

AMENDED AND RESTATED BYLAWS FOR  
CASTLE BAY PROPERTY OWNERS ASSOCIATION, INC.  
(A NONPROFIT CORPORATION)

ADOPTED:  
JULY 1, 2024

ARTICLE 1

Name and Definitions

- Section 1.1 Name
- Section 1.2 Definitions

ARTICLE 2

Membership and Voting

- Section 2.1 Membership
- Section 2.2 Notice of Membership
- Section 2.3 Transfer of Membership
- Section 2.4 Fines, Penalties, and Suspension or Termination of Membership
- Section 2.5 Vote/Voting Rights
- Section 2.6 Additional Provisions Governing Voting
- Section 2.7 Manner of Voting
- Section 2.8 Proxies

ARTICLE 3

Meetings of Members

- Section 3.1 Place of Meetings
- Section 3.2 Annual Meetings
- Section 3.3 Special Meetings
- Section 3.4 Notice of Meetings
- Section 3.5 Waiver of Notice of Meetings
- Section 3.6 Quorum
- Section 3.7 Record Date to Determine Members and Lists of Members
- Section 3.8 Conduct of Meetings
- Section 3.9 Action by Written Ballot or Electronic Voting

ARTICLE 4

Board of Directors

- Section 4.1 Number, Election of Directors, and Terms of Office of Directors
- Section 4.2 Election Procedures and Qualifications
- Section 4.3 Voting, Quorum, and Manner of Acting
- Section 4.4 Removal or Resignation of Directors and Filling of Vacancies
- Section 4.5 Powers and Duties of the Board of Directors

- Section 4.6 Meetings of Directors
- Section 4.7 Action by Directors Without Meeting

## ARTICLE 5

### Managing Agent

- Section 5.1 Compensation
- Section 5.2 Requirements
- Section 5.3 Duties
- Section 5.4 Standards

## ARTICLE 6

### Officers

- Section 6.1 Designation and Duties of Officers
- Section 6.2 Election of Officers
- Section 6.3 Removal and Resignation
- Section 6.4 Vacancies
- Section 6.5 President
- Section 6.6 Vice President
- Section 6.7 Secretary
- Section 6.8 Assistant Secretaries
- Section 6.9 Treasurer
- Section 6.10 Assistant Treasurers

## ARTICLE 7

### Committees

- Section 7.1 Nomination Committees
- Section 7.2 Architectural Committee
- Section 7.3 Committees of the Board of Directors
- Section 7.4 Other Committees

## ARTICLE 8

### Indemnification and Other Director and Officer Issues

- Section 8.1 Execution of Documents
- Section 8.2 Indemnification
- Section 8.3 Compensation of Directors and Officers

## ARTICLE 9

### Books and Records

- Section 9.1 Maintenance
- Section 9.2 Availability
- Section 9.3 Accounting Report and Audit

Section 9.4 Fiscal Year  
Section 9.5 Seal  
Section 9.6 Information

ARTICLE 10

Notices

ARTICLE 11

Amendments to Bylaws

ARTICLE 12

Priority

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CASTLE BAY PROPERTY OWNERS ASSOCIATION, INC.  
(A NONPROFIT CORPORATION)

ARTICLE 1

NAME AND DEFINITIONS

Section 1.1. Name. The name of the association shall be Castle Bay Property Owners Association, Inc. (the "Association").

Section 1.2. Definitions. Terms specifically defined in the Amended and Restated Declaration of Covenants, Conditions, Easements, and Restrictions for Castle Bay Subdivision, as it may be amended from time to time, and including all attachments (hereinafter referred to as the "Declaration") shall have the same meaning in these Bylaws, unless the context shall otherwise prohibit. In addition, any capitalized word not defined in the Declaration, unless it is plainly evident from the context of these Bylaws that a differing meaning is intended, shall, as used herein, have the meaning as set forth in North Carolina General Statutes Section 47F-1-103.

ARTICLE 2

MEMBERSHIP AND VOTING

Section 2.1. Membership. A Person shall automatically become a member of the Association upon such Person's acquisition of an interest in a Lot in fee simple and may become a member in no other manner. A Person having an interest in a Lot solely by virtue of a contract for purchase or as security for an obligation shall not be a member of the Association. If more than one Person owns a Lot, then all of the Persons who own such Lot shall be members of the Association. Membership in the Association shall be to and may not be separated from the ownership of a Lot. Members shall each be entitled to one (1) vote for each Lot owned; provided, however, when more than one Person holds an interest in any Lot, then all such Persons collectively shall be entitled to one (1) vote for each Lot collectively owned. The vote of such multiple Owners of a Lot shall be exercised as they, among themselves, shall determine (subject to the provisions of Section 2.6(b) below), but in no event shall any fractional vote be counted or more than one (1) vote be cast with respect to any Lot.

Section 2.2. Notice of Membership. Membership in the Association is mandatory. Upon acquiring title to a Lot, each new Owner immediately shall give written notice to the Secretary of the Association or the management company stating the name and address of such new Owner and the Lot acquired by such new Owner. If the new Owner fails to give the Secretary such notice within thirty (30) days of acquiring title to such Lot, then the costs of locating such new Owner and reasonable record keeping costs incurred by the Association may be assessed against such Owner as is set forth in the Declaration.

Section 2.3. Transfer of Membership. Memberships are not transferable. Membership occurs only upon the occurrence of those events set out in this Article and the Declaration.

Section 2.4. Fines, Penalties, and Suspension or Termination of Membership. The membership rights of a member shall not be suspended so long as the member is not in violation of any provision of the Association Documents and is not in default in the payment of any assessment, installment, or any other amounts owing to the Association pursuant to the Declaration. However, provided that the Association complies with the hearing procedures set forth in the Declaration and Section 47F-3-107.1 of the North Carolina Planned Community Act, the Association shall have the right, consistent with applicable provisions of the Declaration and these Bylaws, to impose a fine and/or penalty, undertake remedial action permitted under the Declaration, and suspend voting and/or other privileges or services to an Owner for (a) violations of the Association Documents, or (b) during any period that assessments or other amounts due and owing to the Association remain unpaid for a period of thirty (30) days or longer. The membership of a member in the Association shall terminate automatically upon such member being divested of such Person's ownership interest in a Lot, regardless of the means by which such ownership interest may be divested (other than by means of a security interest, such as a deed of trust).

