

AMENDED AND RESTATED BYLAWS  
OF  
SWIFT CREEK TOWNHOMES PROPERTY ASSOCIATION, INC.  
EFFECTIVE: October 1, 2020

ARTICLE I  
PLAN OF OWNERSHIP

Section 1.1. Applicability. These Amended and Restated Bylaws ("Bylaws") provide for the governance of Swift Creek Townhomes Property Association, Inc., a Virginia nonstock corporation (the "Association"). Capitalized terms used herein without definition shall have the meanings specified for such terms in the Amended and Restated Articles of Incorporation of the Association (the "Articles") filed in the State Corporation Commission of the Commonwealth of Virginia or in the Amended and Restated Declaration of Protective Covenants and Restrictions dated as of May 21, 2020, made by Swift Creek Development, LLC, a Virginia limited liability company, and recorded in the Clerk's Office of the Circuit Court of Chesterfield County, Virginia (the "Clerk's Office") in Deed Book 12759, at page 0152, as the same may hereafter be amended, restated, or supplemented (collectively, the "Declaration"). As used herein, "Developer" shall mean the "Developer" as named in the Declaration and its successors and assigns, and "Investor Owner" shall mean the "Investor Owner" as named in accordance with the Declaration and its successors and assigns.

Section 1.2. Compliance. Every Owner and all those entitled to occupy a Lot or Parcel shall comply with these Bylaws.

Section 1.3. Office. The principal office of the Association shall be located at the Properties or at such other place as may be designated from time to time by the Board of Directors.

ARTICLE II  
MEMBERSHIP

Section 2.1. Membership. This Section 2.1 shall be subject to Section 4.3, "Sub-Associations", of the Articles. Every Owner of a Lot and every Owner of a Parcel shall be a Member of the Association. Membership shall be appurtenant to, and shall not be separated from, ownership of any Lot or Parcel. Upon the recordation in the Clerk's Office of a deed to a Lot or a Parcel, the membership of the selling Owner shall cease and the purchasing Owner shall become a Member of the Association.

Section 2.2. Classes of Members. There shall be two classes of Members of the Association.

Class A. All Owners including the Developer shall be Class A Members.

Class B. Developer shall be the Class B Member. The Class B membership shall terminate upon the earlier of (i) the date on which the Developer no longer owns any portion of the Properties, (ii) the date on which the Developer executes and records in the Clerk's Office an amendment to the Declaration terminating the Class B membership, or (iii) December 31, 2030. "Period of Developer Control" shall mean the period of time until the Class B membership terminates.

Section 2.3. Voting Rights.

(a) Each Class A Member, other than Developer, shall be entitled to cast one vote for each Lot and Parcel owned. Developer shall be entitled to cast three votes for each Lot or Parcel owned.

(b) In addition to any votes Developer may be entitled to cast as a Class A Member, Developer as the Class B Member shall be entitled to cast the Class B vote.

(c) The voting rights of any Member subject to assessment under the Declaration shall be automatically suspended when any such assessment or any installment thereof remains unpaid for more than thirty (30) days after the date due, but upon payment in full of such assessment the voting rights of such Member shall automatically be restored. The Board of Directors shall have the power and authority to revoke the voting rights of any Member who it has determined has an outstanding violation of the Governing Documents and/or the Rules which has not been cured within the cure period stated in a written notice of violation by the Association to the Member following a due process hearing as provided in the Virginia Code at which the Board of Directors, or its tribunal, found the violation to exist. Upon curing such violation to the reasonable satisfaction of the Board of Directors, the voting rights of such Member shall be automatically restored. Additionally, upon the written request of the Sub-association to the Association, the voting rights of any Member may be suspended when any Sub-association assessment or any installment thereof shall remain unpaid for more than thirty (30) days after the date due upon the vote of the Board of Directors of the Association, in which case the voting rights of such Member shall be restored upon the Association's receipt of written notice from the Sub-association that such assessment or installment payment thereof has been paid in full.

ARTICLE III  
MEETINGS OF MEMBERS

Section 3.1. Annual Meetings. The annual meeting of Members of the Association shall be held prior to the end of each fiscal year of the Association on such date and at such time as established by the Board of Directors.

Section 3.2. Special Meetings.

(a) The President shall call a special meeting of the Association if so directed by resolution of the Board of Directors or upon a petition signed and presented to the Secretary by Owners holding not less than ten percent of the Class A membership votes. The notice of any special

meeting shall state the time, place, and purpose thereof. Only business within the purpose or purposes described on the notice of a special meeting shall be transacted at the meeting.

(b) The Articles contain additional provisions and procedural requirements regarding the election of the Board director to be appointed by the Sub-association after the termination of the Period of Developer Control.

Section 3.3. Means or Place of Meetings. Meetings of the Members shall be held at a suitable place designated by the Board of Directors, or by means of remote communication in any manner permitted by the Virginia Code for membership meetings of a nonstock corporation.

Section 3.4. Notice of Meetings. The Secretary shall cause notice of each annual or regularly scheduled meeting of the Association to be sent to each Owner at least 14 but not more than 60 days before such meeting, stating the time, date and place of such meeting. Notice of any other meeting shall be given at least 25 but not more than 60 days prior to such meeting or as otherwise provided by law, stating the time, date, place and purpose of such meeting. Notwithstanding the foregoing, notice of any meeting at which there shall be voted upon any amendment to the Articles, a plan of merger, a proposed sale of assets pursuant to Section 13.1-900 of the Virginia Code or the dissolution of the Association shall be given as required by Section 13.1-842 of the Virginia Code.

