

**BYLAWS**  
*of*  
**VICTORIA PLACE SUBDIVISION**  
*Raleigh, North Carolina*

**ARTICLE I**  
NAME AND LOCATION

The name of the Corporation is 'Victoria Place Homeowners' Association, Inc.', hereinafter referred to as the "Association". (*There is no principal office in effect - Association Records are kept by the members of the duly elected Board of Directors of the Association.*) Meetings are held at locations within the City of Raleigh designated by the Board of Directors as suitable to accommodate whatever size of gathering is anticipated, and convenient to the Subdivision.

**ARTICLE II**  
DEFINITIONS

Section 1: "Association" shall mean and refer to the Victoria Place Homeowners' Association, Inc., its successors and assigns.

Section 2: "Properties" shall mean all real property owned by the Declarant as described in the Declaration of Covenant.

Section 3: "Common Area" shall mean and refer to all land within the Property owned by the Association, along with facilities and improvements erected or constructed thereon, for the exclusive use and enjoyment of the members of the Association. In addition, all streets, all water lines located outside public rights-of-way and individual lots, and all sewer lines located outside public rights-of-way, public sanitary sewer easements and individual lots, which water or sewer lines serve the Property described on Exhibit A in the Declaration of Covenant, are declared to be common area. Said common area shall be maintained by the Association.

Section 4: "Lot" shall mean and refer to any plot of land shown upon any recorded subdivision map of the Properties with the exception of the common area.

Section 5: "Owner" shall mean and refer to the record owner whether one or more persons or entities, of the fee simple title to any lot which is a part of the Properties, including contract sellers, but excluding those having such interest merely as security for the performance of an obligation.

Section 6: "Declarant" shall mean and refer to Stone Builders, a North Carolina General Partnership, its successors and assigns, to whom the rights of Declarant are expressly transferred, or if such successors or assigns should require more than one undeveloped lot or undeveloped acreage for the purpose of development, or acquire title to the property under a deed in lieu of foreclosure, judicial foreclosure, or foreclosure under the power of sale contained in any deed of trust or one otherwise denominated a "Declarant" hereby.

Section 8: "Member" shall mean and refer to those persons entitled to membership as provided in the Declaration.

**ARTICLE III**  
ASSOCIATION MEETINGS

Section 1: Annual Meetings: The first annual meeting of the members shall be held within eighteen months after the date of incorporation of the Association, and each subsequent regular annual meeting of the members shall be held in the same month of each year thereafter, on the day and at the hour specified in the notice to members of the meeting.

Section 2: Special Meetings: Special meetings of the members may be called at any time by the President or by the Board of Directors, or upon written request of the members who are entitled to vote one-fourth (1/4) of all the votes of the Class A membership.

Section 3: Notice of Meetings: Written notice of each meeting of the members shall be given by, or at the direction of, the Secretary or person authorized to call the meeting, by mailing a copy of such notice, postage prepaid, not less than 30 days nor more than 60 days before such meeting to each member entitled to vote thereat, 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. Such notice shall specify the place, day and hour of the meeting, and in the case of a Special meeting, the purpose of the meeting.

- (b) Suspend the voting rights and right to use of any recreational facility of a member during any period in which such member shall be in default in the payment of any assessment levied by the Association. Such rights may also be suspended after notice and hearing, for a period not to exceed 60 days from infraction of published rules and regulations.
- (c) Exercise for the Association all powers, duties and authority vested in or delegated to this Association and not reserved to the membership by other provisions of these Bylaws, the Articles of Incorporation or the Declaration.
- (d) Declare the office of a member of the Board of Directors to be vacant in the event such member shall be absent from three (3) consecutive regular meetings of the Board of Directors.
- (e) Employ a manager, an independent contractor, or such other employees as they deem necessary, and to prescribe their duties.
- (f) Contract for the provision of a central television antenna, or, in the absence of the availability thereof, to supply cablevision for the convenience of the members, the cost of either of which may be included in annual or special assessments, and regulate or prohibit the erection of television antennae or dishes on individual lots.
- (g) Contract with the owners of recreational facilities for the use of such facilities by the members, which use shall be optional with all fees for such use paid directly to the owners by the member, and not as a part of the Assessment or Dues, or furnish such facilities within the Common Area.

