

**AMENDMENT TO THE BY-LAWS OF  
CHATTAHOOCHEE HOMEOWNERS' ASSOCIATION, INC.**

This Amendment is made and entered into by the Chattahoochee Homeowners' Association, Inc. (the "Association").

WHEREAS, the Association was created and incorporated on September 29, 1994; and

WHEREAS, the Association adopted the By-Laws of Chattahoochee Homeowners' Association, Inc. (the "By-Laws"); and

WHEREAS, the Association desires to amend certain provisions of the By-Laws; and

WHEREAS, the Bylaws may be amended upon the affirmative vote or written consent, or any combination thereof, of at seventy-five percent (75%) of the Total Association Vote pursuant to Article VII, Section 7.9 of the Bylaws and Article IX, Section 9.02 of the Declaration; and

WHEREAS, the written consent of at least seventy-five percent (75%) of the Total Association Vote was obtained; and

WHEREAS, the sworn statement of the President of the Association is attached hereto, which states unequivocally that the agreement of the required majority was lawfully obtained;

NOW THEREFORE, the By-Laws are hereby amended as follows:

1.

Article IV, Section 4.13 Duties, is amended by addition of a new subsection (g) as follows:

- (g) Transfer of Association Documents and Materials. Following each annual election of Directors, the departing Directors are to transfer to the incoming Directors, within seven (7) days of said election, all Association documents and records including, but not limited to, bank accounts, check books, statements and related user identifications and passwords, billing statements, meeting minutes, access to any computer records or Association web sites,

the corporate seal, and all other records of property of the Association.

2.

Article V, Section 5.8(d) Treasurer, under Duties of Officers is hereby deleted in its entirety and a new subsection (d) is inserted as follows:

- (d) **Treasurer:** The Treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors; shall sign all checks and promissory notes of the Association; keep proper books of account; and shall prepare an annual budget and statement of income and expenditures to be presented to the Membership at its regular annual meeting, and deliver a copy of each to the Members; shall issue HOA Dues Status Letters as requested for homes being sold in the subdivision and shall impose a \$25 fee for the processing of such letter that upon receipt shall be deposited into the Chattahoochee Homeowners Association bank account; bring to the attention of the board any financial matters that need to be discussed and shall perform such other duties as required by the Board.

3.

Article VIII, Section 7.3.1 is to be inserted between Sections 7.3 and 7.4 to read as follows:

7.3.1 Fiscal Oversight. The internal procedure for paying Association bills shall require the signatures of a minimum of two board members on every check. The use of an Association debit or credit card to be used by a Director for the purpose of paying bills or purchasing Association supplies or services, shall, except in the case of an emergency, require advance approval from at least one or more other directors.

IN WITNESS WHEREOF, the undersigned officers of Chattahoochee Homeowners' Association, Inc. hereby certify that the above Amendment to the Bylaws was duly adopted by the required majority of the Association and its membership.

[SIGNATURES ON FOLLOWING PAGE]

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

CHATTAHOOCHEE HOMEOWNERS' ASSOCIATION, INC.

By: \_\_\_\_\_  
President

Print Name:

\_\_\_\_\_

Attest: \_\_\_\_\_  
Secretary

Print Name:

\_\_\_\_\_

[CORPORATE SEAL]