

BY-LAWS OF
BEAVER GLEN ASSOCIATION, INC.

ARTICLE 1:
BUSINESS NAME & LOCATION

Section 1.1. The name of the corporation is Beaver Glen Association, Inc., hereinafter referred to as the "Association". The principal office of the corporation shall be 101 Club View Drive, Warner Robins, Georgia, but meetings of members and directors may be held at such places within the State of Georgia, County of Houston, as may be designated by the Board of Directors.

ARTICLE 2:
DEFINITIONS

Section 2.1. "*Association*" shall mean and refer to Beaver Glen Association, Inc, its successors, and assigns.

Section 2.2. "*Properties*" shall mean and refer to that certain real property described in the Declaration of Covenants, Conditions and Restrictions, and such additions thereto may hereafter be brought within the jurisdiction of the Association.

Section 2.3. "*Common Area*" shall mean all real property owned by the Association for the common use and enjoyment of the owners owned now and in the future.

Section 2.4. "*Lot*" shall mean and refer to any plot of land shown upon any recorded subdivision map of the Properties except for the common areas. Each lot is subject to the Declaration of Covenants, Conditions and Restrictions and assessments assigned by the Board of Directors.

Section 2.5. "*Owner*" or "*Homeowner*" shall mean and refer to the recorded homeowner having a home built upon the lot(s), whether one or more persons or entities of the fee simple title to any lot which is a part of the Properties, including contract sellers, but excluding those having such interest merely as security for the performance of an obligation.

Section 2.6. "*Declaration*" shall mean and refer to the Declaration of Covenants, Conditions and Restrictions applicable to the Properties recorded in the office of the Clerk of Houston Superior Court.

Section 2.7. "*Member*" shall mean and refer to those people entitled to membership as provided in the Declaration of Covenants Beaver Glen Subdivision.

Section 2.8. "*Board of Directors or BoD*" shall mean and refer to the governing Officers of Beaver Glen Association, Inc. That consists of four (4) officers-President, Vice-President, Secretary, and Treasurer, one (1) Business Administrator, and up to eight (8) Committee Chair.

Section 2.9. "*Quorum*" shall mean the number of voters required to cast a vote at a meeting of the members or meeting of the BoD. The Quorum will be 1/10th of the members of the membership. This may vary slightly based on home occupancy and attendance at the meeting. 1/10th would be approximately twenty (20) members based on 201 lots owned in Beaver Glen Subdivision. A Quorum for the Board of Directors meeting to conduct business will be 25% of the 13 voting members. Four (4) Directors must be present.

Section 2.10. "*Officers*" refer to the four (4) elected members of the Board of Directors, (BoD). President, Vice-President, Secretary, and Treasurer and one (1) hired position known as the Business Administrator.

ARTICLE 3: MEETINGS

Section 3.1. Annual Meetings. The first annual meeting of the members was held on June 10, 1974. A regular "annual meeting" of the members shall be held in January of each year. There will also be a monthly BoD meeting, the 4th Tuesday of each month. The exception will be the month of November to be held earlier in the month and there will be no meeting in the month of December.

Section 3.2. Special Meeting. Special meetings of the members may be called at any time by the President or by the Board of Directors, or upon written request by one fourth of the members who are entitled to vote.

Section 3.3. Notice of Meetings. Written notice of each meeting of the members shall be given by, or at the direction of, the person authorized to call the meeting, by way of the bulletin board on International Blvd., Beaverglen.com, and announcement at meeting. Such notice shall specify the place, day and hour of the meeting, and, in the case of a special meeting, the purpose of the meeting.

ARTICLE 4: THE MEMBERSHIP

Section 4.1. Every person or entity who is the recorded Homeowner of a lot within Beaver Glen Subdivision shall be a member of the Association, except any such person or entity who holds such interest merely as security for the performance of an obligation shall not be a member.

Section 4.2. All Homeowners and Members are subject to the following whether referred to in any deed for the member's property:

1. The Covenants, Rules and Restrictions, the Articles of Incorporation and these By-Laws. This includes all rules and regulations issued thereunder.
2. The Architectural Guidelines adopted and published by the Association.
3. The payment of all annual and special assessments approved by the membership and levied by the Association.
4. The provision of a mailing address to the Association office and notification to the Association when a lot or dwelling is transferred (sold) or leased. Such notice includes the name and address of the new owner or lessee.

