



## VAB Home Owners Association

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By-Laws

Established 2005

*The Villages  
at Berwick*



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## By-Laws

**PREAMBLE** - These By-Laws are the By-Laws of the Association, which is the corporation created by Articles of Incorporation filed with the Secretary of State of Georgia on May 4, 2005 (the "Articles of Incorporation"). All references herein to the "Declaration" shall refer to that certain recorded instrument known as "Master Declaration of Covenants, Conditions and Restrictions for The Villages at Berwick", dated November 1, 2004 and recorded in Deed Book 279-G, Page 437, in the Office of the Clerk of the Superior Court of Chatham County, Georgia, as the same has been amended and supplemented from time to time. All capitalized or underlined terms used herein shall have the meanings assigned thereby by the Declaration unless the context clearly otherwise requires.

### ARTICLE I - DEFINITIONS

**"Association"** shall mean and refer to THE VILLAGES AT BERWICK HOMEOWNERS ASSOCIATION, INC., a Georgia non-profit corporation, its successors and assigns.

**"Owner"** shall mean and refer the record owner, whether one or more persons or entities, of a fee simple title to any Lot which is a part of the Property, including contract sellers and owners of an equity of redemption, but excluding those having such interest in a lot solely as security for the performance of an obligation.

**"Property"** shall mean and refer to the "Property" described and defined in the Declaration and any additions thereto, as are or shall become subject to the Declaration and any Supplementary Declaration later filed.

**"Member"** shall mean and refer to every person or entity who holds membership in the Association.

### ARTICLE II - AGENT, OFFICES, AND MAILING ADDRESS

**Section 1. Registered Agent.** The Registered Agent of the Association shall be the President, or as selected by the Board of Directors.

**Section 2. Registered Office.** The registered office of the Association shall be the President's address, or as selected by the Board of Directors.

**Section 3. Mailing Address.** The mailing address of the Association shall be the Management Company, or as selected by the Board of Directors.

**Section 4. Other Offices.** The Association may also have offices at such other places both within and outside Chatham County, Georgia as the Board of Directors may from time to time determine or the business of the Association may make appropriate.

### **ARTICLE III - MEMBER MEETINGS**

**Section 1. Place, Date and Time.** Member meetings shall be held at such place, date and time, within Chatham County, Georgia, as determined by the Board of Directors or as stated in the Notice of Meeting or in a duly executed Waiver of Notice.

**Section 2. Annual Meeting.** The Annual Meeting of members shall be held in November or as selected by the Board of Directors of the Association. The members shall, by quorum and a majority vote, elect Directors to the Board as required; and, by majority vote, transact such other business as may be properly brought before the meeting.

**Section 3. Special Meeting.** Unless otherwise prescribed by law, by the Declaration, or by the Articles of Incorporation, a Special Meeting of members may be called for any purpose or purposes by the President, the Board of Directors, the holders of fifty-one (51%) percent of the outstanding voting interest in the Association, or such other officers or persons as may at the time be provided in the Articles of Incorporation, or in the event there are no Officers or Directors, then by any member.

**Section 4. Notice of Meeting.** A written Notice of Meeting stating the place, date and time and, in the case of a Special Meeting, the purpose or purposes for which the meeting is called, and a proxy form, shall be mailed or delivered not less than thirty (30) days in advance of an Annual or Special meeting and not less than ten (10) days in advance of any other meeting and shall state the place, date, time and purpose of such meeting.

**Section 5. Business of Meeting.** At an Annual Meeting of members, any matter relating to the affairs of the Association, whether or not stated in the Notice of Meeting, may be brought up for action, subject to the President's right to preside over and control the agenda of the meeting (unless otherwise provided by law). At a Special Meeting of members, no matter that was not stated in the Notice of Special Meeting of members shall be brought up for action, unless a majority of the Association members entitled to vote are present and specifically agree thereto in writing.

**Section 6. Quorum.** The holders of more than ten (10%) percent of the interests entitled to vote, present in person or by proxy, shall constitute a quorum at all meetings of members for the transaction of business except as otherwise provided by law. If a quorum shall not be present, a new meeting shall be called within sixty (60) days of the date of the meeting, without notice other than announcement at the meeting, and at such reconvened meeting, five (5%) percent of the interest entitled to vote shall constitute a quorum. 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 7. Majority.** If a quorum is present, the affirmative vote of a majority of the members entitled to vote and represented at the meeting shall be the act of the members, except as otherwise agreed by the Association, which shall be controlling, and further except that the 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 matters about which no notice had been given in the notice of such Special Meeting.

**Section 8. Voting.**

(a) Anything herein to the contrary notwithstanding, all voting contemplated by these By-Laws 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) Unless otherwise provided in the Declaration, members shall be entitled to one vote for each Lot on each matter submitted to a vote at a meeting of members with each vote as set out in Article Four of the Declaration. A member may vote either in person 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 the President's designee, prior to the meeting. 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 Lot 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 owner or member shall have no right to vote and shall in no respect be deemed a member of the Association.