Section 3.5. Adjournment of Meetings. If at any meeting of the Members a quorum is not present, Owners holding a majority of the votes who are present at such meeting in person or by proxy may adjourn the meeting to a later 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.

Section 3.6. Voting. Voting at all meetings of the Association shall be on the basis set forth in these Bylaws, in the Declaration and in the Articles. Where the ownership of a Lot or Parcel is in more than one person, the person who shall be entitled to cast the vote appurtenant to such Lot or Parcel shall be the person (who may be the agent of the Owners) named in a certificate executed by all of the Owners of such Lot or Parcel and filed with the Secretary of the Association or, in the event that such person is absent from the meeting, the person entitled to cast the vote appurtenant to such Lot or Parcel shall be the person owning such Lot or Parcel who is present, unless otherwise provided in the certificate. If more than one person owning such Lot or Parcel is present, then such vote shall be cast only in accordance with their unanimous agreement. Such certificate shall be valid until revoked by a subsequent certificate similarly executed. Wherever the approval or disapproval of an Owner is required by the Declaration, the Articles or these Bylaws, such approval or disapproval shall be made only by the person who would be entitled to cast the vote of such Lot or Parcel at any meeting of the Association. Except where a greater number is required by law, the Declaration, the Articles or these Bylaws, the Class B Member (so long as the Class B membership exists) and Owners holding more than one-half of the aggregate Class A membership votes (including any Class A Membership votes of Developer) present in person or by proxy at a duly convened meeting at which a quorum is present ("Majority of Owners") are required to adopt decisions at any meeting of the Association. If Developer owns or holds title to one or more Lots or Parcels, Developer shall have the right at any meeting of the Association to cast the Class A membership votes to which it is entitled

as the owner of such Lot(s) or Parcel(s). Developer shall also have the right to cast the Class B membership vote so long as the Class B membership has not terminated. Developer, as a Member of the Association, shall not be required to disqualify itself in any vote which may come before the Association upon any management contract or other agreement, lease or matter between Developer or any individual, partnership or corporation having an identity of interest with Developer and the Association.

Section 3.7. Proxies. A vote may be cast in person, by mail, electronically, or by proxy. Proxies shall be duly executed in writing by any Owner of a Lot or Parcel and must be filed with the Secretary before the appointed time of the meeting. Such proxy shall be deemed revoked only upon actual receipt of notice of revocation by the person presiding over the meeting from any of the persons owning such Lot or Parcel. Except with respect to proxies in favor of a Mortgagee (hereinafter defined), and unless otherwise provided in the proxy, no proxy shall in any event be valid for a period in excess of eleven months after the execution thereof and, in any event, any proxy shall terminate automatically upon the final adjournment of the first meeting held on or after the date of the proxy.

Section 3.8. Alternative Voting and Meeting Procedures. Notwithstanding any other provision of these Bylaws, to the fullest extent permitted by the laws of Virginia, the Board of Directors may adopt alternative voting and meeting procedures. Meetings may be held using technological means, over the internet, or otherwise.

Section 3.9. Quorum. Except as otherwise provided in these Bylaws, the presence in person or by proxy of the Class B Member (so long as the Class B membership exists) and Owners holding ten percent (10%) of the aggregate Class A membership votes (including any Class A Membership votes held by Developer) shall constitute a quorum at all meetings of the Members of the Association. If an insufficient number Owners holding Class A membership votes are present to constitute a quorum, a meeting may be adjourned and reconvened pursuant to Section 3.5 with the Class A quorum requirement reduced by 50%. This process may be repeated until quorum is achieved.

Section 3.10. Conduct of Meetings. The President shall preside over all meetings of the Association, and the Secretary shall keep the minutes of the meeting and record in a minute book all resolutions adopted and a record of all other transactions occurring at the meeting. In the absence of the President, the Vice-President shall preside, and in the absence of the Secretary, the presiding officer may appoint an acting secretary.

#### ARTICLE IV BOARD OF DIRECTORS

Section 4.1. Number and Election. The affairs of the Association shall be managed under the direction of its Board of Directors. The number of directors constituting the Board of Directors shall be three (3). As provided in Section 6.2 of the Articles, for so long as Developer is the Class B Member of the Association, Developer shall have the power and authority to appoint directors to serve on the Association's Board of Directors subject to the rights of the Investor Owner(s) following the conveyance of the Investor Lots to the Investor Owner(s). Following the termination of the Period of

Developer Control, and thereafter, the Investor Owner(s) shall appoint two (2) directors to the Board of Directors of the Association and the Sub-association shall appoint one (1) director to the Board of Directors of the Association. The term for which each director is to be elected shall be as provided in the Articles. The removal of directors and the filling of vacancies in the Board of Directors after the expiration of the Period of Developer Control shall also be as provided in the Articles.

