

**BYLAWS OF  
RICHMOND PLACE HOMEOWNERS  
ASSOCIATION, INC.**

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CLERK OF SUPERIOR COURT  
BRYAN COUNTY, GA  
ST. JOHNS AVE. SUITE 100  
MARIETTA, GA 30067

**ARTICLE I  
Definitions**

Section 1.1. Association. "Association" shall mean and refer to Richmond Place Homeowners Association, Inc., a non-profit corporation organized and existing under the laws of the State of Georgia.

Section 1.2. Principal Office. The principal office of the Association shall be at a location designated by the Board of Directors but meetings of Directors may be held at such other places within the State of Georgia, as may be designated by the Board of Directors.

Section 1.3. Registered Office. The registered office of the Association shall be at a location designated by the Board of Directors.

Section 1.4. Act. The "Act" shall mean and refer to the Georgia Property Owners' Association Act, Georgia Laws (Acts 1994, pp. 1879, *et seq.*), codified as O.C.G.A. Section 44-3-220, *et seq.*, all as may be amended from time to time.

Section 1.5. Declaration. "Declaration" shall mean and refer to the Amended and Restated Declaration of Covenants, Conditions, Restrictions and Easements for Richmond Place, dated the 21<sup>st</sup> day of July, 2017, recorded in Deed Book 1275 Page 797 in the Office of the Clerk of Superior Court of Bryan County, Georgia.

Section 1.6. Applicability. All previous versions of the By-Laws are hereby revoked and restated and replaced in their entirety. These By-Laws are binding on all present or future owners, tenants, residents, and other persons occupying or using the facilities within the Richmond Place subdivision in any manner. The mere acquisition, rental or act of occupancy of any part of said Community subjects said owner, tenant or occupant to these By-Laws, as well as the Declaration.

Section 1.7. Other Terms. All other capitalized terms used herein shall mean and refer to those respective terms as used and defined in the Act and more specifically defined in the Declaration.

**ARTICLE II  
Membership**

Section 2.1. Members. Every Owner shall be a member of the Association.

Section 2.2. Establishment of Membership. Membership shall be established by the acquisition of title to a Lot, whether by conveyance, devise, judicial decree or otherwise. The Membership of any party shall be automatically terminated upon such party being divested of all title to such

Lot, except that nothing herein contained shall be construed as terminating the Membership of any party who may own two or more Lots, so long as such party shall retain title to at least one Lot.

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Section 2.3. Membership Interest. The interest of a member in the funds and assets of the Association cannot be assigned, hypothecated or transferred in any manner, except as an appurtenance to such Member's Lot. The funds and assets of the Association shall belong solely to the Association subject to the limitation that the same be expended, held or used for the benefit of the Membership and for the purposes authorized in the Governing Documents.

Section 2.4. Membership Rights. Exercise of Membership rights in the Association is contingent upon the payment of annual and special assessments levied by the Association, the obligation of which is imposed upon each Owner of, and becomes a lien upon, the Lot against which such assessments are made as provided by the Declaration.

Section 2.5. Suspension of Membership Rights. The Membership rights of any Member of the Association may be suspended by action of the Board of Directors during the period when the assessments remain unpaid; but, upon payment of such assessments, such Member's rights and privileges shall be automatically restored. If the Board of Directors shall have adopted and published rules and regulations governing the use of the Common Property and facilities and personal conduct of any person thereon, the Board of Directors may, in their reasonable discretion, suspend the rights of such person for violation of such rules and regulations pursuant to the terms of the Declaration.

### **ARTICLE III** **Meetings of Members**

Section 3.1. Location of Meetings. All meetings of Members shall be held at such place within Bryan County 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 3.2. Annual Meeting. Annual meetings of Members shall be held during the months of October, November or December of each year, on a date determined by the Board. At each such meeting, the Members shall, by a plurality vote, elect a board of directors, and, by majority vote, transact such other business as may be properly brought before the meeting. At the annual meeting the annual budget of the Association shall be presented and discussed.

Section 3.3. 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, Members holding at least fifteen percent (15%) 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.

Section 3.4. 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 at least twenty one (21) days in advance of any annual or regularly scheduled meeting, and at least ten (10) days in advance of any special or other meeting, but in no event more than ninety (90) days in advance.

