BY-LAWS

OF

DOUBLEGATE HOMEOWNERS' ASSOCIATION, INC.

ARTICLE 1

ASSOCIATION

- Section 1. The name of the non-profit association shall be "DOUBLEGATE HOMEOWNERS' ASSOCIATION, INC."
- Section 2. The Association shall have as its purpose the promotion of the welfare of its members and the residents of the Doublegate subdivision and the community of which they are part. The Association may manage and maintain common properties, assets and such facilities for recreation and social activities of the membership as are provided for the use of the members and their guests. The Association shall also up-hold the recorded covenants of the subdivision.
- <u>Section 3</u>. The Doublegate Homeowners' Association is a non-profit, social association organized by homeowners of Doublegate subdivision and does not discriminate based on sex, race, national origin or religion.
- Section 4. The address of the office of the Association shall be the residence address of the then-current Treasurer of the Association.

ARTICLE II

MEMBERSHIP & DUES

- <u>Section 1</u>. Any family living in a home in the Doublegate subdivision is entitled to membership privileges.
- Section 2. The Board of Directors shall establish annual dues which will be consistent with the tax exempt and non-profit status of the organization. Dues shall be payable not later than October 1 for each annual period extending from October 1 to September 30. Any new resident joining the Association during any annual period shall be entitled to pay a pro rata portion of the dues for such period.

Section 3. A dues-paid "membership" shall entitle the house-hold holding the same to one vote and shall be referred to herein as a "member" of the Association.

ARTICLE III HOMEOWNERS' MEETINGS

- Section 1. The annual meeting of the membership of the Association shall be during the first week of October. Additional meetings of the membership can be fixed by the Board of Directors.
- Section 2. At all meetings of the membership, all members shall be entitled to attend, and each membership shall be entitled to cast its one vote, either in person or by written proxy.
- Section 3. Special meetings of the membership may be called at any time by the President, or by written petition to the President of at least twenty-five percent of the outstanding memberships of the Association, upon not less than 10 nor more than 20 days notice in writing to each membership household. Attendance at such a meeting in person or by proxy shall constitute a waiver of notice thereof.
- Section 4. Notice of any special meeting of the membership shall state the purpose or purposes for which the meeting is called.
- Section 5. At all general membership meetings, the Secretary shall maintain a current list of memberships entitled to vote.
- Section 6. At all meetings of the membership, attendance by twenty-five percent of the membership in person or by proxy shall constitute a quorum for the transaction of business, and no resolution or business shall be transacted without the favorable vote of a majority of the memberships represented at the meeting and entitled to vote.

Section 7. Any action that may be taken at the meeting of the membership may be taken without a meeting if a consent in writing setting forth the action so taken shall be signed by two-thirds of the membership entitled to vote with respect to the subject matter thereof.

ARTICLE IV

DIRECTORS

Section 1. Subject to these by-laws, and any other lawful agreement between the membership, the full and entire management of the affairs and business of the Association shall be vested in the Board of Directors, which shall have and may exercise all of the powers that may be exercised or performed by the Association including the assessment of dues.

Section 2. The Board of Directors shall consist of the Officers of the Association, Chairperson of the Standing Committees, Block-Captains and the Immediate Past-President of the Association. A director must be a homeowner. A majority of said directors shall constitute a quorum for the transaction of business. All resolutions adopted and all business transacted by the Board of Directors shall require the affirmative vote of a majority of the directors present at the meeting.

Section 3. The directors may fill the unexpired portion of the term of any director which may become vacant prior to the expiration of the term of such director. Such persons shall further assume the duties of such director as Officer or Chairperson, as the case may be.

Section 4. The Directors shall meet prior to any general membership meeting to set the agenda. Special meetings of the directors may be called at any time by the President or by any two other directors, on two days' notice.

Section 5. Any meeting of the Board of Directors must be held within the State of Georgia, at such place as may be determined by the person or persons calling the meeting.

Section 6. 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 a consent in writing setting forth the action so taken shall be signed by all the directors.

ARTICLE V OFFICERS

Section 1. The officers of the Association shall consist of a President, Vice-President, Secretary and Treasurer. The officers shall each be members, and shall serve for a one year term from one October membership meeting to the next succeeding October membership meeting. An Officer may serve not more than two consecutive terms for the same position. The officers shall be nominated by a Nominating Committee of concerned members who volunteer for such purpose, and the officers shall be elected by a majority vote of the membership, conducted by ballot prior to the October membership meeting. Open nominations may be submitted in writing to the Board of Directors before the September elections. The President, Vice-President, Secretary and Treasurer shall serve on the Board of Directors.

Section 2. The President shall be the chief executive officer of the Association and shall have general and active management of the operation of the Association. He/She shall be responsible for the administration of the Association, including general supervision of the policies of the Association, general and active management of the financial affairs of the Association. He/She shall only borrow money on behalf of the Association pursuant to specific authority from the Board of Directors and a vote of the membership. The President shall have the authority to institute or defend legal proceedings when the directors are deadlocked.

Section 3. The Vice-President shall have and exercise all the power and authority of the President, including the signing of the Association documents, during the absence of, or the legal incapacity of the President. In addition, he/she shall perform such other duties as may from time to time be assigned to him/her by the President, the Board of Directors, or by the membership. In the event the office of the President becomes vacant, the Vice-President shall succeed to the office of the office of the President and serve until a successor President is chosen according to these By-Laws.

Section 4. The Secretary shall keep or cause to be kept minutes of all meetings of the membership and directors and have charge of the minute books and stock books, shall sign with the President such instruments as require such signature and shall perform such other duties and have such other powers as may from time to time be delegated to him/her by the President or the Board of Directors. In the absence of the Secretary at any meeting, a Secretary pro tempore shall perform his/her duties.

Section 5. The Treasurer shall be charged with the financial affairs of the Association and shall have the power to recommend action concerning the Association's affairs to the President.

Section 6. Assistants to the Secretary and Treasurer may be appointed by and shall have such duties as may be delegated to them by the President or the Board of Directors.

ARTICLE VI AMENDMENT

Section 1. These By-Laws may be amended at any meeting of the membership by the affirmative vote of a majority of the membership of the Association in person or by proxy.

ARTICLE VII

LIABILITY

Section 1. The Association shall hold harmless its agents, employees, officers and directors for any action taken on behalf of the Association.

ARTICLE VIII

COMMITTEES

<u>Section 1</u>. There shall be five standing committees of the Doublegate Homeowners' Association, Inc. They shall be as follows:

(1) Newcomers

(4) Grounds

(2) Directory

- (5) Social
- (3) Publicity and Information
- (6) Community Affairs
- Section 2. These committees shall hold meetings at a time and place to be determined by the committee chairperson at least one week prior to such meeting.
- Section 3. At the annual meeting of the membership a chair-person shall be appointed and then affirmed by a majority vote of the membership represented at the meeting and entitled to vote.
- Section 4. It shall be the sole duty of the committees to draft any proposals to go before the membership for acceptance or rejection.
- Section 5. Any member of the Association may volunteer to serve on any standing committee. Membership on committees shall be made up of only members, and members shall be the only ones entitled to cast a vote to bring a proposal out of committee.
- $\underline{\text{Section 6}}$. The Chairperson of each committee will be members of the Board of Directors.