Section 4.2. Powers and Duties. The Board of Directors shall have all of the powers and duties necessary for the administration of the affairs of the Association and may do all such acts and things as are by applicable law, the Declaration, the Articles or by these Bylaws required to be exercised and done by the Association. The Board of Directors shall have the power from time to time to adopt any rules and regulations deemed necessary for the benefit and enjoyment of the Common Areas, Limited Common Areas, and Reserved Area, and, to the extent provided in the Declaration, the Properties; provided however, any rules pertaining to the Reserved Area shall be subject to the prior written approval of Developer (or the Investor Owner if the Reserved Area has been conveyed to the Investor Owner) which approval may be granted, conditioned, and/or withheld in Developer's (or Investor Owner's, as applicable) sole and absolute discretion; and provided further such rules and regulations shall not be in conflict with the Declaration, the Articles or these Bylaws. The Board of Directors may from time to time elect to have the Association treated as a "homeowner's association" within the meaning of Section 528 of the Internal Revenue Code of 1986, as amended. In addition to the duties imposed by these Bylaws or by any resolution of the Association that may hereafter be adopted, the Board of Directors on behalf of the Association shall have the power and duty to:

(a) Prepare an annual budget in which there shall be established the Annual Assessments of each Owner.

(b) Make Annual Assessments and, to the extent permitted by the Declaration, special assessments against Owners to defray the costs and expenses of the Common Areas and Limited Common Areas and improvements thereon and other property owned or acquired by the Association, excluding any taxes against the Reserved Area for so long as record title to the Reserved Area is owned by Developer (or the Investor Owner, as applicable), for the payment of the Reserved Area Maintenance Charge to Developer or Investor Owner, as appropriate, as provided in Section 5.10 of the Declaration, for the discharge of all taxes and other levies against the Common Areas and the Limited Common Areas and improvements thereon (exclusive of the Reserved Area) , for the procurement of insurance, for the establishment of reserves, for the discharge of such services and other obligations as may be imposed upon or assumed by the Association pursuant to its Articles, Bylaws, the Declaration or any Supplemental Declaration or any cost sharing, use or cross easement arrangements entered into with any other Person, and for such other purposes as authorized by or pursuant to the Articles, Declaration or Bylaws. The Board of Directors shall establish the means and methods of collecting such assessments from the Owners and establish the period of the installment payments of the assessments. Unless otherwise determined by the Board of Directors and except as set forth in the Declaration, the General Assessments and Limited Common Expense Assessments against each Lot or Parcel shall be payable periodically in advance on such schedule as shall be established by the Board of Directors.

(c) Provide for the operation, care, upkeep, maintenance and servicing of the Common Areas and Limited Common Areas, and, as applicable, for the provision of certain services to the Lots and/or Parcels and the Improvements thereon as provided in the Declaration.

(d) Designate, hire and dismiss the personnel, including but not limited to employees and/or contractors of Developer or affiliates of Developer, necessary for the operation, care, upkeep, maintenance and servicing of the Common Areas and Limited Common Areas and such other areas of responsibility of the Association, and, as applicable, for the provision of certain services to the Lots and/or Parcels and the Improvements thereon as provided in the Declaration, and, where appropriate, provide for the compensation of such personnel and for the purchase of equipment, supplies and material to be used by such personnel in the performance of their duties.

(e) Collect the assessments against the Owners, deposit the proceeds thereof in bank depositories designated by the Board of Directors or prudently invest the same (for which purpose the Board of Directors may retain an investment adviser) to the extent such proceeds are not immediately required, and use the proceeds to carry out the administration of the Association.

(f) Subject to any limitations set forth herein and in the Declaration regarding the Reserved Area, enact and amend rules and regulations from time to time for the use of the Common Areas and Limited Common Areas and the Properties, and establish fees for the use of Common Areas and Limited Common Areas; provided, however, any such rules and/or fees pertaining to the Reserved Area shall be subject to the prior written approval of Developer (or the Investor Owner if the Reserved Area has been conveyed to the Investor Owner) which approval may be granted, conditioned, and/or withheld in Developer's (or Investor Owner's, as applicable) sole and absolute discretion.; and provided further that no such rules and regulations so adopted shall be in conflict with the Declaration, the Articles or these Bylaws; and provided further that no such rules and regulations shall bind or be construed so as to impair in any manner the lien of any mortgage or deed of trust with respect to any Lot, Parcel, Common Areas, Limited Common Areas and/or the Reserved Area.

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

(h) Make, or contract for the making of, repairs, additions and improvements to or alterations of the Common Areas and Limited Common Areas and any other items for which the Association is responsible (exclusive of the Reserved Area), in accordance with the Declaration. Any such work may be provided by employees, agents, and/or contractors of Developer or affiliates of Developer, and in such event, Association shall compensate Developer or its affiliate(s) for the costs of same within a reasonable time after Developer's or Developer's affiliate's delivery of invoices therefor to Association.

(i) Enforce by legal means the provisions of the Declaration, the Articles, these Bylaws and the rules and regulations promulgated pursuant thereto.

(j) Obtain and carry insurance as provided in the Declaration and in these Bylaws.

(k) Pay the cost of all authorized services rendered to the Association and not billed to Owners or otherwise provided for.

(l) Keep books with detailed accounts of the receipts and expenditures affecting the Association and the administration of the Common Areas and Limited Common Areas, specifying the expenses of maintenance and repair of the Common Areas and Limited Common Areas, the Reserved Area Maintenance Charge, the expenses as applicable for the services provided to the Lots and Parcels and the Improvements thereon as provided in the Declaration, and any other expenses incurred. All books and records shall be kept in accordance with accepted accounting principles consistently applied (but may be on the cash, or modified cash, method of accounting).

(m) Acquire, encumber, hold and dispose of Lots, Parcels, Common Areas, Limited Common Areas, and other property of whatsoever nature, except as otherwise provided in the Governing Documents, and in no event to include the Reserved Area.

(n) Enter into land contracts, leases and maintenance agreements, which contracts, leases and maintenance agreement may be with Developer or affiliates of Developer.

