

BYLAWS
OF
TOWNS AT SWIFT CREEK HOMEOWNERS ASSOCIATION, INC.

ARTICLE I
PLAN OF OWNERSHIP

Section 1.1. Applicability. These Bylaws provide for the governance of Towns at Swift Creek Homeowners Association, Inc., a Virginia nonstock corporation (the "Association"). Capitalized terms used herein without definition shall have the meanings specified for such terms in the Articles of Incorporation of the Association (the "Articles") or in the Declaration of Protective Covenants and Restrictions, Towns at Swift Creek Homeowners Association dated as of May 21, 2020, made by Swift Creek Development, LLC, a Virginia limited liability company, and recorded in Deed Book 12759, page 0210, in the Clerk's Office of the Circuit Court of Chesterfield County, Virginia (the "Clerk's Office"), as the same may hereafter be amended, restated, or supplemented (the "Declaration"). As used herein, "Developer" shall mean the "Developer" as named in the Declaration and its successors and assigns. The Association is the "Sub-association" as contemplated and defined in the Amended and Restated Declaration (as defined in the Declaration).

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

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

ARTICLE II
MEMBERSHIP

Section 2.1. Membership. Every Owner of a Lot shall be a Member of the Association. Membership shall be appurtenant to, and shall not be separated from, ownership of any Lot. Upon the recordation in the Clerk's Office of a deed to a Lot, 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. The 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 Subjected Property, (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 Class A vote for each Lot owned. Developer shall be entitled to cast three Class A votes for each Lot 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 be automatically 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 of the Association which has not been cured within the cure period stated in a written notice of violation given 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 of such violation to the reasonable satisfaction of the Board of Directors, the voting rights of such Member shall be automatically restored. In addition, the Board of Directors of the Association shall have the power and authority to request the Board of Directors of the Master Association to suspend the voting rights in the Master Association of any Member of the Association when any Association assessment or any installment payment thereof shall remain unpaid for more than thirty (30) days after the due date upon the vote of the Board of Directors of the Association, in which case, if suspended by the Board of Directors of the Master Association, the voting rights of such Member in the Master Association shall be restored upon the Master Association's receipt of written notice from the 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) Unless an annual meeting of the Association falls within such period, within 90 days after the expiration of the Period of Developer Control, notice shall be given of a special meeting of the Members of the Association at which all of the members of the Board of Directors appointed by the Developer shall resign, and the Class A Members, including the Developer if the Developer owns one or more Lots, shall thereupon elect successor members of the Board of Directors as provided in the Articles.

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 nonstock corporations.

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 is in more than one person, the person who shall be entitled to cast the vote appurtenant to such Lot 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 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 shall be the person owning such Lot who is present, unless otherwise provided in the certificate. If more than one person owning such Lot 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 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 (including Developer as to Class A votes held by Developer) holding more than one-half of the aggregate Class A membership votes 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, 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). 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 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. 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 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 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 Developer as to Class A votes held by Developer) shall constitute a quorum at all meetings of the Members of the Association. If an insufficient number of 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. During the Period of Developer Control, the Board of Directors shall consist of at least three (3) directors but not more than seven (7) directors, none of whom need be Members. The number of directors during the Period of Developer Control is

determined at the sole discretion of the Developer. During the Period of Developer Control, Developer shall have the right to appoint or remove any member or members of the Board of Directors. At the special meeting of the Association to be held after the expiration of the Period of Developer Control, as provided in the Articles, the directors appointed by Developer shall resign and the Class A Members (including Developer if it owns one or more Lots) shall elect three (3) members of the Board of Directors. The method of nominating and electing such directors at the special meeting and at subsequent annual meetings shall be by oral ballot of the Members unless any Member requests a written ballot, in which event, elections shall be by written ballot. Votes may be cast by Proxy as set forth in these Bylaws. 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 Amended and Restated Declaration provides that from time to time, Developer and/or the Board of Directors of the Master Association shall have the power to delegate to the Association all or any responsibilities, obligations, powers, and duties of the Master Association (which the Amended and Restated Declaration collectively defines as the "Delegated Powers and Responsibilities"), and in such case, the Association shall assume such Delegated Powers and Responsibilities in place of the Master Association unless and until such Delegated Powers and Responsibilities are revoked by written notice to the Association by Developer and/or the Board of Directors of the Master Association. Such delegation may be a full delegation or may be a partial delegation of any or all of such Delegated Powers and Responsibilities and, unless otherwise determined by Developer or the Board of Directors of the Master Association, as applicable, shall bestow the Association with the same powers, duties, responsibilities and remedies as may be available to the Master Association under the Amended and Restated Declaration, any Supplemental Declaration of the Master Association, the Bylaws of the Master Association, the Articles of the Master Association and the Virginia Property Owners' Association Act, as the same may be amended from time to time. Any Delegated Powers and Responsibilities bestowed on the Association may be revoked at any time and from time to time by Developer or the Board of Directors of the Master Association by written notice to the Association.

Provided the Association has been delegated such powers as part of the Delegated Powers and Responsibilities, subject to any limitations set forth in the Amended and Restated Declaration, and unless and until such Delegated Powers and Responsibilities are revoked by Developer and/or the Board of Directors of the Association as set forth in the Amended and Restated Declaration, 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, to the extent provided in the Declaration, the Subjected Property; provided however, such rules and regulations shall not be in conflict with the Declaration, Articles, these Bylaws, the Amended and Restated Declaration, any Supplemental Declaration of the Master

Association, the Bylaws of the Master Association, the Articles of the Master Association, or the Virginia Property Owners' Association Act, as the same may be amended from time to time. 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 (to the extent such costs and expenses are incurred in connection with the Delegated Powers and Responsibilities) and other property owned or acquired by the Association of whatsoever nature, for the discharge of taxes, 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 the Delegated Powers and Responsibilities, 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 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. Except as set forth in the Declaration, the regular assessment against each Lot 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, the exterior of any building or major improvement on a Lot, the private roof drainage systems and underground stormwater drainage systems on Lots, driveways and sidewalks on Lots, and landscaping on Lots (as limited in the Governing Documents) to the extent such operation, care, upkeep, maintenance and servicing has been delegated to the Association as part of the Delegated Powers and Responsibilities, and perform the Delegated Powers and Responsibilities.