Section 4.3. Members in good standing are entitled to the following rights and privileges:

1. One vote per lot deeded, owned and assessed with annual dues.
2. The use and enjoyment of the common Properties for themselves, family members and guests, subject to the rights and easements reserved held in common to the Association.
3. The Architectural review process for approval of plans for new buildings, fencing, upgrades and other renovations governed by the Architectural guidelines as adopted and published by the Association.
4. Association publications, communications and review of financial statements including meeting minutes.
5. Attendance at Association meetings.

Section 4.4. Members may delegate their rights of the Common Properties to lessee.

Section 4.5. Membership rights and privileges may be suspended by action of the Board of Directors for Members who are delinquent in the payment of assessments until such payment has been received. This payment includes interest charges (8% per annum plus a one-time late fee of 10%) and any legal and collection fees incurred. No homeowner/member in Beaver Glen Subdivision may waive or otherwise escape liability for the assessments for non-use of common areas or abandonment of said lot. Members in arrears will not have privileges of pool, voting rights and other normal access.

ARTICLE 5: THE ASSOCIATION

Section 5.1. The Association shall be organized as a non-profit corporation under the laws of the State of Georgia. The legal name of the Association is Beaver Glen Association, Inc. The Association is responsible for:

1. Maintain and keep in good repair all portions of the Common Area and improvements. This shall include maintenance, repair, and replacement of building, drives, fencing, sprinklers, walkways, plumbing, and pipes.
2. Trimming trees, shrubs, lawn, hedges and other landscaping situated thereon
3. To forecast, plan and administer to the welfare of the Association.
4. Document activity of revenue and expense and records of Association affairs.
5. Ensure historical data shall be stored in a safe and secure manner for specific time required by the State and IRS.
6. Maintain a roster of members to include at the minimum, member name, addresses, telephone number, email address and household occupant amount.
7. Record financial data including budgets, forecasts, expense and revenue reports.
8. Record minutes of all regular and special board of director meetings.
9. Conduct an annual meeting and elections.
10. Review and revise Architectural Guidelines and publish by the Association.
11. Evaluate Rules and Regulations that are deemed necessary by the Association.
12. Maintain harmony and open communications between all members.
13. Revise and update By-Laws every 5 years or as needed.
14. Revise Architectural Guidelines every 5 years or as needed.
15. Revise, update and review Covenants every 5 years or as needed.

Section 5.2. In case of conflict between the By-Laws, the Declaration of Covenants and Restrictions, and State or City Law, the order of precedence is City or State Law, Covenants and the organizational By-Laws.

ARTICLE 6: The Board of Directors

Section 6.1. The affairs of the Association (Beaver Glen Assoc., Inc) shall be directed by the BoD (Board of Directors) consisting of a President, Vice-President Secretary, Business Administrator, and Treasurer, and up to Eight (8) Committee Chairpersons/Managers elected by the BoD.

Section 6.2. A Board member may be removed from the Board by a vote of the other Board Members for the following:

1. Acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of the law. Not abiding by the Code of Conduct set forth by Beaver Glen Association, Inc.
2. Any transaction from which the Board Member derived improper personal benefits.
3. Absent from four (4) regularly scheduled, consecutive board meetings without justifiable excuses.
4. Delinquency in the payment of assessment or any other charges due to the Association.
5. Violation of the Declaration of Covenants and Restrictions without resolution, or continued defiance of the Declaration of Covenants.
6. Have no liens on property placed by Beaver Glen Association, Inc.

Section 6.3. Vacancies on the Board occurring in mid-term shall be filled by a majority vote of the remaining members of the BoD. A Board Member so approved shall serve until the successor is elected by the members at the time of the next annual election of officers, or if a special meeting of all members is called for the purpose of filling the vacancy. If a special meeting is called for the election to fill a vacancy, it is only for the remaining term.

Section 6.4. Regularly scheduled board meetings for the year are established by the By-Laws as the fourth Tuesday of every month and will be published on the different forms of communication by the BoD.

Section 6.5. Special meetings of the BoD shall be held when called by the President or by any two (2) members of the BoD after not less than three (3) days' notice of the BoD unless in emergency situations.