(o) Do such other things and acts not inconsistent with the Declaration, the Articles or these Bylaws that the Board of Directors may be authorized to do under applicable law or by a resolution of the Association.

(p) Subject to Section 10.4 of these Bylaws and to any limitations set forth in the Declaration regarding the Reserved Area, grant permits, licenses and easements under, through and over the Lots, Parcels, and the Common Areas and Limited Common Areas, for drainage, utilities, roads and access and other purposes which are reasonably necessary to the ongoing development and operation of the Properties; provided, however, that no such permits, licenses, and/or easements shall be granted with respect to the Reserved Area without the prior written consent of Developer (or the Investor Owner if the Reserved Area has been conveyed to the Investor Owner), which consent may be given, conditioned and/or withheld in Developer's (or Investor Owner's, as applicable) sole and absolute discretion.

(q) When it is authorized to do so as set forth in the Declaration, appoint members of the Architectural Review Board.

(r) Borrow money, and mortgage, pledge, encumber or hypothecate any or all of the real property or personal property or assets owned by the Association (excluding the Reserved Area for so long as the Reserved Area is owned by Developer or the Investor Owner) as security for money borrowed or debts incurred provided that such acts shall require the consent of the Developer during the Period of Developer Control.

(s) Assess charges (including, without limitation, late charges), revoke voting privileges and suspend a Member's rights to use facilities or the provision of services as provided in Section 3.6 of the Declaration and/or in the Code of Virginia, as it may from time to time be amended or renumbered, against any Member for violation of the Declaration, the Governing

Documents, or any rule or regulation enacted by the Board of Directors in any amount permitted by law, along with late charges in any amount permitted by law.

(t) Delegate from time to time to the Sub-association the Delegated Powers and Responsibilities as set forth in Section 3.7 of the Declaration.

(u) Accept the assumption by the Investor Owner of certain maintenance and repair services to the Improvements on the Investor Lots as set forth in Section 3.7 of the Declaration.

Section 4.3. Managing Agent.

(a) Employment of Management Agent. The Board of Directors may employ for the Association a “Managing Agent” at compensation to be established by the Board of Directors. The Developer, Investor Owner or an affiliate of the Developer or Investor Owner may be employed as Managing Agent. Any agreement with a Managing Agent shall be for a term not exceeding two years and must permit termination by either party without cause and without termination fee upon no more than 90 days written notice.

(b) Duties. The Managing Agent shall perform such duties and services as the Board of Directors shall authorize. The Board of Directors may delegate to the Managing Agent all of the powers granted to the Board of Directors by these Bylaws other than the powers set forth in Section 4.2(b), (f), (g), (m), (n), (o) (p), (q), (r), (s), (t), and (u), of these Bylaws.

(c) Standards. The Board of Directors may impose appropriate standards of performance upon the Managing Agent.

(d) Liaison. The Board of Directors may designate one of its members as liaison officer who shall be authorized to instruct and deal with the Managing Agent on any matter.

Section 4.4. Annual Meeting. The annual meeting of the Board of Directors shall be held no later than thirty (30) days following the annual meeting of the Members of the Association. No notice shall be necessary to the newly elected members of the Board of Directors in order legally to constitute such meeting, provided a quorum of the Board of Directors shall be present.

Section 4.5. Regular 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 the President or a majority of the directors. Notice of regular meetings of the Board of Directors shall be given to each director, by mail, hand delivery or any other means authorized under the Virginia Code, at least three business days before the day named for such meeting.

Section 4.6. Special Meetings. Special meetings of the Board of Directors may be called by the President on one business day’s notice to each director, given by mail, hand delivery, or any other means authorized under the Virginia Code, which notice shall state the time, place, and purpose of the meeting; provided, however, in the event of an emergency, such special meetings may be called



by the President on such advance notice as is reasonable under the circumstances. Special meetings of the Board of Directors shall be called by the President or Secretary in like manner and with like notice on the written request of the President or at least two directors.

Section 4.7. Waiver of Notice. Any director may at any time, in writing signed by such director, waive notice of any meeting of the Board of Directors, and such waiver shall be deemed equivalent to the giving of such notice. Except in the circumstances described in Section 13.1-867B of the Virginia Code, attendance by a director at any meeting of the Board of Directors shall constitute a waiver of notice by him of the time, place, and purpose of such meeting. If all directors are present at any meeting of the Board of Directors, no notice shall be required and any business may be transacted at such meeting.

Section 4.8. Quorum of Board of Directors. At all meetings of the Board of Directors a majority of the directors shall constitute a quorum for the transaction of business, and the vote of a majority of the directors present at a meeting at which a quorum is present shall constitute the decision of the Board of Directors. If at any meeting of the Board of Directors there shall be less than a quorum present, those present may adjourn the meeting from time to time. At any such adjourned meeting at which a quorum is present, any business that might have been transacted at the meeting originally called may be transacted without further notice.

Section 4.9. Compensation. No director shall receive any compensation from the Association for acting as such; however, the Board of Directors may in its discretion reimburse any director for actual expenses incurred.

Section 4.10. Conduct of Meetings. The President shall preside over all meetings of the Board of Directors, and the Secretary shall keep a minute book of the Board of Directors recording therein all resolutions adopted by the Board of Directors and a record of all transactions and proceedings occurring at such meetings. In the absence of the President, the Vice-President shall preside, and in the absence of the Secretary, the presiding officer may appoint an acting secretary.

