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*Timothy J. Hanney*

STATE OF SOUTH CAROLINA  
COUNTY OF GREENVILLE

CARLTON PLACE COMMUNITY  
ASSOCIATION, INC.

RECORDING OF DOCUMENTS PURSUANT  
TO THE SOUTH CAROLINA HOMEOWNERS  
ASSOCIATION ACT (S.C. CODE ANN. §§ 27-30-  
110 TO -170):

1. THE BYLAWS OF CARLTON PLACE  
COMMUNITY ASSOCIATION, INC.
2. CARLTON PLACE RULES AND  
REGULATIONS

CROSS REFERENCE: *DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FOR CARLTON PLACE, recorded in Deed Book 1832, at Page 889.*

WHEREAS, the South Carolina Homeowners Association Act (S.C. Code Ann. §§ 27-30-110 to -170) requires Homeowners Associations to record Governing Documents, Rules, Regulations, and amendments thereto; and

WHEREAS, the *DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FOR CARLTON PLACE* was recorded on April 21, 1999 in the Office of the Register of Deeds for Greenville County in **Deed Book 1832**, at **Page 889** (as amended and supplemented, the "**Declaration**"); and

WHEREAS, pursuant to the Declaration, Carlton Place Community Association, Inc. is the Homeowners Association for Carlton Place; and

NOW THEREFORE, Carlton Place Community Association, Inc. does hereby record the following pursuant to the South Carolina Homeowners Association, Act:

1. THE BYLAWS OF CARLTON PLACE COMMUNITY ASSOCIATION, INC., attached as **EXHIBIT "A"**
2. CARLTON PLACE RULES AND REGULATIONS, attached as **EXHIBIT "B"**

(collectively, the "**Documents**")

The Board of Directors of Carlton Place Community Association, Inc. hereby unanimously adopts, re-adopts, ratifies, and validates the Documents this 25th day of September, 2019 ("Ratification Date");

**Board of Directors of Carlton Place Community Association, Inc.:**

By: Ed Ware, President

Print Name: Ed Ware

By: Joseph Hayden

Print Name: Joseph T. Hayden

By: Gina D. Podolsky

Print Name: Gina D. Podolsky

By: Elana Overcash

Print Name: Elana Overcash

By: Patricia Carnes

Print Name: Patricia Carnes

The Documents are being recorded in an effort to ensure compliance with the recording requirements Homeowners Association Act; however, nothing herein shall be construed as an admission that some or all of the Documents are required to be recorded under the requirements of the Homeowners Association Act.

IN WITNESS WHEREOF, Carlton Place Community Association, Inc. has by its duly authorized officer set its hand and seal this 27th day of September, 2019, and by doing so certifies, acknowledges, and affirms that the Board of Directors has unanimously adopted, re-adopted, ratified, and validated the Documents as of the Ratification Date set forth above.

**[SIGNATURE PAGE TO FOLLOW]**





Operating procedures

THE BYLAWS

OF

CARLTON PLACE COMMUNITY  
ASSOCIATION, INC.

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BYLAWS  
OF  
CARLTON PLACE COMMUNITY ASSOCIATION, INC.

ARTICLE I

NAME AND LOCATION

The name of the corporation is Carlton Place Community Association, Inc. The principal office of the corporation shall be located in the County of Mecklenburg, North Carolina.

ARTICLE II

DEFINITIONS

All capitalized terms used in this Bylaws, or any amendment hereto (unless the context shall otherwise require or unless otherwise specified) shall have the meaning set forth in that certain Declaration of Covenants, Conditions and Restrictions for Carlton Place Townhomes executed by Pace Development Group, Inc., and duly recorded in the Office of the Clerk of Court for Greenville County, South Carolina, as the same may be supplement and amended from time to time (the "Declaration").

ARTICLE III

MEMBERSHIP AND VOTING RIGHTS

Section 1. Membership. Each Owner, including Declarant, shall automatically be a Member of the Association. No person or entity who is not an Owner shall be a Member of the Association. Membership shall be appurtenant to and may not be separated from ownership of a Lot. Upon termination of ownership, an Owner's membership shall automatically terminate and be automatically transferred to the new Owner of the Lot.

Section 2. Voting. The Association shall have two (2) classes of voting membership:

Class A. Class A Members shall be all Owners with the exception of Declarant; provided, however, that Declarant shall become a Class A Member when its Class B membership ceases as provided hereinbelow. Class A Members shall be entitled to one (1) vote for each Lot owned. When more than one person holds an ownership interest in any Lot, all such persons shall be Members, but no more than one vote shall be cast with respect to any Lot. The vote for any such Lot shall be exercised as the Members holding an interest in such Lot determine among themselves. In the event of disagreement, the decision of Members holding a majority of the interest in such Lot shall govern. Unless otherwise notified by a co-owner as to a dispute between the co-owners regarding their vote prior to the casting of that vote, the vote of any co-owner shall be conclusively presumed to be the majority vote of the Owners of that Lot.