Section 2.5. Vote/Voting Rights. Each member of the Association shall be entitled to the voting rights set forth in Section 2.1 and this Section. Members shall be entitled to vote on all matters as to which members may be entitled to vote under the North Carolina Nonprofit Corporation Act and the North Carolina Planned Community Act, unless specifically provided otherwise in these Bylaws, the Articles, or the Declaration. In addition, members shall be entitled to vote on any other matters specifically provided for in the Declaration.

Section 2.6. Additional Provisions Governing Voting.

(a) Association Votes. If the Association is an Owner of a Lot, the Association shall not cast the vote appurtenant to such Lot, nor shall any such vote be counted for the purpose of establishing a quorum.

(b) Multiple-Person Owners. In the event that any Lot is owned by more than one Person, and if only one of such Persons is present at a meeting of the Association, that Person so present shall be entitled to cast the vote for that Lot. If more than one of such Persons is present, the vote appurtenant to that Lot shall be cast only in accordance with unanimous agreement of such Persons who are present at the meeting, and such agreement shall be conclusively presumed if any of such Persons purports to cast the vote appurtenant to that Lot without protests being made forthwith to the individual presiding over the meeting by any of the other Persons having an ownership interest in the Lot.

(c) Voting Certificate. If a member is not a natural person, the vote by such member may be cast by any natural person authorized by such member. Such natural person must be named and a certificate signed by an authorized officer, partner, member, or trustee of such Person and filed with the Secretary; provided, however, that any

vote cast by a natural person on behalf of such member shall be deemed valid unless successfully challenged prior to the adjournment of the meeting at which the vote is cast. Such certificate shall be valid until revoked by a subsequent certificate similarly executed and filed with the Secretary. Whenever the approval or disapproval of a member is required by any of the Association Documents, such approval or disapproval may be made by any person who would be entitled to cast the vote of such member at any meeting of the Association.

(d) Delinquency. No member may vote at any meeting of the Association, be nominated to serve on the Board, be elected to serve on the Board of Directors, or be appointed to serve on any committee if payment by such member of any financial obligation to the Association is delinquent more than thirty (30) days and the amount necessary to bring the account current has not been paid by the record date set pursuant to Section 3.7 hereof for the applicable members' meeting (in the case of a member voting or being elected to serve on the Board of Directors) or has not been paid by the date of appointment, in the case of appointment to serve on any committee.

Section 2.7. Manner of Voting. Voting by members at a meeting, except for the election of directors which shall be by written ballot, shall be by (i) voice vote or a show of hands for in-person meetings, or (ii) means of remote communication as determined in the sole discretion of the Board of Directors, unless any member present at the meeting requests, and by an affirmative vote of a majority of the votes cast the members consent to, a vote by written ballots (this reference to "written ballot" is not the same as the reference to Written Ballot in Section 3.9 herein). Except for the election of directors as provided in Section 4.1 herein, if a quorum is present, action on a matter at a meeting of members shall be deemed approved if approved by the affirmative vote of a majority of the votes cast, unless a greater vote is required by the North Carolina Nonprofit Corporation Act, the North Carolina Planned Community Act, the Articles of Incorporation, the Bylaws, or the Declaration.

Section 2.8. Proxies. Members may vote either in person or by an agent authorized by a written proxy signed by the Owner of a Lot. If a Lot is owned by more than one Person, each Owner of the Lot may vote or register protest to the casting of votes by the other Owners of the Lot through a duly executed proxy. A proxy is void if it is not dated. A proxy shall be valid for eleven (11) months from the date of its execution unless a shorter period is expressly provided therein. All proxies shall be filed with the Secretary of the Association. A proxy given by a member may be revoked by such member by giving actual notice of its revocation to the person presiding over a meeting of the Association in oral or written form.

## ARTICLE 3

### MEETING OF MEMBERS

Section 3.1. Place of Meeting. All meetings of members shall be held at the principal office of the Association or at such other place within or without the State of North Carolina as shall be designated in the notice of the meeting; provided, however, nothing herein shall prohibit holding membership meetings virtually, nor prohibit electronic voting.

Section 3.2. Annual Meetings. The annual meeting of members of the Association shall be held at least once a year. The annual meeting of members shall be held at such date and time as may be determined on an annual basis by the Board of Directors and stated in the notice of such members' meeting. The annual meeting of members shall be held for the purpose of electing directors of the Association, and for such other purposes as may be included in the notice of such meeting.

Section 3.3. Special Meetings. Special meetings of the members may be called at any time by (a) the President, or (b) the Board of Directors of the Association, or (c) by petition of holders of at least ten percent (10%) of all votes entitled to be cast on any issue proposed in such petition to be considered at the meeting, and in which case, shall be noticed by the Secretary of the Association and the meeting shall be held within thirty (30) days of receipt of a written request signed, dated, and delivered to the Secretary. The signatures on a petition requesting a special meeting shall be valid for a period of ninety (90) days after the date of the first signature. The member petition for a special meeting shall: (1) specify the purposes for which the meeting is to be held; (2) the purposes listed must be items upon which the members have the right to vote; (3) be delivered to the Secretary in writing; and (4) be dated.

Section 3.4. Notice of Meetings. Notice of meetings of members shall be given by the President, Secretary, or other person calling the meeting by any means that is fair and reasonable, and for this purpose, written or printed notice stating the time, place, and date of the meeting shall be delivered by hand delivery or by United States mail (postage prepaid), or by electronic means, including by electronic mail over the internet to an electronic mailing address designated in writing by the member (a) not less than ten (10) nor more than sixty (60) days before the date thereof, or (b) not less than thirty (30) nor more than sixty (60) days before the date thereof, if such notice is mailed by other than first class, registered, or certified mail, to each member of record entitled to vote at such meeting, unless the North Carolina Nonprofit Corporation Act or the Association's Articles of Incorporation require that such notice be given to all members with respect to such meeting. If mailed, such notice shall be deemed to be effective when deposited in the United States mail, correctly addressed to the member at the member's address as it appears on the current record of members of the Association, with postage thereon prepaid. For this purpose, a member's address shall be the mailing address of each Lot or to any other mailing address designated in writing by the Owner to the Secretary of the Association. If emailed, such notice shall be deemed to be effective when sent to the correct electronic mail address provided by the member to the Association.

