

24-Dec.

CITRUS HILLS PROPERTY OWNERS ASSOCIATION, INC.

Amendment to By-Laws

ARTICLE IV BOARD OF DIRECTORS

Section 4 through Section 7 replace with:

- Section 4. The Board of Directors may make such rules and regulations covering its meeting as it may in its discretion determine necessary.
- Section 5. Each director shall have one vote and such voting may not be done by proxy.
- Section 6. Regular meetings of the Board of Directors may be held at such time and place as shall be determined, from time to time, by a majority of the directors. Notice of regular meetings shall be given to each director, personally or by mail, telephone or telegraph, at least three (3) days prior to the day named for such meeting. All meetings of the Board of Directors shall be open to members, and adequate notice of all meetings, regular and special, shall be posted conspicuously at least forty-eight (48) hours in advance, except in an emergency. The minutes of all meetings of the Board of Directors shall be kept in a book available for inspection by members, or their authorized representatives, at any reasonable time. the Association shall retain these minutes for a period of not less than seven (7) years.
- Section 7. Special meetings of the Board of Directors may be called by the President and must be called by the Secretary at the written request of not less than one-third (1/3) of the directors. Except in an emergency, not less than three (3) days notice of the meeting shall be given personally or by mail, telephone or telegraph, which notice shall state the time, place and purpose of the meeting.
- Section 8. A director may waive notice of a meeting before or after the meeting and such waiver shall be deemed equivalent to the giving of notice; the attendance of any director at a meeting of the Board of Directors shall be deemed a waiver of notice, unless the director appears and plainly states for the record that he is appearing at the meeting only to protest the defect in notice.
- Section 9. A quorum at directors' meetings shall consist of a majority of the entire Board of Directors. The acts approved by a majority of those present at a meeting at which a quorum is present shall constitute the acts of the Board of Directors, except when approval by a greater number of directors is required by the Declaration of Restrictions, the Articles of Incorporation or these Bylaws.
- Section 10. If at any meeting of the Board of Directors there be less than a quorum present, the majority of those present may temporarily adjourn the meeting from time to time until a quorum is present. At any such adjourned meeting any business that might have been transacted at the meeting as originally called may be transacted without further notice.
- Section 11. The joinder of a director in the action of a meeting by concurring in the minutes of that meeting shall constitute the presence of such director for the purpose of determining a quorum.
- Section 12. The order of business at directors' meetings shall be:
- (1) Calling of roll.
  - (2) Proof of due notice of meeting.
  - (3) Reading and disposal of any unapproved minutes.
  - (4) Reports of officers and committees.
  - (5) Election of officers.
  - (6) Unfinished business.
  - (7) New business.
  - (8) Adjournment.

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#### ARTICLE VI MEETINGS OF MEMBERS

- Section 3. Notice may be given to the member either personally, or by sending a copy of the notice through the mail, postage thereon fully paid, to his address appearing on the records of the Association. Each member shall register their address with the Secretary, and notices of meetings shall be mailed to them at such address. Notice of any meeting, regular or special, shall be mailed or personally delivered no less than thirty (30) days nor more than sixty (60) days prior to the date of the meeting. Notice of the annual meeting shall also be posted in a conspicuous place at least fourteen (14) days prior to the annual meeting. Proof of such mailing and proof of posting of notice shall be given by the affidavit of the person giving the notice. Notice of any meeting where assessments against members are to be considered for any reason shall specifically contain a statement that assessments will be considered and the nature of any such assessments; Provided, however, that if any business of any meeting shall involve any action governed by the Articles of Incorporation, notice of such meetings shall be given or sent as therein provided.
- Section 5. Votes may be cast in person or by proxy. A proxy may be given by any person entitled to vote and shall be valid only for the particular meeting designated in the proxy and any lawfully adjourned meetings thereof and must be filed with the Secretary before the appointed time of the meeting or any adjournment of the meeting. In no event shall any proxy be valid for a period longer than ninety (90) days after the date of the first meeting for which it was given. Unless otherwise provided, every proxy shall be revocable at any time at the pleasure of the person executing it.
- Section 6. The order of business at annual members' meetings and as far as practical at other members' meetings, shall be:
- (1) Calling of the roll and certifying proxies.
  - (2) Proof of notice of meeting.
  - (3) Reading and disposal of any unapproved minutes.
  - (4) Reports of officers.
  - (5) Reports of committees.
  - (6) Election of directors.
  - (7) Unfinished business.
  - (8) New business (including consideration of the budget).
  - (9) Adjournment.