Section 6.6. The majority of the Board of Directors that will constitute a Quorum is four (4) members. A meeting where at least a Quorum is present may continue. No votes may take place without enough BoD members present to constitute a Quorum.

Section 6.7. No member of the Board of Directors shall receive compensation from the Association for acting in the course of their normal duties and responsibilities as a member. However, nothing shall prohibit the Association from compensating a BoD member or affiliate for services or supplies furnished to the Association provided there is a legal agreement for services or supplies, compensation is distinct from the normal duties of the BoD member, or the Association has entered into a legal agreement with the member. The exception to this is the Business Administrator, who is a paid salaried member, but carries no voting privileges except during elections or as a homeowner.

Section 6.8. All regular meetings of the Board of Directors shall be open to all members, but members other than the BoD may not participate in any discussion or deliberation unless permission to speak is requested by the member. The member must ask the Business Administrator to be added to the agenda and subject matter at least 24 hours prior to the meeting. Notwithstanding the above, the President has the right to adjourn any meeting of the BoD and reconvene in executive session excluding Members to discuss sensitive matters.

Section 6.9. Matters requiring immediate action by the BoD; has the right to take any action in the absence of a meeting, which they could take at a meeting, by obtaining written approval of a majority (4) of the Directors. Such action shall be ratified at the next regular Board Meeting.

Section 6.10. In order to run for an office, the nominee must have been a homeowner for at least 18 months prior to the election. They must have attended eight (8) monthly meetings of the Membership and must be in good standing with their assessments, and have no Covenant citations. The nominee must go through the proper vetting and interviews discussed in Article 8.5-6. They must abide by the Code of Conduct and sign the CoC agreement.

The President must be elected from the previous Board of Directors to ensure continuity.

Section 6.11. The Directors-President, Vice President, Secretary, Treasurer and Business Administrator have the following job descriptions:

PRESIDENT 2 Year Term

- Presiding over meetings. (Must not miss more than 4 meetings annually)
- Sees that orders and resolutions are carried out.
- Signs leases and contracts when needed and renewed.
- Follows parliamentary procedures at each meeting to maintain order.(Robert's Rule of Order)
- Signs checks, letters and promissory notes when necessary.
- Has equal voting rights.
- Monitors and posts on all Beaver Glen's communications when needed.
- Adhere to the Code of Conduct and sign said agreement.

- Helps determine Committees needed and appoint the Committee Chairperson with other (3) BoD Officers.
- Adhere to the code of conduct and sign said agreement.

VICE PRESIDENT 2 Year Term

- Acts in the place of the President in the event of his/her absence.
- Attend the monthly board meeting. (Missing no more than 4 meetings)
- Helps oversee Committees and monitor upcoming events.
- Has voting rights.
- Helps monitor the public communication content on social media and paper.
- Assist the President as needed.
- Has equal voting rights.
- May sign checks when necessary.
- Adhere to the code of conduct and sign said agreement.

SECRETARY 2 Year Term

- Records the votes and keeps the minutes, meetings, and proceedings of the Board. (Must not miss more than 4 meetings annually)
- Type copy of minutes to be reviewed and approved at the follow month's board meeting.
- Acts as the Parliamentarian following Robert's Rule of Order.
- Send a copy of the minutes to the Business Administrator for next meeting board package.
- Has equal voting rights.
- Adhere to the code of conduct and sign said agreement.

TREASURER 2 Year Term

- Reviews monthly expenditures with the Business Administrator and may sign checks.
- Works with the Committee Chairperson on budget preparation.
- May ask to review checking accounts, payables or receivables at any time.
- Has equal voting rights.
- Help the Business Administrator with the collection of the annual dues.
- Must attend monthly meetings. (not miss more than 4 meetings annually)

ARTICLE 7: PAID EMPLOYEE BUSINESS ADMINISTRATOR

Section 7.1. Beaver Glen Homeowners Association has one (1) paid employee known as the Business Administrator. This position is filled by someone who has a background in Business Administration and Accounting. This position can be done as on-site employee or home-based. The position is hired by the Board of Directors. It may be filled with a qualified homeowner in the Beaver Glen Subdivision or may be recruited from outside the area. When the position is available applications will be obtained by advertising the open position and then from applications the Board will select applicants based on qualification for interview. The Board will select the

applicant based on votes. This position is a permanent position that may require up to 40 hours per week due to busy summer season.

