

---

EXHIBIT "B"

BYLAWS

OF

PARKWOOD COMMONS HOMEOWNERS' ASSOCIATION, INC.

---

PREPARED BY:  
Lisa A. Crawford  
DOROUGH & DOROUGH, LLC  
Attorneys At Law  
Two Decatur TownCenter, Suite 520  
125 Clairemont Avenue  
Decatur, Georgia 30030  
(404) 687-9977

BYLAWS  
OF  
PARKWOOD COMMONS HOMEOWNERS' ASSOCIATION, INC.

- TABLE OF CONTENTS -

Page Number

<b>ARTICLE 1 <u>NAME, MEMBERSHIP, APPLICABILITY, AND DEFINITIONS</u></b> .....	1
1.1 <u>NAME</u> .....	1
1.2 <u>MEMBERSHIP</u> .....	1
1.3 <u>DEFINITIONS</u> .....	1
<b>ARTICLE 2 <u>ASSOCIATION: MEETINGS, QUORUM, VOTING, PROXIES</u></b> .....	1
2.1 <u>PLACE OF MEETINGS</u> .....	1
2.2 <u>ANNUAL MEETINGS</u> .....	1
2.3 <u>SPECIAL MEETINGS</u> .....	1
2.4 <u>NOTICE OF MEETINGS</u> .....	1
2.5 <u>WAIVER OF NOTICE</u> .....	2
2.6 <u>ADJOURNMENT OF MEETINGS</u> .....	2
2.7 <u>VOTING</u> .....	2
2.8 <u>PROXIES</u> .....	2
2.9 <u>QUORUM</u> .....	2
2.10 <u>ACTION WITHOUT A FORMAL MEETING</u> .....	2
2.11 <u>ACTION BY WRITTEN BALLOT</u> .....	3
<b>ARTICLE 3 <u>BOARD OF DIRECTORS: NUMBER, POWERS, MEETINGS</u></b> .....	3
3.1 <u>GOVERNING BODY; COMPOSITION</u> .....	3
3.2 <u>NUMBER OF DIRECTORS</u> .....	3
3.3 <u>NOMINATION OF DIRECTORS</u> .....	3
3.4 <u>REMOVAL OF DIRECTORS</u> .....	3
3.5 <u>VACANCIES</u> .....	3
3.6 <u>ORGANIZATION MEETINGS</u> .....	4
3.7 <u>REGULAR MEETINGS</u> .....	4
3.8 <u>SPECIAL MEETINGS</u> .....	4
3.9 <u>WAIVER OF NOTICE</u> .....	4
3.10 <u>QUORUM OF BOARD OF DIRECTORS</u> .....	4
3.11 <u>COMPENSATION</u> .....	4
3.12 <u>OPEN MEETINGS</u> .....	4
3.13 <u>EXECUTIVE SESSION</u> .....	5
3.14 <u>ACTION WITHOUT A FORMAL MEETING</u> .....	5
3.15 <u>TELEPHONIC PARTICIPATION</u> .....	5
3.16 <u>POWERS</u> .....	5
3.17 <u>MANAGEMENT AGENT</u> .....	6
3.18 <u>BORROWING</u> .....	6
3.19 <u>FINING OR SUSPENSION PROCEDURE</u> .....	6
<b>ARTICLE 4 <u>OFFICERS</u></b> .....	7
4.1 <u>OFFICERS</u> .....	7
4.2 <u>ADDITIONAL OFFICERS AND AGENTS</u> .....	7
4.3 <u>SALARIES</u> .....	7
4.4 <u>VACANCIES</u> .....	7

4.5	<u>REMOVAL</u>	7
4.6	<u>PRESIDENT</u>	7
4.7	<u>VICE PRESIDENT</u>	7
4.8	<u>SECRETARY</u>	7
4.9	<u>TREASURER</u>	8
4.10	<u>RESIGNATION</u>	8
<b>ARTICLE 5 <u>COMMITTEES</u></b>		<b>8</b>
<b>ARTICLE 6 <u>MISCELLANEOUS</u></b>		<b>8</b>
6.1	<u>FISCAL YEAR</u>	8
6.2	<u>PARLIAMENTARY RULES</u>	8
6.3	<u>CONFLICTS</u>	8
6.4	<u>AMENDMENT</u>	9



BYLAWS  
OF  
PARKWOOD COMMONS HOMEOWNERS' ASSOCIATION, INC.