Section 4.11. Action Without Meeting. Any action by the Board of Directors required or permitted to be taken at any meeting may be taken without a meeting if all of the members of the Board of Directors shall individually or collectively consent in writing to such action. Any such written consent shall be filed with the minutes of the proceedings of the Board of Directors.

Section 4.12. Meetings by Telephone Conference, Video Conference or similar Electronic Means. The Board of Directors may meet by means of a telephone conference, video-conference or similar communication equipment by means of which all persons participating in the meeting can hear each other or by any other means permitted by Virginia law, and participation by such means shall constitute presence in person at such meeting. Such meetings may be called by the President or by a majority of the directors.

ARTICLE V  
COMMITTEES

Section 5.1. Committees. The Board of Directors may create one or more committees and may appoint members of the Board, officers of the Association or Members to such committees. Committees shall perform such tasks and serve for such periods as may be designated by resolution adopted by the Board. Each committee shall operate in accordance with the terms of the resolution of the Board of Directors designating such committee or with rules adopted by the Board. The provisions of these Bylaws that govern meetings, action without meetings, notice and waiver of notice, quorum and voting requirements of the Board of Directors shall apply to committees as well.

ARTICLE VI  
ARCHITECTURAL REVIEW

Section 6.1. Architectural Review Board. There shall be an Architectural Review Board of the Association as provided in the Declaration. The Developer has reserved rights to exercise some or all duties and authority of the Architectural Review Board and/or to delegate such duties and authority to the Sub-association. The number of members, the method of their appointment or election and their duties and powers shall be as set forth in the Declaration. The provisions of these Bylaws governing meetings, action without a meeting, notice and waiver of notice and quorum and voting of the Board of Directors shall apply to the Architectural Review Board as well. Section 6.1 of the Declaration contains, without limitation, additional provisions regarding the composition of the Architectural Review Board and the possible delegation of certain responsibilities to the Sub-association.

ARTICLE VII  
OFFICERS

Section 7.1. Designation. The principal officers of the Association shall be the President, the Vice President, the Secretary, and the Treasurer, all of whom shall be elected by the Board of Directors. The Board of Directors may appoint an assistant treasurer, an assistant secretary, and such other officers as in its judgment may be desirable. The President shall be a member of the Board of Directors. Any other officers may, but need not, be members of the Board of Directors. Except during the Period of Developer Control, officers must be members of the Association or be an officer or hold an equivalent position of a Member which is not a natural person.

Section 7.2. Election of Officers. The officers of the Association shall be elected annually by the Board of Directors at the annual meeting of the Board of Directors and shall hold office (unless sooner removed) until the next annual meeting of the Board or until their replacements are elected. Any vacancy in any office shall be filled by vote of the Board of Directors.

Section 7.3. Removal of Officers. Any officer may be removed, either with or without cause, and a successor may be elected at any regular meeting of the Board of Directors or at any special meeting of the Board of Directors called for such purpose.

Section 7.4. President. The President shall be the chief executive officer of the Association, preside at all meetings of the Association and of the Board of Directors, and have all of the general powers and duties which are incident to the office of president of a corporation organized under the Virginia Nonstock Corporation Act.

Section 7.5. Vice President. The Vice President shall take the place of the President and perform the duties of the President whenever the President shall be absent or unable to act. If neither the President nor the Vice President is able to act, the Board of Directors shall appoint some other member of the Board of Directors to act in the place of the President, on an interim basis. The Vice President shall also perform such other duties as shall from time to time be imposed upon him or her by the Board of Directors or by the President.

Section 7.6. 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; maintain a register setting forth the place to which all notices to Owners and Mortgagees requesting notices shall be delivered; upon request by a conveying Owner, deliver statements of all unpaid assessments applicable to the Lot to be conveyed; execute notices of delinquent assessments in accordance with the Declaration; execute notices of and releases of the lien for delinquent assessments as described in the Declaration and, in general, perform all the duties incident to the office of secretary of a corporation organized under the Virginia Nonstock Corporation Act.

Section 7.7. Treasurer. The Treasurer shall have the responsibility for Association funds and securities and shall be responsible for keeping full and accurate financial records and books of account showing all receipts and disbursements, and for the preparation of all required financial data, and be responsible for the deposit of all monies and other valuables in the name of the Board of Directors, the Association, or the Managing Agent, in such depositories as may from time to time be designated by the Board of Directors; and, in general, for performing all the duties incident to the office of treasurer of a corporation organized under the Virginia Nonstock Corporation Act.

Section 7.8. Compensation of Officers. No officer shall receive any compensation from the Association for acting as such; however, any officer may be reimbursed for actual expenses incurred as such officer.

## ARTICLE VIII OPERATION OF THE PROPERTY

Section 8.1. Fiscal Year. The fiscal year of the Association shall be the calendar year unless otherwise determined by the Board of Directors.

Section 8.2. Adoption of Budget and Establishment of Assessments. The Board of Directors shall adopt a budget (which shall include any proposed capital expenditures) for each fiscal year as set forth in the Declaration and shall establish the amount of the annual assessment for every Member subject thereto. The Board of Directors shall, prior to the commencement of the fiscal year of the Association, make available to the Members either (i) the annual budget of the Association or

(ii) a summary of such annual budget, either of which shall include the amount of the annual assessment. In adopting a budget, the Board of Directors shall provide for the payment of the Reserved Area Maintenance Charge to the Developer (or the Investor Owner if the Reserved Area has been conveyed to the Investor Owner) and the creation of a reserve fund including a reserve for the deductible on physical damage insurance policies. The failure or delay of the Board of Directors to prepare or adopt a budget for any fiscal year after the initial budget is adopted shall not constitute a waiver or release in any manner of an Owner's obligation to pay his assessment as herein provided whenever the same shall be determined and, in the absence of any annual budget or adjusted budget, each Owner liable therefor shall continue to pay each periodic installment at the rate established for the previous fiscal year until notice of the periodic payment which is due more than ten days after such new annual or adjusted budget shall have been delivered.

