

BY LAWS

COLONIAL HEIGHTS HOMEOWNERS ASSOCIATION
A/K/A
COLONIAL HEIGHTS TOWNHOUSES ASSOCIATION

Article I.

1. This Association was incorporated under the laws of the State of North Carolina as a non profit corporation. The Articles of Incorporation are on file with the Secretary of State of North Carolina, having been executed on April 3, 1984.
2. The Association consists of twenty-two townhouses located on Bashford Road in the city of Raleigh, NC, as shown in the Book of Maps 1984, Page 835 at the Wake County Registry. The Association was formed to provide for maintenance, preservation, and architectural control of the residence lots, common areas, and building exteriors.
3. Authority of the Association to discharge its responsibilities, as outlined in the Articles of Incorporation, is elucidated in a document entitled "Declaration of Covenants, Conditions, and Restrictions for Colonial Heights Townhouses Association", recorded in Book 3320, Page 178 at the Wake County Registry. This Declaration, together with the Articles of Incorporation, shall serve as the definitive interpretation of the duties, responsibilities, and privileges of the officers and members of this Association.

Article II.

- 1 . A Board of Directors, consisting of no less than three members, shall administer the affairs of the Association. In the event that the membership shall elect to employ a professional management, the Board of Directors shall function as an overseeing body.
2. Candidates for the Board shall be elected by the membership to serve a term of two years, except that initially two directors shall serve one year terms, in order that the entire Board shall never be up for election in the same year.
3. Directors shall serve without compensation, except that any Director may be reimbursed for expense incurred in behalf of the Association as directed.
4. Any Director who is absent for three consecutive regular meetings of the Board may be replaced by a successor to be chosen by the remaining members of the Board.
5. Directors shall meet at least bi-monthly on a regular basis, but have the prerogative to hold more frequent meetings. Special meetings may be called by any two Directors on three day's notice or by written request of twenty-five percent of the voting membership. A majority of the Board shall constitute a quorum for transaction of business. Any action taken by a Director in the absence of a meeting must be supported by evidence of approval by a majority of Directors.

Article III.

1. A House and Grounds Committee of no less than three members, in cooperation with the Board of Directors, shall oversee the maintenance of common areas and building exteriors. With the Board's approval the Committee may engage contractors for performance of routine maintenance. The Committee shall report immediately to the Board any matter of maintenance requiring unusual attention, and any evidence of covenant violations with regard to external maintenance.
2. Members of the Committee shall be elected by the membership to serve one year terms.

Article IV.

1. An annual meeting for the purpose of the election of Directors and Committees, the reading of reports and petitions, and the conduction of Association business shall take place on the first Tuesday in the month of May.
2. Ballots for election of Directors and Committees shall be distributed to the membership, along with copies of the meeting agenda, two weeks prior to the meeting. Petitions from the membership shall be submitted to the Board of Directors at least thirty days prior to the meeting in order to be included in the published agenda.

Article IV, cont.

3. Sixty seven percent of the membership present or represented by proxy, and who are eligible to vote, shall constitute a quorum for conducting official business, except that for meetings called to vote on special assessments and/or to increase the regular assessment, the procedures specified in the Declaration Article VI, Sections 3b, 4, and 6 shall apply.

Article V.

1. The rights of property owners to maintain rear yards, as stated in Article IX of the Declaration, shall not be interpreted to permit plantings of shrubs and trees in such proximity to building structures as to permit branches and foliage to touch and mar the surfaces of the clapboard sidings. Should any shrubs and trees presently existing be in violation and are found to endanger the structures, the Association shall remove them, and the cost of such removal shall become a charge on the property in addition to the regular monthly assessment.
2. Property owners shall maintain rear yards free of uncontained trash and refuse, and shall maintain front yards free of all materials except for contained refuse and/or recycling bins on days of collection. No uncontained refuse and/or recyclable material, which may be carried by the wind across neighboring lawns, may be placed at curbside. Failure to comply shall result in

a warning from the Board of Directors, which thereafter shall have the authority to levy a fine on the offending property owner.

Article V.

3. No owner may lease his/her property on a daily or weekly basis, nor shall any renter be permitted to sublease on the same basis.

Article VI.

These By-Laws may be amended at a regular or special meeting, at which a quorum is present or represented by proxy, by a vote of the majority. No amendments which conflict with the Articles of Incorporation and/or the Declaration of Covenants, Conditions, and Restrictions may be approved.