

Minutes
and
By Laws

OF

Jordan Creek Condominium Homeowners Association, INC.

A MEMBERSHIP CORPORATION

I N D E X

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Minutes of the First Meeting of the Board of Directors,

MINUTES OF THE FIRST MEETING
OF THE INCORPORATORS OF
Jordan Creek Condominium Homeowners Association, INC.

The first meeting of the Incorporators was held on
August 11, 2009
at 5:00 pm
in the State of North Carolina

Dwight D. Stone a subscriber to the Certificate
of Incorporation called the meeting to order and stated the purposes
of this meeting.

On motion duly made and carried Dwight D. Stone
was elected temporary chairperson, until the first annual meeting and
Teresa Jarrett secretary until the first annual meeting.

The chairperson then read the Certificate of Incorporation as was
filed in the office of the Secretary of State on August 11, 2009.

The chairperson then appointed a Committee consisting of

Dwight D. Stone, Joe Gonzalez, Teresa Jarrett

to draw up and submit a proposed set of by-laws at the first annual
membership meeting.

On motion duly made and carried the date of the first annual membership meeting was set for August 19, 2010 at

620 Green Valley Road, Ste. 200, Greensboro, NC 27408

There being no further business the meeting was adjourned.

Secretary

MINUTES OF THE FIRST MEMBERSHIP MEETING OF
Jordan Creek Condominiums Homeowners Association, INC.
TOWNHOMES

The first meeting of the membership was held on
at
in the State of North Carolina.

The meeting was called to order by Dwight D. Stone
acting chairperson of the organization who explained that the in-
corporators of this organization had met on
and had elected as temporary officers of this organization the
following:

Dwight D. Stone	Acting President
	Acting Secretary

The chairperson then explained the purposes for which this meet-
ing was called and asked the secretary to read the Certificate of In-
corporation of this organization as it had been filed in the Office of
the Secretary of State.

After the secretary had complied with the request a motion was
duly made and carried that the secretary be directed to spread a copy
of such certificate at length upon the minutes of this meeting and
that a copy of the receipt issued by the Secretary of State's Office
be affixed to the minutes of this meeting.

The by-laws committee appointed at the Meeting of Incorporators
presented a proposed set of by-laws. The proposed by-laws were taken
up, read and by vote approved as the by-laws of the corporation. The
secretary was directed to annex a copy of the by-laws to these minutes.

The chairperson then stated that nomination for officers were in order. The following were nominated:

For President: DWIGHT D. STONE
For Vice-President: JOE GONZALES
For Secretary: TERESA JARRETT
For Treasurer:

The chairperson then appointed

as inspectors of election for this election. They distributed blank ballots and requested that each member write the name of his or her candidate for office on such sheet and deposit it in the receptacle provided.

After each member had cast his or her vote the chairperson declared the polls closed. The inspectors retired to canvass the vote and the meeting proceeded to consider other business.

The Inspectors of Election then notified the chairperson that the canvass of the ballots had been completed and they were ready to certify as to the results. The following persons were elected for the ensuing year as officers of this organization:

For President: DWIGHT D. STONE
For Vice-President: JOE GONZALES
For Secretary: TERESA JARRETT
For Treasurer:

The chairperson then announced that nominations for Directors were in order. The following were nominated:

DWIGHT D. STONE, JOE GONZALEZ, TERESA JARRETT

The inspectors distributed the ballots requesting that each member write in the names of the directors for the next ensuing year and to deposit such ballot in the receptacle provided.

After each member had cast his or her ballot the chairperson declared the polls closed. The inspectors retired to canvass the vote.

The inspectors then notified the chairperson that the canvass of the ballots had been completed and they were ready to certify as to the results. The following persons were elected as directors for the ensuing term:

DWIGHT D. STONE the acting chairman asked the duly elected president, to assume the chair.

DWIGHT D. STONE the president, took over the chair for the balance of the meeting. The President requested the rest of the elected officers to take their regular places.

The following business was transacted:

NOTED THAT THE HOMEOWNERS ASSOCIATION IS A TOWNHOMES HOA

There being no further business the meeting was adjourned on Motion

Respectfully submitted

Dated,

BY-LAWS

OF

Jordan Creek Condominium Homeowners Association, INC.
Townhomes

ARTICLE ONE - ORGANIZATION

1. The name of this organization shall be

JORDAN CREEK TOWNHOMES HOMEOWNERS ASSOCIATION, INC.

2. The organization shall have a seal which shall be in the following form:

3. The organization may at its pleasure by a vote of the membership body change its name.

ARTICLE TWO - PURPOSES

The following are the purposes for which this organization has been organized:

ARTICLE THREE - MEMBERSHIP

Membership in this organization shall be open to all who

ARTICLE FOUR - MEETINGS

The annual membership meeting of this organization shall be held on the day of each and every year except if such day be a legal holiday then and in that event the Board of Directors shall fix the day but it shall not be more than two weeks from the date fixed by these by-laws. The secretary shall cause to be mailed to every member in good standing at his or her address as it appears in the membership roll book of this organization a notice telling the time and place of such annual meeting.

Regular meetings of this organization shall be held

The presence of not less than members shall constitute a quorum and shall be necessary to conduct the business of this organization; but a lesser number may adjourn the meeting for a period of not more than weeks from the date scheduled by these by-laws and the secretary shall cause a notice of this scheduled meeting to be sent to all those members who were not present at the meeting originally called. A quorum as hereinbefore set forth shall be required at any adjourned meeting.

Special meetings of this organization may be called by the president when he deems it for the best interest of the organization. Notices of such meeting shall be mailed to all members at their addresses as they appear in the membership roll book at least but not more than _____ days before the scheduled date set for such special meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting and by whom called.