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Class B. Declarant shall be the Class B Member. Declarant shall be entitled to six (6) votes for each Lot owned including each lot as shown on the Site Plan of Carlton Place dated June 25, 1998, a copy of which is on file in the office of Declarant. Declarant's Class B membership shall cease and be converted to Class A membership on the happening of one of the following events, whichever occurs earlier:

- (1) when the total number of votes of the Class A Members equals the total number of votes of the Class B Members; or
- (2) on December 31, 2004.

#### ARTICLE IV

##### MEETING OF MEMBERS

Section 1. Annual Meetings. The first annual meeting of the Members shall be held within 180 days after the commencement of regular annual assessments as provided in the Declaration, but in no event shall the meeting be held later than four (4) months after the conveyance by Declarant of seventy-five percent (75%) of all Lots to Owners other than a successor Declarant for use as a residence. Subsequent regular annual meetings of the Members shall be held not less frequently than once each calendar year, at a date, time and place selected by the Board of Directors of the Association ("Board"). If the day for the annual meeting of the Members is a legal or religious holiday, a Saturday or a Sunday, the meeting shall be held at the same hour on the first working day thereafter.

Section 2. ~~Special Meetings.~~ Special meetings of the Members shall be promptly scheduled in response to a majority vote of a quorum of the Board, or upon receipt of a written request signed by Members representing not less than twenty-five percent (25%) of the total number of votes held by all Members of the Association. } 136

Section 3. Notice of Meetings. Written notice of annual and special meetings of Members shall be given by, or at the direction of, the Secretary of the Association or other person authorized to call the meeting, by mailing a copy of such notice, first-class postage prepaid, not less than ten (10) days nor more than ninety (90) days before such meeting, to each Member entitled to vote, addressed to the Member's address last appearing on the books of the Association, or supplied by such Member to the Association for the purpose of notice. Notice of a meeting shall specify the place, date and hour of the meeting, and, in the case of a special meeting, the general nature of the business to be undertaken. The notice of any meeting at which Directors are to be elected shall include the names of all those who are nominees at the time the notice is given to Members. Notice shall also be given to the mortgagees on Lots at the address supplied by the mortgagee to the Association and each mortgagee shall have the right to designate a representative to attend any meeting. Waiver by a Member in writing of the notice required herein, signed by him, shall be equivalent to the giving of such notice.

Section 4. Quorum. The presence at the meeting of Members entitled to cast, or of proxyholders entitled to cast, ~~ten percent (10%)~~ of the total number of votes held by all Members who are then entitled to vote ("Voting Power") shall constitute a quorum for any action, except as may otherwise be provided in the Articles, the Declaration or these Bylaws. The Members present at any duly called or held meeting at which a quorum is present may continue to transact business until adjournment, notwithstanding the withdrawal of enough Members to leave less than a quorum, if any action taken (other than adjournment) is approved by at least a majority of the Members required to constitute a quorum. In the absence of a quorum, the Members entitled to vote at such meeting shall have the power to adjourn the meeting to another time without notice (other than announcement at the meeting). Any adjournment for lack of a quorum shall be to a date not less than five (5) days and not more than thirty (30) days from the original meeting date. If a time and place for the adjourned meeting is not fixed by those in attendance at the original meeting or if for any reason a new date is fixed for the adjourned meeting after adjournment, notice of the time and place of the adjourned meeting shall be given to Members in the manner prescribed herein for regular meetings.

Section 5. Proxies.

(a) At all meetings of Members, each Member may vote in person or by proxy. All proxies shall be in writing and filed with the Secretary of the Association or other person designated at the meeting. Every proxy shall be revocable and shall automatically cease upon conveyance by the Member of his Lot or upon receipt by the Association of written notice of the death or incapacity of the Member who executed the proxy. Any proxy shall be invalid after expiration of eleven (11) months from the date it is executed.

(b) Any form of proxy or written ballot distributed to ten (10) or more Members shall afford an opportunity on the proxy or form of written ballot to specify a choice between approval and disapproval of each matter or group of related matters intended, at the time the written ballot or proxy is distributed, to be acted upon at the meeting for which the proxy is solicited or by such written ballot, and shall provide, subject to reasonable specific conditions, that where the Member solicited specifies a choice with respect to any such matter, the vote shall be cast in accordance therewith.

(c) Every form of proxy or written ballot, which provides an opportunity to specify approval or disapproval with respect to any proposal, shall also contain an appropriate space marked "abstain," whereby a Member may indicate a desire to abstain from voting on the proposal. A proxy marked "abstain" by the Member with respect to a particular proposal shall not be voted either for or against such proposal.

(d) In any election of Directors, any form of proxy or written ballot in which the Directors to be voted upon are named therein as candidates and which is marked by a Member "withhold" or otherwise marked in a manner indicating that the authority to vote for the election of Directors is withheld shall not be voted either for or against the election of a Director.

(e) Failure to comply with this section shall not invalidate any corporate action taken, but may be the basis for challenging any proxy at a meeting and the superior court may compel compliance therewith at the suit of any Member.

Section 6. Location. Meetings of Members shall be held within the Carlton Place development (the "Project") or as close thereto as possible.