Section 8.3. Payment of Assessments. Each Owner liable therefor shall pay the assessments established by the Declaration and these Bylaws. No Owner shall be liable for the payment of any part of the assessment against his Lot or Parcel due subsequent to the date of recordation of a conveyance by him in fee of such Lot or Parcel to a successor Owner (except a conveyance as security for the performance of an obligation). Each Owner waives the benefit of the homestead exemption as to any assessments levied against the Lot, the Parcel, or the Owner. Each such assessment, together with the interest at the highest lawful rate, late charges as established by the Board of Directors, and costs of collection (including, but not limited to attorneys' fees) shall also be the personal obligation of the Owner at the time the assessment fell due.

Section 8.4. Collection of Assessments. The Board of Directors, or the Managing Agent at the request of the Board of Directors, may take action to collect any assessments due from any Owner. Each defaulting Owner shall also pay all costs of collection, including without limitation attorneys' fees, incurred in the collection of any unpaid assessment and shall also pay any expense incurred as a result of a check being returned to the Association without payment. Any installment of an Annual Assessment or a special assessment not paid on or before the due date shall be delinquent in which case the Board of Directors may exercise any remedies available to the Association at law, under these Bylaws and/or the Declaration. In addition, if such installment is not paid within thirty (30) days of its due date, the Board of Directors shall have the right upon notice to the Owner to accelerate all remaining installments of such Annual Assessment or special assessments owed and declare the entire balance of any Annual Assessment or special assessment due and payable in full as of the thirty-first (31<sup>st</sup>) day following the date such installments become due. The Board of Directors may adopt policies for the assessment of late fees, attorney fees, and other costs of collection and enforcement against delinquent members.

Section 8.5. Statement of Assessments and Access to Records. In addition to complying with the requirements of Section 8.6 of these Bylaws, the Board of Directors shall promptly provide any Owner, contract purchaser or Mortgagee so requesting the same in writing with a written statement of the amount of the general and any special assessment levied against a Lot or Parcel and all unpaid assessments due from such Owner. The Association shall keep detailed records of its operation and administration and make the same available for inspection as provided in the Virginia Code. The Association may impose and collect a charge, reflecting the actual cost of materials and labor, before providing copies of any books and records to a Member.

Section 8.6 Disclosure Packets. In addition to providing a statement of assessments and making the Association's records available as provided in these Bylaws, the Association shall provide to the Owner of a Lot or Parcel who has contracted to sell the same, within 14 days of the actual receipt by the Association of a written request thereof and receipt of the appropriate fee, a disclosure packet containing all of the documents and other information required by the Code of Virginia, as the same may be amended from time to time. The Association may charge a fee for the preparation and issuance of each disclosure packet to reflect the actual cost of the preparation thereof, not to exceed the maximum amount allowed under the Code of Virginia, as the same may be amended from time to time.

Section 8.7. Maintenance, Repair, Replacement and Other Expenses. The Association shall be responsible for such maintenance, repair and replacement of the Common Areas and Limited Common Areas, and any other responsibilities for maintenance, repair and replacement of the Properties, as are set forth in the Declaration. Unless otherwise determined by the Board of Directors, all repairs and replacements shall be substantially similar to the original construction and installation and shall be of good quality. The method of approving payment vouchers for repairs and replacements performed by the Association shall be determined by the Board of Directors.

## ARTICLE IX INSURANCE

### Section 9.1. General Requirements.

(a) Purchase of Insurance. All insurance policies relating to Common Areas and Limited Common Areas shall be purchased by the Association. Neither the Board of Directors nor the Managing Agent nor the Developer shall be liable for failure to obtain any coverage required by the Declaration or this Article IX or for any loss or damage resulting from such failure if such failure is due to the unavailability of such coverages from reputable insurance companies, or if such coverage is available only at unreasonable cost.

(b) Required Provisions in Policies. Each insurance policy for the Common Areas and Limited Common Areas shall provide that:

(i) The insurer waives any right to claim (A) by way of subrogation against the Developer, the Association, the Board of Directors, the Managing Agent, or the Owners (to the extent such claim arises against such Owner(s) solely by virtue of being an Owner), and (B) invalidity arising from acts of the insured.

(ii) The insurer may not cancel, refuse to renew, or substantially modify the policy until thirty (30) days after written notice of the proposed cancellation, non-renewal or modification has been mailed to the Association and the Managing Agent.

(c) Developer and Investor Owner(s). The Developer and Investor Owner(s), so long as Developer and Investor Owner(s), as applicable, shall own any Lot or Parcel and/or the

Reserved Area, shall benefit from all such policies in the same manner as other Owners, in addition to any other capacity specified herein.

(d) Insurance Companies. All policies of insurance shall be written by reputable companies licensed to do business in the Commonwealth of Virginia and, in the case of the physical damage insurance, holding a rating of B/III or better by Best's Insurance Reports.

Section 9.2. Physical Damage Insurance.