**Section 9. Action by Consent.** Any action required or permitted to be taken at member meetings may be taken without a meeting if a consent in writing, setting forth the action so taken, is signed by the holders of all interests entitled to vote with respect to the subject matter thereof.

**ARTICLE IV - BOARD OF DIRECTORS**

**Section 1. Number.** Following the first Annual Meeting of members, the number of Directors shall be five (5) as may be elected by the vote of a majority of the members at the Annual Meeting. Directors must be: over age eighteen, owners of a Lot in the Association, but need not be residents of the State of Georgia.

**Section 2. Term of Office.** At the first Annual Meeting following the initial adoption of this bylaw provision, the term of office of two (2) Directors shall be set at three (3) years; the term of office of two (2) Directors shall be set at two (2) years; and the term of office of one (1) Director shall be set at one (1) year. At the expiration of the initial term of office of each respective Director, each successor shall be elected at subsequent Annual Meetings to serve a term of three (3) years, or until their successor has been elected and qualified.

**Section 3. Powers.** The business and affairs of the Association shall be managed by its Board of Directors which may exercise all such powers of the Association and do all such lawful acts and things as are not by law, the Declaration, the Articles of Incorporation or these By-Laws directed or required to be exercised or done by the members.

**Section 4. Compensation.** The Board of Directors shall receive no compensation. However, the Board of Directors may receive appropriate reimbursement for approved expenses advanced in furtherance of the Association's business.

**Section 5. Indemnification.** As an inducement to the Officers and Directors of the Association to act on the Association's behalf, the Association shall, out of its general funds or by special assessment, indemnify and hold harmless, 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 the 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 and approved by the board for payment.

## **ARTICLE V - BOARD OF DIRECTORS MEETINGS**

**Section 1. Place, Date and Time.** Meetings of the Board of Directors shall be held within Chatham County, Georgia, or such other place, including date and time, as the Board of Directors may determine.

**Section 2. Regular Meetings.** The first meeting of the Board of Directors shall be held within thirty (30) days of the Annual Meeting of members. Such meeting shall be designated as a Regular Meeting of the Board with the additional requirement for the Board to elect the Association Officers. Subsequent, Regular Meetings of the Board may be held with such frequency, place, date and time as shall from time to time be determined by the Board.

**Section 3. Special Meetings.** Special Meetings of the Board of Directors may be called by the President, or by any two Directors on three (3) days Notice to each Director.

**Section 4. Quorum.** A majority of the Directors shall constitute a quorum for the transaction of business unless a greater number is required by law or by the Articles of Incorporation. If a quorum shall not be present at any Board of Directors meeting, 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. 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 6. Action by Consent.** Any action required or permitted to be taken at a Board of Directors meeting, or a Committee thereof, may be taken without a meeting if consent in writing, setting forth the action so taken, is signed by all Directors or members of the committee, as the case may be, entitled to vote with respect to the subject matter thereof. Such consent shall be filed with the minutes of the proceedings of the Board or the Committee.

## **ARTICLE VI - NOTICES**

### **Section 1. Required Notices.**

- i. Members.** Whenever, under the provisions of applicable law, the Articles of Incorporation or these By-Laws, any notice is required to be given to any member, such notice shall be given in writing and delivered either personally or by first class mail, addressed to such member, at their address as it appears on the Records of the Association. If mailed, such notice shall be deemed to be delivered three (3) business days after it was deposited in the United States mail with first class postage prepaid. Notices given by other means shall be deemed delivered when received by the addressee.
- ii. Directors.** Whenever, under the provisions of applicable law, the Articles of Incorporation or these By-Laws, any notice is required to be given to any Director, such notice shall be given via any of the following: email, instant messaging, text message, delivered either personally or by first class mail, addressed to such Director, or at their address as it appears on the Records of the Association. If mailed, such notice shall be deemed to be delivered three (3) business days after it was deposited in the United States mail with first class postage prepaid. Notices given by other means shall be deemed delivered when received by the addressee.

**Section 2. Waiver of Notice.** Whenever under the provisions of applicable law, the Articles of Incorporation or these By-Laws, any notice is required to be given to any member, a written Waiver thereof signed by the person or persons entitled to such Notice, either before or after the time stated therein, shall be deemed the equivalent to the giving of such Notice.

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.

## ARTICLE VII - OFFICERS

**Section 1. Officers – Elections – Terms.** The Officers of the Association shall be chosen by the Board of Directors and shall be a President, a Vice-President, a Secretary and a Treasurer. Officers shall be elected at the first meeting of the Board of Directors following the Annual Meeting of members and shall hold offices effective January 1<sup>st</sup>, until their respective successors have been elected and shall have qualified. 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. The Officers need not be Directors, but shall be members of the Association. Except as otherwise provided by law, any person may hold more than one office.

**Section 2. Additional Officers and Agents.** The Board of Directors may appoint such other Officers, including Assistant Vice-President, Assistant Secretary and Assistant Treasurer, and Agents as it shall deem necessary. Such Officers and Agents shall hold their respective offices for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the Board of Directors.

