

**MOUNTAIN BROOK SUBDIVISION  
TROY, VIRGINIA, 22974**

By-Laws

These By-Laws shall control the governance of the Architectural Control Committee of the Mountain Brook Subdivision in Louisa County, Virginia and the lot owners therein.

**1. MEETINGS.**

1.1 The Architectural Control Committee, herein referred to as the ACC, will meet four times a year, on the first Tuesday of March, June, September and December, at 7pm at a place to be designated by the ACC.

1.2 The September meeting may also incorporate a general membership meeting if needed.

1.3 All meetings are open to lot owners in the subdivision.

1.4 The ACC will designate among itself a Chairman, Vice-Chairman and Secretary-Treasurer.

a. The Chairman will preside at meetings.

b. The Vice-Chairman will preside in the absence of the Chairman.

c. The Secretary-Treasurer will be responsible for the finances of the Committee and taking minutes of each meeting.

1.5 At each meeting of the ACC the first order of business shall be an audit of the finances. Each member of the ACC will review the checkbook, all bank statements since the last meeting and all invoices since the last meeting and indicate their approval by signing and dating each invoice and each bank statement.

**2. POWERS.**

2.1 The ACC may open bank accounts, purchase supplies and materials, purchase insurance, hire contractors, obtain professional advice and services, and do all things necessary to fulfill their duties under the recorded Covenants.

2.2 The ACC shall solicit three competitive bids for all contractual or other maintenance work from licensed, insured contractors. The successful bidder will be chosen based on price, the ability to perform in a timely manner and references. No contract shall be entered into without sufficient funds on hand to cover the cost.

2.3 The ACC shall collect and deposit in the bank the annual lot owner assessment as prescribed by the recorded covenants.

2.4 The ACC is prohibited from obtaining or using a debit card or credit card.

2.5 All checks will require two signatures - the Treasurer and also either the Chairman or Vice-Chairman if the Chairman is not available.

2.6 All books, records, bank statements, invoices, minutes of meetings and other financial records shall be kept at a location designated by the ACC and all members of the subdivision can review and request copies upon reasonable notice.

### 3. ELECTIONS.

3.1 The ACC will conduct elections to the ACC as required by the recorded covenants. Such elections shall coincide with the September meeting of the ACC.

3.2 The ACC will notify each lot owner 30 days in advance of the date, time and location of the election, the date nominations must be received and where they must be delivered.

a. Any lot owner residing in the subdivision who wishes to be a candidate for election to the ACC must so notify the ACC in writing by the announced date. This notification must include a resume, not to exceed 1/2 page, stating specific reasons and goals for wanting to serve on the ACC.

b. Fourteen days before that meeting the ACC will mail to each lot owner a ballot containing the names of the candidates with room for write-in candidates. This mailing will include candidate resumes.

c. Ballots (attached proxies are valid) must be returned to the ACC by mail or personal delivery prior to the September meeting. The votes will be counted at that meeting.

d. The five candidates receiving the most votes will be declared the winners. The new members of the ACC will take office immediately following the election.

3.3 Only lot owners are eligible to hold office and vote.

3.4 Each lot is entitled to one vote.

3.5 Any lot owner who is in arrears in paying the annual assessment 21 days prior to an election is not eligible to hold office and any lot owner in arrears seven days prior to an election is not eligible to vote. A list of unpaid assessments will be made available for inspection prior to any election.

### 4. AMENDMENTS

These By-Laws may be amended only by the written consent of 51% of the lot owners in the subdivision.

The above By-Laws were duly adopted at a meeting of the Architectural Control Committee held the 2nd day of August, 2011.