Article 1  
Name, Membership, Applicability, and Definitions

1.1 Name. The name of the Association shall be Parkwood Commons Homeowners' Association, Inc. (hereinafter sometimes referred to as the "Association").

1.2 Membership. The Association shall have one class of membership, as is more fully set forth in that Declaration of Protective Covenants, Conditions, Restrictions and Easements for Parkwood Commons (such Declaration, as amended, renewed, or extended from time to time, is hereinafter sometimes referred to as the "Declaration"), the terms of which pertaining to membership are by this reference incorporated herein.

1.3 Definitions. The words used in these Bylaws shall have the same meaning as set forth in the Declaration, unless the context shall prohibit.

Article 2  
Association: Meetings, Quorum, Voting, Proxies

2.1 Place of Meetings. Meetings of the Association shall be held at the principal office of the Association or at such other suitable place convenient to the members as may be designated by the Board of Directors, either in the Community or as convenient thereto as possible and practical.

2.2 Annual Meetings. There shall be an annual meeting of the members at such date, place and time as the Board of Directors shall determine to receive the reports of the outgoing Board of Directors, to install directors for the ensuing year and to transact such other business as may come before the meeting.

2.3 Special Meetings. The President or the Board may call special meetings. In addition, it shall be the duty of the President to call a special meeting of the Association if so directed by resolution of the Board of Directors or upon a petition, describing the purpose(s) for which it is to be held, signed by at least twenty-five percent (25%) of the Total Association Vote. The notice of any special meeting shall state the date, time, and place of such meeting and the purpose thereof. No business shall be transacted at a special meeting, except as stated in the notice.

2.4 Notice of Meetings. Notice shall be given to each member at least 21 days in advance of any annual or regularly scheduled meeting and shall state the time, place and purpose of such meeting. Such notice shall be delivered personally or sent by United States mail, postage

prepaid, to all members of record at such address or addresses as designated by such members or, if no other address has been so designated, at the address of their respective Lot.

2.5 Waiver of Notice. Waiver of notice of a meeting of the members shall be deemed the equivalent of proper notice. Any member may, in writing, waive notice of any meeting of the members, either before or after such meeting. Attendance at a meeting by a member, whether in person or by proxy, shall be deemed waiver by such member of notice of the time, date, and place thereof, unless such member specifically objects to lack of proper notice at the time the meeting is called to order.

2.6 Adjournment of Meetings. If any meetings of the Association cannot be held because a quorum is not present, a majority of the members who are present at such meeting, either in person or by proxy, may adjourn the meeting to a time not less than five (5) nor more than thirty (30) days from the time the original meeting was called. At such adjourned meeting at which a quorum is present, any business which might have been transacted at the meeting originally called may be transacted without further notice.

2.7 Voting. The voting rights of the members shall be as set forth in the Articles of Incorporation, the Declaration and the rules and regulations, and such voting rights are specifically incorporated herein.

2.8 Proxies. At all meetings of members, each member may vote in person or by proxy. All proxies shall be in writing, dated, and filed with the Secretary before the appointed time of each meeting. Every proxy shall be revocable and shall automatically cease upon (a) conveyance by the member of such member's Lot; (b) receipt by the Secretary of written revocation signed by the member; (c) receipt by the Secretary of a subsequent appointment form signed by the member; (d) attendance by the member and voting in person at any meeting; (e) receipt of notice by the Secretary of the death or judicially declared incompetence of a member; or (f) upon the expiration of eleven (11) months from the date of the proxy.

2.9 Quorum. The presence, in person or by proxy, of members entitled to cast at least twenty-five percent (25%) of the total eligible Association vote shall constitute a quorum at all meetings of the Association. The members present at a duly called or held meeting at which a quorum is present may continue to do business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum.

2.10 Action Without A Formal Meeting. Any action required or permitted to be approved by the members may be approved without a meeting if one or more written consents, setting forth the action so taken, shall be signed and dated by members holding the voting power required to pass such action at a meeting held on the record date for such action. The record date for such action shall be the date that the first member signs a consent. Such action shall be approved when the Secretary receives a sufficient number of such consents dated within seventy (70) days of the record date for such action. If less than unanimous consent is obtained, the approval shall be effective ten (10) days after the Secretary gives written notice of the approval to all members who did not sign a consent. Each signed consent shall be included in the minutes of meetings of members filed in the permanent records of the Association.



