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 Granville County, NC  
 Kathy M. Taylor Reg of Deeds  
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**BYLAWS  
 OF  
 WILLOW CREEK PROPERTY HOMEOWNERS' ASSOCIATION, INC**

**ARTICLE I  
NAME AND LOCATION**

The name of the corporation is Willow Creek Property Homeowners' Association, Inc (the "association"). The principal office of the Association shall be located at **current President's physical address** Wake Forest, Granville County, North Carolina 27587; but, the meetings of Members and Directors may be held at such places within Granville or Wake County, North Carolina as maybe designated by the Board of Directors.

**ARTICLE II  
DEFINITIONS**

**Section 1.** "Declaration" shall mean that certain instruments, entitled "Protective Covenants, Private Road Maintenance Provisions and Reservation of Easements for Willow Creek Subdivision, recorded in Book 563, Page 702 Granville County, North Carolina Registry, and all amendments thereto.

**Section 2.** Each term defined in the Declaration shall have the same meaning, as set forth therein, in these Bylaws. In the event of a conflict, these Bylaws shall govern.

**ARTICLE III  
MEETING OF MEMBERS**

**Section 1. Annual Meeting.** The first annual meeting of the Members shall be held within twelve (12) months after incorporation of the Association, and each subsequent annual meeting of the Members shall be held at a date and time determined by the Board of Directors, for the purpose of transacting any business authorized to be transacted by the Members.

**Section 2. Special Meetings.** Special meetings of the Members may be called at any time by the Association's President or by the Board of Directors, or upon written request of the Members who are entitled to vote (10%) of all the votes of the 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 10 days nor more than (60) days, unless otherwise state in the Declaration or Articles, 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. Proof of such mailing shall be given by the affidavit of the person giving the notice. **(remove last sentence)**

Section 4. Quorum. The presence at meeting of Members entitled to cast, or of proxies entitled to cast, one tenth (1/10) of the vote of each **(delete class of)** Members shall constitute a quorum for any action except as otherwise provided in the Articles, 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 the 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 be represented. The joiner of a Member in the action shall constitute the presence of such Member for the purpose of determining a quorum.

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 of the Association. Every proxy shall be revocable and shall automatically cease **when property is sold/transferred by the current** Member of lot.

Section 6. Order. The order of business at the annual Members' meetings, and, as far as practical at all other Members meetings, shall be:

- A) Calling of the roll and certifying of proxies
- B) Proof of notice of meeting or waiver of notice
- C) Reading of **previous annual meeting minutes, corrections, if needed, and approval of minutes**
- D) Old business
- E) New business
- F) Adjournment

#### **ARTICLE IV**

#### **SELECTION AND TERM OF OFFICE OF**

#### **BOARD OF DIRECTORS**

Section 1. Number. Initially, the Board shall consist of a **minimum of five (5) directors and a maximum of 9**, who must be Members of the Association in good standing who have been Members for, at least, one (1) year.

Section 2. Term of Office. At the annual meeting the Members shall elect **(change)** the directors and they will serve for **3 years unless they resign, are terminated, or sell their property.**

**Section 3. Removal.** Any director may be removed from the Board, with or without cause, by a majority vote of the Members of the Association. In the event of the death, resignation, or removal of a director, his successor shall be selected by the remaining Members of the Board and shall serve for the unexpired term of his predecessor.

**Section 4 Compensation.** No director shall receive compensation for any service he may render to the Association; however, any director shall be reimbursed for his actual expenses incurred in the performance of his duties; **except for mileage.**

**Section 5. Action Taken Without Meeting.** The directors shall have the right to take any action in the absence of a meeting which they could take at a meeting by obtaining the written approval of all directors **via either email, electronically, or mail.** Any action so approved shall have the same effect as though taken at a meeting of the directors.

## **ARTICLE V** **NOMINATION AND ELECTION OF DIRECTORS**

**Section 1. Nomination.** Nomination for election to the Board of Directors shall be made in writing to the Association Secretary or his/her designee prior to the annual meeting.

**Section 2. Election.** Election to the Board of Directors shall be by written ballot. At such election the Member or their proxy may cast, in respect to each vacancy, as many votes as they are entitled to exercise under the provisions of the Declaration. The person(s) receiving the largest number of votes shall be elected. **A Member will be able to vote one ballot for each lot owned.**

## **ARTICLE VI** **MEETINGS OF DIRECTORS**

**Section 1. Annual Meeting.** The first meeting of the Board of Directors shall be held immediately after, and at the same place as, the annual meeting of Members. The meeting shall be for election of officers, by the Directors only.

