

AMENDED AND RESTATED  
BYLAWS  
OF  
WINSTEAD HOMEOWNERS ASSOCIATION, INC.

ARTICLE I

**NAME AND LOCATION.** The name of the corporation is Winstead Homeowners Association, Inc., herein referred to as the “Association”. The principal office of the corporation shall be located in Durham County, North Carolina. Meetings of members and directors may be held at such places within the State of North Carolina, County of Durham, as may be designated by the Board of Directors.

ARTICLE II

**Section 1.** “Association” shall mean and refer to Winstead Homeowners Association, Inc., its successors and assigns.

**Section 2.** “Properties” shall mean and refer to that certain real property described in the Amended and Restated Declaration of Protective Covenants, Conditions and Restrictions for Winstead dated \_\_\_\_\_ and filed in Durham County Register of Deeds on \_\_\_\_\_ affecting property now within the jurisdiction of the Association and such additions thereto as may hereafter be brought within the jurisdiction of the Association.

**Section 3.** “Lot” shall mean and refer to any plot of land shown upon any recorded subdivision map of the Properties.

**Section 4.** “Member” shall mean and refer to every person or entity who holds a membership in the Association.

**Section 5.** “Owner” shall mean and refer to the record owner, whether one or more persons or entities, of a fee simple title to any Lot which is a part of the Properties, including contract sellers but excluding those having such interest merely for the performance of an obligation.

**Section 6.** “Common Area and/or Open Space” shall mean all real property including private streets and amenities, if any, located thereon owned by the Association

for the common use and enjoyment of Members of the Association.

Section 7. "Declaration" shall mean and refer to the Amended and Restated Declaration of Protective Covenants, Conditions and Restrictions for Winstead Subdivision applicable to the Properties recorded in the office of the Register of Deeds of Durham County, North Carolina, and all valid amendments or annexations thereto.

ARTICLE III  
MEMBERSHIP

Section 1. Membership. Every person or entity who is a record owner of a fee or undivided fee interest in any Lot which is subject to the Declaration, including contract sellers, shall be a member of the Association. The foregoing is not intended to include persons or entities who hold an interest merely as security for the performance of an obligation. Membership shall be appurtenant to and may not be separated from ownership of any Lot which is subject to the Declaration. Ownership of such Lot shall be the sole qualification for membership. As evidence of each owner's membership, the Association may require each owner to furnish a photocopy of the page(s) of his deed(s) which contains the name of the member and the Lot(s) owned by such member.

Section 2. Suspension of Membership. During any period in which a member shall be in default in the payment of any annual or special assessment levied by the Association, the voting rights in the Association may be suspended by the Board of Directors of the Association until such assessment has been paid. Such rights of a member may also be suspended, after notice and hearing, for a period not to exceed 30 days, for violation of any provision of the Declaration or any rules and regulations established by the Board of Directors of the Association governing the use of the Lots.

ARTICLE IV  
PROPERTY RIGHTS: RIGHTS OF ENJOYMENT

Each member shall be entitled to the use and enjoyment of the Common Area and/or Open Space, including the rights of ingress and egress, as provided in the Declaration. Any member may delegate his rights of enjoyment of the Common Area

and/or Open Space to the members of his family, his tenants or contract purchasers, who reside on the property. Such member shall notify the secretary in writing of the name of any such delegee. The rights and privileges of such delegee are subject to suspension to the same extent as those of the member.

## ARTICLE V

### BOARD OF DIRECTORS: SELECTION: TERM OF OFFICE

Section 1.     Number. The affairs of the Association shall be managed by a Board of not less than three (3), nor more than nine (9) directors, who need not be members of the Association.

Section 2.     Election. At the first annual meeting the members shall elect one-third of the directors for a term of one year, one-third of the directors for a term of two years and one-third of the directors for a term of three years; and at each annual meeting thereafter the members shall elect one-third of the directors for a term of three years, and thereafter until their successors are elected and qualified.

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 death, resignation or removal of a director, his successor shall be selected by the remaining members of the Board and he 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 in the capacity of director. However, any director may be reimbursed for his actual expenses incurred in the performance of his duties.

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

## ARTICLE VI

### MEETINGS OF DIRECTORS

Section 1.     Regular Meetings. Regular meetings of the Board of Directors shall be held annually, without notice, after the annual meeting of members as provided

in Article X, Section 1. In addition, the Board of Directors may provide, by resolution, the time and place for the holding of additional regular meetings. Should said meetings 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.

Section 2.     Special Meetings. Special meetings of the Board 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.

Section 3.     Quorum. A majority of the number of directors shall constitute a quorum for the transaction of business. Decisions 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

### NOMINATION AND ELECTION OF DIRECTORS

Section 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 Nominating 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 nomination 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.

Section 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 VIII

### POWERS AND DUTIES OF THE BOARD OF DIRECTORS

Section 1. Powers. The Board of Directors shall have power:

(a) To exercise for the Association all powers, duties and authority vested in or delegated to the Association not reserved to the membership by other provisions of these Bylaws, the Articles of Incorporation of the Association or the Declaration; and

(b) To 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.