2.11 Action By Written Ballot. Any action to be taken at any annual, regular or special meeting of members may be taken without a meeting if approved by written ballot as provided herein. The Association shall deliver a written ballot to each member entitled to vote on the matter. The written ballot shall set forth each proposed action and provide an opportunity to vote for or against each proposed action. Approval by written ballot of an action shall only be valid when the number of votes cast by ballot equals or exceeds the quorum required to be present at a meeting held to authorize such 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. All solicitations for votes by written ballot shall indicate the number of responses needed to meet the quorum requirements; state the percentage of approvals necessary to approve each matter other than election of directors; and specify the time by which a ballot must be received by the Association in order to be counted. A timely written ballot received by the Association may not be revoked without the consent of the Board of Directors. The results of each action by written ballot shall be certified by the Secretary and shall be included in the minutes of meetings of members filed in the permanent records of the Association.

### Article 3

#### Board of Directors: Number, Powers, Meetings

3.1 Governing Body; Composition. The affairs of the Association shall be governed by a Board of Directors. The directors must reside in the Community and shall be members or spouses of members.

3.2 Number of Directors. The Board of Directors shall consist of not less than three (3) members. The actual number of members of the Board of Directors shall be established from time to time by resolution of the Board of Directors.

3.3 Nomination of Directors. Directors may be nominated from the floor, if a meeting is held for the election of directors and may also be nominated by a nominating committee, if such a committee is established by the Board. All candidates shall have a reasonable opportunity to communicate their qualifications to the members and to solicit votes.

3.4 Removal of Directors. At any regular or special meeting of the Association duly called, any one (1) or more of the members of the Board of Directors may be removed, with or without cause, by a majority of the Total Association Vote and a successor may then and there be elected to fill the vacancy thus created. A director whose removal has been proposed shall be given at least ten (10) days' notice of the calling of the meeting and the purpose thereof and shall be given an opportunity to be heard at the meeting. Additionally, any director who has three (3) consecutive unexcused absences from Board meetings or who is delinquent in the payment of an assessment for more than thirty (30) days may be removed by a majority vote of the remaining directors at a meeting.

3.5 Vacancies. Vacancies in the Board of Directors caused by any reason, excluding the removal of a director by vote of the Association, shall be filled by a vote of the majority of the



remaining directors at any meeting of the Board of Directors. Each Person so selected shall serve the unexpired portion of the term.

3.6 Organization Meetings. The first meeting of the Board of Directors following each annual meeting of the membership shall be held at such time and place as shall be fixed by the Board.

3.7 Regular Meetings. Regular meetings of the Board of Directors may be held at such time and place as shall be determined from time to time by a majority of the directors, but at least four (4) such meetings shall be held during each fiscal year with at least one (1) per quarter. Notice of the regular schedule shall constitute sufficient notice of such meetings.

3.8 Special Meetings. Special meetings of the Board of Directors shall be held when requested by the President, Vice President or by any two (2) directors. The notice shall specify the date, time and place of the meeting and the nature of any special business to be considered. The notice shall be given to each director by one of the following methods: (a) by personal delivery (including commercial delivery service); (b) written notice by first class mail, postage prepaid; (c) by telephone communication (including telecopier), either directly to the director or to the director's home or office. All such notices shall be given or sent to the director's address or telephone number as shown on the records of the Association. Notices sent by first class mail shall be deposited into with the U.S. Postal Service at least four (4) days before the time set for the meeting. Notices given by personal delivery or telephone shall be given at least forty-eight (48) hours before the time set for the meeting.

3.9 Waiver of Notice. The business transacted at any meeting of the Board of Directors, however called and noticed or wherever held, shall be as valid as though taken at a meeting duly held after regular call and notice, if (a) a quorum is present, and (b) either before or after the meeting, each of the directors not present signs a written waiver of notice, a consent to holding the meeting, or an approval of the minutes which is included in the minutes or filed with the official records of the Association. The waiver of notice or consent need not specify the purpose of the meeting. Notice of a meeting shall also be deemed given to any director who attends the meeting without protesting before or at its commencement about the lack of adequate notice.

3.10 Quorum of Board of Directors. At all meetings of the Board of Directors, a majority of the directors shall constitute a quorum for the transaction of business, and the votes of a majority of the directors present at a meeting at which a quorum is present shall constitute the decision of the Board of Directors.

