

BYLAWS OF CRYSTAL BEACH IMPROVEMENT CORPORATION

ARTICLE I

NAME OF CORPORATION

- Section 1. The name of the corporation shall be Crystal Beach Improvement Corporation.
- Section 2. The principal office of this corporation is located in Blounts Creek, Beaufort County, North Carolina.
- Section 3. Mailing address: Post Office Box 15, Blounts Creek, North Carolina 27814

ARTICLE II

PURPOSES OF CORPORATION

- Section 1. To protect the rights of lot owners of Crystal Beach Estates.
- Section 2. This corporation shall have the following responsibilities and rights.
- A. Improving and maintaining Crystal Beach Estates roads, so they are in a useable and safe condition.
 - B. Improving, maintaining and keeping beach properties clean and safe with water and sewerage facilities operational as provided by health laws.
 - C. Maintaining all community owned structures and useful equipment.
 - D. Entering private property of lot owners within Crystal Beach Estates to cut any trees or brush to improve a clear path and view for drivers at intersections, corners and/or curves.
 - E. Maintain lights where appropriate.

ARTICLE III

CORPORATE MEMBERSHIP

- Section 1. All lot owners of Crystal Beach Estates in good standing (fees paid) shall be members of this corporation.
- Section 2. Members owing road or maintenance fees shall not have voting privileges at the annual meeting.
- Section 3. Members should serve in any capacity for which they are suited if called upon by the officers or Board of Directors. They should vote when voting is called for and cooperate with the majority decision.
- Section 4. Membership will be automatically terminated when members cease to be lot owners.

ARTICLE IV

DUTIES OF LOT OWNERS

- Section 1. An annual maintenance fee of \$30.00 per property owner shall be assessed January 1 for upkeep and/or improvement of non-road CBIC properties.
- Section 2. Every lot owner will be charged an annual road fee (\$12.50) the amount of which is established by the Restrictive Covenants. This fee will be payable on or before February the first of each year hereafter. This fee and other charges set out in this article will constitute a lien on the subject lot or lots. Any and all other fees and costs incurred by the corporation in collection or attempted collection of the above fees and charges will also constitute a lien on the subject lot or lots. Said fees and costs will include but not be limited to attorneys fees and costs, collection fees and a finance charge of 18% per year.
- Section 3. Lot owners duties shall be:
- A. Pay fees when due.
 - B. To keep lot or lots clear of trees, brush or debris that interfere with visibility and safe driving on the roads of this development.
 - C. Upon failure of lot owner(s) to comply with part B, the corporation shall have authority to go upon lots to accomplish the necessary work needed to provide safe travel on the roads.
 - D. If part C is necessary, defaulting lot owner(s) will be responsible for expenses incurred.

- Section 4. Lot owners shall use twelve-inch minimum size drive-way culverts installed in such a manner as to provide property drainage.
- Section 5. Lot owners shall keep their property, the ditches and roads adjacent to their property clear of all trash and debris.
- Section 6. Lot owners shall promptly notify the corporation of the name and addresses of any persons to whom they sell or transfer property.
- Section 7. Lot owners shall notify the principal office of the corporation within 30 days of any change of permanent address.

ARTICLE V
BOARD OF DIRECTORS

- Section 1. The board of directors will consist of nine members of the corporation elected at the annual meeting for three years (the first term of office for three of the directors shall be one year, three for two years and three for three years). Two alternate members will be elected at the same meeting to serve as full board members (in the order elected) in the event of a vacancy on the board of directors. No more than one member of the same household may serve simultaneously on the board of directors.
- Section 2. Regular meetings of the Board of Directors shall be scheduled on the second Saturday of each month except for September. Special meetings may be called by any three members of the Board or by the President on five days actual notice.
- Section 3. A quorum of the board of directors shall consist of a majority of its members.
- Section 4. The board of directors shall elect the officers of the corporation, form standing committees and shall have general authority over the affairs of the corporation between meetings of the membership.
- Section 5. Approve the accounts to be submitted to the corporation attorney or other authorized collection agency for their collection efforts and/or legal action.