#### ARTICLE XI FISCAL MANAGEMENT

- Section 1. The provisions for fiscal management of the Association set forth in the Declaration of Covenants, Conditions and Restrictions and Articles of Incorporation shall be supplemented by the following provisions:
- Section 2. The receipts and expenditures of the association shall be credited and charged to accounts as shall be appropriate. All of which expenditures shall be common expenses;
- Section 3. The Board of Directors shall mail a meeting notice and copies of the annual budget of common expenses to the unit owners not less than thirty (30) days nor more than sixty (60) days prior to the annual meeting. The annual budget of common expenses shall be detailed and shall show the amounts budgeted by accounts and expense classifications. In addition to annual operating expenses, the budget shall include reserve accounts for capital expenditures, contingencies or other deferred expenses;
- Section 4. Assessments against the lot and unit owners for their shares of the items of the budget shall be made for the fiscal year annually on or before 30 days after the start of the fiscal year for which the assessments are made. Such assessments shall be due in one (1) annual installment not later than forty-five (45) days after the beginning of the fiscal year for which assessments are made. If an annual assessment is not made as required, an assessment shall be presumed to have been made in the amount of the last prior assess-

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ment and payment of such assessment shall be due as though such assessment had been duly made on or before 30 days after the start of the fiscal year. In the event the annual assessment proves to be insufficient, the budget and assessments may be amended at any time as provided in the Declaration of Restrictions, payment of the additional assessment shall be due not later than sixty (60) days after the amended assessment is made;

- Section 5. If a lot or unit owner shall be in default in the payment of an assessment or any installment upon an assessment, the Board of Directors may accelerate the remaining installments of the assessment upon notice to the lot or unit owner, and then the unpaid balance of the assessment shall come due upon the date stated in the notice, but no less than ten (10) days after delivery of the notice to the Lot or unit owner, or not less than twenty (20) days after the remailing of such notice to him by registered or certified mail, whichever shall first occur;
- Section 6. If the assessments are not paid on the date when due, then such assessment shall become delinquent and shall, together with interest thereon, become a continuing lien on the Lot or unit which shall run with the land. The personal obligation of the then Lot or unit to pay such assessment shall not be affected by any conveyance or transfer of title to said Lot;
- Section 7. If the assessment remains unpaid thirty (30) days after its due date, the assessment shall bear interest from the date due at the maximum percentage rate permitted by law, but not in excess of fifteen (15%) percent. The Association may bring an action at law against the Lot or unit owner personally obligated to pay the same and/or to foreclose the lien against the property, and there shall be added to the amount of such assessment the costs of collecting the same or foreclosing the lien thereof, including reasonable counsel fees;
- Section 8. The assessments, together with such interest thereon and costs of collection thereof as is hereinafter provided, shall be a charge and continuing lien upon the lot or unit against which such assessment is made. Each such assessment, together with such interest thereon and cost of collection thereof as is hereinafter provided, shall also be the personal obligation of the persons owning such Lot or unit at the date when the assessment becomes payable;
- Section 9. Special assessments for emergency expenses that cannot be paid from the annual assessments shall be made only after notice of the need for such is given to the Lot or unit owners concerned. It shall become effective, and it shall be due after thirty (30) days notice in such manner as the Board of Directors of the Association may require in the notice of assessment;
- Section 10. The Depository of the Association shall be such bank, banks or federally insured savings and loan associations as shall be designated from time to time by the Board of Directors and in which the monies of the Association shall be deposited. Withdrawal of monies from such accounts shall be only by checks signed by such persons as are authorized by the Board of Directors;
- Section 11. A review of the accounts of the Association shall be made annually by an accountant selected by the Board, and a copy of the review report shall be furnished to each member upon request not later than April 30th of the year following the year for which the review is made. This provisions shall take effect after transfer of Association control;
- Section 12. Fidelity Bonds shall be required by the Board of Directors from all persons handling or responsible for Association funds. The amount of such bonds shall be determined by the Board of Directors, but shall not be less than one-half (1/2) of the amount of the total annual assessments against members for common expenses. The premiums on such bonds shall be paid by the Association; and,

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Section 13. The compensation of all employees of the Association shall be fixed by the Board of Directors.

