EXHIBIT "C"

BYLAWS

OF

CENTENNIAL LAKES COMMUNITY ASSOCIATION, INC.

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BYLAWS

OF

CENTENNIAL LAKES COMMUNITY ASSOCIATION, INC.

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BYLAWS

OF

CENTENNIAL LAKES COMMUNITY ASSOCIATION, INC.

Article 1 Name, Membership, Applicability and Definitions

- 1.1 <u>Name</u>. The name of the corporation shall be Centennial Lakes Community Association, Inc. (hereinafter sometimes referred to as the "<u>Association</u>").
- 1.2 <u>Membership</u>. The Association shall have one class of membership, as is more fully set forth in that certain Declaration of Protective Covenants, Conditions, Restrictions and Easements for Centennial Lakes (such Declaration, as amended, renewed, or extended from time to time, is hereinafter sometimes referred to as the "<u>Declaration</u>"), the terms of which pertaining to membership are specifically incorporated by reference herein.
- 1.3 <u>Definitions</u>. The words used in these Bylaws shall have the same meaning as set forth in the Declaration, , unless the context shall prohibit, or the meanings given in the Georgia Nonprofit Corporation Code (O.C.G.A. Section 14-3-101, *et seq.*) (the "<u>Nonprofit Code</u>"). Statutory references shall be construed as meaning the referenced statute or portion thereof as the same may exist from time to time.

Article 2 Association: Meetings, Quorum, Voting, Proxies

- 2.1 <u>Place of Meetings</u>. Meetings of the Association shall be held at the principal office of the Association or at such other suitable place convenient to the attendees as may be designated by the Board of Directors, either in the Community or as convenient thereto as possible and practical.
- 2.2 <u>Annual Meetings</u>. There shall be an annual meeting of the Voting Delegates 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 of Directors may call special meetings. In addition, it shall be the duty of the President to call a special meeting of the Association upon the delivery of a petition signed and dated by Voting Delegates or Members entitled to cast at least twenty-five percent (25%) of the Total Association Vote and describing the purpose or purposes for which it is to be held. The notice of any special meeting shall state the date, time, and place of such meeting and the purpose(s) thereof. No business shall be transacted at a special meeting, except those matters that are within the purpose or purposes described in the notice.

- 2.4 Member Meetings. The Board of Directors may call Member meetings whereby Members shall meet without being represented by a Voting Delegate. A notice shall be delivered to each Member describing the purpose or purposes for which the meeting is to be held. The notice of any Member meeting shall state the date, time, and place of such meeting. No business shall be transacted at a Member meeting, except those matters that are within the purpose or purposes described in the notice.
- 2.5 Record Date. The Board of Directors shall fix in advance a record date for a determination of the Members entitled to notice of and to vote (in person or through a Voting Delegate) at any meeting or any adjournment thereof, or to make a determination of the Members or Total Association Vote for any other purpose, such date to be not more than seventy (70) days before the date on which the particular action requiring such determination is to be taken.
- 2.6 Notice of Meetings. It shall be the duty of the Secretary to mail or to cause to be delivered to the Voting Delegates or the Members, as the case may be, (as shown in the records of the Association as of the record date) a notice of each annual or special meeting of the Association stating the date, time and place where it is to be held and if and to the extent required by the Nonprofit Code or other applicable law (the "Governing Law"), the purpose(s) thereof. Such notice shall be delivered personally or sent by United States mail, postage prepaid, statutory overnight delivery, or sent by electronic transmission in accordance with the Nonprofit Code. Notices shall be mailed or delivered not less than ten (10) days (or if notice is mailed by other than first-class or registered mail, thirty (30) days) nor more than sixty (60) days before the meeting. If any meeting is adjourned to a different date, time or place, notice need not be given of the new date, time or place, if the new date, time or place is announced at the meeting before adjournment.
- 2.7 <u>Waiver of Notice</u>. Waiver of notice of a meeting shall be deemed the equivalent of proper notice. Any Voting Delegate or Member may, in writing or by electronic transmission, signed by the Voting Delegate or Member, waive notice of any meeting, either before or after such meeting. Attendance at a meeting, whether in person, by proxy or through a Voting Delegate, shall be deemed waiver by such Member of lack of notice or defective notice, unless such Voting Delegate or Member specifically objects to lack of proper notice at the time the meeting is called to order.
- 2.8 Adjournment of Meetings. If any meeting of the Association cannot be held because a quorum is not present, a majority of the Voting Delegates or 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.
- 2.9 Membership List. After the record date for any meeting is established by the Board of Directors, the Secretary shall prepare an alphabetical list of the names and addresses of all of the Voting Delegates or Members who are entitled to notice of the meeting. Beginning at least two business days after notice is given of the meeting for which the list was prepared, the list of Voting Delegates or Members shall be available for inspection by any Voting Delegate, any Member or a Member's agent or attorney: (4) on a reasonably accessible electronic network, provided that the

