

**AMENDMENT TO BYLAWS OF TWIN GATES
TOWNHOME OWNERS ASSOCIATION, INC.**

Twin Gates Townhome Owners Association, Inc. (“Association”) following a meeting held on the ____ day of _____, 2015, and vote completed in accordance with Article XVI, Section 1, amended the Bylaws in accordance with this instrument.

A copy of the Minutes of the Meeting showing the vote taken is attached as Exhibit “A”.

The following amendments are approved:

1. Article III, Section 1 is deleted and the following new Article III, Section 1 is inserted:

Annual Meetings. The first annual meeting of the Members shall be held within one (1) year of the date of incorporation of the Association, and each subsequent regular annual meeting of the Members shall be held in the month of January of each year, the date, time and place to be determined by the Board.

2. Article III, Section 3 is deleted and the following new Article III, Section 3 is inserted:

Notice of Meetings. 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. Notice of the meeting will be delivered either through email or U.S. mail as chosen by the member. If an email address is provided by the member, this will be the default mode for notice of all meetings, unless the Board is otherwise notified in writing by the member. Email notices will be sent to the last email address the Association has on file for the member. It is the responsibility of all members with email addresses to notify the Association of their most current email address. If no email address is provided by the member, all notices will be mailed via U.S. mail addressed to the member's address last appearing on the books of the Association, or supplied by such member of the Association for the purpose of notice. All notice of regular

meetings shall be sent out to the members no less than 30 days prior. Any Special Meeting notice is to be sent out to the members no less than 15 days prior. 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. Any meeting required for the purpose of voting on special assessments, requires at least 30 days advance notice to the membership prior to the meeting.

3. Article III, Section 4 is deleted and the following new Article III, Section 4 is inserted:

Quorum. The presence at the meeting of the Members entitled to cast a vote along with proxies entitled to cast shall constitute quorum for any action except as otherwise provided in the Articles of Incorporation, the Declaration, or these Bylaws.

4. Article VI, Section 1 is deleted and the following new Article VI, Section 1 is inserted:

Regular Meetings. Regular meetings of the Board of Directors shall be held monthly at such place and hour as may be fixed from time to time by resolution of the Board. The date, time and place for all regular meetings shall be communicated to all members via electronic medium (email), U.S. Mail, newsletter or Association website not less than thirty (30) days prior to a meeting so that all members are given the opportunity to attend.

5. Article VI, Section 2 is deleted and the following new Article VI, Section 2 is inserted:

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 upon twenty (24) hours notice to each director and it will be at the discretion of the Board of Directors to hold any special meeting as a closed meeting only to the Board.

6. Article VIII, Section 8(D) is deleted and in its place the following new Article VIII, Section 8(D) is inserted:

The treasurer shall receive and deposit in appropriate bank accounts all monies 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 of accounts; cause an annual audit of the Association 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 make a copy available upon request.

7. Article IX, Section 1 is amended by deleting the phrase “of each class” from the last sentence.
8. Article X is deleted and the following new Article X is inserted:

The Association may appoint an Architectural Control Committee, as provided in the Declaration, and a Nominating Committee, as provided in these Bylaws. In addition, the Board of Directors shall appoint other committees as deemed appropriate in carrying out its purposes.

9. Article XI is deleted and the following new Article XI is inserted

The books, records and papers of the Association shall, at all times be subject to inspection by any Member. The Declaration, the Articles of Incorporation and the Bylaws of the Association shall be available for inspection by any Member.

TWIN GATES PLAT 1 TOWNHOME OWNERS
ASSOCIATION, INC.

By: _____
Name and Title: _____