

Alpine Terrace Residents Association
“BY-LAWS”
December 15, 2005

Article I

Alpine Terrace Residents Association, hereinafter referred to as the Association, is a non-profit Association, the purpose of which is to provide the maintenance and administration of Alpine Terrace, a sub-division located in White County, Georgia.

Article II

1. Each lot owner in Alpine Terrace sub-division shall be a member of the Association. For purposes of these By-Laws, “lot owner” is defined as including all joint owners regardless of number. Voting rights shall be limited to those person(s) or entities holding legal title to lots within the sub-division, and who are in good standing: that is: those whose annual dues and assessments are current at the time of any regularly called meeting or any special called meetings or vote. Where two (2) or more lots are held in common ownership, the lots shall be considered as one (1) for the purpose of membership and voting in the Association. There shall be one (1) vote per membership.
2. Each lot owner in Alpine Terrace shall be subject to an annual charge, (assessment), for the maintenance, administration and upkeep of the common areas in Alpine Terrace. Assessments are due upon receipt of billing. Assessments shall be due irrespective of use or non-use by any lot owner. All assessments shall constitute a lien on the property and a personal obligation of the lot owner at the time the assessment is due. If assessments are not paid within thirty (30) days from the due date, they shall bear interest at the maximum legal rate allowed by Georgia law, and the Association may bring legal action against the property owner personally obligated to pay the same and / or foreclosure its lien against the lot to which it relates. Each property owner, by acceptance of a deed or other conveyance of a lot, vests in the Association the right and power to bring all actions against said owner for the collection of such assessment as a debt and to foreclose the lien in an appropriate legal proceeding. Any attorney fees incurred due to the collection of dues or assessments or the enforcement of any of the articles in the Protective Covenants and By-Laws are to be paid by the property owner whose delinquent fees or violation of any of the Protective Covenants and By-Laws have caused the attorney’s bill, provided that the Association prevails in the legal action.
3. Annual Assessments shall be determined at the annual association meeting.

Article III

1. The members of the Association shall meet one (1) time each year during the month of August, at an hour and location in White County, Georgia as determined by the Board of Directors.
2. Notification shall be given to all members at least thirty (30) days in advance of said meeting, accompanied by an agenda of business to be discussed, and shall be accompanied by a proxy form that may be executed by the member and returned in lieu of personal attendance at such meetings.
3. Special meetings of the members may be called at any time by the Board of Directors or by one-third (1/3) of the members with not less than fifteen (15) days nor more than thirty (30) days notice, either mailed to the last known address or personally delivered to each member.
4. Notice of any called meeting shall state the purpose for which the meeting is called, and shall be accompanied by a proxy form that may be executed by the member and returned in lieu of personal attendance of such meeting. No business other than that stated in the notice shall be transacted at any such called meeting.
5. No minimum number shall be necessary to constitute a quorum at any members' meeting; However, the favorable vote of the majority of the members, represented either in person or by proxy, is required.
6. These By-Laws may be amended at any regular meeting or any called meeting of the membership only by the favorable vote of two-thirds (2/3) of those members represented and entitled to vote.

Article IV

1. The affairs of the Association shall be controlled and administered by a Board of Directors, (hereinafter referred to as "the Directors"), which shall be composed of five (5) members to be elected from all the eligible members in good standing. All "Directors" shall serve for one (1) year. However, spouses may not serve on the Board at the same time, although spouses may serve on committees. "Directors" shall be current on all dues and assessments in order to remain on the Board. "Directors" who are not current on dues or assessments, or who were not in attendance at two (2) consecutive monthly meetings without just cause, can be replaced by the "Directors". The "Directors" should reside in Alpine Terrace on a permanent basis, or be able to attend monthly meetings without hardship. No Board Director shall be elected to the same position for more than two (2) consecutive terms.
2. The "Directors" shall meet monthly at a place, time and date which shall be fixed by the Board, and shall hold such other meetings as may be necessary from time to time upon the call of the Board, which shall specify the place, time and date of the meeting, provided, however, all monthly meetings of the Directors shall be held at some place in White County, Georgia. Notice of all regular or called Director meetings shall be mailed or hand delivered to each Director not more than fifteen (15) days nor less than five (5) days prior to the meeting. Attendance at any such meeting without notice shall waive said requirements.

3. Board of Directors elections shall be held at the annual association meeting. Nominations will be accepted from the floor. Any candidate should be qualified and available to attend all meetings and serve for one (1) year. The person making the nomination from the floor shall give the nominees name and qualifications.
4. The President shall preside at and conduct the agenda at all meetings. In the absence of the President, the Vice-President shall perform those duties.
5. The Secretary shall be the custodian of the minute books of the Association with responsibility for accurately keeping minutes of all Board of Directors and membership meetings. The Secretary shall serve on the Board and provide monthly reports to the Board and annual reports to the membership.
6. The Treasurer shall have the authority and responsibility for the safe keeping of the funds and securities of the Association.
7. Three (3) of the Directors shall constitute a quorum for the transaction of business at any and all meetings of the Directors, and no resolutions or business shall be transacted without the favorable vote of three (3) of the Directors present and entitled to vote: provided, however, no quorum is necessary to adjourn any such meeting and to set another date and time for any such meeting. In the event it is not possible to hold an official Board meeting and urgent business needs to be handled prior to the next Board meeting, all Board members must be contacted by the President, either by phone, letter or in person, regarding the issue and be given an opportunity to vote on the issue.
8. All Directors serve without compensation.
9. Directors may resign their position at any time by giving thirty (30) days written notice to the Board of Directors. The remaining Directors shall fill the place of any Director(s) which may become vacant prior to the expiration of his / her term(s). Such appointment by the Directors shall continue until the expiration of the term of the Director(s) whose position(s) has become vacant. In the event three (3) or more Directors' positions become vacant at the same time, the remaining Directors have the responsibility of calling a special Called Meeting of the membership to replace the Board members within thirty (30) days.
10. The President may recommend from time to time to the Directors, the formation of various committees and the names of such committees, but the creation of any such committee(s) and the appointment of a chairman therefore shall be by the action of the Board as a whole. Each committee shall have at least one (1) additional member appointed by the chairman of the committee and approved by the Directors.

Article V

The Directors shall have the power and authority to formulate and recommend to the members of the Association, specific rules and procedures for maintenance and administration of the Association. Such recommendations shall be submitted to the members for approval. Following approval, enforcement of such adopted rule and procedures shall be the responsibility of the Directors.

Article VI

1. All expenditures by the Association shall be approved by the Directors. All Association funds shall remain in White County, Georgia.
2. The fiscal year of the Association shall run from September first(1)to August 31. Wherever possible, the Directors shall deposit Association funds into an interest bearing insured bank account.
3. An annual audit of the financial records shall be completed prior to the annual membership meeting so that a report can be made to the membership. Any member in good standing may examine, inspect and audit the financial books and records of the Association at any time and place agreed to by the Secretary and the Treasurer. A financial statement will be provided to all members of the Association present at the annual meeting, and by mail with the minutes of the annual meeting.

Article VII

Any member of the Association desiring to recommend the taking of an action or the transaction of any business requiring a vote of the members requiring a change in the By-Laws or Protective Covenants, shall submit such recommendations to the Directors in writing and signed, not less than sixty (60) days prior to the next meeting. An appropriate summary of such proposed action or business shall be then incorporated in the notice to the members of the next meeting.

ALPINE TERRACE MEMBERS LIST 2022

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