Section 7. Action Taken Without a Meeting. Any action which may be taken by the vote of Members at a regular or special meeting, except the election of the Board, may be taken in the absence of a meeting by written consent.

## ARTICLE V

### BOARD OF DIRECTORS

Section 1. Number. The affairs of the Association shall be managed and governed by a Board of not less than three (3) and not more than five (5) Directors, who shall be Members of the Association, except that a partner, employee, officer or director of any partnership, corporation or association that is an Owner shall be eligible to serve as a Director.

Section 2. Term of Office. As set forth in the Articles of Incorporation of the Association, the parties who are to act in the capacity of Directors until the election of their successors are R. Stephen Pace, Charlene Flack, and Brian S. Pace. These parties will serve as Directors until the third annual meeting of the Association, as described below. ~~At the third annual meeting of the Association, the Members shall elect three (3) Directors for a term of two (2) years and two (2) Directors for a term of three (3) years.~~ At each annual meeting thereafter, the Members shall elect successor Directors for Directors whose terms have expired, each to serve for a term of two (2) years; provided, however, that prior to the first annual meeting of the Members, Declarant shall have the right, without a meeting of Members or an election, to appoint successor Directors for Directors who resign or otherwise leave office, each to serve the remainder of the term of the party leaving office.

Section 3. Removal. Directors may be removed from the Board, with or without cause, at any regular or special meeting of the Members called for such purpose, by a majority of the votes of the Members cast at such meeting, except no individual Director shall be removed if the number of votes cast against his removal would be sufficient to elect the Director if voted cumulatively at an election at which the same total number of votes were cast and the entire authorized Board were then being elected. In the event of death, resignation or removal of a Director, the remaining Directors may appoint his successor and his successor shall serve for the unexpired term of his predecessor.

Section 4. Compensation. No Director shall receive compensation for any service he may render to the Association. However, any Director may be reimbursed for his actual reasonable expenses incurred in the performance of his duties.



Section 5. Action Taken Without a Meeting. The Board shall have the right to take any action in the absence of a meeting which it could take at a meeting by obtaining the written consent of all the Directors. Any action so approved shall have the same effect as though taken at a meeting of the Board. All such written consents shall be filed with the minutes of the proceedings of the Board and an explanation of the action taken shall be posted at a prominent place within the Project within three (3) days after the written consents of all Board members have been obtained.

## ARTICLE VI

### NOMINATION AND ELECTION OF DIRECTORS

Section 1. Nomination. Nomination for election to the Board may be made by a nominating committee appointed by the Board prior to the annual meeting. The nominating committee shall consist of a chairman, who shall be a member of the Board, and two or more Members. The nominating committee shall make as many nominations for election to the Board as it shall in its discretion determine, but not less than the number of vacancies to be filled. Nominations may also be made from the floor at the annual meeting.

Section 2. Election. The first election of the Board shall be conducted at the third meeting of the Association and the authorized number of Directors shall be elected at that meeting. Election to the Board shall be by secret written ballot. Election of Directors shall not be by cumulative voting in elections in which more than two Directors are to be elected. The persons receiving the largest number of votes shall be elected.

Section 3. Vacancies. Any vacancy on the Board caused by death, disability, resignation or increase in the number of Directors may be filled by appointment by a majority of the remaining Directors or by the sole remaining Director. Any vacancy on the Board caused by removal of a Director shall be filled by election pursuant to Sections 2 and 3 of this Article.

## ARTICLE VII

### MEETINGS OF DIRECTORS

Section 1. Regular Meetings. Regular meetings of the Board shall be held at such intervals as the Board considers necessary and desirable, but not less often than once every year until after the first annual meeting of Members, and then not less often than once every six (6) months. Regular meetings shall be held at such place and at such hour as may be fixed from time to time by resolution of the Board. Notice of the time and place of regular meetings shall be posted at a prominent place or places in Carlton Place, and shall be communicated to all Directors not less than four (4) days prior to the meeting, provided, however, that notice of a meeting need not be given to any Director who has signed a waiver of notice or consent to holding of the meeting.

Section 2. Special Meetings. Special meetings of the Board shall be held when called by written notice signed by the president of the Association or by any two (2) Directors other than the president. The notice shall specify the time and place of the meeting and the nature of any special

(2) Send written notice of each assessment to every Owner in advance of each annual assessment period, provided that failure to comply with the provisions of this subparagraph shall not invalidate any assessment, lien or obligation to pay such assessment; and

(3) Take appropriate action against any Owner who is delinquent in the payment of any assessment to the Association, which action may include, but is not limited to, commencement of an action against the Owner for payment thereof and/or foreclosure of the lien against the Lot of such Owner.