Section 7.2. Business Administrator Job Description:

- Attend Board Meetings, not missing more than four(4) unless Treasurer fills in.
- Check PO Box at least 1 X Weekly.
- Pay all bills in a timely manner.
- Write all manual checks as needed.
- Compile Revenue and Expense Report for monthly Board Meeting.
- Balance Checking and Savings Accounts Monthly.
- Make all bank deposits.
- Review and Update Beaver Glen Homeowner's Roster when needed.
- Purchase supplies and materials as needed for repair and maintenance as deemed necessary or requested by BoD.
- Reply to all Real Estate agents as the Beaver Glen Liaison.
- Read and reply to homeowners on beaverglenassociation@gmail.com, or forward to appropriate committee chairperson.
- File Federal and State Taxes on form H1020 and consult with Tax professional when needed.
- Prepare correspondence for the board as needed.
- Prepare Monthly Board packages for meetings which include Sign in Sheet, Meeting Agenda, Minutes for Approval from last meeting, Revenue & Expense Report, Bank Balance, Current Assessment Delinquency Status and any other requested information. Make copies for all Board Members and some packs for the Homeowners that attend.
- Schedule Clubhouse Rentals, provide renter with the documentation and get signatures, security deposit and rent.
- Prepare Assessment Statement, mail to all homeowners.
- Receive all assessment payments and write receipts for homeowners and log payment on spreadsheet.
- Send second notices of late assessments.
- Keep spreadsheet of all delinquent accounts.
- File and remove liens with Houston County.
- Prepare an annual budget with Committee Chairs.
- Run Payroll for Pool Manager and Pool Monitors.
- Collect state, federal, county and unemployment taxes on employees when required.
- File required payroll tax forms-1099s
- Update Revenue and Expense Reports on beaverglen.com.
- Sign checks with needed.
- Assist Committees with purchases, publications and information.
- File all necessary forms to maintain non-profit status 501-3-C.
- File annual State Business Forms.
- Acquire Insurance when needed for the Association, review with Board for approval.
- Review insurance with BoD periodically.
- Assist the Officer's when needed.
- Maintains and ensures historical files for the Association are safely stored.
- Acts as BGHOA, Inc. Accountant/Bookkeeper and comply with accounting principles.
- Files assessment delinquencies in Magistrate Court with Board approval.

ARTICLE 8: ELECTION OF DIRECTORS PROCEDURE

Section 8.1. Election Day for Beaver Glen will be the same day as the Annual Meeting. But it may be changed if necessary. If the two events are separated, they must be no more than Fifteen (15) days apart.

Section 8.2. Each member may cast one (1) ballot for each household for which they are the owner. Only homeowners are eligible to vote. Multiple owners shall not have more than one (1) vote. If a member owns more than one (1) lot the owner will be entitled to one vote per lot that is deeded and an annual fee assessed. Homeowners must be current with all dues to get a vote in the election process.

Section 8.3. The Election Committee shall publish the vacancies to be filled on the Board no more than thirty (30) days, but not less than fourteen (14) days prior to the election. Notices will start in January by information posted to International Blvd. Bulletin Board, beaverglen.com and may also pass out flyers and post signs.

Section 8.4. The Election Committee shall be selected by the BoD on the last official meeting of the year, usually the November meeting. A committee chair and at least two (2) additional members will be chosen, that will oversee the election and all actions required to have a successful event.

Section 8.5. The Election Committee will ensure all Nominee forms are available to any qualified member (See Section 6.10) who wishes to seek a nomination for the BoD. The Nominee may nominate themselves or someone they believe would be an asset to the BoD. The Nominee form will need to be completed 7 days before the election and delivered to instructed location in a sealed envelope.

Section 8.6. The Election Committee & BoD will review all the Nominee Forms. The nominees will be interviewed by the BoD and vetted. If approved, they will be added to the ballot for election day. One ballot per household/lot will be passed out at the door of the meeting or in a secure manner to ensure one vote per deed, assessed lot.

