

**By-Laws of Shadow Moss of Greenville
Homeowners Association, Inc.
Original: 7/7/2005, Amended: 7/26/2012**

**ARTICLE I
NAME AND LOCATION**

The name of the corporation is SHADOW MOSS HOMEOWNERS ASSOCIATION, INC., hereinafter referred to as the "Association." The principal office of the corporation shall be located at the home address of the then current Secretary of the Board of Directors, but meetings of members and directors may be held at such places within the State of South Carolina, County of Greenville as may be designated by the Board of Directors.

**ARTICLE II
DEFINITIONS**

(1) Association. "Association" shall mean and refer to SHADOW MOSS OF GREENVILLE HOMEOWNERS ASSOCIATION, INC., its successors and assigns.

(2) Properties. "Properties" shall mean and refer to that certain real property described in the Declaration of Covenants, Conditions and Restrictions, and such additions thereto as may hereafter be brought within the jurisdiction of the Association.

(3) Common Area. "Common Area" shall mean all real property owned by the Association for the common use and enjoyment of the owners.

(4) Lot. "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.

(5) Owner. "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.

(6) Declarant. "Declarant" shall mean and refer to Windsor/Aughtry Company, Inc., its successors and assigns, if such successors or assigns should acquire more than one undeveloped lot from the Declarant for the purpose of development.

(7) Declaration. "Declaration" shall mean and refer to the Declaration of Covenants, Conditions and Restrictions applicable to the Properties recorded in the Office of the Register of Mesne Conveyance of Greenville County, South Carolina in Deed Book 2153 at Page 722 and any duly recorded amendments thereto.

(8) Member. "Member" shall mean and refer to those persons entitled to membership as provided in the Declaration and in Article III of these By-Laws.

(9) Written or in writing. "Written" or "in writing" shall mean and refer to either hardcopy or electronic writing. The latter shall be deemed the same as the former as long as provision is made to include any non-users of electronic communication via hard copy delivery.

**ARTICLE III
MEMBERSHIP AND PROPERTY RIGHTS**

(1) Membership. Every owner of a lot which is subject to assessment shall be a member of the Association. Membership shall be appurtenant to any lot and may not be separated from ownership of any lot subject to assessment. The voting rights of the members shall be as provided by the Declaration.

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(2) Property Rights. Each member shall be entitled to the use and enjoyment of the facilities as provided in the Declaration. Any member may delegate his rights of enjoyment of the Common Area and facilities to the members of his family who reside on the Property. Such member shall notify the secretary of the Association in writing of the name of the delegate. The rights and privileges of such delegate are subject to suspension to the same extent as those of the member.

**ARTICLE IV
MEETING OF MEMBERS**

(1) Annual Meetings. The first annual meeting of the members shall be held within twelve (12) months from the date of incorporation of the Association, and a subsequent regular annual meeting of the members shall be held each year thereafter, at the day and hour determined by the Board of Directors.

(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 membership.

(3) Notice of Meetings. Written notice of each meeting of the members shall be given by, or at the discretion of, the secretary or person authorized to call the meeting by mailing a copy of such notice, postage prepaid or by mailing electronically, at least fifteen (15) days before such meeting to each member entitled to vote thereat, addressed to the members 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. Waiver by a member in writing of the notice required herein signed by him before or after such meeting, shall be equivalent to the giving of such notice.

(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 membership shall constitute a quorum for any action except as otherwise provided in the Articles of Incorporation, the Declaration, or these By-Laws. If however, 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 be represented.

(5) Proxies. At all meetings of the members, each member may vote in person or by proxy. All proxies shall be in writing and filed with the secretary. Every proxy shall be revocable and shall automatically cease upon conveyance by the member of his lot.

**ARTICLE V
BOARD OF DIRECTORS; SELECTION; TERM OF OFFICE**

(1) Number. The affairs of this Association shall be managed by a Board of five (5) directors, who need not be members of the Association.

(2) Term of Office. At the first annual meeting the members shall elect two directors for a term of one year, two directors for a term of two years, and one director for a term of three years; and at each annual meeting thereafter the members shall elect directors for a term of three years.

(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 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.

(4) Compensation. No director shall receive compensation for any service he may render to the Association. However, any director may be reimbursed for his actual expenses incurred in the performance of his duties.

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(5) Action Taken Without a 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 notifying all of the directors of the proposed action and obtaining the written approval of at least three of the directors. Any action so approved shall have the same effect as though taken at a meeting of the directors.

**ARTICLE VI
NOMINATION OF DIRECTORS**

(1) 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 Nomination 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 less than the number of vacancies that are to be filled. Such nominations may be made from among members or non-members.

(2) 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.

**ARTICLE VII
MEETING OF DIRECTORS**

(1) Regular Meetings. Regular meetings of the Board of Directors shall be held quarterly without notice, at such place and hour as may be fixed from time to time by resolution of the Board. Should said meeting fall upon a legal holiday, then that meeting shall be held at the same time on the next day which is not a legal holiday, provided, however, if the Board shall agree to meet on such legal holiday, any action taken by it shall be valid and binding.

(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.

