

OPERATING PROCEDURES
Beach Forest Village Property Owners Assn., Inc.

ARTICLE I - NAME

The name of this organization shall be: Beach Forest Village Property Owners Assn., Inc.

ARTICLE II - PURPOSE

The purpose of this organization shall be as stated in the Articles of Incorporation filed with the Office of the Secretary of State of South Carolina and as more specifically set forth as follows: to operate and perform such functions and duties as are provided in the Restrictive Covenants of Beach Forest a/k/a Beach Forest Village Subdivision, currently in force and as may be added to or amended in the future for said Subdivision and as determined by the members of the Beach Forest Village Property Owners Assn., Inc. Said Restrictive Covenants now in force or which may be added to, amended, altered or changed in the future by the Developer of said Subdivision or Board of Directors are incorporated herein by reference as fully as if set forth herein verbatim, and made a part of these By-Laws.

ARTICLE III - FUNDING AND FINANCIAL ARRANGEMENTS

1. Eleemosynary Status. This organization shall be an eleemosynary corporation chartered by the State of South Carolina and all contributions thereto shall be tax deductible as approved by the Exempt Organization Division of the Internal Revenue Code.
2. Fiscal Year. The fiscal year of this organization shall be from January 1st to December 31st.
3. Event of Dissolution. In the event of dissolution of this organization, the Board of Directors shall have charge of dispensing all remaining funds and/or properties to other charitable corporations, organizations or community institutions, provided such are exempt from income tax under Section 501(c)(3) or such corresponding sections of the Internal Revenue Code. No funds shall accrue or inure to the benefit of any individual member of the Board of Directors or other member of the organization.

ARTICLE IV – MEMBERSHIP AND VOTING RIGHTS

1. Section 1. Every owner of a lot which is subject to assessment shall be a member of the association. Membership shall be appurtenant to and may not be separated from ownership of any lot or property which is subject to assessment.
2. Section 2. The Association shall be two classes of voting membership.
 - Class A. The Class A members shall be the Owners, with the exception of the Declarant, and shall be entitled to one vote for each lot owned. When more than one person holds an interest in any lot, all such persons shall be members. The vote for such lots shall be exercised as they determine, but in no event shall more than one vote be cast with respect to any lot.
 - Class B. The Class B member(s) shall be the Declarant and shall be entitled to fifteen (15) votes for each lot owned. The Class B membership shall cease and be converted to Class

A membership on the happening of the following event:

- (a) When the total votes outstanding in Class A membership equal the total votes outstanding in Class B membership.

ARTICLE V - OFFICERS

1. Personnel. The officers of the corporation shall be a President, Vice President, Secretary and Treasurer.
2. Nomination and Election of Officers. Nomination of officers shall be by a committee appointed by the President and Board of Directors at a time prior to the annual meeting of the membership. The election of officers shall be held at the annual meeting of the corporation.
3. Term of Office. Officers shall assume office upon election and the term of office shall be for two (2) years.
4. Duties. The duties of the officers of the corporation shall be as follows:
 - (a) President. The President shall preside at all meetings of the corporation and shall appoint all standing committee and the chairmen thereof. He or she shall promote the interests of the corporation and shall be the accredited representative of the corporation at outside meetings unless he or she shall delegate this authority to another officer or member of the corporation.
 - (b) Vice President. The Vice President shall preside in the absence of the President, shall serve as an ex-officio member of all committees, and shall perform other such duties as determined by the President or Board of Directors.
 - (c) Secretary. The Secretary shall take minutes of all meetings and shall preserve the records of the corporation.
 - (d) Treasurer. The Treasurer shall handle all corporation bank accounts and shall give a financial report at all meetings. He or she shall give an annual financial report and shall give receipt for and disburse all funds, and maintain a record of payment of membership dues.
5. Filling of Vacant Office. Any vacancy which occurs in an office shall be filled by the Board of Directors until such time as the next annual meeting of the membership.

ARTICLE VI - BOARD OF DIRECTORS

1. Membership. The Board of Directors shall consist of the officers and committee chairmen of the corporation.
2. Duties. The Board of Directors shall have general control of the affairs, funds and property of the corporation and shall determine policy and establish guidelines for the effective conduct of the business affairs of the corporation. It shall be responsible for the accomplishment of the organization's purposes and objectives and shall present to the membership all proposed major program activities for ratification.

3. Fiscal Powers. The Board shall consider and approve a budget for each fiscal year.
4. Compensation. No Officer, Board of Directors, or Committee Chairmen shall receive compensation for any service he may render to the Association.

ARTICLE VII - MEETINGS

1. Time and Place. The time and place of the meetings of the membership shall be as specified by the Board of Directors.
2. Special Meetings. Special meetings of the membership may be called at the request of a majority of the Board of Directors.
- ~~4.~~ Notice of Meetings. The secretary shall notify each member of the time and place of all meetings called for by the Board of Directors. Such notification may be by written or verbal communication with the membership.
- ~~2.~~ Quorum. A simple majority of the members present at a meeting shall constitute a quorum at membership meetings.

ARTICLE VIII – COVENANT VIOLATIONS

1. Covenant Violations. Observation of covenant violations and their reporting can be accomplished in different ways. Our purpose is to provide a reasonable way to remedy such issues with a little disruption in the community as possible. To avoid uncomfortable situations or confrontations between neighbors, the identity of persons observing and reporting violations will remain confidential. Below are ways a covenant violation may be observed and reported:
 - (a) Members of the board in their normal course of business will drive through the subdivision making note of any visible perceived violations.
 - (b) Residents may also perceive a violation exists and can notify the Board of the situation. For this purpose a communications form will be provided. The name and address of the person initiating the form will be necessary in case the Board needs to contact the person for additional clarification as well as respond back with the board's disposition. Residents name and information filing a complaint and communications form will be kept confidential.
2. Covenant Violation Investigation. Once a violation has been investigated and confirmed by the Board, the following steps will be taken:
 - (a) An informational letter will be sent to the resident committing the violation providing reference to the specific covenant and requesting remedy within a stated period of time.
 - (b) The resident will have the opportunity to respond to the Board with a plan to remedy the situation or request to appeal the notice and provide additional information to the board.
 - (c) Once an appeal has been heard, the board decision is final.

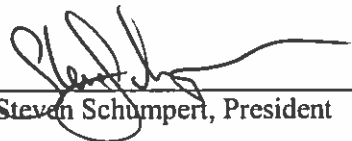
3. If there is no response by either remedy or appeal from the resident within the specified period of time, a certified letter will be mailed to the resident with the same information as the original.
4. If there is no response by either remedy or appeal from the resident within the specified period of time, the matter will be referred to the Association attorney for further action, the attorney's fees will be the obligation of the homeowner.

ARTICLE IX – AMENDMENTS

1. Procedure. The By-laws of the corporation may be amended by three-fourths affirmative vote of the members present at any duly called membership meeting, but only after the Board of Directors has made a recommendation for such a change and thirty (30) day notice has been given to the membership prior to any vote and a copy of the proposed bylaw changes has been circulated to the membership for study and review.
2. Effect: All owners and all persona that may many in any manner use the property subject to the Restrictive Covenants for Beach Forest Village Subdivision or any part thereof, shall be bound to abide by any amendment to these Bylaws duly adopted and recorded as specified herein.

ARTICLE X - RULES OF ORDER

The most current edition of Roberts' Rules of Order shall be the authority on all points not covered by the Operating Procedures.



Steven Schumpert, President

Dated: 8 June 2017