(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 to the extent that such designation, hiring and dismissal has been delegated to the Association as part of the Delegated Powers and Responsibilities, in order to perform the Delegated Powers and Responsibilities, and such other areas of responsibility of the Association, and, as applicable, for the provision of certain services to the Lots and the Improvements thereon as provided in the Declaration and the Amended and Restated 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) Enact and amend rules and regulations from time to time for the use of the Common Areas and Limited Common Areas and the Subjected Property (to the extent such power has been delegated to the Association as part of the Delegated Powers and Responsibilities and subject to any limitations set forth herein), and establish fees for the use of Common Areas and Limited Common Areas (to the extent that the power to establish such fees is delegated to the Association by the Master Association); provided, however, that no such rules and regulations so adopted shall be in conflict with the Declaration, the Articles, these Bylaws, the Amended and Restated Declaration, any Supplemental Declaration of the Master Association, the Bylaws of the Master Association, the Articles of the Master Association or the Virginia Property Owners' Association Act, as the same may be amended from time to time; 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, Common Areas and/or Limited Common Areas.

(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 (to the extent such power to make or contract for the making of repairs has been delegated to the Association by the Master Association), as well as those in connection with the Delegated Powers and Responsibilities, in accordance with the Declaration and the Amended and Restated Declaration and any Supplemental Declaration of the Master Association. Any such work may be provided by employees, agents, affiliates and/or contractors of Developer, and in such event, Association shall compensate Developer or its affiliate for the costs of same within a reasonable time after Developer's delivery of invoices to the 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, and any other expenses incurred, including those related to the Delegated Powers and Responsibilities. 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, Common Areas, Limited Common Areas, and other property of whatsoever nature, except as otherwise provided in the Declaration or the Amended and Restated Declaration, and in no event including the Reserved Area.

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

(o) Do such other things and acts not inconsistent with the Declaration, the Articles, these Bylaws, the Amended and Restated Declaration, any Supplemental Declaration of the Master Association, the Bylaws of the Master Association, the Articles of the Master Association and the Virginia Property Owners' Association Act, as the same may be amended from time to time, that the Board of Directors may be authorized to do under applicable law or by a resolution of the Association.

(p) Only to the extent that the rights are granted to the Association in the Declaration, grant permits, licenses and easements under, through and over the Lots, and, to the extent that such rights are delegated to the Association as part of the Delegated Powers and Responsibilities, 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 Subjected Property.

(q) When it is authorized to do so as set forth in the Declaration or by the Delegated Powers and Responsibilities, appoint members of the Architectural Review Board and appoint members of the Architectural Review Committee.

(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 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, pursuant to the Declaration and/or the Code of Virginia, as it may from time to time be amended or re-numbered, against any Member for violation of the Declaration or any rule or regulation duly enacted by the Board of Directors in any amount permitted by law along with late charges in any amount permitted by law; provided however, that the assessment of any charges arising from a violation of the Amended and Restated Declaration and/or a rule or regulation of the Master Association as part of the Delegated Powers and Responsibilities shall also be assessed in

accordance with the Amended and Restated Declaration, the Bylaws of the Master Association, and any Supplemental Declaration of the Master Association.

(t) Appoint, remove or replace one (1) director to serve on the Board of Directors of the Master Association following the expiration of the Period of Developer Control in accordance with the Articles of Incorporation of the Master Association.

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 or an affiliate of the Developer 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) and (r) 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. 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 Committee. There shall be an Architectural Review Committee of the Association as provided in the Declaration. 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 Committee as well.

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 a reserve fund including a reserve for the deductible on any 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 due subsequent to the date of recordation of a conveyance by him in fee of such Lot 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 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 (31st) 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 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 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, which has been delegated to the Association as part of the Delegated Powers and Responsibilities, as is 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 Area and Limited Common Areas (to the extent delegated by the Master Association to the Association), 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 (to the extent that the responsibility therefor has been delegated by the Master Association to the Association), 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. The Developer, so long as Developer shall own any Lot, 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) to the extent delegated by the Master Association to the Association, 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 Subjected Property; 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, and the Developer 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, the 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.

Section 9.5. Separate Insurance by Owners. Each Owner shall obtain and maintain a policy of insurance against fire and such 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 Subjected 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 or Limited Common Areas (to the extent such power and authority has been delegated to the Association as part of the Delegated Powers and Responsibilities, but in no event to include the Reserved Area).

ARTICLE X MORTGAGES

Section 10.1. Notice to Board of Directors. An Owner who acquires a Lot 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 (a "Mortgagee") may give written notice to the Association of its name and address and the address of the Lot 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. Payment of Charges. First Mortgagees of Lots 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/or Limited Common Areas; and
- (b) Pay overdue premiums on hazard insurance policies or secure new hazard insurance coverage for the Common Areas and/or 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 of such Owner, or (ii) if to the Association, c/o Towns at Swift Creek Homeowners 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 Defined Terms. All capitalized terms in these Bylaws which are not defined herein, shall have the meaning set forth in the Declaration.