Section 8.7. The ballot will list the candidates, and the candidates will have a few minutes to speak to the attendees. Votes will be placed in the ballot box, and the Election Committee will count the votes in secret. Confidentiality of the vote shall be protected by the Committee.

Section 8.8. There will be a public announcement made within 24 hours of the adjournment of the election meeting. The results will be announced to the BoD, then the new officers, then the results will be posted on the Bulletin Board, on Facebook and the webpage.

Section 8.9. Ballots, Nominee Forms and other Election documents will be stored in a secure location until the new Directors are installed at the next meeting. At that time the documents shall be destroyed, unless the vote has been challenged within 10 days of the election results.

ARTICLE 9: POWERS AND DUTIES OF THE BOARD of DIRECTORS

Section 9.1. The Board of Directors shall exercise the powers and duties delegated or assigned to the Association as permitted by law. These powers are derived from the Declaration of Covenants and Restrictions, Articles of Incorporation, and the By-Laws of the Association.

Section 9.2. The BoD shall adopt organizational plans, budgets, policies, and guidelines for the administration of the Association's affairs as set forth in the Declaration of Covenants, Articles of Incorporation, and the By-Laws of the Association. They shall adopt and publish rules and regulations governing the usage of facilities and common areas.

They will have the right to establish conduct of members and guests using the common areas and set infractions. All BoD members have equal voting rights and decision making.

Section 9.3. The BoD shall establish, and levy assessments approved by the members to pay for the services provided by the Association. The BoD will set up reserves for future and major repairs or replacements of facilities and establish collection procedures for said assessments.

Section 9.4 The BoD shall adopt Architectural Guidelines to provide Members with the criteria and information necessary to comply with Covenant restrictions and objectives for architectural control.

Section 9.5. The BoD Shall adopt Rules and Regulations to govern the use of Common Property and the conduct of all who reside, visit or work at Beaver Glen while using the Common Property.

Section 9.6 The BoD shall have the authority to:

1. Suspend the rights and privileges of members who are delinquent in payment of annual or special assessments. Also, may suspend the voting rights or election privileges of a member during any period in which such member is in default of payment of assessment, or infraction of the rules.
2. File a lien against the property of members who are delinquent in the payment of annual or special assessments.
3. Take legal action against members who are delinquent in the payment of assessments or how are in violation of the Covenants, Architectural Guidelines or Rules and Regulations.
4. To appoint or remove officers and committees and approve the appointment of any agents, commercial business, or consultants on behalf of the Association.
5. To set the dollar amount of the annual assessment against each lot thirty (30) days in advance of each assessment period. The annual assessment may be raised by up to 10% from the previous year without a vote of the membership/homeowner.
6. Set the required reserve funds based on 75% of the annual budget.
7. The BoD shall have the right on its discretion to foreclose the lien against any property thirty (30) days after the due date if not paid within that period. The homeowner shall be responsible for the past due assessments, late fees, lien fees and any court costs or expenses. If assessments continue to be delinquent, the BoD may:
8. File a small claims suit against the deed holder/homeowner.
9. Seek legal counsel for collection of assessments and legal fees.

Section 9.7. The BoD approves appointments of all committee managers and may add as many temporary or ad hoc committees as deemed necessary by majority vote of the BoD.

Section 9.8. The BoD shall conduct an annual audit of the Association's financial records and procedures. It may request periodic or when necessary independent internal examinations and evaluations of both financial and operational records and procedures. The results will be made available to all members.

Section 9.9. The BoD may serve in additional capacity when there is lack of participation by the Members of the Association. For example, the Vice-President may need to be a Pool Manager when volunteers are hard to recruit. Duties may require more involvement when deemed necessary.

Section 9.10. The BoD cannot have spouses or other family members who serve on same said Board during same term of office but may serve as Committee Member.

Section 9.11. The Directors have the right to take action without a meeting. They shall have the right to take action by obtaining the approval of a majority of the directors. Any action so approved shall have the same effect as though taken at a meeting of the directors.

ARTICLE 10: THE COMMITTEES

Section 10.1. There are eight (8) Committees of the Association that are needed: 1. Architectural Control, 2. Green Space Maintenance, 3. Grounds, Park & Recreation Maintenance, 4. Lake Association, 5. Pool Management, 6. Security & IT, 7. Social Committee, and 8. Welcoming Committee.