(D) Issue, or cause an appropriate officer to issue, upon demand by any person having a legitimate interest, a certificate setting forth whether or not any assessment has been paid, for which certificate a reasonable charge may be made by the Board;

(E) Procure and maintain liability, fire and extended coverage casualty insurance, as required by the Declaration, worker's compensation insurance, and such additional insurance and endorsements as the Board may deem desirable;

(F) Cause the Common Area and any other real and personal property for which the Association may be responsible or as to which the Association may have duties and obligations to be kept in a good state of maintenance and repair;

(G) Pay proper expenses of the Association; and

(H) Establish and maintain reserve funds for Common Area replacements and maintenance in accordance with the initial budget of the Association or such budgets as may subsequently be adopted from time to time by the Board. Funds deposited in reserve for a particular purpose shall be held for that purpose and shall not be expended for any other purpose without (i) if a two-class voting structure is in effect, the vote or written consent of a majority of the Voting Power of each class of Members, or (ii) if a two-class voting structure is not in effect, the vote or written consent of a majority of the Voting Power of the Association, except that if the Board determines that funds held in reserve for a particular purpose exceed an amount reasonably required as a prudent reserve for that purpose, then, without the vote or written consent of Members, the excess may be allocated to any other reserve fund established by the Board and expended for the purpose for which such other reserve fund has been established.

## ARTICLE IX

### OFFICERS AND THEIR DUTIES

Section 1. Enumeration of Offices. The officers of this Association shall be a president and a vice-president, who shall at all times be members of the Board, a secretary, and a treasurer, and such other officers as the Board may, from time to time, by resolution create.

Section 2. Election of Officers. The election of officers shall take place at the first meeting of the Board following each annual meeting of the Members.

Section 3. Term. The officers of the Association shall be elected annually by the Board and each shall hold office for one (1) year unless such person sooner resigns, or is removed, or is otherwise disqualified to serve.

Section 4. Special Appointments. The Board may appoint such other officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority and perform such duties as the Board may determine from time to time.

Section 5. Resignation and Removal. Any officer may be removed from office, with or without cause, by the Board. Any officer may resign at any time by giving written notice to the Board, the president or the secretary. Such resignation shall take effect on the date of receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 6. Vacancies. A vacancy in any office may be filled by appointment by the Board. The officer appointed to such vacancy shall serve for the remainder of the term of the officer he replaces.

Section 7. Multiple Offices. No person shall simultaneously hold more than one of any of the offices, except in the case of special offices created pursuant to Section 4 of this Article IX: provided, however, that notwithstanding the foregoing, the offices of secretary and treasurer may be held by the same person.

Section 8. Duties. The duties of the officers shall be those usually vested in their respective offices, including the following:

(A) President: The President shall preside at all meetings of the Board and shall see that orders and resolutions of the Board are carried out;

(B) Vice President: The Vice President shall act in the place and stead of the president in the event of his absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required of him by the Board;

(C) Secretary: The Secretary, or an Assistant Secretary elected and authorized by the Board, shall keep minutes of all meetings of the Board and of the Members and shall have custody and charge of the Association's corporate seal, minute books, membership transfer books, and such other books, papers and documents as the Board may prescribe; and

(D) Treasurer: The Treasurer, or an Assistant Treasurer elected and authorized by the Board, shall be responsible for Association funds and securities and shall keep or

supervise the keeping by persons designated by resolution of the Board of books of account of Association receipts and disbursements.

Section 9. Checks and Drafts. All checks, drafts or other orders for payment of money, notes or other evidences of indebtedness issued in the name of or payable by the Association shall be signed or endorsed by such person or persons and in such manner as, from time to time, shall be determined by resolution of the Board.

Section 10. Execution of Contracts and Other Documents. The Board by resolution may authorize any officer or officers, agent or agents to enter into any contract or execute any instrument in the name of and on behalf of the Association, and such authority may be general or confined to specific instances. Unless so authorized by the Board, no officer, agent or employee shall have any power or authority to bind the Association by any contract or agreement or to pledge its credit to render it liable for any purpose or for any amount.

## ARTICLE X

### BOOKS AND RECORDS

The membership register, books of account and minutes of meetings of the Members, Board and committees of the Board shall be made available for inspection and copying by any Member, any Member's duly appointed representative and any Mortgagee during normal business hours for a legitimate purpose, at such place or places within the Project as the Board may prescribe. The Board shall establish reasonable rules with respect to notice to be given to the custodian of the records by the Member or Mortgagee desiring to make the inspection; hours and days of the week when such an inspection may be made; and payment of the cost of reproducing documents requested by a Member or Mortgagee. The Declaration, the Articles and these Bylaws shall be available for inspection by any Member at the principal office of the Association, where copies may be obtained at reasonable cost. Every Director shall have the absolute right at any reasonable time to inspect all books, records and documents of the Association and the physical properties owned or controlled by the Association, including the right to make extracts and copies of documents.

## ARTICLE XI

### ASSESSMENTS

As more fully provided in the Declaration, each Member, including Declarant and Builder, is obligated to pay to the Association annual and special assessments which are secured by a lien upon the Lot against which the assessment is made. Any assessments which are not paid within fifteen (15) days of the due date shall be delinquent. The Board may require that any delinquent assessment bear a late charge to cover administrative expenses incurred as a result of the late payment of the assessment. Late charges on delinquent assessments shall not exceed the rates set forth in the Declaration. The Association may bring an action at law against the Owner personally obligated to pay a delinquent assessment, or foreclose the lien against his Lot and, after Notice and Opportunity for Hearing, the Association may suspend a delinquent Owner's membership in the

business to be considered. The notice shall be sent to all Directors and posted in the manner prescribed for notice of regular meetings not less than seventy-two (72) hours before the scheduled time of the meeting, provided, however, that the notice need not be given to any Director who has signed a waiver of notice or consent to holding the meeting.

