

# BY-LAWS OF DOUBLE KNOB PROPERTY OWNERS, INC.

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## **ARTICLE ONE - NAME AND PURPOSE**

Section 1. The name of the corporation shall be Double Knob Property Owners, Inc.

Section 2. The Corporation is organized pursuant to the Georgia Non-Profit Corporation Code.

Section 3. The purpose of the corporation is to implement a road maintenance and repair program in the section of the Double Knob community made up of the first 1.4 miles of Big Ben Road from the mailboxes at Boardtown Road to 0.3 miles past the intersection of Big Ben Road and Gobbler Knob Road (marked by an "End of Maintenance" sign) and 0.4 miles up Gobbler Knob Road to the fork 0.1 miles on Amy Creek Circle (marked by an "End of Maintenance" sign) for a total of 1.8 miles and to enforce by any legal means the provision of the by-laws.

## **ARTICLE TWO - MANAGEMENT**

Section 1. The management of the corporation shall be vested in and controlled by a board of directors of not less than 2 nor more than 4 members, such board to be self-perpetuating. Property owners in good standing shall elect the board of directors. A property owner in good standing shall be a property owner whose contribution payment to the Property Owners Association (POA) is current.

Section 2. The term of office of all director positions shall be 1 year, with the board member position being elected annually by a majority vote of the directors whose term of office is not expiring (or by majority vote of the members). By a majority vote, the board of directors shall have the power to fill unexpired terms due to vacancies occurring between annual elections.

Section 3. Directors shall be elected annually by a voice vote or ballot of members entitled to vote thereon.

Section 4. At any meeting of the board of directors, a majority of the total number of directors shall constitute a quorum for the transaction of business of the corporation. A majority vote by the directors of constituting a quorum shall be sufficient to pass any matter coming before such meeting. The same rules shall apply to standing committees.

Section 5. An annual property owners meeting shall be held each year for the purpose of electing directors and transacting any other business authorized to be transacted by the members. Special meetings shall be held on the date and at the time stated in any notice thereof. Notice of such meeting or meetings shall be given in writing or electronically to members in good standing at their last known address(es).

### **ARTICLE THREE - DUTIES OF OFFICERS**

Section 1. The President shall preside at all meetings of the Board of Directors and the members. The President shall sign all contracts approved by the Board of Directors and shall perform all duties incident to the office, or as may be delegated from time-to-time by the Board of Directors.

Section 2. The Vice President shall perform all of the duties of the President in his or her absence and such other duties as may be required from time to time by the Board of Directors.

Section 3. The Secretary shall issue notice of all Board of Directors' meetings and all meetings of the members and shall attend and keep the minutes of the same. The Secretary shall have charge of all of the Corporation's books, records, and papers, except those kept by the Treasurer.

Section 4. The Treasurer shall have the following duties and responsibilities:

- a) Custody of the Corporation's funds
- b) Keeping full and accurate accounts of receipts and disbursements in books belonging to the Corporation
- c) Depositing all monies in the name of and to the credit of the Corporation in a depository designated by the Board of Directors
- d) Disbursing the funds of the Corporation as may be ordered by the Board of Directors
- e) Rendering to the Board of Directors vouchers for disbursements and an account of all transactions to be presented at the regular meetings of the Board of Directors or whenever they may require it
- f) Regularly reporting on the status of collection of contributions from property owners and all delinquencies to the Board of Directors.
- g) Provide all proper State and Federal filings as required.

### **ARTICLE FOUR - COMMITTEES**

Section 1. The Board of Directors shall, in its discretion, appoint members to standing and special committees for the Corporation.

Section 2. The standing committees shall be as follows:

Road Committee. The Road Committee shall inspect the condition of the roads (as stated in Article One, Section 3), determine the necessary repairs and maintenance to be implemented, and the costs thereof, and submit a written report of their recommendations to the Board of Directors for approval. The Board of Directors may permit the Road Committee to negotiate the terms and conditions of any contracts for implementation of the repairs and maintenance for said roads and to oversee the same, subject to final approval of any contract by the Board of Directors.

The Board of Directors shall have discretion to establish any additional standing committees as it deems necessary.

### **ARTICLE FIVE -MEMBERSHIP**

Section 1. Any property owner who pays his or her annual contribution pursuant to any and all requests for payment and notices shall be considered a member in good standing and entitled to one vote for each lot on which a contribution is made. Property owners who are delinquent from a previous Fiscal Year shall not be entitled to a vote in the current Fiscal Year until any and all delinquent contributions are made to the Treasurer of the Corporation.

Section 2. Non-property owners may become voting members at the discretion of the Board of Directors by making application for membership and payment of an amount determined by the Board.

### **ARTICLE SIX - AMENDMENTS**

These by-laws may be amended or modified by the affirmative vote or written consent of two-thirds of the members of the Board of Directors.

### **ARTICLE SEVEN**

The fiscal year of the corporation shall begin on the first of November each year and end on the last day of October of each year.

### **ARTICLE EIGHT**

The corporation shall be authorized to indemnify, to the fullest extent and under the circumstances allowed by law by any legally permissible arrangement all members of the Board of Directors.

### **ARTICLE NINE**

#### CONSTRUCTION AND INTERPRETATION

In the event of uncertainty, ambiguity or inconsistency contained in these By-laws, the laws of the State of Georgia, as they exist now or may hereafter be amended at any time, shall control in the interpretation, reconciliation or ascertainment of the effect of the provisions contained herein. All provisions of these By-laws shall be construed in accordance with the laws of the State of Georgia.

DOUBLE KNOB PROPERTY OWNERS, INC.

BY: \_\_\_\_\_ **Nancy J. Bellacosa** \_\_\_\_\_ DATE: 10/21/2023 \_\_\_\_\_  
Secretary