Section 10.2. The BoD shall appoint a Manager or Chairperson to these committees. Homeowners may also want to be nominated to one of these committees. The Committee shall consist of one Manager and 3 members. Depending on the project and demand of the committee more members may be needed. Also, in times of volunteer shortages, Board Members may fill in for Committee Chairs.

Section 10.3. Other Committees shall be appointed by the BoD on an as needed basis. The BoD may also disband additional committees other than required when deemed necessary.

Section 10.4. Each committee shall keep a record of all activities and meeting minutes. It shall provide that record for the permanent historical records of the Association annually.

Section 10.5. The Committee shall give a monthly report to the Association at the Board Meeting.

Section 10.6. The Committee shall be asked to submit a budget of expenditures and a forecast of any projects that need approved by the BoD.

Section 10.7. Job Description of Committees:

ARCHITECTURAL CONTROL

- Reviews of any improvements to make sure they are following the covenants and brings information needed for approval to the next board meeting. (May send the compiled information needed for approval to the Board members if the homeowner needs approval before the next meeting.
- Give the homeowner a letter of approval.
- Gives a copy of the approval letter to the Business Administrator for filing in the permanent files.
- Notifies board during meeting and gets approval to send notices to homeowners not in compliance with the covenants.
- Provides a copy of the compliance letters to the board members for review.
- Keeps a permanent copy of the violation letters for permanent files.
- Suspends privileges of homeowners not compliant with covenants.
- Determines fines or further action of non-compliant homeowners.
- Notifies Business Administrator for lien filing for non-compliant homeowners.
- Provides an annual budget for supplies and materials.

COVENANTS REVISION (TEMPORARY)

- Reviews and advises board about covenants.
- and makes recommendations according to the Georgia Laws and local city laws and code enforcements.

- Forms a committee to review any needs, changes and updates that require legal advice.
- Seeks legal advice when needed.
- Surveys and communicates with homeowners and board members.

GREEN SPACE

- Responsible for monitoring the green spaces behind and in between the homes in Beaver Glen Subdivision for problems.
- Monitors the pine trees throughout the year for pine beetle infestation, dying trees and trees that may be a hazard to homes and homeowners.
- Notifies homeowners and BoD if trees or shrubs are a problem with obstruction of street lights or another nuisance.
- Obtains at least three (3) estimates for tree trimming and removal.
- Accesses all green spaces behind and beside homes to monitor growth.
- Coordinates tree removal and trimming with homeowners and as funds are available.
- Attends Board meetings and presents findings.
- Prepares annual budget and forecasts future tree removal.

GROUNDS MAINTENANCE, PARK, RECREATION & CLUBHOUSE

- Supervises and communicates with the landscapers and gets estimates for any projects.
- Attend board meetings.
- Keeps International Blvd mowed, trimmed and landscaped.
- Advises board members of any issues with sprinklers, trees or signage.
- Monitors the islands around the subdivision.
- Replaces flowers, trees, or greenery where needed.
- Oversees pine straw application.
- Budgets annually for upcoming yearly expenses and needs.
- Obtains estimates and oversees any maintenance/projects as needed.
- Inspects playground equipment and park area for possible hazards.
- Budget annually for needed expenses, equipment and repairs.
- Attend board meetings and give updates on condition of buildings and parks.
- Signs off on invoices and expenses for the building and outdoor areas.
- Plans for social events such as Tennis Tournaments, lessons, etc.
- Monitors Park area cameras.

LAKE ASSOCIATION (Leisure Lake Property Owners Association)

- Attend LLPOA Meetings
- Attend Beaver Glen Board meetings and reports updates about Leisure Lake.
- Recruits volunteers for lake projects when needed.

POOL SUPERVISOR

- Responsible for getting estimates and to oversee any projects with the pool.
- Hiring, scheduling, and supervision of the Lifeguards and or Pool Monitors.
- Keep stock of pool supplies and chemicals and replace them when needed.