Notwithstanding the foregoing, if the notice provided for the above clearly would not be fair and reasonable under the circumstances then existing, then notice appropriate for the circumstances shall be given; PROVIDED, HOWEVER, THAT notice of a meeting where any of the following matters are to be voted on in all events shall be given as provided in the first paragraph of this Section: (i) director conflict of interest or indemnification, (ii) amendment to the Association's Articles of Incorporation, Bylaws, or Declaration, PROVIDED, HOWEVER, THAT the Declaration shall only be amended pursuant to the Declaration, (iii) plan of merger or dissolution, or (iv) a sale of assets other than in the regular

course of the Association's activities; and PROVIDED, FURTHER, HOWEVER, THAT any special notice procedure set forth in the Declaration for any of the foregoing or any other matter shall be followed in addition to the notice provisions set forth herein.

The notice of any meeting shall state the items on the agenda, including a summary or copy of any proposed amendment to the Declaration, the Bylaws, or Articles of Incorporation; any budget changes, and any proposal to remove a director or officer, and shall include any other matters and a copy or summary of any proposed action that expressly is required by the provisions of the North Carolina Nonprofit Corporation Act or the North Carolina Planned Community Act. Only those matters which are stated in the notice may be acted upon at a meeting of members.

Also, notice of an annual, regular, or special meeting of members shall give notice of any matter a member intends to raise at the meeting if the Association receives a written request of any matter the members intends to raise by members entitled to call a special meeting pursuant to Section 3.3 ("Special Meetings") of this Article, and such written request is received by the Secretary or President of the Association at least ten (10) days before the Association gives notice of such meeting.

In the event business cannot be conducted at any meeting of members because a quorum is not present, that meeting may be adjourned to a later date by the affirmative vote of a majority of those present in person or by proxy. If any meeting of members is adjourned by the vote of a majority of votes cast on the motion to adjourn to a different date, time, or place, notice need not be given of the new date, time, or place if the new date, time, or place is announced at the meeting before adjournment and if a new record date is not fixed for the adjourned meeting. If a new record date for the adjourned meeting is or must be fixed pursuant to North Carolina law, notice of the adjourned meeting must be given as provided in this Section to the members of record entitled to vote at the meeting as of the new record date. As is provided in the North Carolina Planned Community Act, the quorum requirement at the next meeting of members, in the event of an adjournment because a quorum is not present, shall be one-half of the quorum requirement applicable to the meeting adjourned for lack of a quorum. This provision will continue to reduce the quorum by fifty percent (50%) from that required at the previous meeting, until such time as a quorum is present and business can be conducted.

Section 3.5. Waiver of Notice of Meetings. Any member may waive notice of any meeting before or after the meeting. The waiver must be in writing, signed by the member, and delivered to the Association for inclusion in the minutes or filing with the corporate records. A member's attendance, in person or by proxy, at a meeting (a) waives objection to lack of notice or defective notice of the meeting, unless the member or the member's proxy at the beginning of the meeting objects to holding the meeting or transacting business thereat, and (b) waives objection to consideration of a particular matter at the meeting that is not within the purpose or purposes described in the meeting notice, unless the member or the member's proxy objects to considering the matter before it is voted upon.

Section 3.6. Quorum. Unless provided otherwise by the Association's Articles of Incorporation or these Bylaws, ten percent (10%) of the votes entitled to be cast

on a matter, represented in person or by proxy, shall constitute a quorum on that matter at the opening of a meeting of members. Once a member is present or represented by proxy for any purpose at a meeting, such member is deemed present for quorum purposes for the remainder of the meeting and for any adjournment of that meeting unless a new record date (set forth in Section 3.7 below) is or must be set for that adjourned meeting under the North Carolina Nonprofit Corporation Act.

Section 3.7. Record Date to Determine Members and List of Members. The date for determining which Persons are members and therefore entitled to vote ("Record Date") shall be the close of business on the seventieth (70th) day prior to the date of the meeting, unless the Board of Directors shall determine a Record Date closer to the meeting date. The Board of Directors is not permitted to set a Record Date retroactively. The membership list shall be current as of the Record Date. Before each meeting of members, the Association shall prepare an alphabetical list of the members entitled to notice of the meeting and entitled to vote at the meeting, showing each such member's address and the number of votes each such member is entitled to cast at the meeting. As a part of the aforementioned membership list and prepared on the same basis, the Association shall list, current through the time of the membership meeting, a list of members, if any, who are entitled to vote at the meeting, but not entitled to notice of the meeting. The list shall be kept on file at the principal office of the Association for the period beginning two (2) business days after notice of the meeting is given and continuing through the meeting, and shall be available for inspection by any member, personally or by or with such member's representative, at any time prior to the meeting. A determination of members entitled to notice of, or to vote at, a membership meeting is effective for any adjournment of the meeting unless the Board of Directors fixes a new date for determining the right to notice or the right to vote, which the Board of Directors shall do if the meeting is adjourned to a date more than one hundred twenty (120) days after the date fixed for the original meeting.

Section 3.8. Conduct of Meetings. The President shall preside over all meetings of the Association and the Secretary shall keep the minutes of the meetings and record all resolutions adopted at the meetings and proceedings occurring at such meetings. The President may appoint a parliamentarian at any meeting of the Association. The President, in his/her sole discretion, shall determine the procedural manner in which each meeting shall be conducted and it shall not be according to *Robert's Rules of Order Newly Revised* unless that specific determination is made by the President at the beginning of the meeting.

Section 3.9. Action by Written Ballot or Electronic Voting. Any action that may be taken at any annual, regular, or special meeting of Members may be taken without a meeting by written ballot or electronic voting as follows:

- (i) Written Ballot. The Association may deliver a written ballot to every Member entitled to vote on the matter. A written ballot shall: (a) set forth each proposed action, (b) provide an opportunity to vote for or against each proposed action, and (c) indicate the time by which a ballot shall be received by the Association in order to be counted.

- (ii) Electronic Voting. For those members that have provided the Association with an email address to be used for communication and business between the member and the Association, the Association may provide an electronic ballot or electronic notice to those members entitled to vote on the matter. An electronic ballot shall: (a) set forth each proposed action, (b) provide instructions on how to vote for or against each proposed action using the electronic ballot or electronic voting system, and (c) provide an opportunity to vote for or against each proposed action using the electronic ballot or electronic voting system.