Section 3.5. Quorum. The holders of more than one (1%) percent of the membership interests entitled to vote, present in person or by proxy, shall constitute a quorum at all meetings of Members for the transaction of business except as otherwise provided by law. If a quorum shall not be present, the Members present in person or by proxy shall have power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum shall be present. At such reconvened meeting, any business may be transacted which might have been transacted at the adjourned meeting.

Section 3.6. 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 3.7. 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, the following provisions shall apply. Each Owner of a Lot shall be entitled to one vote for each Lot they own on each matter submitted to a vote at a meeting of Members. A Member may vote either in person or by ballot (if provided) or by proxy executed in writing by the Member or by his duly authorized attorney-in-fact. Any proxy must be in writing, signed by the Member (or Owners as provided below) and submitted to the President or Secretary of the Association prior to the opening of such meeting. Proxies may be delivered to the President or Secretary by personal delivery, mail, fax, or electronic mail to the President, Secretary, or the property manager. A proxy may be revoked in writing delivered to the Secretary or President prior to the meeting, by attendance of the Member giving the proxy at the meeting for which the proxy was given, or by the delivery of a subsequent proxy to the Secretary or President, prior to the meeting for which the proxy was given. If any Lot 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 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 Lot shall have no right to vote and shall in no respect be deemed a Member of the Association. Cumulative voting is prohibited.

Section 3.8. Action Taken Without a Meeting. In the Board's discretion, any action that may be taken by the Members at any annual, regular, or special meeting may be taken without a meeting if the Board delivers a written consent form or written ballot to every Member entitled to vote on the matter.

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(a) Ballot. A written ballot shall set forth each proposed action and provide an opportunity to vote for or against each proposed action. Approval by written ballot shall be valid only when the number of votes cast by ballot equals or exceeds the quorum required to be present at a meeting authorizing the action, and the number of approvals equals or exceeds the number of votes that would be required to approve the matter at a meeting at which the total number of votes cast was the same as the number of votes cast by ballot.

The Board may deliver ballots and consent forms by personal delivery, U.S. Mail, facsimile transmission, e-mail, or other electronic means. Owners shall deliver their vote by ballot or consent from by whatever means is specified by the Board.

All solicitations for votes by written ballot shall: (i) indicate the number of responses needed to meet the quorum requirements; (ii) state the percentage of approvals necessary to approve each matter other than election of directors; and (iii) specify the time by which a ballot must be received by the Board in order to be counted. A written ballot may not be revoked. The Association shall maintain such ballots in its file for at least three (3) years.

(b) Written Consent. Approval by written consent shall be valid only when the number of written consents setting forth the actions taken is received and equals or exceeds the requisite majority of the voting power required to pass such action at a meeting held on the date that the last consent is executed. Executed written consents shall be included in the minutes or filed with the Association's records. If an action of the Members is approved by written consent hereunder, the Board shall issue written notice of such approval to all Members who did not sign written consents. Membership approval shall be effective ten (10) days after written notice is issued; provided, however, if the consent is to an amendment to the Declaration or Bylaws which must be recorded, the effective date shall be no earlier than the date of recording of such amendment.

#### **ARTICLE IV**

##### **Directors**

Section 4.1. Number; Election; Term of Office. The affairs of the Association shall be managed by a board of directors, whose Members must be Members of the Association in good standing. There shall be not less than three (3), no more than seven (7), directors, as determined by the Board of Directors. Directors shall be elected at the annual meeting by plurality vote of the Members eligible to vote and present in person or by proxy at the annual meeting. The individuals receiving the largest number of votes shall be elected. If an Owner is a corporation or institution, one of its Owners or officers may serve as a Director. No persons shall be eligible to be elected to or continue to serve on the Board of Directors if they, or the entity they represent, are shown on the books and records of the Association to be more than sixty (60) days delinquent in the payment of any assessment or charge by the Association. Each Director elected shall serve a two (2) year staggered term. At the first annual Membership meeting held after the effective date of these Bylaws, all seven (7) current board positions shall be up for election. The four (4) candidates receiving the highest number of votes shall serve for two (2) year terms and the candidates receiving the next three (3) highest number of votes shall serve for one (1) year terms. At the expiration of the term of office of each member of the Board of



Directors, a successor shall be elected to serve for a term of two (2) years, commencing on the date of the election and expiring at the second annual Membership meeting after such election. A Member of the Board shall hold office until his or her respective successor is elected, he or she is removed, or he or she resigns. At the expiration of a Director's term of office, if a successor cannot be elected for any reason, the existing Director shall continue to hold office and begin serving another term until his or her successor is elected to fill the remainder of such new term, or he or she resigns.