At the request of _____ members of the Board of Directors or _____ members of the organization the president shall cause a special meeting to be called but such request must be made in writing at least _____ days before the requested scheduled date.

No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting.

ARTICLE FIVE - VOTING

At all meetings, except for the election of officers and directors, all votes shall be viva voce, except that for election of officers ballots shall be provided and there shall not appear any place on such ballot any mark or marking that might tend to indicate the person who cast such ballot.

At any regular or special meeting if a majority so required any question may be voted upon in the manner and style provided for election of officers and directors.

At all votes by ballot the chairman of such meeting shall immediately prior to the commencement of balloting appoint a committee of three who shall act as "Inspectors of Election" and who shall at the conclusion of such balloting certify in writing to the chairperson the results and the certified copy shall be physically affixed in the minute book to the minutes of that meeting.

No inspector of election shall be a candidate for office or shall be personally interested in the question voted upon.

ARTICLE SIX - ORDER OF BUSINESS

- 1 - Roll call.
- 2 - Reading of the minutes of the preceding meeting.
- 3 - Reports of committees.
- 4 - Reports of officers.
- 5 - Old and unfinished business.
- 6 - New business.
- 7 - Good and welfare.
- 8 - Adjournments.

ARTICLE SEVEN - BOARD OF DIRECTORS

The business of this organization shall be managed by a Board of Directors consisting of _____ members together with the officers of this organization.

The directors to be chosen for the ensuing year shall be chosen at the annual meeting of this organization in the same manner and style as the officers of this organization and they shall serve for a term of _____ years.

The Board of Directors shall have the control and management of the affairs and business of this organization. Such Board of Directors shall only act in the name of the organization when it shall be regularly convened by its chairman after due notice to all the directors of such meeting.

of the members of the Board of Directors shall constitute a quorum and the meetings of the Board of Directors shall be held regularly on the

Each director shall have one vote and such voting may not be done by proxy.

The Board of Directors may make such rules and regulations covering its meetings as it may in its discretion determine necessary.

Vacancies in the Board of Directors shall be filled by a vote of the majority of the remaining members of the Board of Directors for the balance of the year.

The president of the organization by virtue of the office shall be chairperson of the Board of Directors. The Board of Directors shall select from one of their number a secretary.

A director may be removed when sufficient cause exists for such removal. The Board of Directors may entertain charges against any director. A director may be represented by counsel upon any removal hearing. The Board of Directors shall adopt such rules as it may in its discretion consider necessary for the best interests of the organization, for this hearing.

ARTICLE EIGHT - OFFICERS

The officers of the organization shall be as follows:

President

Vice President

Secretary

Treasurer

The president shall preside at all membership meetings, by virtue of the office be chairperson of the Board of Directors, present at each annual meeting of the organization an annual report of the work of the organization, appoint all committees, temporary or permanent, see that all books, reports and certificates as required by law are properly kept or filed, be one of the officers who may sign the checks or drafts of the organization, and have such powers as may be reasonably construed as belonging to the chief executive of any organization.

The vice president shall in the event of the absence or inability of the president to exercise his or her office become acting president of the organization with all the rights, privileges and powers as if he or she had been the duly elected president.

The secretary shall keep the minutes and records of the organization in appropriate books, file any certificate required by any statute, federal or state, give and serve all notices to members of the organization, be the official custodian of the records and seal of the organization, be one of the officers required to

sign the checks and drafts of the organization, present to the membership at any meetings any communication addressed to the secretary of the organization, submit to the Board of Directors any communications which shall be addressed to the secretary of the organization, attend to all correspondence of the organization and exercise all duties incident to the office of secretary.

The Treasurer shall have the care and custody of all monies belonging to the organization, be solely responsible for such monies or securities of the organization and be one of the officers who shall sign checks or drafts of the organization. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it.

The Treasurer shall render at stated periods as the Board of Directors shall determine a written account of the finances of the organization and such report shall be physically affixed to the minutes of the Board of Directors of such meeting and shall exercise all duties incident to the office of Treasurer.

Officers shall by virtue of their office be members of the Board of Directors.

No officer or director shall for reason of the office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an officer or director for receiving any compensation from the organization for duties other than as a director or officer.

ARTICLE NINE - SALARIES

The Board of Directors shall hire and fix the compensation of any and all employees which they in their discretion may determine to be necessary in the conduct of the business of the organization.

ARTICLE TEN - COMMITTEES

All committees of this organization shall be _____ by the _____ and their term of office shall be for a period of _____ or less if sooner terminated by the action of the _____ The permanent committees shall be _____

ARTICLE ELEVEN - DUES

The dues of this organization shall be \$ _____ per annum and shall be payable on the _____ day of _____

ARTICLE TWELVE - AMENDMENTS

These By-Laws may be altered, amended, repealed or added to by an affirmative vote of not less than _____ members.

MINUTES OF THE FIRST MEETING
OF THE BOARD OF DIRECTORS OF
Jordan Creek Condominium Homeowners Association, INC.

The first meeting of the Board of Directors was held on
at

in the State of North Carolina

There were present the following:

being the duly elected directors of the
elected at the annual meeting of the organization.

the president, assumed the
Chairmanship of the Board. The president called the meeting to order
and stated the purposes thereof. The president explained that pur-
suant to the by-laws of the organization, it would be necessary to
elect a secretary.

was duly elected secretary
of the Board of Directors.

On motion duly made and carried the following resolution was
unanimously adopted.

RESOLVED, that the treasurer be authorized and directed to open an account with
at
and to deposit therein all the funds of the organization, signed by the Treasurer and countersigned by the

On motion duly made and carried, it was decided that the meeting of the Board of Directors was to be held on the
day of

There being no further business, the meeting was adjourned.

Secretary