Section 3. Quorum. A majority of the number of Directors shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the Directors present at a duly held meeting at which a quorum is present shall be regarded as the act of the Board.

Section 4. Open Meetings. Regular and special meetings of the Board shall be open to all Members of the Association: provided, however, that Members who are not Directors may not participate in any deliberation or discussion unless expressly so authorized by the vote of a majority of a quorum of the Board.

Section 5. Executive Session. The Board may, with the approval of a majority of a quorum of its members, adjourn a meeting and reconvene in closed executive session to discuss and vote upon personnel matters, litigation in which the Association is or may become involved and orders of business of a similar nature. The nature of any and all business to be considered in executive session shall first be announced in open session.

## ARTICLE VIII

### POWERS AND DUTIES OF THE BOARD OF DIRECTORS

Section 1. Powers. The Board shall have power to:

(A) Adopt, publish and enforce Rules and Regulations governing Carlton Place, the use and enjoyment of the Common Area and any facilities thereon, and the personal conduct thereon of the Members, their guests, invitees, members of their families or households, and tenants, provided the Rules and Regulations are approved by the vote or written consent of a majority of each class of Members, and provided that (i) the Members may amend any such Rules and Regulations adopted by the Board at any regular or special meeting of the Members called for such purpose (a) if a two-class voting structure is in effect, by the vote or written consent of sixty-seven percent (67%) of the total Voting Power of each class of Members, or (b) if a two-class voting structure is not in effect, by the vote or written consent of sixty-seven percent (67%) of the total Voting Power of the Association; (ii) such Rules and Regulations shall be reasonable, shall not discriminate against Declarant, and must be consistent with the Declaration, the Articles and these Bylaws; and (iii) Rules and Regulations shall not be effective until written notice thereof has been given by mailing a copy of the Rules and Regulations, postage prepaid, at least ten (10) days before the effective date of the Rules and Regulations, to each Member addressed to the Member's address last appearing in the books of the Association.

(B) After 15 days prior notice and an opportunity for hearing by the Board, (I) suspend an Owner's rights as a Member of the Association, including his voting rights and right to use of

any recreational facilities on the Common Area, for any period during which any fine against such Member or any assessment against such Member's Lot remains unpaid; (2) impose monetary penalties as provided in the Declaration for any infraction of the Rules and Regulations or any violation of or failure to comply with the provisions of the Declaration or these Bylaws, provided the Member shall have been warned in writing of a previous infraction within the preceding one (1) year; and (3) suspend an Owner's rights as a Member of the Association for a period not to exceed ninety (90) days for any infraction of the Rules and Regulations;

(C) Enforce and carry out provisions of the Declaration, these Bylaws and the Articles, and exercise all rights of the Association and the Board set forth in the Declaration, these Bylaws and the Articles;

(D) Pay any taxes or assessments which are or could become a lien on the Common Area or any portion thereof;

(E) Contract for casualty, liability and other insurance;

(F) Incur and pay expenses on behalf of the Association and contract for goods and services for the Common Area or any other real or personal property for which the Association is responsible and any other real or personal property for which the Association may be responsible or as to which the Association may have duties and obligations; provided, however, that: (i) no contract with a third person wherein the third person will furnish goods or services for the Common Area or any other real or personal property for which the Association is responsible or the Association shall exceed a term of one year (except for a management contract or a contract with a public utility regulated by the Public Utilities Commission, in which case the contract shall be limited to the shortest term allowable by such public utility at the regulated rate, or prepaid casualty or liability insurance policies which shall not exceed three (3) years' duration, provided the policy permits short rate cancellation by the insured); (ii) expenditures in the aggregate exceeding five percent (5%) of the budgeted gross expenses of the Association for any fiscal year of the Association shall not be incurred for capital improvements to the Common Area in any fiscal year; and (iii) any management agreement for the Project shall be terminable for cause upon thirty (30) days' written notice without payment of a termination fee. The restrictions contained in (i) and (ii) hereinabove shall not apply if the contract or expenditures are approved by the vote or written consent of a majority of the Voting Power of each class of Members so long as there are two classes of Members, and by a majority of the Voting Power residing in Members other than Declarant when there is one class of Members.