Section 2: Duties: It shall be the duty of the Board of Directors to:

- (a) Cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the members at the annual meeting of the members, or at any special meeting when such statement is requested in writing by a one-fourth (1/4) of the Class A members who are entitled to vote.
- (b) Supervise all officers, agents and employees of this Association, and to see that their duties are properly performed.
- (c) As more fully provided in the Declaration, to:
  1. Fix the amount of the annual assessment against each lot at least thirty (30) days in advance in each annual assessment period.
  2. Send written notice of each assessment to every owner subject thereto at least thirty (30) days in advance of each annual assessment period.
  3. Foreclose the lien against any property for which assessments are not paid within thirty (30) days after due date or to bring an action at law against the owner personally obligated to pay the same.
- (d) Issue, or cause an appropriate officer to issue, upon demand by any person, a certificate setting forth whether or not any assessment has been paid. A reasonable charge may be made by the Board for the issuance of these certificates. If a certificate states an assessment has been paid, such certificate shall be conclusive evidence of such payment.
- (e) Procure and maintain adequate liability and hazard insurance on property owned by the Association.
- (f) Cause all officers or employees having fiscal responsibilities to be bonded, as it may deem appropriate; and to obtain Director's and Officers' liability insurance.
- (g) Cause the Common Area to be maintained, including the maintenance, repair and reconstruction of any water impoundment areas and private streets situated on the Common Area; and
- (h) Pay all ad valorem taxes and public assessments relating to the Common Area and storm water impoundment area.

**ARTICLE VIII**  
**OFFICERS AND THEIR DUTIES**

Section 1: Enumeration of Offices: The officers of this Association shall be a President and Vice-President, who shall at all times be members of the Board of Directors, 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 the officers shall take place at the first meeting of the Board of Directors following each annual meeting of the members.

Section 3: Term: The officers of this Association shall be elected annually by the Board and each shall hold office for one (1) year unless he shall sooner resign, or shall be removed, or shall otherwise become disqualified to serve.

Section 4: Special Appointments: The Board may elect 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, from time to time, determine.

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 giving written notice to the Board, the President or the Secretary. Such resignation shall take effect on the day 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 of 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: The offices of Secretary and Treasurer may be held by the same person. No person shall simultaneously hold more than one of any of the other offices except in the case of Special Offices created pursuant to Section 4 of this Article.

Section 8: Duties: The Duties of the Officers are as follows:

#### PRESIDENT

(a) The President shall preside at all meetings of the Board of Directors; shall see that orders and resolutions of the Board are carried out; shall sign all leases, mortgages, deeds and other written instruments and shall co-sign all checks and promissory notes.

#### VICE-PRESIDENT

(b) 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.

#### SECRETARY

(c) The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the members; keep the Corporate Seal of the Association and affix it on all papers requiring said seal; attest and acknowledge the execution of all instruments of the Association requiring such; serve notice of meetings on the Board and on the members; keep appropriate current records showing the members of the Association together with their addresses, and shall perform such other duties as required by the Board.

#### TREASURER

(d) The Treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors; shall sign all checks and promissory notes of the Association; keep proper books of account; cause, when instructed by the Board of Directors to do so, an audit of the Association books to be made by an independent public accountant at the completion of each fiscal year; and shall prepare an annual budget and a statement of income and expenditures to be presented to the membership at its regular annual meeting, and deliver a copy of each to the members, and perform such other duties as may be required by the Board.

### ARTICLE IX COMMITTEES

The Directors shall appoint an Architectural Committee, as provided in the Declaration, and a Nominating Committee as provided in these Bylaws. In addition, the Board of Directors shall appoint other committees as deemed appropriate in carrying out its purpose.

