

INSTRUMENT PREPARED BY:
Chapel Creek Homeowners Association, Inc.
P. O. Box 10102
Jackson, TN 38308

FIRST AMENDMENT TO:

BY-LAWS

FOR

CHAPEL CREEK HOMEOWNERS ASSOCIATION

Amendment 2020

This First Amendment to the By-Laws for Chapel Creek Subdivision & Chapel Creek Homeowners Association (hereinafter called HOA).

Article III. Meetings

Annual Meeting shall occur sometime in September, October or November of each year to approve the budget for the following year, to discuss any action needed by the Association, and to board members, if necessary.

Article IV. Officers

The Officers of the Association shall consist of a Board of Directors. The Board of Directors are elected homeowner volunteers. The Board of Directors serve without compensation or benefits. The Board of Directors will be responsible for overseeing all operations of the association and ensuring the community governing documents are followed and enforced. The Board of Directors shall serve for two calendar year terms and new members will be voted and/or appointed during annual HOA meeting. Should a board member be unable to fulfill their term, the board will

appoint/ choose a replacement. Board members will alternate serving time on a rotating basis.

Structure of the Board:

- 1. Chairman of the Board – oversees all operations and board members.**
- 2. Director of Finance – oversees and communicates with contracted Management Company as needed on disbursement of funds and bank records.**
- 3. Director of Communications– writes letters on behalf of the HOA to communicate any homeowner concerns regarding community issues and covenant violations and/or meeting notices. The contracted Management Company is responsible for printing and mailing letters. Director of Communications also maintains an up to date Homeowners Directory and distributes at the annual meeting and to any Homeowner upon request. Director of Communications maintains records of all correspondence.**
- 4. Director of Maintenance – ensures community common areas are maintained.**
- 5. Director of Restrictive Covenants – addresses any homeowner questions or issues regarding Restrictive Covenants.**

In order to preserve home values and the aesthetics of the community, the Association needs willing participation from all homeowners. The Board responsibilities have been structured in a manner that will not be time intensive for any one member.

VI. Purpose of the Assessments

- 1. The Annual Association Dues made on each lot shall be \$100.00 and shall cover the calendar year 2020 and each year after.**
- 2. Lawn maintenance assessments for noncompliance with restrictive covenants may be a weekly fine no less than \$100 or more.**

Todd Brown

Todd Brown, President
Chapel Creek Homeowners Association Representative

STATE OF TENNESSEE

COUNTY OF MADISON

Personally appeared before me, the undersigned, a Notary Public, in and for the aforesaid State & County, duly commissioned, sworn and acting, Todd Brown, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence) and who acknowledged that he executed the within instrument for the purpose therein contained.

WITNESS MY HAND and Official Seal, at the office, in said state and county this 29 day of January, 2020

Mary R Lavenue
Notary Public

My commission Expires: 08/18/2020