Approval by written ballot or electronic voting, or both, pursuant to this section shall be valid only when the number of votes cast by ballot equals or exceeds the quorum required to be present at a meeting authorizing the action, and the number of approvals equals or exceeds the number of votes that would be required to approve the matter at a meeting at which the same total number of votes were cast. Once cast, a written ballot or electronic vote shall not be revoked.

## ARTICLE 4

### BOARD OF DIRECTORS

#### Section 4.1. Number, Election of Directors, and Terms of Office of Directors.

(a) Election of Directors. The number of directors of the Association shall not be less than five (5) and not more than seven (7) as from time to time may be fixed or changed within said minimum and maximum by the members or the Board of Directors. Except as provided in Section 4.4 hereof, the directors shall be elected at the annual meeting of members; those persons who receive the highest number of votes by the members entitled to vote in the election at a meeting at which a quorum is present shall be deemed to have been elected. All ties shall be broken by coin-toss. The Board of Directors of the Association shall be referred to herein from time to time as the "Board".

(b) Terms of Directors. At the time these Bylaws are adopted, Carole Hansen ("Hansen"), Deb King ("King"), Chris Stark ("Stark"), Connie Baker ("Baker"), John Valente ("Valente"), Anne Delorenzo ("Delorenzo"), and Gene Beck ("Beck") shall continue to serve as Directors as follows: Baker, Valente, Delorenzo and Beck shall serve until the Association's annual meeting in 2023 (i.e. at the 2023 annual meeting, the Members shall elect four (4) Directors to replace Baker, Valente, Delorenzo and Beck whose terms expire at the 2023 annual meeting); Hansen, King, and Stark shall serve until the Association's annual meeting in 2024 (i.e. at the 2024 annual meeting, the Members shall elect three (3) Directors to replace Hansen, King, and Stark whose term expires at the 2024 annual meeting). Depending on the year, where the Board of Directors is composed of seven (7) directors, three (3) or four (4) director positions shall be elected at the Association's annual meeting in 2025. Commencing with the annual meeting in 2025 and every annual meeting thereafter, each newly elected director shall hold office for a term of two (2) years or until such director's death, resignation, retirement, removal, or disqualification. Despite the

expiration of a director's term, the director continues to serve as such until the director's successor is elected and qualifies, or there is a decrease in the number of directors. Directors elected to fill a vacancy shall hold the directorship until the expiration of the term of the person they are replacing.

Section 4.2. Election Procedures and Qualifications.

(a) Nominations Committee. Nominations for election to the Board of Directors may be made by a Nominations Committee. If appointed by the Board of Directors, the Nominations Committee shall develop election procedures and administer such procedures as are approved by the Board of Directors providing for election of directors by members at the annual meetings, and, where appropriate, at special meetings. If appointed, the Nominations Committee shall serve from the date of their appointment through the close of the annual meeting or, where appropriate, the special meeting, at which the election for members of the Board of Directors is to be held.

(b) Nominations. (i) Persons qualified to be directors, may be nominated for election by the Nominations Committee and the names of such persons nominated shall be submitted in writing to the President of the Association and the Board not less than sixty (60) days and not more than ninety (90) days before the meeting at which the election is to be held. The Nominations Committee may make as many nominations for election to the Board, as it shall in its discretion determine, but in no event less than the number of vacancies or terms to be filled. Any written nominations presented by the Nominations Committee shall be accompanied by a statement signed by the nominees indicating the willingness of such nominees to serve as directors; (ii) Nominations may also be made by any Member of the Association, provided such member shall then be in good standing, by submitting the nomination in writing to the President of the Association and the Board not less than sixty (60) days and not more than ninety (90) days before the meeting at which the election is to be held. Any written nominations presented by Members of the Association shall be accompanied by a statement signed by the nominees indicating the willingness of such nominees to serve as directors; (iii) If no Nominations Committee is appointed, nominations for directors may be made by the Board acting as the Nominations Committee, as specified herein; (iv) Nominations made, as specified herein, shall then be closed and every member so nominated above shall have their name on the ballot; (v) Each Proxy shall provide for votes for all nominees and shall make provision for delegating the voting for the nominees to the discretion of appointed individuals, named in writing, or to the discretion of the Secretary of the Association. In person write-in votes on ballots and proxy shall be permitted; (vi) No nominations from the floor shall then be permitted at the meeting at which the election is to be held; (vii) Nominations from the floor shall only be permitted in the event that no Nominations Committee is appointed and the Board of Directors does not act as the Nominating Committee.

(c) Qualifications. No person shall be eligible for election by the members of the Association as a director unless such person is an Owner or is the individual nominee of an Owner which is other than an individual. No Owner or representative of such Owner shall be elected as a director or continue to serve as a director (a) if the member is more than thirty (30) days delinquent in meeting any financial obligation owed to the

Association, if such delinquency is not cured by the record date set pursuant to Section 3.7 hereof for such members' meeting in the case of an election of directors, or (b) if the member otherwise is in violation of any provision of the Association Documents.

Section 4.3. Voting, Quorum, and Manner of Acting. Each director shall be entitled to one (1) vote on all matters that come before the Association. A majority of the directors in office immediately before a meeting begins shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. Unless a vote of greater percentage is required by the Association's Articles of Incorporation, these Bylaws, the North Carolina Nonprofit Corporation Act, the North Carolina Planned Community Act, or the Declaration, the act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors. A director who participates in a meeting by any means of communication by which all directors may simultaneously hear each other during the meeting shall be deemed present at a meeting for all purposes.

Section 4.4. Removal or Resignation of Directors and Filling of Vacancies.

(a) Any director may be removed from office at any time with or without cause by a majority vote of all members present and entitled to vote at any meeting of members at which a quorum is present. A director may not be removed by the members at a meeting unless the notice of the meeting states that the purpose, or one of the purposes, of the meeting is the removal of the director so stated to be removed. If any directors are so removed, new directors may be elected at the same meeting. In addition, any director not in attendance at three (3) consecutive regular meetings of the Board of Directors shall be removed automatically without the vote of the Board of Directors.

(b) A vacancy in the Board of Directors caused by a removal of a director by the members shall be filled by a vote of the members. A vacancy among the directors of the Board of Directors caused by any reason other than the removal of a director by the members shall be filled by the remaining directors at a meeting of the Board of Directors held for such purpose promptly after the occurrence of such vacancy. If the directors remaining in office do not constitute a quorum of the Board of Directors, the directors may fill the vacancy by the affirmative vote of a majority of the remaining directors, or by the sole remaining director, as the case may be. The term of a director elected to fill a vacancy in a directorship elected by members expires at the next election of directors by members, and the term of the director filling any other vacancy expires at the end of the unexpired term that such director is filling.