(G) Delegate to committees, officers, employees and other agents of the Association reasonable powers to carry out the powers and duties of the Board; provided, however, that the Board shall not delegate the power to impose discipline against Members or to levy fines against Members;

(H) Prepare and distribute budgets and financial statements of the Association;

(I) Enter any Lot, at reasonable hours, after forty-eight (48) hours' notice and with as little inconvenience to the Owners as possible, in connection with any work or thing required or permitted to be performed or done by the Association, by these Bylaws, the Declaration or the Rules and Regulations. In the event of emergency threatening injury to persons or property, or reasonable cause to believe there is such an emergency, the right of entry shall be immediate and may be exercised without notice, whether or not the Owner is present. The Association shall repair any damage caused by such entry;

(J) Employ a manager and such other employees as it deems necessary to carry out the powers and duties of the Association;

(K) Sell, transfer and convey the property of the Association, except that: (i) if a two-class voting structure is in effect, approval by vote or written consent of a majority of the Voting Power of each class of Members shall be required, or, if a two-class voting structure is not in effect, the approval by vote or written consent of a majority of the total Voting Power of the Association residing in Members other than Declarant shall be required when the sale, transfer or conveyance of any property exceeds in value five percent (5%) of the budgeted gross expenses of the Association for the fiscal year, or when the aggregate of all property sold in any fiscal year of the Association exceeds in value five percent (5%) of the budgeted gross expenses of the Association for the fiscal year; and (ii) any sale, transfer or conveyance of real property shall require the approvals of Members and Mortgagees as set forth in the Declaration;

(L) Exercise all the powers set forth in the North Carolina Non-profit Corporation Act, except those reserved to the Members by the provisions of these Bylaws, the Articles or the Declaration; and

(M) Compromise, settle, release and otherwise adjust claims, demands, causes of action and liabilities on behalf of the Association and Owners, as the case may be, provided any such claim, demand, cause of action or liability arises out of or relates to a condition or defect common to all or a majority of the Lots or improvements constructed thereon, or to the development, design, construction, condition, repair or maintenance of or damage or injury to or defect in the Common Area or part thereof, and make and receive all payment or other consideration necessary therefor or in connection therewith. For such purposes, the Board shall be, and hereby is, irrevocably appointed attorney-in-fact to act on behalf of all Owners upon such terms and conditions and for such consideration as may be approved by a majority of the Board.

Section 2. Non-Liability. A Director of the Board shall not be liable to the Members if he performs the duties of a Director, including the duties as a member of any committee of the Board upon which the Director may serve, in good faith, in a manner such Director believes to be in the best interests of the Association and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. In performing the duties of a Director, a Director shall be entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, in each case prepared and presented by:

(A) One or more officers or employees of the Association whom the Director believes to be reliable and competent in the matters presented;

(B) Counsel, independent accountants or other persons as to matters which the Director believes to be within such person's professional or expert competence; or

(C) A committee of the Board on which the Director does not serve, as to matters within its designated authority, which committee the Director believes to merit confidence; so long as, in any such case, the Director acts in good faith, after reasonable inquiry, when the need therefor is indicated by the circumstances and without knowledge that would cause such reliance to be unwarranted.

Section 3. Duties. The Board shall:

(A) Cause to be kept a complete record of all its acts and corporate affairs and to present to the Members, and any Mortgagee making written request therefor, the following:

(1) A pro forma operating statement (budget) for each fiscal year, which statement shall be distributed not less; than fifteen (15) days and not more than sixty (60) days before the beginning of the fiscal year;

(2) An annual report, which annual report shall be distributed within one hundred twenty (120) days after the closing of the fiscal year, consisting of the following:

(a) A balance sheet as of end of the fiscal year;

(b) An operating (income) statement for the fiscal year; and

(c) The annual report shall be prepared by an independent public accountant (but need not be certified) for any fiscal year in which the gross income of the Association exceeds \$75,000 and, if not prepared by an independent accountant, the annual report shall be accompanied by the certificate of an authorized officer of the Association that the statements were prepared without audit from the books and records of the Association.

(B) Supervise the officers, agents and employees of the Association in the proper performance of their duties;

(C) As more fully provided in the Declaration and subject to any limitations contained therein:

(1) Fix the amount of the annual assessment against each Lot at least fifteen (15) days in advance of each annual assessment period and, if necessary, revise such annual assessment;



Association while the assessment remains unpaid. In any action to enforce payment of an assessment, the Association shall be entitled to recover interest, costs and reasonable attorneys' fees. No Owner may exempt himself from payment or assessments by waiver of the use or enjoyment of all or any portion of the Common Area or abandonment of his Lot.

## ARTICLE XII

### CORPORATE SEAL

The Association shall have a seal in circular form having within its circumference the name of the Association.