- Does daily water testing and maintenance. Records findings for pool that are required by the Department of Health.
- Keeps water in pool at required chemical levels by the Department of Health.
- Monitors cleaning and opening of the swimming pool each spring.
- State certification in Pool Maintenance is required.
- Inspect gate and security routinely.
- During summer months, they are asked to attend board meetings to give updates.
- Monitors cameras at the pool and recreation center.
- May hire an assistant pool manager if necessary or ask for help from other members if needed in the busy summer months.
- Budgets for any projects needed in the upcoming year.

SECURITY & IT

- Must be proficient in computer technology and security systems.
- Monitors security cameras.
- Recommends upgrades and solutions to security and wi-fi issues.
- Sets up cameras and software.
- Attend Board meetings.
- Budgets for annual needs.
- Works with law enforcement when necessary.
- Incorporates Neighborhood Watch program in Beaver Glen.
- Reports any emergencies and vandalism to the BoD.
- Programming and distribution of pool cards.

SOCIAL

- Plans for any social events.
- Attend board meetings with updates.
- Works with homeowners and community for ideas for events.
- Coordinates events with clubhouse when needed.
- Posts Events on the Bulletin Board.
- Assists with beaverglen.com postings and updates.
- Handles plans and preparations of events, including advertising of events.
- Budgets annual for needed expenses.

WELCOME

- Visits new homeowners and presents them with a Welcoming gift including local information and a copy of the Covenants/ByLaws.
- Fills out new homeowner/renter information sheet.
- Give a copy of the new homeowner information sheet to the Business Administrator for her files and to update the roster.
- Budgets annual needs for expenses.

**ARTICLE 11:
PAID EMPLOYEES**

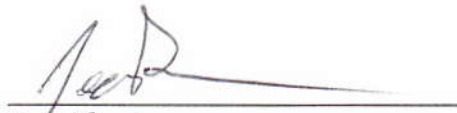
Section 11.1. Paid Employees shall be hired upon request and approval of the BoD. There may be times when services cannot be fulfilled by the volunteers and Board of Directors. In these instances the board member or committee chairperson will provide the board with reasonable need and suggested wage. The hired employee(s) will be required to fill out an application and when hired fill out all required employment and tax forms. The employee will be set up in the payroll system.

Section 11.2. Pool Monitoring and Lifeguards are the current positions for Beaver Glen. These positions are determined before each pool season opens. The Pool Manager is responsible for these employees, and the Business Administrator is responsible for the payroll.

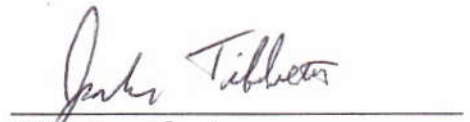
IN WITNESS WHEREOF, the said Declarant has caused this modification of its Bylaws to be executed in its name by its duly appointed officers, on the day and year first above written.

September 16, 2026

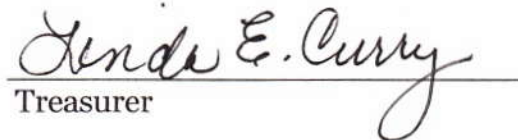
Signed, in the presence of the Board of Directors,
Beaver Glen Association, Inc.



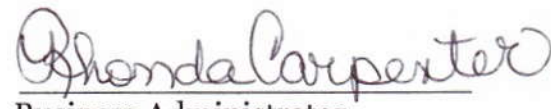
President



Vice President



Treasurer



Business Administrator

IN WITNESS WHEREOF, The said Declarant has caused this modification of its Bylaws to be

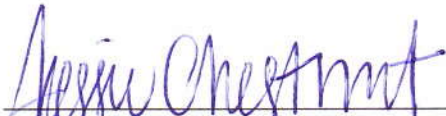
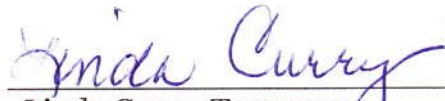
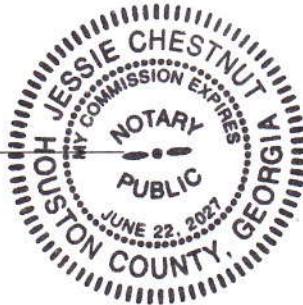
executed in its name by its duly appointed officers, on the day and year first above written.

Signed, sealed and delivered in the presence of:

Declarant:



Witness -- Charles Bond, Attorney


President
Vice President
Notary Public
Linda Curry, Treasurer