**Section 2. Officers Election.** After the annual meeting, the elected Directors shall meet and elect Officers to fill the positions of President, Vice-President, Secretary, and Treasurer positions and they shall serve a one (1) year term. Officers will be elected each year for 1 year terms.

**Section 3. 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 prior notice to each **(remove other)** director.

Section 4. 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 regarded as 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, formulate, amend, and publish rules and regulations governing the use of **any applicable** Common Area, Lots, and any facilities and improvements thereon, and the personal conduct of the Members and their guests thereon, and to establish penalties for the infraction thereof;

(b) Suspend the voting rights (delete **"and right to use the Common Area"**) 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 sixty (60) days, for infraction of published rules and regulations;

(c) Exercise for the Association all powers, duties, and authority vested in or delegated to the Association and not reserved to the Members by other provisions of these Bylaws, the Articles, 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 meetings of the Board of Directors; **unless absent agreed upon by the Board of Directors.**

(e) Foreclose the lien against any Lot for which the Assessments are not paid within thirty (30) days after their due date and bring an action at law against the Owner personally obligated to pay the same. **Add If on a payment plan and have missed 2 payments then the Board of Directors will continue with the legal process.**

(f) Employ a manager, an independent contractor, or such other persons as deemed necessary and prescribe their duties;

(g) Exercise such other powers as are conferred upon the Association by the Articles, the Declaration, the Bylaws or the North Carolina Non-Profit Corporation Act, N.C.G.S. 55A-1-1-01, et. seq.

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 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 **10%** of the Members who are entitled to vote;

(b) Supervise all officers, agents and employees of the Association, and see that their Duties are properly performed;

(c) Fix, levy, and collect assessments as follows:

1. Fix the amount of the annual Assessment against each Lot in advance of each Annual Assessment period;
2. Send written notice of such annual Assessment to every Owner subject thereto at least 30 days in advance of each annual Assessment period; and
3. Foreclose the lien against any Lot for which the Assessments are not paid **remove "within thirty (30) days after their due date and bring an action at law against the Owner personally obligated to pay the same;**

(d) Upon demand, (**remove"and for a reasonable charge"**), furnish a **Receipt** signed by an Officer  
Of the Association setting forth whether the Assessment on a Lot has been paid. A properly executed **receipt** of the Association, as to the status of Assessments on a Lot shall be binding upon the Association as of the date of its issuance, as provide by the Declaration;

(e) Procure and maintain such casualty, hazard and liability insurance, as necessary;

(f) Cause the Common Area to be maintained and repaired, **if applicable;**

(g) Pay any taxes, assessments, license fees or governmental charges, levied or Imposed against any property, real or personal, owned by the Association. Perform all other duties imposed by the Articles, the Declaration and these Bylaws.

(h) Enforce the terms and conditions in the Declaration.

## **ARTICLE VIII**

### **OFFICERS AND THEIR DUTIES**

**Section List of Offices.** The officers of the Association shall be a president, vice-president, secretary and treasurer, all of whom shall be Members of the Board of Directors, and such other officers as the Board may elect from time to time.

**Section 2. Election of Officers.** The ~~delete~~ "initial" officers of the Association shall be:

President  
Vice-President  
Secretary  
Treasurer

**Delete - Each of whom shall serve until the first annual meeting of the Board of Directors.**  
The election of officers shall take place at the annual meeting of the Board of Directors.

**Section 3. Term.** Subject to the provisions of Section 2 of this Article, each officer of the 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 otherwise shall be 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 ~~delete~~ "or without" cause by the Board. Any officer may resign at any time by giving written notice to the Board, the President or the Secretary. Such resignation shall take effect on the date 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 shall be filled by appointment by 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.** **Multiple offices may be held by on person.**

Section 8. Duties. The duties of the officers are as follows:

**President**

The President shall preside at all meetings of the Board of Directors, see that orders and resolutions of the Board are carried out, sign all leases, mortgages, deeds of trust, deeds and other written instruments, co-sign all checks and promissory notes, and exercise and discharge such other duties as may be required of them by the Board.

**Vice-President**

**Add:** The Vice-President shall assist any other officer with their duties.

**Secretary**

The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the Members, serve notice of meetings of the Board and of the Members, keep current records showing the Members and their addresses, authenticate any amendments to Bylaws, and perform such other duties as required by the Board.

**Treasurer**

The Treasurer shall receive and deposit in appropriate bank account(s) all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors, co-sign all checks and promissory notes of the Association, keep proper books of account, where directed by the Board, cause an ~~delete~~ "annual" audit of the association's books to be made by a certified independent public accountant **every 5 years**, and prepare an annual budget and a statement of income and expenditures.