### ARTICLE X BOOKS AND RECORDS

The books, records and papers of the Association shall at all times during regular business hours, be subject to inspection by any member. The Declaration, the Articles of Incorporation and the Bylaws of the Association shall be available for inspection by any member at the principle office of the Association, where copies may be purchased at reasonable cost.

*( Currently, the books and papers of the Association are kept at the homes of the relevant officers – i.e. the Treasurer keeps the financial records, and the Secretary keeps all meeting minutes, correspondence from members, copies of the Declaration and the Bylaws, and other documents of the Association. These are all available for members to examine, upon request. )*

**ARTICLE XI**  
**ASSESSMENTS**

As more fully provided in the Declaration, each member is obligated to pay the association annual and special assessments which are secured by a continuing lien upon the property against which the assessment is made. Any assessments which are not paid when due shall be delinquent. If the assessment is not paid within thirty (30) days after the due date, the assessment shall bear interest from the date of delinquency at the rate of six percent ( 6% per annum), and the Association may bring an action at law against the Owner personally obligated to pay the same to foreclose the lien against the property, and interest, costs and reasonable attorney's fees of any such action shall be added to the amount of such assessment. No Owner may waive or otherwise escape liability for the assessments provided for herein by non-use 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 words "Victoria Place Homeowners' Association, Inc." *( Seal is kept by the Secretary )*

Section 4: Quorum: The presence at the meeting of members entitled to cast, or of proxies entitled to cast, one-tenth ( 1/10 ) of the votes of each class of membership shall constitute a quorum for any action except as otherwise provided in the Articles of Incorporation, the Declaration, or these Bylaws. If, however, such quorum shall not be present or represented at any meeting, the members entitled to vote thereat shall have power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum as aforesaid shall be present or represented.

Section 5: Proxies: 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.

#### ARTICLE V NOMINATION AND ELECTION OF DIRECTORS

Section 1: Board of Directors: The affairs of this Association shall be managed by a Board of three ( 3 ) Directors, who need not be members of the Association. The number of directors may be changed by amendment of the Bylaws of the Association.

*( The names and addresses given here when the Bylaws were written are no longer in effect – the current names and addresses of Association Officers are published in Board Meeting Minutes and the Quarterly Association Newsletter. )*

Section 2: Nomination: Nomination for election to the Board of Directors shall be made by a Nominating Committee. Nominations may also be made from the floor at the annual meeting. The Nominating Committee shall consist of a Chairman, who shall be a member of the Board of Directors, and two or more members of the Association. The Nominating Committee shall be appointed by the Board of Directors prior to each annual meeting of the members, to serve from the close of such annual meeting until the close of the next annual meeting and such appointment shall be announced at each annual meeting. The Nominating Committee shall make as many nominations for election to the Board of Directors as it shall in its discretion determine, but not fewer than the number of vacancies that are to be filled. Such nominations may be made from among members or non-members.

Section 3: Election: Election to the Board of Directors shall be by secret written ballot. At such election the members or their proxies may cast, in respect to each vacancy, as many votes as they are entitled to exercise under the provisions of the Declaration. The persons receiving the largest number of votes shall be elected. Cumulative voting is not permitted.

*( It has since been determined that only those Association Members whose Dues are fully paid up for the previous and current years may be nominated for and may serve as Officers of the Association )*

#### ARTICLE VI MEETINGS OF DIRECTORS

Section 1: Regular Meetings: Regular meetings of the Board of Directors shall be held at least annually without notice, at such a place and hour as may be fixed from time to time by resolution of the Board. Should said meeting fall on a legal holiday, then that meeting shall be held at the same time of the next day which is not a legal holiday.

Section 2: Special Meetings: Special meetings of the Board of Directors shall be held when called by the President of the Association, or by any two Directors, after not less than three ( 3 ) days notice to each director.

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 the act of the Board.

#### ARTICLE VII POWERS AND DUTIES OF THE BOARD OF DIRECTORS

Section 1: Powers: The Board of Directors shall have power to:

- (a) Adopt, publish and amend rules and regulations governing the use of the Common Area and facilities, and the personal conduct of the members and their guests thereon, and to establish fines or penalties for the infraction thereof.