(c) A director may resign at any time by giving notice to the Board of Directors, the President, or the Secretary. Unless otherwise specified, such resignation shall take effect upon the receipt thereof and the acceptance of such resignation shall not be necessary to make it effective. A director shall be deemed conclusively to have resigned upon disposition by the Owner of the Lot which made such individual eligible to be a director or upon any other event of disqualification set forth in these Bylaws.

Section 4.5. Powers and Duties of the Board of Directors. The business and affairs of the Association shall be managed and directed by the Board of Directors. Except

as provided below, the Board of Directors shall have all of the powers and duties necessary for the administration of the affairs of the Association, including, but not by way of limitation, all powers as set forth in Article 3 of Chapter 55A of the North Carolina General Statutes (North Carolina Nonprofit Corporation Act) and Section 47F-3-102 of the North Carolina Planned Community Act, but may not do any such acts and things which are required by the Declaration, the Bylaws, or the Articles to be exercised and done by the members; provided, however, that all such powers, duties, acts, and things shall be exercised consistent with the provisions of the Declaration, the Bylaws, and Articles of Incorporation. The Board of Directors may delegate to one of its members or to a Person employed for such purpose the authority to act on behalf of the Board of Directors on such matters relating to the duties of the managing agent (as defined in Section 5.3 hereof), if any, which may arise between the meetings of the Board of Directors as the Board of Directors deems appropriate. In addition to the duties imposed by any other provision of the Declaration or by any resolution of the Association that hereafter may be adopted, the Board of Directors shall perform the following duties and take the following actions on behalf of the Association, subject to any voting rights of the members provided by the Declaration, these Bylaws, and the Articles, or by law:

(a) Provide goods and services to the members in accordance with the Declaration.

(b) Designate, hire, dismiss, and where appropriate, compensate the personnel necessary to provide goods and services to the Owners, as provided for in the Declaration, as well as purchase equipment, supplies and materials to be used by such personnel in the performance of their duties.

(c) Collect the assessments specified in the Declaration, deposit the proceeds thereof in depositories designated by the Board of Directors and use the proceeds to carry out the purposes of the Association, as provided in the Declaration.

(d) Adopt, amend, and repeal any reasonable rules and regulations not inconsistent with the Declaration and these Bylaws.

(e) Open bank accounts on behalf of the Association and designate the signatories thereon.

(f) Enforce by legal means the provisions of the Association Documents as are in effect from time to time.

(g) Act with respect to all matters arising out of any eminent domain proceeding affecting the Common Elements of the Association.

(h) Notify the members of any litigation against the Association involving a claim in excess of ten percent (10%) of the amount of the annual budget.

(i) Obtain and carry insurance pursuant to applicable provisions of the Declaration and pay the premiums therefor and adjust and settle any claims thereunder.

(j) Pay the cost of all authorized goods and services rendered to the Association and not billed to Owners of Lots or otherwise provided for in the Declaration.

(k) Acquire, hold, and dispose of Lots and mortgage the same without the prior approval of the Association if such expenditures and hypothecations are included in the budget.

(l) Establish and charge reasonable fees for the use of the Common Elements, Limited Common Elements, and for services.

(m) Suspend the right of any Owner or other user of a Lot, and the right of such Person's household, guests, employees, customers, tenants, agents, and invitees to use any recreational facilities, areas, or amenities located in the Common Elements and/or subject to the hearing procedures provided in the Declaration.

(n) For each fiscal year, the Board of Directors shall cause to be prepared and adopt a proposed budget in compliance with the Declaration, including therein estimates of the amount considered necessary to pay the expenses of the Association, together with amounts considered necessary by the Board of Directors for reserves. Within thirty (30) days after the adoption of any proposed budget for the Association, the Board of Directors shall provide a copy or summary of the budget to all Owners, and shall set a date and give notice for a meeting of the Owners to consider ratification of the budget, with such notice to include a statement that the budget may be ratified without a quorum. The date of the meeting of Owners to consider ratification of the budget shall be not less than ten (10) nor more than sixty (60) days after the mailing of the copy or summary and notice. There shall be no requirement that a quorum be present at the meeting. The budget is ratified unless at the meeting a majority of all the Owners of the Association rejects the budget. In the event the proposed budget is rejected, the periodic budget last ratified by the Owners shall be continued until such time as the Owners ratify a subsequent budget proposed by the Board of Directors.

(o) Adopt an annual budget and make assessments (general or special) (subject to any applicable voting rights of members provided in the Declaration) against the Lots to defray the Common Expenses of the Association, establish the means and methods of collecting such assessments from the Owners, and establish the period of the installment payment, if any, of the assessments for Common Expenses of the Association, and establish appropriate reserve funds for the Association, all as provided in the Declaration.

(p) Borrow money on behalf of the Association when required for any valid purpose.

(q) Enter into contracts to carry out the business and activities of the Association.

(r) Purchase tools and equipment for maintenance, repair, and replacement of the Common Elements.

(s) Grant easements, rights-of-ways, or licenses over and through the Common Elements and Limited Common Elements pursuant to North Carolina General Statute Section 47F-3-102(9).

Section 4.6. Meeting of Directors.

(a) Types of Meetings. Regular meetings of the Board of Directors may be held at such time and place as shall be determined from time to time by a majority of the directors; provided, however, such meetings shall be held at least quarterly during each fiscal year. Special meetings of the Board of Directors may be called by the President, and shall be called by the President or Secretary upon the written request of at least two (2) directors. At regular intervals, the Board shall provide the Owners an opportunity to attend a portion of a Board meeting and to address the Board at such meeting. The Board may place reasonable restrictions on the number of persons who speak on each side of an issue and may place reasonable time restrictions on persons who speak. The President or presiding officer may call the Board of Directors into executive session on sensitive matters such as personnel, litigation strategy, or hearings with respect to violations of the Association Documents. Any final action taken by the Board of Directors in executive session shall be recorded in the minutes.

(b) Notice. Regular meetings of the Board of Directors may be held without notice. The Chairperson, if any, the President, or any two (2) directors may call and give notice of a meeting of the Board of Directors. The person or persons calling a special meeting of the Board of Directors, at least two (2) days before the meeting, shall give notice thereof by any usual means of communication. Such notice need not specify the purpose for which the meeting is called. Any duly convened regular or special meeting may be adjourned by the directors to a later time without further notice.