## ARTICLE XIII

### AMENDMENTS AND INTERPRETATION OF DOCUMENTS

Section 1. Amendment. Any amendment of these Bylaws shall require (i) if a two-class voting structure is in effect, the vote or written consent of sixty-seven percent (67%) of the Voting Power of each class of Members as such classes of membership are set forth in the Declaration and these Bylaws: or (ii) if a two-class voting structure is not in effect, the vote or written consent of sixty-seven percent (67%) of the Voting Power of the Association: provided, however, that no such amendment shall change any provision hereof where such provision is contained in or governed by the Articles or the Declaration: unless the applicable provisions of the Articles and/or Declaration are likewise amended as therein required, and provided further that the percentage of the Voting Power of the Association and of Members other than Declarant necessary to amend a specific provision of these Bylaws shall not be less than the prescribed percentage of affirmative votes required for action to be taken under that provision. Any amendment which establishes, governs, provides for or regulates any one of the following: (i) voting; (ii) assessments, assessment liens or subordination of such liens; (iii) reserves for maintenance, repair and replacement of the Common Area; (iv) insurance or fidelity bonds; (v) right to use of the Common Area; (vi) responsibility for maintenance and repair of the Project; (vii) expansion reserves for maintenance, repair and replacement of the Common Area; (viii) insurance or fidelity bonds; (ix) right to use of the Common Area; (x) responsibility for maintenance and repair of the Project; (xi) expansion or contraction of the Project or the addition, annexation or withdrawal of property to or from the Project; (xii) the boundaries of any Lot; (xiii) interests in the Common Area; (xiv) leasing of ownership interests; (xv) imposition of any right of first refusal or similar restriction on the right of an Owner to sell, transfer, or otherwise convey his Lot; (xvi) any provisions which are for the express benefit of Mortgagees; or (xvii) any other material amendment shall require written consent of sixty-seven percent (67%) of the Mortgagees (based on one vote for each Mortgage owned), and (a) if a two class voting structure is in effect, the vote or written consent of sixty-seven percent (67%) of the Voting Power of each class of Members, or (b) if a two-class voting structure is not in effect, the vote or written consent of sixty-seven percent (67%) of the total Voting Power of the Association.

Section 2. Interpretation. In the case of any conflict between the Articles and these Bylaws, the Articles shall control. In the case of any conflict between the Declaration and these Bylaws, the Declaration shall control. In the case of any conflict between the Articles and the Declaration, the Declaration shall control.

[SIGNATURES TO FOLLOW]

IN WITNESS WHEREOF, we, being all of the Directors of Cardinal Woods Community Association, Inc., have hereunto set our hands this 16th day of April, 1999.

 [SEAL]

R. Stephen Pace

 [SEAL]

Brian S. Pace

 [SEAL]

Charlene Flack

**CARLTON PLACE RULES AND REGULATIONS****A. General Considerations**

1. **Speed Limit.** The speed limit within Carlton Place is seventeen miles per hour.
2. **Nuisance.** Any noise or other nuisance that may unreasonably interfere with the peace and quiet of other residents is not permitted. The time between 10:00 p.m. and 7:00 a.m. shall be declared quiet time in the Common Areas.
3. **Absent Owners.** Owners absenting themselves remain responsible for all the Rules and Regulations, and for making arrangements to receive mail, including written notices from the Board of Directors or Property Manager, during their absences.
4. **Business Activity.** Lots are to be occupied for residential purposes only. Home offices which conform to zoning requirements and do not involve persons coming on the property who do not reside in the property, or which are not apparent by sight, sound or smell are permitted.
5. **Signs.** No signs are permitted in the common property. Owners may display "for sale" or "for rent" signs (18"x24") on their lot only.

**B. Common Areas and Elements**

1. **Personal Articles.** Bicycles, scooters, big wheels, baby carriages, or other personal articles shall not be allowed to stand in any of the Common Areas for any extended period of time, such as an eight hour period or overnight.
2. **Use of Common Areas.** Owners may be allowed to use the Common Areas for specific, limited purposes, such as recreational activities, provided that the activities do not create a nuisance or interfere with the peaceful existence of other owners.
3. **Playground.** All Townhouse owners and their guests have equal rights and access to the use of the playground. Please note that all children MUST have adult supervision when present in this area.

**C. Parking Policy**

1. **Resident Parking Rights.** Ownership of each lot shall entitle the owner or owners thereof to the use of not more than two automobile parking spaces which consist of the space inside the garage or on the driveway area between the garage and the road abutting the Townhouse.  
Homes without garages are assigned two numbered parking spaces as near to their unit as possible.
2. **Recreational Vehicles.** No boats, trailers, campers, or recreational vehicles shall be permitted to be stored or repaired upon any part of the Common Areas, in driveways, or any other part of a lot. However, such vehicles may be stored in a fully enclosed garage. Exceptions are that once each calendar month such vehicles may be parked temporarily in the driveway for not more than 24 consecutive hours.
3. **Visitor Parking.** Temporary street parking and use of any other parking areas designated for visitors is permitted for guests and service vehicles when the assigned spaces for the Townhouse are fully occupied. At no time shall street parking impede in any way the use of another Townhouse' driveway nor shall any street parked vehicle be on the lawns. **NO OVERNIGHT STREET PARKING OF ANY KIND IS PERMITTED.**
4. **Types of Vehicles.** Only properly licensed vehicles may regularly park at Carlton Place. Any vehicle not in working condition or any vehicle not properly licensed may be towed at the owner's expense after forty-eight (48) hours notice.
5. **Commercial Vehicles.** Commercial or service vehicles may park on Carlton Place property only when being used to perform a service during the course of the work.

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6. Vehicle Repairs. Vehicle repairs other than emergency service are not permitted.