**ARTICLE IX**  
**COMMITTEES**

The Board of Directors may appoint such committees as deemed appropriate in carrying out its purposes.

**ARTICLE X**  
**BOOKS AND RECORDS**

The books, records, and papers of the Association, including the Articles, Bylaws, and Declaration, shall, at all times during reasonable business hours, be available for inspection by any Member or his designee, at the principal office of the Association. ~~Delete~~ "where copies may be purchased at a reasonable cost".

## **ARTICLE XI**

### **FISCAL MATTERS AND ASSESSMENTS**

As more fully provided in the Declaration, each Member is obligated to pay to the Association annual and special Assessments which are secured by a continuing lien upon the Lot against which the Assessment is made.

The provisions for fiscal management of the Association, as set forth in the Declaration, shall be supplemented by the following provisions.

(a) **Assessment Roll.** An Assessments Roll shall be maintained in a set of accounting books in which there shall be an account for each Lot. Such an account shall designate the name and address of the Lot and its owner, the amount of each Assessment against the Lot and Owner, the dates and amounts in which the Assessment comes due, the amounts paid upon the account and the balance of any Assessment.

(b) **Budget.** It shall be the duty of the Board to prepare a budget covering the estimated costs of operating the Association during the coming year, which may include a capital contribution or reserve in accordance with a capital budget separately prepared. The Board shall cause the budget and the assessments to be levied against each Lot for the following year to be delivered to each member, at least, thirty (30) days prior to the end of the current fiscal year (or, if the assessment has not been established at the time an Owner purchases such Owner's Lot, at least, thirty (30) days prior to the due date of the first installment in the case of the initial budget. Notwithstanding the foregoing; however, in the event the Board fails for any reason so to determine the budget for the succeeding year, then and until such time as a budget shall have been determined, as provided herein, the budget in effect for the then current year shall continue for the succeeding year.

Within 30 days after adoption of any proposed budget for the planned community, the Board of Directors shall provide to all Owners a summary of the budget and a notice of the meeting to consider ratification of the budget, including a statement that the budget may be ratified without a quorum. The Board of Directors shall set a date for a meeting of Owners to consider ratification of the budget, such meeting to be held not less than 10 or more than 60 days after mailing of the summary and notice. There shall be no requirement that a quorum be present at the meeting. The budget is ratified unless at that meeting a majority of the Owners in the Association rejects the budget. In the event the proposed budget is rejected, the periodic budget last ratified by the Owners shall be continued until such time as Owners ratify a subsequent budget proposed by the Board of Directors.

(c) **Bank Accounts.** The depository of the Association shall be such bank or banks as shall be designated from time to time by the Board and in which the monies of the Association

shall be deposited. Withdrawal of monies from such accounts shall be on checks cosigned by the President and the Treasurer or by such ~~delete~~ "bonded" person(s) as the Board may from time to time designate.

## **ARTICLE XII** **AMENDMENTS**

Section 1. Amendment. These Bylaws may be amended, at a regular or special meeting of the Board of Directors by a vote of a majority of the Board of Directors.

Section 2. Conflict. In the case of any conflict between the Articles and these Bylaws, the Articles shall control; and, in the case of a conflict between the Declaration and these Bylaws, the Declaration shall control except with respect to definitions set forth in Article II, Section 2 of the Bylaws.

## **ARTICLE XIII** **MISCELLANEOUS**

Section 1. Fiscal Year. The fiscal year of the Association shall be the calendar year.

Section 2. Gender and Grammar. The singular, wherever use herein, shall be construed to mean the plural when applicable, and the necessary grammatical changes required to make the provisions hereof apply, either to the Association or other entities or to individuals, men or women, shall, in all cases, be assumed as though in each case fully expressed.

**CERTIFICATION**

We certify that these Bylaws were approved by the Willow Creek Property Homeowners' Association, Inc on 26 day of June month of 2024 year. These Bylaws will succeed any previous Bylaws or Amendments thereof.

THAT, we are the acting President and Secretary of the Willow Creek Property Homeowners' Association, Inc, a North Carolina non-profit corporation; and,

THAT, the Board of Directors has authorized us to sign and authenticate these Bylaws as the new Bylaws of the Association.

IN WITNESS WHEREOF, I (we) have hereunto subscribed my name this 26 day of June, 2024.

Denise Sanchez  
Denise Sanchez, President

Patricia Desaulniers  
Patricia Desaulniers, Secretary

Sworn to and subscribed before me this, the 26 day of June, 2024.

Carol Martin  
Notary Public – printed name

Carol Martin  
Notary Public – signature

My commission expires. 03/15/2028