(c) Waiver of Notice. Any director may waive notice of any meeting before or after the meeting. The waiver must be in writing, signed by the director entitled to the notice, and delivered to the Association for inclusion in the minutes or filing with the corporate records. The attendance by a director at, or the participation of a director in, a meeting shall constitute a waiver of any required notice of such meeting, unless the director, at the beginning of the meeting (or promptly upon the director's arrival thereat), objects to holding the meeting or to transacting any business at the meeting and does not thereafter vote for or assent to action taken at the meeting.

(d) Conduct of Meetings. The President shall preside over all meetings of the Board of Directors and the Secretary shall keep the minutes of the meetings and record all resolutions adopted at the meetings and proceedings occurring at such meetings. The President may appoint a parliamentarian at any meeting of the Board of Directors. The President shall, in his/her sole discretion, determine the procedural manner in which each meeting shall be conducted and it shall be according to *Robert's Rules of Order Newly Revised* unless a specific determination is made by the President at the beginning of the meeting as to an alternate procedure.

Section 4.7. Action by Directors Without Meeting. Action required or permitted to be taken at a meeting of the Board of Directors may be taken without a meeting if the action is taken by all members of the Board of Directors and evidenced by one or more written consents signed by each director before or after such action, describing the action taken, and delivered to the Secretary of the Association for inclusion in the minutes or filing with the corporate records.

## ARTICLE 5

### MANAGING AGENT

Section 5.1. Compensation. The Board of Directors may employ, for the purpose of managing its required activities pursuant to the Association Documents, a "managing agent" at compensation to be established by the Board of Directors. The managing agent shall be a bona fide business enterprise or individual which manages common interest communities.

Section 5.2. Requirements. The managing agent must be able to advise and assist the Board of Directors regarding the administrative operation of the Association and shall employ personnel knowledgeable in the areas of insurance, accounting, contract negotiation, and property management. Otherwise, the managing agent may be a full-time employee of the Association who shall organize, staff, train, and administer the in-house personnel solely to perform the managing agent duties set forth below. The Board of Directors shall impose appropriate standards of performance upon the managing agent.

Section 5.3. Duties. The managing agent shall perform such duties and services as the Board of Directors shall direct. Such duties and services may include, without limitation, the duties listed in Section 4.5(a), (b), (c), and (j). However, the Board of Directors may not delegate to the managing agent the powers and duties set forth in Section 4.5(d), (e), (f), (g), (h), (i), (k), (l), (m), (n), (o), (p), (q), (r), and (s). In addition and generally, the managing agent shall perform the obligations, duties, and services relating to the management of the Property in compliance with the provisions of the Association Documents.

Section 5.4. Standards. The Board of Directors shall impose appropriate standards of performance upon the managing agent. Unless the managing agent is instructed otherwise by the Board of Directors:

(a) The cash method, modified cash method, or accrual method of accounting shall be employed and expenses required by these Bylaws to be charged to one (1) or more but less than all Owners shall be accounted for and reported separately;

(b) Two (2) or more individuals shall be responsible for handling cash and signing checks to maintain adequate financial control procedures;

(c) Cash accounts of the Association shall not be commingled with any other entity's accounts;

(d) No remuneration shall be accepted by the managing agent from vendors, independent contractors, or others providing goods or services to the Association whether in the form of commissions, finders fees, service fees, or otherwise; and any discounts received shall benefit the Association;

(e) Any financial or other interest which the managing agent may have in any firm providing goods or services to the Association shall be disclosed promptly to the Board of Directors;

(f) A financial report shall be prepared for the Association at least quarterly, containing: (i) an "income and expense statement" reflecting all income and expense activity for the preceding quarter and year to date on an accrual basis reflecting "actual versus budgeted"; (ii) an "account activity statement" reflecting all receipt and disbursement activity for the preceding period on a cash basis; (iii) a "balance sheet" reflecting the financial condition of the Association on an unaudited and accrual basis; (iv) a "budget report" reflecting any actual or pending obligations which are in excess of budgeted amounts; and (v) a "delinquency report" listing all Owners who are delinquent describing the status of any actions to collect such assessments; and (vi) copies of all bank account statements; and,

(g) The managing agent, upon termination of such agent's contract with the Association by either party, shall, within five (5) business days of such termination, turn over all books and records of the Association held by such managing agent to the President or Secretary of the Association.

## ARTICLE 6

### OFFICERS

Section 6.1. Designation and Duties of Officers. The principal officers of the Association shall be the President (who shall also serve as Chairman of the Board of Directors), the Vice President, the Secretary, and the Treasurer, all of whom shall be elected by the Board of Directors. The Board of Directors may also elect assistant treasurers, assistant secretaries, and such other officers as in its judgment may be necessary. All officers shall be Owners, officers of corporate Owners, partners of partnership Owners, or members of limited liability Company Owners. The President and Vice President shall be members of the Board of Directors. Officers of the Association shall be current on any financial obligations to the Association and shall not be in violation of any provision of the Association Documents. Any other officers, may, but need not be directors. Each officer shall perform such duties as are normally associated with such office in parliamentary organizations, except to the extent, if any, inconsistent with the Declaration and these Bylaws, and shall perform such other duties as may be assigned to such office by resolution of the Board of Directors. If any officer is unable for any reason to perform the duties of the officer, the President (or the Board of Directors if the President is unable to do so) may appoint another qualified individual to act in such officer's stead on an interim basis.

Section 6.2. Election of Officers. The officers of the Association shall be elected annually by the Board of Directors at the Board of Directors' regular meeting of the Board of Directors that is held immediately after, and at the same place, as the annual meeting of members pursuant to Section 4.6(a) of these Bylaws, and shall hold office at the pleasure of the Board of Directors. Any officer may hold more than one position; provided, however, that the offices of President, Vice President, and Secretary shall be held by three (3) different individuals. Each officer shall hold office for a term one (1) year or until such officer's death, resignation, retirement, removal, or disqualification, or until the election and qualification of such officer's successor.