(a) All Risk Coverage. The Association shall obtain and maintain a policy of insurance against fire and such other hazards within the meaning of "all risk" insuring the improvements to the Common Areas and Limited Common Areas (including fixtures and building service equipment and personal property), naming the Association as insured, in an amount equal to not less than 100% of the then current replacement cost of the improvements to the Common Areas and Limited Common Areas (exclusive of land, excavations, foundations and other items usually excluded from such coverage), such amount to be re-determined annually by the Board of Directors with the assistance of the insurance company affording such coverage. Any deductible shall not exceed \$10,000 and such deductible shall be considered in establishing the level of reserves.

(b) Required Provisions. Such policy shall also provide (unless otherwise provided):

(i) A waiver of any right of the insurer to repair, rebuild, or replace any damage or destruction, if a decision is made not to do so.

(ii) The following endorsements (or equivalent) if applicable and available: (A) "contingent liability from operation of building laws," "demolition cost" and "increased cost of construction," (B) "agreed amount" or its equivalent and "inflation guard," and (C) "steam boiler and machinery coverage" within minimum liability per accident of not less than the lesser of the insurable value of the building housing the boiler or machinery or \$2,000,000.

(iii) That any "no other insurance" clause expressly excludes individual Owners' policies from its operation so that the physical damage policy purchased by the Board of Directors shall be deemed primary coverage and any individual Owners' policies shall be deemed excess coverage, and in no event shall the insurance coverage obtained and maintained by the Board of Directors hereunder provide for or be brought into contribution with insurance purchased by individual Owners or their Mortgagees, unless otherwise required by law.

(c) Delivery of Policies to Mortgagees. A duplicate original of the policy of physical damage insurance, and any subpolicies or certificates and endorsements issued thereunder, shall be delivered by the insurer to any Mortgagee requesting the same in writing and paying any related costs.

(d) Prohibited Provisions. The Association shall not obtain a policy where (i) under the terms of the carrier's charter, bylaws, or policy, contributions or assessments may be made

against any Owner or Mortgagee or mortgage loan servicer or become a lien on the Properties; or (ii) by the terms of the carrier's charter, bylaws, or policy, loss payments are contingent upon action by the carrier's board of directors, policyholders, or members; or (iii) the policy includes any limiting clauses (other than insurance conditions) which could prevent the Association from collecting insurance proceeds.

Section 9.3. Liability Insurance. The Association shall obtain and maintain comprehensive general public liability and property damage insurance in such limits as the Board of Directors may from time to time determine (but not less than \$1,000,000 for bodily injury or property damage), insuring the Association, each member of the Board of Directors, the Managing Agent, each Owner, the Developer and Investor Owner(s) against any liability to the public or to the Owners (and their invitees, agents, and employees) arising out of, or incident to the ownership and/or use of, the Common Areas and Limited Common Areas and/or other areas (if any) under the supervision of the Association including, to the extent applicable and available: host liquor liability, comprehensive automobile liability, contractual liability, garage keeper's liability, and bailee's liability. Such insurance shall be issued on a comprehensive liability basis and shall contain a "severability of interest" endorsement that shall preclude the insurer from denying liability because of negligent acts of the Association or of another Owner. The Board of Directors shall review such limits once each year. "Umbrella" liability insurance in excess of the primary limits may also be obtained.

Section 9.4. Other Insurance. The Association shall obtain and maintain:

(a) Fidelity coverage to protect against dishonest acts on the part of officers, directors, employees, and agents (which may include the Managing Agent) of the Association and all others who handle, or are responsible for handling, funds of the Association. Such fidelity bonds shall: (i) name the Association as an obligee; (ii) be written in an amount to cover the maximum funds that will be in the custody of the Association and subject to control of such person(s) (or the Managing Agent, as applicable) at any time; and (iii) contain waivers of any defense based upon the exclusion of persons who serve without compensation from any definition of "employee" or similar expression;

(b) Workers' compensation and employer's liability insurance if and to the extent necessary to meet the requirements of law and which, if carried, shall name the Managing Agent as an additional insured; and

(c) Such other insurance as the Board of Directors may determine or as may be requested from time to time by Owners of a majority of the Lots or Parcels.

Section 9.5. Separate Insurance by Owners. Each Owner shall obtain and maintain a policy of insurance against fire and other hazards within the meaning of "all risk" insuring the improvements on their Lot (including without limitation, fixtures, building service equipment, personal property, gutters and downspouts and roof drainage systems, roofs-including shingles, sheathing and felt, exterior wall surfaces, underground storm drainage systems, driveways and walkways) naming such Owner as insured, in an amount equal to not less than 100% of the then current replacement cost of the improvements on the Owner's Lot (not including the deductible, and not taking into account any coinsurance or contribution). Each Owner shall obtain liability insurance

in the amount of at least \$500,000. All such policies shall contain waivers of subrogation as against the Association and its Board of Directors, the Developer and the Managing Agent, and their respective agents and employees.

Section 9.6. Board of Directors as Agent. The Board of Directors is hereby irrevocably appointed the agent and attorney-in-fact (coupled with an interest) for each Owner, each Mortgagee, other named insureds and their beneficiaries and any other holder of a lien or other interest in the Property to adjust and settle all claims arising under insurance policies purchased by the Association and to execute and deliver releases upon the payment of claims and to pursue and settle all claims arising out of the taking by way of eminent domain of any of the Common Areas and Limited Common Areas.