**D. Exterior Architectural Control/Restrictions**

1. Exterior Changes. All exterior improvements, alterations, or changes made to your home or lot require written approval from the Board of Directors. Plans must be submitted in writing for approval to the Property Manager including detailed drawings and specifications. The Board may take up to thirty days to respond to a request,
2. Clothes Drying. No outdoor drying or airing of any clothing or bedding is permitted on any lot within the property.
3. Antennas/ Satellite Dishes. No outside radio or television antennas or satellite dishes shall be erected unless and until permission has been granted by the Board as to size and location.
4. Storm Doors. Storm doors must be white in color with a solid glass panel extending the full height of the door.
5. Porch Lights. Porch lights may be replaced with brass, black or brushed aluminum fixtures only.
6. Fences. The owner of every Townhouse shall have the right to erect a fence at the rear of his property, subject to the conditions set forth by the Association. Fences must meet the specifications established by the Association and plans must be submitted to the Board for approval.
7. Window Air Conditioners. No air conditioner shall be installed in any window or protrude through any exterior wall of such Townhouse.
8. Owner Landscaping. Owners may plant annuals or bulbs in the mulch beds of the front of townhouse provided that the Owner shall be responsible for all maintenance of such. No individual plantings may be installed on the outside of the rear fenced lots.
9. Trash Containers. All trash containers are to be kept either in an enclosed garage or within the privacy fenced area at the rear of your home. Containers are not to be kept in driveways or beside end units.

**E. Exterior Maintenance**

1. Association responsibility. The Association is responsible for maintenance of the Common Areas as well as the following maintenance on individual lots:  
Paint, repair, replace and care for roofs, gutters, down spouts, driveways, sidewalks, exterior building surfaces (excluding glass), trees, shrubs, walks and other exterior improvements.
2. Repair Procedure. If an Owner believes a needed repair is the responsibility of the Association, the following steps should be taken.
  - a. Contact the Property Manager for confirmation that the repair is the Association's responsibility. Do not hire your own contractor and expect the Association to reimburse you; this could void warranties, etc.
  - b. Upon confirmation, the Property Manager will arrange to have the repair made.Note: The Association will not pay for repairs required as a result of misuse or willful destruction of the property.

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#### F. Pets

1. Local Ordinances. All local ordinances pertaining to pets must be observed.
2. Common Areas. No household pets shall be permitted in any portion of the Common Areas under any circumstances, unless carried or on a leash. Pets tied or chained on Common Areas or lots are not considered on a leash.
3. Excrement. All pet excrement must be picked up *immediately* regardless of where it is deposited. DO NOT allow your pet to use an owner's front or rear yard, sidewalk or street as their bathroom.
4. Owner Responsibility. The owner is responsible for the actions of pets belonging to anyone residing in or visiting the townhouse, and the costs of repairing any damage on the Common Areas caused by the pet shall be assessed to the owner or resident responsible

#### G. Rental Policy

1. No owner may lease less than the entire unit, nor shall any townhouse be leased for transient or hotel purposes, which shall be defined as:
  - (a) rental for any period less than one year; or
  - (b) any rental if the occupants of the unit are provided customary hotel services, such as maid service, or furnishing laundry and linen.
2. Any lease must be in writing and provide that the terms of the lease and the occupancy of the unit shall be subject in all respects to the provisions of the Declaration, the By-Laws and Rules of the Association. Homeowners must inform renters of the applicable policies and covenants governing Common Areas and elements as stipulated in the Declaration and By-Laws of the Association and provide the renter with a copy of these "Rules and Regulations". Any lessee who fails to comply with the terms of such documents shall be in default under the lease.
3. Any homeowner who is planning to rent his/her townhouse shall, prior to the commencement of the lease or rental term, deliver to the Property Manager when the space will be rented and who the renter will be.

#### H. Insurance

1. Individual homeowners are responsible for the procurement of a private insurance policy on the exterior of their dwelling unit, contents and unit improvements. It is required that you provide a certificate of insurance to the Association in care of the property manager. Please make sure that your insurance agent forwards an updated certificate yearly to the Association.

4/15/04

Architectural Request Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (home) \_\_\_\_\_ (work) \_\_\_\_\_

Category of Improvement

Check one category: (Use additional form for more than one request)

- |                                    |   |
|------------------------------------|---|
| <input type="checkbox"/> Fencing   | <input type="checkbox"/> Landscaping    |
| <input type="checkbox"/> Additions | <input type="checkbox"/> Satellite      |
| <input type="checkbox"/> Structure | <input type="checkbox"/> Other(specify) |

Checklist:

The following items will be needed for the committee to proceed with your request. Please attach all supporting documentation.

- Site Plan (included in your closing documents)
- Indicate location of improvements on site plan—Draw with broken line
- Grading/Landscape Plan
- Include photo, brochure or sketch of improvement
- Clear, concise written description. Submit any unusual materials to be used
- Material Listing (including colors, etc.)
- Fence Style \_\_\_\_\_ Fence Height \_\_\_\_\_ Fence Color \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Approval:

|                  |            |
|------------------|------------|
| _____ ARC Member | _____ Date |
| _____ ARC Member | _____ Date |

Denied:

|                  |            |
|------------------|------------|
| _____ ARC Member | _____ Date |
| _____ ARC Member | _____ Date |

Reason for Denial:

\_\_\_\_\_