Section 6.3. Removal and Resignation. Any officer or agent may be removed by the Board of Directors at any time with or without cause; but such removal shall be without prejudice to the contract rights, if any, of the person so removed. An officer may resign at any time by notifying the Association, orally or in writing, of such resignation. A resignation shall be effective upon receipt by the Association unless it specifies in writing a later effective date. In the event a resignation so specifies a later effective date, the Board of Directors may fill the pending vacancy prior to such date; however, the successor to the resigning officer may not take office until the effective date. An officer's resignation does not affect the Association's contract rights, if any, with such officer.

Section 6.4. Vacancies. A vacancy in any office may be filled by appointment by the Board of Directors. The individual appointed by the Board of Directors to fill a vacancy shall serve for the remainder of the term of the officer such individual replaces.

Section 6.5. President. The President shall be the principal executive officer of the Association and, subject to the control of the Board of Directors, shall supervise and control the management of the Association in accordance with these Bylaws. The President, when present, shall preside at all meetings of members. The President, with any other proper officer, may sign any deeds, leases, mortgages, bonds, contracts, or other instruments which lawfully may be executed on behalf of the Association, except where required or permitted by law otherwise to be signed and executed and except where the signing and execution thereof shall be delegated by the Board of Directors to some other officer or agent. In addition, the President shall prepare, execute, certify, and record amendments to the Declaration on behalf of the Association. In general, the President shall perform all duties incident to the office of President and such other duties as from time to time may be assigned by the Board of Directors.

Section 6.6. Vice President. In the absence of the President or in the event of the President's death, inability, or refusal to act, the Vice Presidents in the order of their length of service as Vice Presidents, unless otherwise determined by the Board of Directors, shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. Any Vice President shall perform such other duties as from time to time may be assigned by the President or by the Board of Directors.

Section 6.7. Secretary. The Secretary shall keep the minutes of all meetings of the Association and of the Board of Directors; have charge of such books and papers as

the Board of Directors may direct and as may be required by Article 16 of the North Carolina Nonprofit Corporation Act; give or cause to be given all notices required to be given by the Association; give each Owner notice of each assessment against such Owner's Lot as soon as practicable after assessment is made; provide for each Owner, upon request, a copy of the rules and regulations of the Association; maintain a register setting forth the place to which all notices to members and First Mortgagees hereunder shall be delivered; make it possible for any member to inspect and copy at reasonable times and by appointment the records of the Association in accordance with and as required by the North Carolina Nonprofit Corporation Act; and, in general, perform all the duties incident to the office of Secretary.

Section 6.8. Assistant Secretaries. In the absence of the Secretary or in the event of the Secretary's death, inability, or refusal to act, the Assistant Secretaries in the order of their length of service as Assistant Secretaries, unless otherwise determined by the Board of Directors, shall perform the duties of the Secretary, and when so acting shall have all the powers of and be subject to all the restrictions upon the Secretary. Assistant Secretaries shall perform such other duties as from time to time may be assigned by the Secretary, by the President, or by the Board of Directors.

Section 6.9. Treasurer. The Treasurer shall have custody of all funds and securities belonging to the Association and shall receive, deposit, or disburse the same under the direction of the Board of Directors. The Treasurer shall maintain appropriate accounting records as may be required by law and, in general, perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President or by the Board of Directors.

Section 6.10. Assistant Treasurers. In the absence of the Treasurer or in the event of the Treasurer's death, inability, or refusal to act, the Assistant Treasurers in the order of their length of service as Assistant Treasurers, unless otherwise determined by the Board of Directors, shall perform the duties of the Treasurer, and when so acting shall have all the powers of and be subject to all the restrictions upon the Treasurer. Assistant Treasurers shall perform such other duties as from time to time may be assigned by the Treasurer, by the President, or by the Board of Directors.

## ARTICLE 7

### COMMITTEES

Section 7.1. Nominations Committee. The Board of Directors may establish a Nominations Committee, pursuant to Section 7.4 below, as set forth in Section 4.2(a) of these Bylaws.

Section 7.2. Architectural Committee. The Declaration sets forth the appointment and the members of the Architectural Committee of the Association ("AC"). The AC shall have the powers as set forth in the Declaration. Amendment to the provisions of the Declaration dealing with the AC shall be done as set forth in the Declaration.

Section 7.3. Committees of the Board of Directors. The Board of Directors, by resolution of a majority of the number of directors in office, may designate two or more directors to constitute an Executive Committee and such other committees as the Board of Directors shall deem advisable, each of which, to the extent authorized by the North Carolina Nonprofit Corporation Act and provided in such resolution, shall have and may exercise all of the authority of the Board of Directors in the management of the Association. Each committee member serves at the pleasure of the Board of Directors. The provisions of these Bylaws governing meetings, action without meeting, notice and waiver of notice, and quorum and voting requirements of the Board of Directors apply to any committees of the Board of Directors established pursuant to this Section. The designation of any committee of the Board of Directors and the delegation thereto of the Board of Directors' authority shall not operate to relieve the Board of Directors, or any member thereof, of any responsibility imposed upon him or her by law.

Section 7.4. Other Committees. Other committees not having and exercising the authority of the Board of Directors in the management of the Association may be designated by resolution adopted by a majority of the directors present at a meeting at which a quorum is present. Such committee shall have such duties and responsibilities as may be set forth in the resolution designating the committee. For committees set up under this Section 7.4 to which decision making authority is delegated by the Board of Directors or in any Association Documents, the provisions of these Bylaws governing meetings, action without meeting, notice, and waiver of notice, and quorum and voting requirements of the Board of Directors shall apply to any such committees. Further, such committees shall keep a written record of actions taken by such committees. It is provided, however, that the authority of any such committees shall not exceed the power granted to the Association in the Declaration.

## ARTICLE 8

### INDEMNIFICATION AND OTHER DIRECTOR AND OFFICER ISSUES

Section 8.1. Execution of Documents. Unless as may otherwise be provided in a resolution of the Board of Directors, all agreements, contracts, deeds, leases, checks, and other instruments of the Association for expenditures or obligations for Common Expenses and all checks drawn upon reserve accounts, shall be executed by any two (2) individuals designated by the Board of Directors. Any officer of the Association may be designated by Board of Directors resolution to sign a statement of Common Expenses on behalf of the Association.