Section 4.2. Removal. At any regular or special meeting of the Members duly called for that purpose, any one or more of the Directors may be removed with or without cause by a majority vote of the Members eligible to vote and present in person or by proxy at a meeting specially called for the purpose of removing such Director(s), and a successor may then and there be elected by the Members to fill the vacancy thus created. Any Director whose removal has been proposed by the Members or Owners shall be given an opportunity to be heard at such meeting.

Section 4.3. Absences. In the event that any Director shall be absent from three (3) consecutive regular meetings of the Board, the Board may, by action taken at the meeting during which said third absence occurs, or the immediately following meeting, declare the office of said absent Director to be vacant.

Section 4.4. 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 his predecessor in office.

Section 4.5. Compensation of Directors. The Members of the Board of Directors shall receive no compensation, except as provided in Section 6 of this Article IV.

Section 4.6. 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, each officer or Director acting in accordance with these By-Laws 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 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.

Section 4.7. Committees. The Board may create and disband committees of Board Members and/or Members for any reason. Any such committees created shall advise the Board on matters pertaining to the purpose for which any committee is created and appointed, have the powers authorized by the Board and shall serve at the pleasure of the Board

## **ARTICLE V**

### **Meetings of the Board of Directors**

Section 5.1. Location of Meetings. Meetings of the Board of Directors, regular or special, may be held either within or without the State of Georgia.

Section 5.2. 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 5.3. 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 (2) Directors on at least three (3) days' notice to each Director.

Section 5.4. Notice of Meetings. Notice of a meeting may be given by mail, facsimile or electronic mail. 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 5.5. Executive Sessions. All meetings of the Board shall be open to Members to attend, provided, however, that Members are not permitted to participate in such meetings unless invited to speak by the Board. Notwithstanding the foregoing, the President, or a majority of the Board of Directors, may call the Board into executive session. Members shall not be permitted to attend/observe any executive session of the Board. Any action taken by the Board in executive session shall be recorded in the minutes of the Association.

Section 5.6. Quorum. A majority of the Directors shall constitute a quorum for the transaction of business. 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 5.7. 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 5.8. Action by Consent. The Board of Directors may take action by telephone, by written ballot/consent, or by electronic mail. Casting a vote via ballot/consent, telephone or electronic mail shall be deemed consent to, or waiver of notice of such meeting and a record of such vote shall be entered in the minutes of the Association.

## **ARTICLE VI**

### **Powers and Duties of the Board of Directors**

Section 6.1. Powers. The Board of Directors shall have all powers granted it under the Declaration and granted to the Board of Directors of a under The Act, including, but not limited to, the following:



(a) To call special meetings of the Members whenever it deems necessary, and it shall call a meeting at any time upon written request of fifteen percent (15%) of the voting Membership.

(b) To appoint and remove at pleasure all officers, committees, agents and employees of the Association, prescribe their duties, fix their compensation (if any), and require of them such security or fidelity bond as it may deem expedient. Nothing contained in these Bylaws shall be construed to prohibit the employment of any Member, officer or Director of the Association in any capacity whatsoever.

(c) To establish, levy, assess and collect the assessments, fines, or charges referred to in the Declaration.

(d) To adopt and publish Rules and Regulations governing the use of the Common Property and facilities and the personal conduct of the Members and their tenants and guests thereon.

(e) To exercise for the Association all powers, duties and authority vested in or delegated to this Association, except those reserved to the Members in the Declaration.

(f) To maintain, repair, replace, operate and manage the Community and the Common Property, including the right to reconstruct improvements after casualty and to make further improvements of the Common Property, and to make and enter into any and all contracts necessary or desirable to accomplish said purposes.

(g) To employ such contractors, subcontractors and employees as the Board deems necessary or convenient.

(h) To contract for the management of the Community and to delegate to such contractor all of the powers and duties of the Association except those which may be required by the Declaration to have approval by the Board of Directors or Membership of the Association.

(i) To acquire and enter into, now or at any time hereafter, leases and agreements whereby the Association acquires leaseholds, Memberships, and other possessory or use interests in lands or facilities including, but not limited to, the Clubhouse, swimming pools, tennis courts, and other Recreational Facilities whether or not contiguous to the lands of the Association to provide enjoyment, recreation or other use or benefit to the Owners of Lots.

(j) To enforce the provisions of the Declaration, the Articles of Incorporation, these Bylaws of the Association and the Rules and Regulations governing the use of the Community as the same may be hereafter established.