(3) Quorum. A minimum of three of the directors shall constitute a quorum for the transaction of business. For action outside of a meeting, all directors must be notified of the proposed action. Every act done or decision made by a minimum of three directors at a duly held meeting at which a quorum is present shall be regarded as the act of the Board.

**ARTICLE VIII
POWER AND DUTIES OF THE BOARD OF DIRECTORS**

(1) Powers. The Board of Directors shall have power to:

- (a) adopt and publish 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 penalties for the infraction thereof;
- (b) suspend the voting rights and right to use the recreational facilities 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 for infraction of published rules and regulations;

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- (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 By-Laws, 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 Association for the provision of services in keeping with the purposes of the Association; and
- (g) employ attorneys to represent the Association when deemed necessary.

(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 one-fourth (1/4) of the members who are entitled to vote;
- (b) supervise all officers, agents and employees of this Association, and 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 subject to assessment at least thirty (30) days in advance of 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; and
 - (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 to cause an appropriate office 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 insurance covering the Association, its directors, officers, agents and employees and to procure and maintain adequate hazard insurance of the real and personal property owned by the Association;
- (f) cause all officers or employees having fiscal responsibilities to be bonded, as it may deem appropriate;
- (g) cause the Common Area to be maintained; and
- (h) cause the exterior of the dwellings to be maintained.

**ARTICLE IX
OFFICERS AND THEIR DUTIES**

(1) Enumeration of Officers. 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.

(2) Election of Officers. The election of officers shall take place at the first meeting of the Board of Directors following each annual meeting of the members.

(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 otherwise disqualified to serve.

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(4) Special Appointment. 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.

(5) Resignation and Removal. An 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 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.

(6) Vacancies. A vacancy in any office may 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.

(7) Multiple Offices. The offices of vice president and secretary or vice president and treasurer or 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.

(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 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 all 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, serve notice of meetings of the Board and of 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 moneys 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 to be made by a 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.

(e) The Board may assign any or all of the duties of the Secretary and Treasurer to a professional manager at their sole discretion, provided said manager is properly bonded to perform said duties.

**ARTICLE X
INDEMNIFICATIONS**

The Association shall indemnify any Director or Officer or former Director or Officer of the Association against

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expenses actually and necessarily incurred by him in connection with the defense of any action, suit, or proceeding in which he is made a party by reason of being or having been such director or officer, except in relation to matters as to which he shall be adjudged in such action, suit or proceeding to be liable for negligence of misconduct in the performance of the duty.

**ARTICLE XI
COMMITTEES**

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

**ARTICLE XII
BOOKS AND RECORDS**

The books, records, and papers of the Association shall at all times, during reasonable business hours, be subject to inspection by any member. The Declaration, the Articles of Incorporation, and these By-Laws shall be available for inspection by any member at the principal office of the Association, where copies may be purchased.

**ARTICLE XIII
ASSESSMENTS**

As more fully provided in the Declaration, each member is obligated to pay to the Association annual and special assessments for each lot subject to assessment which are secured by a continuing lien upon the Property against which the assessment is made. Assessments not paid when due shall be delinquent. If the assessment is not paid within thirty (30) days after the due date, the assessment shall be subject to late charges as specified in the Declaration. The Association may bring an action at law against the owner personally obligated to pay the same or may foreclose the lien against the Property. The cost of 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 XIV
MISCELLANEOUS**

(1) Fiscal Year. The fiscal year of the Association shall begin on the first day of January and end on the 31st day of December of every year, except that the first fiscal year shall begin on the date of incorporation.

(2) Conflicts. In case of any conflict between the Articles of Incorporation and these By-Laws, the Articles shall control; and in the case of any conflict between the Declaration and these By-Laws, the Declaration shall control.

**ARTICLE XV
AMENDMENTS**

These By-Laws may be amended, at a regular or special meeting of the members, by vote of a majority of a quorum of members present in person or by proxy; except that the Federal Housing Administration or the Veterans Administration shall have the right to veto amendments while there is a Class C membership.

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CERTIFICATION

I, the undersigned, do hereby certify that I am the acting secretary of SHADOW MOSS OF GREENVILLE HOMEOWNERS ASSOCIATION, INC., a South Carolina corporation, and that the foregoing By-Laws constitute the original By-Laws of said Association as duly adopted at a meeting of the Board of Directors thereof, held on the 7th day of July, 2005.

IN WITNESS WHEREOF, I have hereunto set my name and affixed the seal of said Association, this 7th day of July, 2005.

____(Original signed by Rinny Smart)_____
Secretary

I, the undersigned, do hereby certify that I am the secretary of SHADOW MOSS OF GREENVILLE HOMEOWNERS ASSOCIATION, INC., a South Carolina corporation, and that the foregoing By-Laws constitute the original By-Laws of said Association as duly adopted at a meeting of the Board of Directors thereof, held on the 7th day of July, 2005 and as amended at a meeting of the Board of Directors thereof, held on the 26th day of July, 2012.

IN WITNESS WHEREOF, I have hereunto set my name and affixed the seal of said Association, this 2nd day of August, 2012.

____(Original signed by Richard Cocking)_____
Secretary