#### Section 8.2. Indemnification.

The Association shall indemnify, to the fullest extent permitted by law and this Article, any person who is or was a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding (and any appeal therein), whether civil, criminal, administrative, arbitral, or investigative, and whether or not brought by or on behalf of the Association, by reason of the fact that such person is or was a director or officer of the Association, or is or was serving at the request of the Association as

a director, officer, committee member, partner, trustee, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, or as a trustee or administrator under an employee benefit plan, or arising out of such party's activities in any of the foregoing capacities, against all liability and litigation expense, including reasonable attorney fees; PROVIDED, HOWEVER, THAT the Association shall not indemnify any such person against liability or expense incurred on account of such person's activities which were at the time taken known or believed by such person to be clearly in conflict with the best interests of the Association or if such person received an improper personal benefit from such activities. The Association likewise shall indemnify any such person for all reasonable costs and expenses (including attorney fees) incurred by such person in connection with the enforcement of such person's right to indemnification granted herein.

The Association shall pay all expenses incurred by any claimant hereunder in defending a civil or criminal action, suit, or proceeding as set forth above in advance of the final disposition of such action, suit, or proceeding upon receipt of and undertaking by or on behalf of such claimant to repay such amount unless it ultimately shall be determined that such claimant is entitled to be indemnified by the Association against such expenses.

The Board of Directors of the Association shall take all such action as may be necessary and appropriate to authorize the Association to pay the indemnification required by this Bylaw, including without limitation, (a) a determination by a majority vote of disinterested directors (i) that the activities giving rise to the liability or expense for which indemnification is requested were not, at the time taken, known or believed by the person requesting indemnification to be clearly in conflict with the best interests of the Association and (ii) that the person requesting indemnification did not receive an improper personal benefit from the activities giving rise to the liability or expense for which indemnification is requested, and (b) to the extent needed, giving notice to the members of the Association.

Any person who at any time after the adoption of this Bylaw serves or has served in any of the aforesaid capacities for or on behalf of the Association shall be deemed to be doing or to having done so in reliance upon, and as consideration for, the right of indemnification provided herein. Such right shall inure to the benefit of the legal representatives of any such person and shall not be exclusive of any other rights to which such person may be entitled apart from the provision of this Bylaw.

Section 8.3. Compensation of Directors and Officers. No salary or other compensation shall be paid by the Association to any director or officer of the Association for serving or acting as such, but this shall not preclude the payment of salary or other compensation for the performance by any person serving as a director or officer for services provided to the Association in a capacity other than that of director or officer, nor shall it preclude the reimbursement of reasonable, ordinary, and necessary expenses incurred in serving or acting as a director or officer.

## ARTICLE 9

### BOOKS AND RECORDS

Section 9.1. Maintenance. The Association shall keep books and records as required by Article 16 of the North Carolina Nonprofit Corporation Act. The Association may cause to be adopted procedures for such level of financial review and compilation of the Association as the Board of Directors may determine appropriate, which may include an audit or some lesser level of review. The cost of any such financial review shall be a Common Expense.

Section 9.2. Availability. The books and records of the Association shall be available for inspection by the members and their attorneys and accountants pursuant to the terms and conditions of Article 16 of the North Carolina Nonprofit Corporation Act and Article 3 of The North Carolina Planned Community Act.

Section 9.3. Accounting Report and Audit. Within one hundred twenty (120) days after the end of each fiscal year, the Board of Directors shall make available to members an itemized accounting of the Common Expenses actually incurred and paid for such fiscal year, together with a tabulation of the amounts collected pursuant to the budget adopted by the Board of Directors for such fiscal year, and showing the net amount over or short of the actual expenditures plus reserves.

In addition, the Board of Directors, in its sole discretion, may authorize an audit of the Association or any other level of financial review of the books and records of the Association, and if authorized, such service shall be a Common Expense of the Association. In the event that an Owner or Owners request an audit of the Association and the Board of Directors does not authorize an audit, an audit may be conducted and paid for by the requesting Owner or Owners.

Section 9.4. Fiscal Year. The fiscal year of the Association shall be fixed by the Board of Directors.

Section 9.5. Seal. The corporate seal of the Association shall consist of two concentric circles between which is the name of the Association and in the center of which is inscribed "SEAL"; and such seal, in the form approved by the Board of Directors, shall be adopted by the Board of Directors as the corporate seal of the Association.

Section 9.6. Information. Upon the written request of any holder, insurer, or guarantor of any first mortgage on a Lot stating the mortgage holder's, insurer's or guarantor's name and address and the Lot number upon which the mortgage holder holds a mortgage, the Association shall provide timely written notice of the following:

- (a) Any thirty (30) day delinquency in the payment of assessments or charges owed by the Owner of the Lot upon which the mortgage holder holds a mortgage;
- (b) Any lapse, cancellation, or material modification of any insurance policy or fidelity bond maintained by the Association; and,
- (c) Any special or annual meeting of the Association, with the right of the mortgage holder to designate a representative to attend such meetings.

## ARTICLE 10

### NOTICES

Except as specifically provided otherwise in the Declaration, these Bylaws, or the North Carolina Nonprofit Corporation Act, all notices, demands, bills, statements, or other communications shall be in writing and shall be deemed to have been duly given if delivered personally or sent by United States mail, postage prepaid, or if notification is of a default or lien, sent by registered or certified United States mail, return receipt requested, postage prepaid: (a) if to an Owner, at the address which the Owner shall designate in writing and file with the Secretary or, if no such address is designated, at the address of the Lot of such Owner; and (b) if to the managing agent, at the principal office of the managing agent or at such other address as shall be designated by notice in writing to the Association. If a Lot is owned by more than one Person, each such Person who so designates an address in writing to the Secretary shall be entitled to receive all notices hereunder, otherwise the Person receiving the notice shall have the responsibility for notifying the other Persons comprising the Owner.

## ARTICLE 11

### AMENDMENTS TO BYLAWS

Except as hereinafter provided, these Bylaws may be amended or repealed and new Bylaws may be altered, amended, or repealed at any time by the members and by the Board of Directors pursuant to the applicable provisions of the North Carolina Nonprofit Corporation Act.

## ARTICLE 12

### PRIORITY

In the event that any of the provisions of these Bylaws conflict with the provisions of the North Carolina Nonprofit Corporation Act, the provisions of the North Carolina Nonprofit Corporation Act shall control. In the event of any inconsistency between the Bylaws and the Declaration, the Declaration shall control; in the event of any inconsistency between the Bylaws and the Articles of Incorporation, the Articles shall control; and in the event of any inconsistency between the Articles and the Declaration, the Declaration shall control.