ARTICLE VI
OFFICERS OF THE CORPORATION

- Section 1. Officers of the corporation shall consist of: President, Vice-President, Secretary and Treasurer and if later found to be necessary or desirable by the Board of Directors a Financial Secretary. All shall be chosen from the Board of Directors except the Financial Secretary who may be a non-member.
- Section 2. The officers shall be elected to serve for one year or until their successors are elected and their term of office shall begin at the first board of directors meeting which will be conducted immediately after the annual meeting of the corporation membership.
- Section 3. The duties of the President shall be:
- A. To preside over meetings of the corporation membership and of the Board of Directors, to appoint special committees, to call special meetings of the membership or Directors as herein set out, to sign checks with the Treasurer and to exercise general executive authority.
 - B. To appoint a parliamentarian at all annual meetings of the property owners.
- Section 4. The duties of the Vice President shall be:
The duties of the vice president shall be: To assume the responsibilities of the president in his absence. Whenever the president wishes to relinquish his position or whenever a motion refers to the president, alone, the vice president assumes the chair until the motion is disposed of. The vice president may be assigned other special duties.
- Section 5. The duties of the Secretary shall be:

- A. Have available at all Board of Director and annual corporation meetings a current copy of Roberts Rules of Order.
- B. Take and maintain accurate minutes of meetings of the Board of Directors and of the corporation members.
- C. Keep an accurate alphabetical listing of all corporation lot owners containing names, addresses, telephone numbers if available, block and lot numbers.
- D. Mail notices of all membership meetings to corporation members.
- E. Attend to all corporation correspondence as directed by the president.
- F. Deposit promptly to the authorized bank depository all fees, contributions and other moneys received by the corporation.
- G. Mail or deliver a copy of deposit tickets together with a revenue summary to the treasurer within five working days of the deposit.
- H. Maintain accurate accounts receivable records of lot owners and an overall control balance where the charges and collections will be posted.
- I. Send annual billings to lot owners a least thirty days before the due date.
- J. Send second notice to property owners whose accounts are unpaid after sixty days.
- K. Present a list of lot owners, with six-months-past due balances to the Board of Directors at their next succeeding meeting.
- L. Send a welcome letter and copy of the covenants to all new property owners.

Section 6. The duties of the Treasurer shall be:

- A. Receive a copy of the deposit ticket and revenue summary from the secretary.
- B. Disburse corporate funds only by checks co-signed by the president.
- C. Pay all outstanding debts of the corporation when due.
- D. Maintain accurate financial books in accordance with generally accepted accounting principles.
- E. Maintain accurate fixed asset records of property (land, buildings and equipment) owned by the corporation and list for county taxes.
- F. Prepare and present a monthly report in writing of cash receipts, disbursements, cash balance and outstanding obligations to the Board of Directors. After approval by the Board of Directors, it shall be given to the Secretary to be filed.
- G. Be present at all corporation member meetings, annual or special.
- H. Present books, records and all necessary documentation to an auditor, appointed by the Board of Directors, each year prior to the annual meeting of the corporation members. The auditor shall report the results of the audit at the annual meeting.

ARTICLE VII
COMMITTEES

Section 1. Standing committees will be named by the Board of Directors.

Section 2. Special committees will be appointed by the President and agreed upon by the Board of Directors.

ARTICLE VIII
CORPORATION MEETINGS

Section 1. There will be an annual meeting of all corporation members on the Sunday prior to Labor Day. All members will be notified at least five days in advance by letter to their last known address.

Section 2. Any business that falls within the legal objects of this corporation can be transacted at the annual meeting. Three members and two alternates shall be elected to the Board of Directors at such meetings as hereinbefore provided.

Section 3. Special meetings may be called by the President or by the Board of Directors or by fifty corporation members upon their written petition setting out the purpose of such meeting to which it shall be so restricted. Members shall be notified at least fifteen days in advance of the meeting by letter to their last known address.

Section 4. A quorum of members at all corporation members meetings shall consist of those members in attendance.

ARTICLE IX
AMENDMENTS

Section 1. These bylaws may be amended at the annual meeting of corporation members or at a special meeting, by the affirmative vote of a majority of those present, provided that notice of the proposed amendment was submitted at a previous meeting, or if members of the corporation were mailed notification, at least fifteen days prior to the meeting, to their last known address.

ARTICLE X
PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the current edition of Roberts Rules of Order shall govern the corporation in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the corporation may adopt.

Amended September 5, 2004
Amended August 31, 2008
Amended August 31, 2014