is otherwise required to prepare a report of cash receipts and expenditures.
- (b) Reviewed or audited financial statements, if the association is otherwise required to prepare compiled financial statements.
- (c) Audited financial statements, if the association is otherwise required to prepare reviewed financial statements.

Furthermore, if approved by a majority of the voting interests present at a properly called meeting of the members of the Association, it may prepare or cause to be prepared, one of the following:

- (a) A report of cash receipts and expenditures in lieu of a compiled, reviewed, or audited financial statement.
- (b) A report of cash receipts and expenditures or a compiled financial statement in lieu of a reviewed or audited financial statement.
- (c) A report of cash receipts and expenditures, a compiled financial statement, or a reviewed financial statement in lieu of an audited financial statement.

## **Article 5**

### Officers

Section 5.1. **Designation.** The officers of the Association shall consist of a President, a Secretary, a Treasurer, and such Vice-Presidents, Assistant Secretaries, Assistant Treasurers, and other officers as the Board may from time to time elect. Except for the President, no officer need be

a member of the Board.

**Section 5.2. Election of Officers.** The officers of the Association shall be elected annually by the Board of Directors at the first meeting of the Board following each annual meeting of the members and shall hold office at the pleasure of the Board of Directors and until a successor is elected.

**Section 5.3. Removal of Officers.** Upon the affirmative vote of a majority of the members of the Board of Directors, any officer may be removed, either with or without cause, and a successor may be elected.

**Section 5.4. President.** The President shall be the chief executive officer of the Association and shall preside at all meetings of the Members and of the Board of Directors. The President shall have all the general powers and duties which are incident to the office of the president of a corporation organized under the North Carolina Nonprofit Corporation Act.

**Section 5.5. Vice Presidents.** The Vice Presidents, if any, in the order of their election, unless otherwise determined by the Board shall act in the President's absence and shall have all powers, duties, and responsibilities provided for the President when so acting.

**Section 5.6. Secretary.** The Secretary shall keep the minutes of all meetings of the members and of the Board of Directors and shall have charge of such books and papers as the Board of Directors may direct and shall, in general, perform all duties incident to the office of the secretary of a corporation organized in accordance with North Carolina law.

**Section 5.7. Treasurer.** The Treasurer shall have the responsibility for the Association's funds and securities and shall be responsible for keeping full and accurate financial records and books of account showing all receipts and disbursements, for preparing all required financial statements and tax returns, and for the deposit of all monies and other valuable effects in the name of the Association or the managing agent in such depositories as may from time to time be designated by the Board of Directors. Furthermore, the Treasurer shall cause an annual audit or review of the Association's books as directed by the Board or the Association pursuant to Article 4, Section 4.6 of these Bylaws.

The Treasurer shall have the responsibility of an annual financial report. Furthermore, the Treasurer shall ensure that within seventy-five (75) days after the close of the fiscal year, each lot owner is provided a copy of the annual financial report or a written notice that a copy of the financial report is available upon request at no charge to the owner.

**Section 5.8. Amendments to Declaration and Bylaws.** The Board of Directors shall prepare and the President shall execute, certify, and record amendments to the Declaration and Bylaws on behalf of the Association. The Secretary shall attest to such execution and certification.

## Article 6

### Indemnification of Officers and Directors

The Association shall indemnify every officer and director against any and all expenses, including legal fees, reasonably incurred by or imposed upon such officer or director in connection with any action, suit, or other proceeding (including settlement of any such action, suit, or proceeding, if approved by the then Board of Directors) to which he or she may be made a party by reason of being or having been an officer or director, whether or not such person is an officer or director at the time such expenses are incurred. The officers and directors shall not be liable for any mistake of judgment, negligent or otherwise, except for their own individual willful misfeasance or malfeasance. The officers and directors shall have no personal liability with respect to any contract or other commitment made by them, in good faith, on behalf of the Association (except to the Association), and the Association shall indemnify and forever hold each such officer and director free and harmless against any and all liability to others on account of any such contract or commitment. Any right to indemnification provided for herein shall not be exclusive of any other rights to which any officer or director, or former officer or director, may be entitled. The Association shall, as a common expense, maintain adequate general liability and, if obtainable, officers' and directors' liability insurance to fund this obligation, and the insurance shall be written as provided in the Declaration.

## Article 7

### Miscellaneous

Section 7.1. Notices. Unless otherwise provided in these Bylaws, all notices, demands, bills, statements, or other communications under these Bylaws shall be in writing and shall be deemed to have been duly given if delivered personally or if sent by United States mail, first class postage prepaid:

- (a) if to a Lot Owner, at the address which the Lot Owner has designated in writing and filed with the Secretary, or, if no such address has been designated, at the address of the Lot of such Owner; or
- (b) if to the Association, the Board of Directors, 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 in accordance with subsection (a) hereof.

Section 7.2. Severability. The invalidity of any part of the Declaration or these Bylaws shall not impair or affect in any manner the validity, enforceability, or effect of the balance of the Declaration or these Bylaws.

Section 7.3. Captions. The captions herein are inserted only as a matter of convenience and for reference and in no way define, limit, or describe the scope of the Declaration or these Bylaws or the intent of any provision thereof.

Section 7.4. Gender and Grammar. The use of the masculine gender in the Declaration or these Bylaws shall be deemed to include the feminine gender, and the use of the singular shall be deemed to include the plural, whenever the context so requires.

Section 7.5. Fiscal Year. The fiscal year shall be set by resolution of the Board of Directors.

Section 7.6. Audit. An audit or review of the accounts of the Association shall be made annually in the manner directed by the Board and results communicated to each of the members. However, after having received the Board's audit or review at the annual meeting, the Owners may, by a majority of the total Association vote, require that the accounts of the Association be audited as a common expense by an independent accountant.

Section 7.7. Conflicts. In the event of conflicts between the North Carolina Planned Community Act, the Declaration, these Bylaws, and Board Resolutions, the Planned Community Act, the Declaration, the Bylaws and Board Resolutions shall control, in that order.

Section 7.8. Amendment. These Bylaws may be amended by the affirmative vote, written consent, or any combination of affirmative vote and written consent of the members holding sixty-seven percent (67%) of the total votes entitled to be cast on the amendment. Notice of any meeting at which an amendment will be considered shall state that fact and the subject matter of the proposed amendment. No amendment shall become effective until it is recorded in the Registry of Deeds of Mecklenburg County, North Carolina.

Section 7.9. Books and Records. All members of the Association and all mortgagees shall, upon written request, be entitled to inspect all books and records of the Association during normal business hours at the office of the Association or other place designated reasonably by the Board of Directors as the depository of such books and records.

**IN WITNESS WHEREOF**, the undersigned President of the City Park Townhome Association, Inc. hereby certifies that the above Bylaws for City Park Townhome Association, Inc. were duly adopted by the Association and its membership in accordance with and pursuant to the North Carolina Planned Community Act and the Declaration.

This the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**CITY PARK TOWNHOME  
ASSOCIATION, INC.**

(Seal)

By: \_\_\_\_\_  
President

Attest: \_\_\_\_\_