(k) Perform such other acts as shall be necessary or appropriate in carrying out the powers granted to them under State law, the Declaration, any Supplementary Declaration, the Articles of Incorporation and these Bylaws.

Section 6.2. Duties. The Board of Directors shall have all duties imposed upon it by the Declaration and imposed upon the Board of Directors by The Act, including, but not limited to, the following:

(a) To supervise all officers, agents, and employees of this Association, and to see that their duties are properly performed.

(b) To establish and levy regular and special assessments as set forth in the Declaration.

(c) To issue, or to cause an appropriate officer to issue, upon request of any Owner, a certificate setting forth whether any assessment has or has not been paid. Such certificate shall be conclusive evidence of the matters therein certified.

(d) As more fully provided for in Article V of the Declaration, to obtain and maintain casualty and liability insurance policies as may be required the Act.

(e) Designate depositories for Association funds, designate those officers, agents, and/or employees who shall have authority to withdraw funds from such accounts on behalf of the Association, and cause such persons to be bonded, as it may deem appropriate.

(f) To enforce the Community-Wide Standard.

## **ARTICLE VII**

### **Officers**

Section 7.1. Officers, Election, Term. The officers of the Association shall be chosen by the Board of Directors and shall consist of at least a President, a Secretary and a Treasurer. Except as otherwise provided by law, any person may hold one or more offices. Officers shall be elected at the first meeting of the Board of Directors 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.

Section 7.2. Additional Offices and Agents. The Board of Directors may appoint such other officers, including vice presidents, assistant secretaries and assistant treasurers, and agents as it shall deem necessary. Such officers and agents shall hold their respective offices for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the Board of Directors.

Section 7.3. Salaries. The officers shall receive no compensation except as provided in Section 6 of Article IV.

Section 7.4. 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 7.5. 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 where the signing and execution thereof shall be expressly delegated by the Board of Directors to some other officer or agent of the Association.

Section 7.6 Vice-President. The Vice-President shall act in place and stead of the President in the event of his or her absence, or unavailability, and shall exercise and discharge such duties as may be required of him or her by the Board.

Section 7.7. 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 of that purpose, and shall perform like duties for the committees or Directors when required. He or she shall maintain a membership roll with names and addresses of all Members of the Association. 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 record and certify all votes of the Membership and Board. 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 7.8. 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 a 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 his control belonging to the Association. The Assistant Treasurer, or if there shall be more than one, the Assistant Treasurers, in the order determined by the Board of Directors shall, in the absence or disability of the Treasurer, perform the duties and exercise the powers of the Treasurer and shall perform such other duties and have such other powers as the Board of Directors may from time to time prescribe.

**ARTICLE VIII**  
**General Provisions**

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Section 8.1. 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.

Section 8.2. Fiscal Year. The fiscal year of the Association shall be fixed by resolution of the Board of Directors.

Section 8.3. 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 officers to affix the seal of the Association and to attest to such affixation by his signature.

Section 8.4. 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.

Section 8.5. Bylaw Amendments. These Bylaws may be altered, amended, or replaced or new Bylaws may be adopted at a meeting duly noticed (with a copy of the amendment) and called for that purpose, or by written consent or ballot (accompanied by a copy of the amendment), if approved by two-thirds (2/3) of the votes cast or a majority of the Members eligible to vote, whichever is less.

Section 8.6. 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.



EXHIBIT "C"

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MAP FOR FENCES

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BRYAN COUNTY, GA  
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[See Attached]

# Richmond Place

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DRYLAND BOUNDARY LINE  
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RESERVED FOR  
FUTURE DEVELOPMENT

FUTURE DEVELOPMENT

PHASE  
(EXISTING)

FUTURE DEVELOPMENT

PHASE 5

DESIGN PHASE

PHASE 4 (EXISTING)

PHASE 2 (EXISTING)

PHASE 1 (EXISTING)

FUTURE DEVELOPMENT

/// = Properties meeting  
fence exception of  
Section 15 in Article VII





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EXHIBIT "D"

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CLERK OF SUPERIOR COURT  
BRYAN COUNTY, GA  
505 S. G. ST. TALLASSEE, GA 32301

SIGNATURES OF OWNERS

**EACH CONSENT WHICH FOLLOWS THIS PAGE SHALL BE CONSIDERED, AND IS  
HEREBY MADE A PART OF THIS INSTRUMENT.**