Section 2. Duties. It shall be the duty of the Board Directors:

(a) To cause to be kept a complete record of all its acts (Report of the Association) and to present said statement thereof to the members at the annual meeting of the members.

(b) As more fully provided herein and in the Declaration, to fix the amount of the annual assessment against each Lot at least thirty (30) days in advance of each annual assessment period.

(c) To oversee, direct and plan for the maintenance of the Properties as more fully provided in the Declaration.

(d) To adopt, amend and publish rules and regulations governing the use of the Properties, and the personal conduct of the members and their guests thereon, and to establish penalties for the infraction thereof;

(e) To direct and supervise the affairs of the Association and require the Association to fulfill all of its obligations and duties as set forth in the Declaration.

## ARTICLE IX

### COMMITTEES

Section 1. The Board of Directors of the Association may appoint committees as deemed appropriate in carrying out its purposes, such as:

(a) Maintenance Committee which shall advise the Board of Directors on all matters pertaining to the maintenance, repair or improvement of the Properties, including

budget preparation, and shall perform such other functions as the Board in its discretion, determines;

(b) A Publicity Committee which shall inform the members of all activities and functions of the Association and shall, after consulting with the Board of Directors, make such public releases and announcements as are in the best interests of the Association.

(c) Architectural Committee which shall review plans and specifications for construction of improvements or alterations to buildings or lots submitted to the committee for approval.

Section 2. It shall be the duty of each committee to receive complaints from members on any matter involving Association functions, duties, and activities within its field of responsibility. It shall dispose of such complaints as it deems appropriate or refer them to such other committee, director or officer of the Association as is further concerned with the matter presented.

## ARTICLE X MEETINGS OF MEMBERS

Section 1. Annual Meetings. The annual meeting of the members shall be held at such time and at such place as is fixed by the Board of Directors. The Directors may change the date of the annual meeting from time to time. The first annual meeting should be held one year after the of the incorporation of the association.

Section 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 of the votes of the entire membership or who are entitled to vote one-half (1/2) of the votes of the Class A 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 e-mailing a copy of such notice, at least 15 days before such meeting to each member entitled to vote thereat (unless the meeting is to make assessments for capital improvements, or to increase

the annual assessments, in which case a 30 day notice shall be given ) addressed to the member's e-mail address on file on the books on 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. If the association does not have an e-mail address on its books for a member, or a member has not supplied such e-mail address to the association for the purpose of notice, then notice shall be given by mailing a copy of such notice, postage prepaid 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.

Section 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 each class of membership shall constitute a quorum for any action except as otherwise provided in the Articles of Incorporation, 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 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.

## ARTICLE XI

### OFFICERS AND THEIR DUTIES

Section 1. Enumeration of Offices. The officers of the Association shall be a President and Vice-President, who shall at all time be members of the Board of Directors, a Secretary, a Treasurer, and such other officers as the Board may from time to time by resolution create.

Section 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. Officers shall be elected by a majority of the directors present at a duly held meeting at which a quorum is present.

Section 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.

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 or without cause by the Board. Any officer may resign at such time by giving written or **email** 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 may be filled in the manner prescribed for regular election or by written approval of all directors in the manner prescribed in Article V, Section 5. The officer elected to fill such vacancy shall serve for the remainder of the term of the officer he replaces.

Section 7. Multiple Offices. The offices of 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.

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

(a) President. The President shall preside at all meetings of the Board of Directors and all meetings of the members; 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.

(b) Vice-President. 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.

(c) Secretary. The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board; 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.

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 or his designated agent. The Declaration, the Articles of Incorporation and the Bylaws of the Association shall be available for inspection by any member at the principal office of the Association, where copies may be purchased at a reasonable cost.

ARTICLE XIII  
AMENDMENTS

Section 1. These Bylaws may be amended at a regular or special meeting of the members, by a vote of a majority of a quorum of the members present in person or by proxy.


ARTICLE XIV  
CONFLICTS

In the case of any conflict between the Articles of Incorporation and these Bylaws, the Articles shall control; and in case of any conflict between this Declaration and these Bylaws, the Declarations shall control.

ARTICLE XV  
MISCELLANEOUS

The fiscal year of the Association shall begin on the first day of January and end on the 31<sup>st</sup> day of December of every year, except that the first fiscal year shall begin on the date of incorporation.

IF WITNESS WHEREOF, the President of WINSTEAD HOMEOWNERS ASSOCIATION, INC. has executed this instrument this 27<sup>th</sup> day of August, 2019.

  
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Bernard J. Kaminski,  
President Winstead Homeowners  
Association, Inc.

I, the undersigned, do hereby certify:

That I am the duly elected and acting secretary of Winstead Homeowners Association, Inc., a North Carolina corporation, and that the foregoing Amended and Restated Bylaws of said corporation were duly adopted by the members of the Association.

IN WITNESS WHEREOF, I have herunto subscribed my hand affixed the seal of said corporation, this the 27 day of August, 2019

  
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Anna Quarles, Secretary