information required to gain access to such list is provided with the notice of the meeting or upon request; or (2) during ordinary business hours at the Association's principal office or at such other reasonable place as may be specified in the notice in the city where the meeting will be held. In the event that the Association makes the list available on an electronic network, the Association may take reasonable steps to ensure that such information is available only to members of the Association. In addition, the list shall be available for inspection at the meeting or any adjournment thereof.

- 2.10 <u>Voting</u>. The voting rights of the Voting Delegates and the Members shall be as set forth in the Declaration, and such voting rights are specifically incorporated herein.
- 2.11 Proxies. At all meetings of Voting Delegates, each Voting Delegate must vote in person. At all meetings of Members, each Member may vote in person or by proxy. All proxy appointment forms shall be in writing, signed either personally or by electronic transmission, dated, and filed with the Secretary before the appointed time of each meeting. Every proxy shall be revocable and shall automatically cease upon: (a) receipt of notice by the Secretary of the death or judicially declared incompetence of a Member; (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; or (e) the expiration of eleven (11) months from the date of the proxy appointment form.
- 2.12 Quorum. The presence, in person or by proxy of Members entitled to cast at least twenty-five percent (25%) of the votes entitled to be cast at the meeting shall constitute a quorum at all meetings of the Association. At a meeting of Voting Delegates and Members, a quorum shall consist of the presence, in person, or by proxy of at least one (1) Voting Delegate and Members entitled to cast at least fifty-one (51%) of the Total Association Vote. The Voting Delegates or 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 or Voting Delegates to leave less than a quorum.
- 2.13 Action Without A Formal Meeting. Any action required or permitted to be approved by the Voting Delegates or Members may be approved without a meeting if one or more consents, in writing, setting forth the action so taken, shall be signed and dated by the Voting Delegate or Members (including the Declarant, if the consent of the Declarant is required) 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 Voting Delegate or Member signs a consent. Such action shall be approved when the Secretary receives a sufficient number of such consents dated within 70 days of the record date for such action. If less than unanimous consent is obtained, the approval shall be effective ten days after the Secretary gives written notice of the approval to all the Voting Delegates or Members, as the case may be, who did not sign a consent. Each signed consent shall be included in the minutes of meetings of the Members filed in the permanent records of the Association.
- 2.14 <u>Action By Written Ballot</u>. Any action that may be taken at any annual, regular or special meeting of Members may be taken without a meeting if approved by ballot in writing or electronic transmission as provided herein. The Association shall deliver a ballot in writing or by