ARTICLE XII CONDUCT OF MEETINGS - PARLIAMENTARY RULES

Section 1. Roberts' Rules of Order (latest edition) shall govern the conduct of Association meetings when not in conflict with the Declaration of Restrictions, Articles of Incorporation or these Bylaws.

ARTICLE XIII AMENDMENTS

Section 1. These By-Laws may be amended by a unanimous vote of the Board of Directors; provided, however, the provisions which are governed by the Articles of Incorporation of this Association may not be amended except as provided in the Articles of Incorporation or applicable law and provided further that any matters stated herein to be or which are in fact governed by the Declaration may not be amended except as provided in such Declaration.

ARTICLE XIV ALTERNATE DISPUTE RESOLUTION - ARBITRATION

Section 1. There shall be voluntary binding arbitration of internal disputes arising from the operation of the Association and/or its property, among developers, unit or Lot owners, the Association, and their agents and assigns.

The foregoing were adopted as the amended Bylaws of the CITRUS HILLS PROPERTY OWNERS ASSOCIATION, INC., a Corporation Not-For-Profit, under the laws of the State of Florida. The amendments were adopted by unanimous vote of the Board of Directors at the Board meeting on the date of November 17, 1983.

  
Carlton McLeod, President

  
Catherine Smith, Secretary

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CITRUS HILLS PROPERTY OWNERS ASSOCIATION, INC.  
A Florida Corporation  
Not-for-Profit

A RESOLUTION OF THE BOARD OF DIRECTORS ADOPTING AMENDMENTS TO  
THE BYLAWS OF THE CITRUS HILLS PROPERTY OWNERS ASSOCIATION, INC.

BE IT HEREBY RESOLVED by the Citrus Hills Property Owners Association, Inc., that amendments to the Bylaws resulting in the attached "Amendment to the Bylaws" of the Citrus Hills Property Owners Association, Inc., are hereby adopted pursuant to the unanimous affirmative vote of the Board of Directors at the Board of Directors Meeting on November 17, 1993.

IN WITNESS WHEREOF, this Rewording to the Bylaws has been adopted as provided above effective November 17, 1993.

Bonnie Scott  
Witness, Bonnie Scott

Trudy McLaughlin  
Witness, Trudy McLaughlin

Carlton J. McLeod  
Carlton J. McLeod, President

James C. Kidder  
James C. Kidder, Vice President

I, the undersigned, the duly elected and acting Secretary of Citrus Hills Property Owners Association, Inc., a nonprofit Florida corporation, do hereby certify:

That the within and foregoing Rewording to the Bylaws was duly adopted on the 17th day of November, 1993, and that the same does now constitute the Rewording to the Bylaws of said corporation.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 11<sup>th</sup> day of March, 1994.

Catherine Smith  
Catherine Smith, Secretary

STATE OF FLORIDA  
COUNTY OF CITRUS

The foregoing instrument was acknowledged before me this 11<sup>th</sup> day of March, 1994, by Carlton J. McLeod, James C. Kidder and Catherine Smith, who are personally known to me or produced as identification.

Trudy McLaughlin  
Notary Public  
State of Florida  
NOTARY PUBLIC, STATE OF FLORIDA.  
MY COMMISSION EXPIRES: Feb. 17, 1995.  
BONDED THRU NOTARY PUBLIC UNDERWRITERS.

Prepared by:  
Citrus Hills Property Owners Association, Inc.  
2488 N. Essex Ave.  
Hernando, FL 34442

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VERIFIED BY:  
HL  
D.C.

FILED & RECORDED  
CITRUS COUNTY, FLORIDA  
BETTY STRIFLER, CLERK

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