3.11 Compensation. No director shall receive any compensation from the Association for acting as such unless approved by a majority of the members of the Association at a regular or special meeting of the Association.

3.12 Open Meetings. Except as provided below, all meetings of the Board shall be open to all members, but members other than directors may not participate in any discussion or deliberation unless expressly so authorized by the Board.



3.13 Executive Session. The Board may adjourn a meeting and reconvene in 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.

3.14 Action Without A Formal Meeting. Any action to be taken at a meeting of the directors or any action that may be taken at a meeting of the directors may be taken without a meeting if one or more consents, in writing, setting forth the action so taken, shall be signed by a majority of the directors and delivered to the Association for inclusion in the minutes for filing in the corporate records.

3.15 Telephonic Participation. One (1) or more directors may participate in and vote during any regular or special meeting of the Board by telephone conference call or similar communication equipment by means of which all Persons participating in the meeting can hear each other at the same time, and those directors so participating shall be present at such meeting. Any such meeting at which a quorum participates shall constitute a meeting of the Board.

3.16 Powers. The Board of Directors shall be responsible for the affairs of the Association and shall have all of the powers and duties necessary for the administration of the Association's affairs and, as provided by law, may do all acts and things as are not by law, the Declaration, Articles, or these Bylaws directed to be done and exercised exclusively by the members. In addition to the duties imposed by these Bylaws or by any resolution of the Association that may hereafter be adopted, the Board of Directors shall have the power to and be responsible for the following, in way of explanation, but not limitation:

- (a) preparation and adoption of an annual budget in which there shall be established the contribution of each member to the common expenses;
- (b) making assessments to defray the common expenses, establishing the means and methods of collecting such assessments;
- (c) providing for the operation, care, upkeep, and maintenance of all areas which are the maintenance responsibility of the Association;
- (d) designating, hiring, and dismissing the personnel necessary for the operation of the Association and, where appropriate, providing for the compensation of such personnel and for the purchase of equipment, supplies, and material to be used by such personnel in the performance of their duties;
- (e) collecting the assessments, depositing the proceeds thereof in a bank depository which it shall approve, and using the proceeds to administer the Association;
- (f) making and amending use restrictions and rules and regulations;
- (g) opening of bank accounts on behalf of the Association and designating the signatories required;



(h) enforcing by legal means the provisions of the Declaration, these Bylaws, and the rules and regulations adopted by it, and bring any proceedings which may be instituted on behalf of or against the Owners concerning the Association;

(i) obtaining and carrying insurance against casualties and liabilities, as provided in the Declaration, and paying the premium cost thereof;

(j) keeping books with detailed accounts of the receipts and expenditures affecting the Association and its administration, and specifying the maintenance and repair expenses and any other expenses incurred; and

(k) contracting with any Person for the performance of various duties and functions.

3.17 Management Agent. The Board of Directors may employ for the Association a professional management agent or agents at a compensation established by the Board of Directors to perform such duties and services as the Board of Directors shall authorize. The term of any management agreement shall not exceed one (1) year and shall be subject to termination by either party, without cause and without penalty, upon ninety (90) days' written notice.

3.18 Borrowing. The Board of Directors shall have the power to borrow money without the approval of the members of the Association; provided, however, except as may be provided in the Declaration, the Board shall obtain membership approval in the same manner as for special assessments, in the event that the total amount of such borrowing exceeds or would exceed ten (10%) percent of the annual budget of the Association.

3.19 Fining or Suspension Procedure. The Board shall not impose a fine (a late charge shall not constitute a fine) unless and until the following procedure is followed:

(a) Notice. Written notice shall be delivered to the member by first-class or certified mail sent to the last address of the member shown on the Association's records, specifying:

(i) the nature of the violation, the fine or suspension to be imposed and the date, not less than fifteen (15) days from the date of the notice, that the fine or suspension will take effect;

(ii) that the violator may, within ten (10) days from the date of the notice, request a hearing regarding the fine or suspension imposed;

(iii) the name, address and telephone numbers of a person to contact to challenge the fine or suspension;

(iv) that any statements, evidence, and witnesses may be produced by the violator at the hearing; and

(v) that all rights to have the fine or suspension reconsidered are waived if a hearing is not requested within ten (10) days of the date of the notice.