electronic transmission to each Member entitled to vote on the matter. The ballot in writing or by electronic transmission shall set forth each proposed action and provide an opportunity to vote for or against each proposed action. All solicitations for votes by ballots in writing or electronic transmission 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 ballot received by the Association may not be revoked. Approval by ballots in writing or electronic transmission 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. The results of each action by ballot shall be certified by the Secretary and shall be included in the minutes of meetings of the Voting Delegates 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.
- 3.2 Directors Appointed by Declarant. Declarant shall have the right to appoint or remove any director or directors of the Board of Directors or any officer or officers of the Association until such time as the first of the following events shall occur: (a) the expiration of ten (10) years after the date of the recording of the Declaration; (b) the date on which all of the Units planned by Declarant to be a part of the Community shall have been improved with a dwelling and conveyed to an Owner for occupancy as a residence; or (c) the surrender by Declarant in writing of the authority to appoint and remove directors and officers of the Association. The directors appointed by the Declarant need not be Owners or residents in the Community. The total number of Units planned by Declarant for the Community shall initially be the number of Units shown on the Declarant's land use plan for the development as it may be amended from time to time. Inclusion of property on the land use plan shall not obligate the Declarant to subject such property to the Declaration, nor shall exclusion of property from the initial land use plan bar Declarant from subjecting such property to the Declaration. The final total number of Units planned for the Community shall be the actual number of Units shown on the recorded subdivision plats for the Community regardless of any different number of Units shown from time to time on the land use plan. The Declarant shall notify the Association when the final subdivision plat for the Community has been recorded.
- 3.3 <u>Number of Directors</u>. During the period that the Declarant has the right to appoint and remove the officers and directors of the Association as provided above, the Board of Directors shall consist of from one to five directors as determined by Declarant in writing from time to time. Thereafter, the Board shall consist of not less than five directors, with at least one director from each Neighborhood. The President of a mandatory membership Neighborhood Association shall serve as the ex officio director for such Neighborhood and no separate election of a director shall be required.

- 3.4 <u>Regular Meetings</u>. Regular meetings of the Board of Directors may be held at such time and place as shall be determined from time to time by the Board, provided that, after the right of Declarant to appoint the directors terminates, at least four such meetings shall be held during each fiscal year with at least one per quarter. Notice of the regular schedule shall constitute sufficient notice of such meetings.
- 3.5 Special Meetings. Special meetings of the Board of Directors shall be held when requested by the President, Vice President or by any two 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) to such director's office; (b) written notice by first class mail, postage prepaid; (c) by telephone communication (including facsimile), either directly to the director or to the director's office; or (d) issued electronically in accordance with the Nonprofit Code, if the director has consented in writing to such method of delivery and has provided the Board with an address regarding the same. 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 with the U.S. Postal Service at least four days before the time set for the meeting. Notices given by personal delivery or telephone shall be given at least two days before the day set for the meeting.
- 3.6 <u>Waiver of Notice</u>. 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 either in writing or by electronic transmission 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.
- 3.7 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.
- 3.8 <u>Compensation</u>. No director shall receive any compensation from the Association for acting as such.
- 3.9 Open Meetings. 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.
- 3.10 <u>Action Without A Formal Meeting</u>. Any action required or permitted to be taken at a meeting of the directors may be taken without a meeting if one or more consents, in writing or by electronic transmission, 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.
 - 3.11 <u>Telephonic Participation</u>. One or more directors may participate in and vote during any meeting of the Board by telephone conference call or any other means of communication by which all directors participating may simultaneously hear each other during the meeting. Any such meeting at which a quorum participates shall constitute a meeting of the Board.
 - 3.12 <u>Powers</u>. 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 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 and 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 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 bringing any proceedings which may be instituted on behalf of or against the Members 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 of the Association and the actions thereof, and specifying the maintenance and repair expenses and any other expenses incurred;
- (k) paying the cost of all services, if any, rendered to the Association or its Members which are not chargeable to Owners of Units; and
 - (1) authorization of contracts on behalf of the Association.
- 3.13 <u>Management Agent</u>. 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 Declarant or an affiliate of the Declarant may be employed as managing agent or manager. The term of any management agreement shall not exceed one year and shall be subject to termination by either party, without cause and without penalty, upon ninety (90) days' written notice.
- 3.14 <u>Borrowing</u>. The Board of Directors shall have the power to borrow money without the approval of the Members of the Association; provided, however, except as otherwise 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 the annual budget of the Association.
- 3.15 <u>Fining Procedure</u>. The Board shall not impose a fine (a late charge shall not constitute a fine) unless and until the following procedure is followed:
- (a) Written notice shall be delivered to the member by first-class or certified mail sent to the address of the Member shown on the Association's records, specifying:
- (1) the nature of the violation, the fine to be imposed and the date, not less than fifteen (15) days or, in the event of an unapproved sign, twenty-four (24) hours, from the date of the notice, that the fine will take effect;
- (2) that the violator may, within ten (10) days from the date of the notice or, in the event of an unapproved sign, twenty-four (24) hours from the date of the notice, request a hearing regarding the fine imposed;
- (3) the name, address and telephone numbers of a person to contact to challenge the fine;
- (4) that any statements, evidence, and witnesses may be produced by the violator at the hearing; and
- (5) that all rights to have the fine reconsidered are waived if a hearing is not requested within ten (10) days of the date of the notice or twenty-four (24) hours in the event of an unapproved sign, respectively.