## ARTICLE X MORTGAGES

Section 10.1. Notice to Board of Directors. An Owner who acquires a Lot or Parcel shall promptly notify the Board of Directors of his name and address. Any holder or beneficiary of a mortgage or deed of trust on a Lot or Parcel (a "Mortgagee") may give written notice to the Association of its name and address and the address of the Lot or Parcel to which its mortgage applies.

Section 10.2. Other Rights of Mortgagees. Upon written request, any Mortgagee shall be entitled to receive written notice of meetings of the Association, and all Mortgagees or their designees shall be entitled to attend meetings of the Association and shall have the right of a member to speak at such meetings. All Mortgagees shall have the right of a member to examine the books and records of the Association.

Section 10.3. Limitations on Amendments, Certain Acts, and Omissions. Unless two-thirds of the Owners (other than Developer) of Lots and Parcels have given their prior written approval, the Association shall not be entitled to:

(a) By act or omission materially waive or abandon any plan of regulations or their enforcement pertaining to the architectural design or the exterior appearance of Lots or Parcels, the maintenance of the Common Area, Neighborhood Common Area, and/or Limited Common Area walks, common fences and driveways and the upkeep of lawns and plantings in the Properties;

(b) Change the method of determining the obligations, assessments, dues, or other charges that may be levied against an Owner of a Lot or Parcel;

(c) By act or omission, seek to abandon, partition, subdivide, mortgage, sell, or transfer the Common Areas and Limited Common Areas (except that the granting of easements for public utilities or for other public purposes consistent with the intended use of the Common Areas and Limited Common Areas shall not be deemed a transfer within the meaning of this clause) (in no event shall the Association have the right by act or omission to seek the foregoing with regard to the Reserved Area);



(d) Use hazard insurance proceeds for losses to any portion of the Common Areas and Limited Common Areas for other than the repair, replacement, reconstruction, or alternative improvement of the Common Areas and Limited Common Areas; or

(e) Fail to maintain fire and extended coverage on insurable Common Areas and Limited Common Areas on a current replacement cost basis in an amount at least equal to 100% of the insurable current replacement cost.

Section 10.4. Payment of Charges. First Mortgagees of Lots and Parcels may:

(a) Jointly or singly pay taxes or other charges that are in default and that may have become charges against the Common Areas and Limited Common Areas; and

(b) Pay overdue premiums on hazard insurance policies or secure new hazard insurance coverage for the Common Areas and Limited Common Areas in case of lapse of a policy.

## ARTICLE XI MISCELLANEOUS

Section 11.1. Notices. Except as otherwise provided in Section 3.4 hereof, notices, demands, requests, statements or other communications under these Bylaws shall be in writing and shall be either delivered in person or sent by U.S. first class mail, postage prepaid, or sent by electronic means, (i) 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 or Parcel of such Owner, or (ii) if to the Association, c/o Swift Creek Townhomes Property Association, Inc., 544 Newtown Road, Suite 128, Virginia Beach, VA 23462, or at such other address as shall be designated by notice in writing to the Owners pursuant to this Section, or (iii) if to a Mortgagee, to the address provided by the Owner or to such other address as the Mortgagee may specify by written notice to the Association. In addition, notices may be communicated in any other manner permitted by law and agreed to in writing by the party to whom such notice is sent. Electronic notices shall be deemed to be in writing for purposes of these Bylaws. All such notices, demands, requests, statements or other communications shall be deemed to have been given upon the earlier of (i) delivery at the appropriate address above, whether in person, by express courier or by mail, (ii) one business day after being sent by email (unless sender receives notice of non-delivery during that time period), or (iii) three days after the postmark date of mailing. Rejection or other refusal to accept shall not invalidate the effectiveness of any notice, demand, request, statement or other communication.

Section 11.2. Captions. The captions herein are inserted only as a matter of convenience and for reference, and in no way define, limit or describe the scope of these Bylaws or the intent of any provision thereof.

Section 11.3. Gender, Etc. The use of the masculine gender in these Bylaws shall be deemed to include the feminine and neuter genders and the use of the singular shall be deemed to include the plural, and vice versa, whenever the context so requires.

Section 11.4. Construction. These Bylaws are intended to comply with applicable laws and shall be so interpreted and applied. In the event of conflict between the Declaration or the Articles and these Bylaws, the Declaration or Articles shall control.

Section 11.5. Amendments. These Bylaws may be amended (i) by the Board of Directors during the Period of Developer Control and (ii) thereafter by a vote of at least fifty-one percent (51%) of the Class A votes cast by Members (including Developer as to any Class A votes held by Developer) present at a duly convened meeting at which a quorum is present. For purposes of this Section 11.5, the presence in person or by proxy of Members entitled to cast 50% of the aggregate Class A membership votes shall constitute a quorum; however, to the extent any such amendment would be inconsistent with the Declaration, such amendment shall be adopted in the same fashion as an amendment to the Declaration.

Section 11.6. Special Chesterfield County Provisions. The area identified as “20’ EMERGENCY ACCESS EASEMENT” on the plat titled “THE TOWNS AT SWIFT CREEK, CLOVER HILL DISTRICT, CHESTERFIELD COUNTY, VIRGINIA” , made by Townes Site Engineering, March 11, 2020, and recorded in the Clerk’s Office of the Circuit Court of Chesterfield County, Virginia in Plat Book 267 at pages 6-17, which is designated for the purpose of fire apparatus access (the “Access”), shall be maintained by the Association, for so long as Chesterfield County, Virginia requires that the Access remain in place, to Chesterfield County Fire Department standards.