(b) Hearing. If a hearing is requested, it shall be held before the Board in executive session, and the violator shall be given a reasonable opportunity to be heard. The minutes of the meeting shall contain a written statement of the results of the hearing. No fine or suspension shall be imposed prior to the date that is five (5) days after the date of the hearing.

#### Article 4 Officers

4.1 Officers. The officers of the Association shall be a President, Secretary and Treasurer. No two (2) offices may be held by the same Person.

4.2 Additional Officers 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.

4.3 Salaries. The officers shall receive no compensation.

4.4 Vacancies. A vacancy in any office arising because of death, resignation, removal or otherwise may be filled by the Board of Directors for the unexpired portion of the term.

4.5 Removal. Any officer may be removed, with or without cause, by the Board of Directors.

4.6 President. The President shall be the chief executive officer of the Association and shall preside at all meetings of the members and directors. The immediate supervision of the affairs of the Association shall be vested in the President. It shall be the President's duty to attend to the business of the Association and maintain strict supervision over all of its affairs and interests. The President shall keep the Board of Directors fully advised about the affairs and conditions of the Association and shall manage and operate the business of the Association pursuant to and in accordance with such policies as may be prescribed from time to time by the Board of Directors.

4.7 Vice President. One or more Vice Presidents shall be appointed by the Board to act in the President's absence or disability and shall have all powers, duties and responsibilities provided for the President when so acting and shall perform such other duties as shall from time to time be imposed upon any Vice President by the Board or delegated to a Vice President by the President.

4.8 Secretary. The Secretary shall keep the minutes of all meetings of the members and of the Board of Directors; notify the members and directors of meetings as provided by these bylaws or the Georgia Nonprofit Corporation Code; have custody of the seal of the Association;



affix such seal to any instrument requiring the same; attest the signature or certify the incumbency or signature of any officer of the Association; and perform such other duties as the President or the Board of Directors may prescribe. The Secretary shall perform the duties of the Treasurer of the Association in the absence or disability of the Treasurer.

4.9 Treasurer. The Treasurer shall keep, or cause to be kept, the financial books and records of the Association and shall faithfully account for the Association's funds, financial assets and other assets entrusted to the Treasurer's care and custody. The Treasurer shall make such reports as may be necessary to keep the President and the Board of Directors informed at all times as to the financial condition of the Association and shall perform such other duties as the President or the Board of Directors may prescribe. The Treasurer shall maintain the funds and other assets of the Association in the name and to the credit of the Association in such depositories as may be designated by the Board of Directors. The Treasurer may provide for the investment of the money and other assets of the Association consistent with the needs of the Association to disburse such money and assets in the course of the Association's business. The Treasurer shall perform the duties of the Secretary of the Association in the absence or disability of the Secretary.

4.10 Resignation. Any officer may resign at any time by giving written notice to the Board of Directors. Such resignation shall take effect on the date of the 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.

#### Article 5 Committees

Advisory committees to perform such tasks and to serve for such periods as may be designated by the Board are hereby authorized. Each committee shall be composed and shall operate in accordance with the terms of the resolution of the Board of Directors designating the committee or with rules adopted by the Board of Directors. An advisory committee shall not be authorized to exercise any authority of the Board under the Articles of Incorporation, the Declaration, these Bylaws, the Georgia Nonprofit Corporation Code or the Georgia Property Owners' Association Act.

#### Article 6 Miscellaneous

6.1 Fiscal Year. The fiscal year of the Association shall be the calendar year unless otherwise determined by resolution of the Board.

6.2 Parliamentary Rules. Roberts Rules of Order (current edition) shall govern the conduct of all Association proceedings, when not in conflict with Georgia law, the Articles of Incorporation, the Declaration, these Bylaws, or a ruling made by the Person presiding over the proceeding.

6.3 Conflicts. If there are conflicts or inconsistencies between the provisions of Georgia

law, the Articles of Incorporation, the Declaration, these Bylaws, and the rules and regulations, the provisions of Georgia law, the Declaration, the Articles of Incorporation, the Bylaws, and the rules and regulations (in that order) shall prevail.

6.4 Amendment. These Bylaws may be amended upon a resolution of the Board of Directors which is approved by the affirmative vote of at least two-thirds (2/3) of the Total Association Vote.

P:\Clients\1931\HOA\Bylaws.doc