(b) 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 shall be imposed prior to the date that is five (5) days or, in the event of an unapproved sign, twenty-four (24) hours, after the date of the hearing.

Article 4 Officers

- 4.1 Officers. The officers of the Association shall be a President, Vice President, Secretary, and Treasurer. During the time that the Declarant has the right to appoint the officers and directors of the Association as provided in these Bylaws, all offices may be held by the same Person. Thereafter, any two or more offices may be held by the same Person, excepting the offices of President and Secretary. The President and Treasurer shall also be directors.
- 4.2 <u>Election, Term of Office, and Vacancies</u>. Except during the period in which the Declarant has the right to appoint the officers of the Association, the officers of the Association shall be appointed annually by the Board of Directors at the first meeting of the Board of Directors following the election of directors. 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.
- 4.3 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.
 - 4.4 Salaries. The officers shall receive no compensation.
- 4.5 <u>Removal</u>. Except for officers appointed by the Declarant, any officer may be removed, with or without cause, by the Board of Directors.
- 4.6 <u>President</u>. 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 <u>Vice President</u>. The Vice President(s), if any, shall 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 and Georgia law; 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 <u>Treasurer</u>. 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 money 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 <u>Resignation</u>. 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

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

Article 6 Miscellaneous

- 6.1 <u>Fiscal Year</u>. The fiscal year of the Association shall be the calendar year unless otherwise determined by resolution of the Board.
- 6.2 <u>Parliamentary Rules</u>. 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 or these Bylaws.

- 6.3 <u>Conflicts</u>. If there are conflicts or inconsistencies between the provisions of Georgia law, the Articles of Incorporation, the Declaration and these Bylaws, the provisions of Georgia law, the Declaration, the Articles of Incorporation and the Bylaws (in that order) shall prevail.
- 6.4 Amendment. These Bylaws may be amended by the Board of Directors with the consent of the Declarant if such amendment is necessary to: (a) bring any provision hereof into compliance with any applicable governmental statute, rule, or regulation or judicial determination which shall be in conflict therewith; (b) enable any title insurance company to issue title insurance coverage with respect to the Units subject to the Declaration; (c) enable an institutional or governmental lender or purchaser of mortgage loans, including, without limitation, the Federal National Mortgage Association or Federal Home Loan Mortgage Corporation, to make or purchase Mortgage loans on the Units subject to the Declaration; (d) enable any governmental agency or private insurance company to insure or guarantee Mortgage loans on the Units subject to the Declaration; and (e) conform these Bylaws to any contrary provision in the Declaration. In addition, these Bylaws may be amended upon the affirmative vote of at least two-thirds (2/3) of the Total Association Vote and the consent of Declarant.
- 6.5 <u>Electronic Records</u>, <u>Signatures and Documents</u> To the extent permitted by Georgia law, the Declaration and these Bylaws, the Association and its members, officers, directors, Owners and Occupants may perform any obligation or exercise any right by use of any technological means providing sufficient security, reliability, identification and verifiability, which technological means have been approved by the Board of Directors in its sole discretion.

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