**Section 3. Salaries.** The Officers shall receive no compensation.

**Section 4. Removal – Vacancies.** Any Officer or Agent elected or appointed by the Board of Directors may be removed by the Board at any time with or without cause by the affirmative vote of a majority of the Board of Directors. Officers and Agents otherwise elected or appointed may similarly be removed or otherwise in accordance with Georgia law. Any vacancy occurring in any office of the Association may be filled by the Board of Directors.

**Section 5. The President.** The President shall be the Chief Executive Officer of the Association, shall preside at all meetings of members and the Board of Directors, shall have general and active management of the business of the Association and shall see that all Orders and Resolutions of the Board of Directors are carried into effect. The President, with the approval of the Board of Directors, 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 6. Vice-President.** The Vice-President, and if there shall be an Assistant Vice-President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President. The Assistant Vice-President shall, in the absence or disability of the Vice-President, perform the duties and exercise the powers of the Vice-President and shall perform such other duties and have such other powers as the Board of Directors may from time to time prescribe.

**Section 7. Secretary.** The Secretary, and if there shall be an Assistant Secretary, shall attend all meetings of members and the Board of Directors and shall record the proceedings of such meetings in books to be kept for that purpose, and shall perform like duties for the committees of Directors when required. The Secretary and any Assistant Secretary 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. The Secretary and any Assistant Secretary shall have custody of the Corporate Seal of the Association, if applicable, and shall have authority to affix the Seal to any instrument requiring it and when so affixed it may be attested by the Secretary or Assistant Secretary's signature. The Assistant Secretary shall, in the absence or disability of the Secretary, perform the duties and exercise the powers (including affixation of the Corporate Seal if applicable) of the Secretary and shall perform such other duties and have such other powers as the Board of Directors may from time to time prescribe.

**Section 8. Treasurer.** The Treasurer, and if there shall be an Assistant 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. The Treasurer and any Assistant Treasurer 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 the transactions as Treasurer and of the financial condition of the Association. If required by the Board of Directors, the Treasurer and any Assistant Treasurers 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 this office and for the restoration to the Association, in case of death, resignation, retirement or removal from office, of all books, papers, vouchers, money and other property of whatever kind in the Treasurer's and any Assistant Treasurer's possession or under the control belonging to the Association. The Assistant Treasurer 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**

**Section 1. Checks.** All checks, drafts, demands for money and notes of the Association shall be signed by designated Officers selected by the Board of Directors, or by a Management Company authorized by the Board of Directors.

**Section 2. Fiscal Year.** The fiscal year of the Association shall be fixed by resolution of the Board of Directors.

**Section 3. Seal.** The Association may have a Corporate Seal which shall have inscribed thereon the name of the association, the year of its organization and the words "Corporate Seal - Georgia". The seal may be used by causing it or a facsimile thereof to be impressed or affixed or in any manner reproduced. The Board of Directors may from time to time authorize any other Officer to affix the Seal of the Association and to attest to such affixation by his signature.

**Section 4. Books and Records.** The Association shall keep correct and complete books and records of accounts and shall keep minutes of the proceedings of its members, Board of Directors, and Committees of Directors. Not later than two (2) months after the close of each fiscal year, and in any case prior to the next Annual meeting of members, the Association shall prepare a balance sheet showing in reasonable detail the financial condition of the Association as of the close of its preceding fiscal year, and a profit and loss statement showing the results of its operations during such fiscal year. Upon written request the Association promptly shall mail to any member of record a copy of such balance sheet and profit and loss statement.

**Section 5. By-Law Amendments.** These By-Laws may be altered, amended, or repealed or new By-Laws may be adopted by a two-thirds (2/3) vote of the Board of Directors.

**Section 6. Conflict.** In the event of any conflict between these By-Laws 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.

**Section 7. Compensation to Residents.** No resident of The Villages at Berwick, being a member homeowner, a lessee or renter, or any other resident of The Villages at Berwick or any Officer or Director of the Villages at Berwick Homeowners Association, Inc., shall be employed by, contracted with, or render services to, The Villages at Berwick, or The Villages at Berwick Homeowners Association, Inc. for compensation.

**By-Laws** May 4, 2005

**Amended** September 22, 2010, Article IV, Section 1, Directors; Article VII, Section 1, Officers – Elections – Terms

**Amended** December 16, 2010, Article VIII, Section 7, Compensation to Residents

**Amended** May 26, 2011, Article VIII, Section 8, No Solicitation

**Amended** October 20, 2011, Article III, Section 6, Quorum

**Amended** November 24, 2015, Revised entire document to use latest VAB HOA format

**Amended** January 28, 2016, Revised: Article I; Article II, Sections 1-3; Article III, Sections 1-5, 7-9; Article IV, Sections 1-2, 4; Article V, Sections 1-4, 6; Article VI, Sections 1-2; Article VII, Sections 1-2, 5-8; Article VIII, Sections 1 and 3, and moved Section 8, No Solicitation, to General Rules and Regulations