# AMENDED AND RESTATED BYLAWS OF WOODLYNNE COMMUNITY ASSOCIATION

THESE AMENDED AND RESTATED BYLAWS are made this 23rd day of January, 2017, by the <u>Woodlynne Community Association</u>, a Virginia non-stock corporation (hereinafter, the "Association").

#### WITNESSETH:

WHEREAS, the Bylaws for the Woodlynne Community Association were adopted on October 5, 1981 (the "Bylaws").

WHEREAS, Article XIII, Section 1 of the Bylaws provides that the Bylaws may be amended at a regular or special meeting of the members by a vote of a majority of a quorum of members in person or by proxy;

WHEREAS, at least a majority of a quorum of members has voted in person or by proxy at a meeting of the members held on January 23, 2017 to approve this amendment and restatement of the Bylaws (the "Amendment"); and

WHEREAS, the President of the Board of Directors ("Board") of the Association has determined that the Amendment was approved by the requisite number of votes of the Association.

NOW, THEREFORE, the Association does hereby amend and restate the Bylaws as follows:

#### ARTICLE I.

NAME AND LOCATION. The name of the corporation is Woodlynne Community Association. Meetings of members and directors may be held at such places within the Commonwealth of Virginia, County of Fairfax, as may be designated by the Board of Directors.

### ARTICLE II DEFINITION

The words used in these Bylaws shall have the same meaning as set forth in the Declaration of Covenants, Conditions and Restrictions recorded among the land records of Fairfax County in Deed Book 4379 at Page 729, as amended, and the Virginia Property Owners Association Act ("Act"). "Member" shall mean and refer to those persons entitled to membership as provided in the Declaration.

# ARTICLE III MEETING OF MEMBERS

<u>Section 1</u>. <u>Annual Meetings</u>. Each regular annual meeting of the members shall be held on or about the last Tuesday of January at a date and time determined by the Board.

Section 2. Special Meetings. Special meetings of the members may be called at any time by the

president of 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.

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 mailing a copy of such notice at least 15 days before such meeting to each member entitled to vote there at, 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. 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.

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 shall constitute a quorum for an action except as otherwise provided in the Articles of Incorporation, the Declaration, or these By-Laws. If, however such quorum shall not be present or represented at any meeting, the members entitled to vote there at 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.

<u>Section 5</u>. <u>Proxies</u>. At all meetings of 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 IV BOARD OF DIRECTORS: SELECTION: TERM OF OFFICE

Section 1. Number. The affairs of this Association shall be managed by a Board of at least five (5) directors, who shall be members of the Association in good standing. "good standing" for purposes of this provision shall mean a member who is not delinquent in the payment of any assessments to the Association and who is not in violation of any provision of the Association's Declaration, Bylaws or rules and regulations. At any annual or special meeting the members may increase the number of the Board of Directors.

<u>Section 2</u>. <u>Term of Office</u>. Each director shall be elected for a term of three years. The terms of office shall be staggered so that approximately one-third (1/3) of the total number of directors shall be elected each year.

<u>Section 3. Removal.</u> 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 until a successor is duly elected at the next meeting of the Association. A director's term shall automatically cease upon conveyance by the director of his or her Lot.

<u>Section 4</u>. <u>Compensation</u>. 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.

Section 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 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.

Section 6. Indemnification. Each director of the Association, in consideration of his or her services as such, shall be indemnified by the Association to the extent permitted by law against expenses and liabilities reasonably incurred by him in connection with the defense of any action, suit or proceeding, civil or criminal, to which he may be a party by reason of his past or present role in the Association unless such action was a result of gross neglect or willful misconduct.

# ARTICLE V NOMINATION AND ELECTION OF DIRECTORS

Section 1. Nomination. Nomination for election to the Board of Directors may 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 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.

<u>Section 2. Election.</u> Election to the Board of Directors shall be by secret written ballot or by any means determined by the Board of Directors, including electronic voting. 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 VI MEETINGS OF DIRECTORS

<u>Section 1</u>. <u>Regular Meetings</u>. 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.

<u>Section 2</u>. <u>Special Meetings</u>. 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 days notice to each director.

<u>Section 3. Quorum.</u> A majority of the number of directors shall constitute a quorum for the transaction of business. Every act or decision done or 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 POWERS AND DUTIES OF THE BOARD OF DIRECTORS

### Section 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 of the recreational or parking facilities by an owner for any period during which any assessment against his Lot remains unpaid; and for a period not to exceed 60 days for any infraction of the Declaration, the Association's Bylaws, or the Association's published rules and regulations;
- (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; and
- (e) employ a manager, an independent contractor, or such other employees as they deem necessary, and to prescribe their duties.
- (f) assess charges against an Owner for the Owner's violation or the violation by his or her family members, tenants, guests, residents or other invitees of any provision of this Declaration, the Bylaws or the rules and regulations of the Association, after notice and an opportunity for a hearing have been provided to the Owner;

#### Section 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 to 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 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 officer 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 and hazard insurance on 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.

### ARTICLE VIII OFFICERS AND THEIR DUTIES

<u>Section 1.</u> Enumeration of Offices. 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.

<u>Section 2</u>. <u>Election of Officers</u>. The election of officers shall take place at the first meeting of the Board of Directors following each annual meeting of the members.

<u>Section 3.Term</u>. 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.

<u>Section 4</u>. <u>Special Appointments</u>. 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 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.

<u>Section 6. Vacancies.</u> A vacancy in any office shall be filled by appointment by the Board. The officer appointed to such vacancy shall serve for the reminder of the term of the officer he replaces.

<u>Section 7</u>. <u>Multiple Offices</u>. 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.

<u>Section 8. Duties.</u> The duties of the officers are as follows:

#### President

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 checks and promissory notes.

#### 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.

#### Secretary

The secretary shall record the 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**

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 account; 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, or at a special meeting called to review the budget, and deliver a copy of each to the members.

### ARTICLE IX COMMITTEES

The Association shall appoint an Architectural Review Committee, as provided in the Declaration, and may appoint 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 purpose. Each committee member shall serve at the pleasure of the Board of Directors and may be dismissed from their respective duties at any time by the Board of Directors.

### ARTICLE X 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 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 reasonable costs.

### ARTICLE XI ASSESSMENTS

As more fully provided in the Declaration, each member is obligated to pay to the Association annual and special assessments which are secured by a continuing lien upon the property against which assessment is made.

### ARTICLE XII CORPORATE SEAL

The Association shall have a seal in circular form having within its circumference the words; WOODLYNNE COMMUNITY ASSOCIATION - 1976.

### ARTICLE XIII AMENDMENTS

<u>Section 1.</u> These By-Laws may be amended, at a regular or special meeting of the members, by a vote of a majority of a quorum of members present in person or by proxy.

<u>Section 2.</u> In the case of any conflict between the Articles of Incorporation and these Bylaws, the Articles shall control; and in the case of any conflict between the Declaration and these Bylaws, the Declaration shall control.

### ARTICLE XIV MISCELLANEOUS

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.

IN WITNESS WHEREOF, the President of the Woodlynne Community Association has executed this Amendment on behalf of the Association and hereby certifies that this Amendment was duly adopted by the required percentage of Members at a meeting duly called for that purpose on January 23, 2017.

WOODLYNNE COMMUNITY ASSOCIATION

,President