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FILED & RECORDED
CITRUS COUNTY Florida
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VERIFIED BY:
 H D.C.

**AMENDED AND RESTATED BY-LAWS
OF
GREENBRIAR OF CITRUS HILLS OWNERS' ASSOCIATION, INC.**

These Amended and Restated By-Laws of Greenbriar of Citrus Hills Owners' Association, Inc., shall be the current By-Laws of the Association, and shall supersede those By-Laws which were attached to and/or made a part of the Declarations of Condominium referenced below:

(a) Declaration of Condominium for Greenbriar of Citrus Hills Condominium No. One, originally recorded on November 1, 1983, in Official Records Book 628, Page 316, of the Public Records of Citrus County, Florida;

(b) Declaration of Condominium for Greenbriar of Citrus Hills Condominium No. Two, originally recorded on February 1, 1984, in Official Records Book 633, Page 2066, of the Public Records of Citrus County, Florida;

(c) Declaration of Condominium for Greenbriar of Citrus Hills Condominium No. Three, originally recorded on August 15, 1984, in Official Records Book 648, Page 1101, of the Public Records of Citrus County, Florida;

(d) Declaration of Condominium for Greenbriar of Citrus Hills Condominium No. Four, originally recorded on March 30, 1984, in Official Records Book 638, Page 383, of the Public Records of Citrus County, Florida;

(e) Declaration of Condominium for Greenbriar of Citrus Hills Condominium No. Five, originally recorded on September 26, 1984, in Official Records Book 651, Page 1614, of the Public Records of Citrus County, Florida;

(f) Declaration of Condominium for Greenbriar of Citrus Hills Condominium No. Six, originally recorded on April 27, 1984, in Official Records Book 640, Page 622, of the Public Records of Citrus County, Florida;

**EXHIBIT "D" to AMENDED AND RESTATED DECLARATION OF CONDOMINIUM
OF GREENBRIAR OF CITRUS HILLS CONSOLIDATED CONDOMINIUM**

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- (g) Declaration of Condominium for Greenbriar of Citrus Hills Condominium No. Seven, originally recorded on January 3, 1985, in Official Records Book 659, Page 489, of the Public Records of Citrus County, Florida;
- (h) Declaration of Condominium for Greenbriar of Citrus Hills Condominium Buildings Numbered Eight, Nine and Ten, originally recorded on November 29, 1984, in Official Records Book 656, Page 1619, of the Public Records of Citrus County, Florida;
- (i) Declaration of Condominium for Greenbriar of Citrus Hills Condominium No. Eleven, originally recorded on June 5, 1985, in Official Records Book 671, Page 608, of the Public Records of Citrus County, Florida;
- (j) Declaration of Condominium for Greenbriar of Citrus Hills Condominium No. Twelve, originally recorded on July 29, 1985, in Official Records Book 675, Page 1436, of the Public Records of Citrus County, Florida;
- (k) Declaration of Condominium for Greenbriar of Citrus Hills Condominium No. Thirteen, originally recorded on April 23, 1985, in Official Records Book 667, Page 1388, of the Public Records of Citrus County, Florida;
- (l) Declaration of Condominium for Greenbriar of Citrus Hills Condominium No. Fourteen, originally recorded on January 29, 1985, in Official Records Book 670, Page 1765, of the Public Records of Citrus County, Florida;
- (m) Declaration of Condominium for Greenbriar of Citrus Hills Condominium Buildings Numbered Fifteen, Sixteen and Seventeen, originally recorded on October 31, 1984, in Official Records Book 654, Page 960, of the Public Records of Citrus County, Florida;
- (n) Declaration of Condominium for Greenbriar of Citrus Hills Condominium No. Eighteen, originally recorded on September 13, 1984, in Official Records Book 650, Page 1592, of the Public Records of Citrus County, Florida;
- (o) Declaration of Condominium for Greenbriar of Citrus Hills Condominium No. Nineteen, originally recorded on May 31, 1984, in Official Records Book 642, Page 1925, of the Public Records of Citrus County, Florida;
- (p) Declaration of Condominium for Greenbriar of Citrus Hills Condominium No. Twenty, originally recorded on May 24, 1984, in Official Records Book 642, Page 1840, of the Public Records of Citrus County, Florida;
- (q) Declaration of Condominium for Greenbriar of Citrus Hills Condominium No. Twenty-One, originally recorded on September 7, 1984, in Official Records Book 650, Page 624, of the Public Records of Citrus County, Florida

1. **Identity.** These are the By-Laws of GREENBRIAR OF CITRUS HILLS OWNERS' ASSOCIATION, INC.. (the "Association"), a corporation not for profit incorporated under the laws of the State of Florida, organized for the purpose of administering the condominiums described in the premises above, which condominiums may or may not join in an Amended and Restated Declaration of Condominium comprised of two (2) or more of said condominiums which, by merger, have been or may become consolidated into a merged condominium to be known as "GREENBRIAR OF CITRUS HILLS CONSOLIDATED CONDOMINIUM" (the "Condominium") located in Citrus County, Florida.
- 1.1 **Principal Office.** The principal office of the Association shall be Post Office Box 1630, Hernando, FL 34442, or at such other place as may be designated by the Board of Directors from time to time.
- 1.2 **Seal.** The seal of the Association shall bear the name of the corporation, the word "Florida", the words "Corporation Not for Profit", and the year of incorporation.
2. **Definitions.** The terms used herein shall have the same definitions as stated in the Declarations of Condominium to which these By-Laws are attached as an Exhibit, or to which these By-Laws relate.
3. **Members.** The Members of the Association shall be the record Owners of fee title to the Units within the described condominiums. In the case of a Unit subject to an agreement for deed, the purchaser in possession shall be deemed the Owner of the Unit solely for purposes of determining voting and use rights.
- 3.1 **Qualifications.** Membership shall become effective upon the recording in the Public Records of a Deed or other instrument evidencing legal title to the Unit in the Member.
- 3.2 **Voting Rights: Voting Interests.** The Members of the Association are entitled to one (1) vote for each Unit owned by them. The total number of votes ("voting interests") is equal to the total number of Units. The vote of a Unit is not divisible. The right to vote may not be denied because of delinquent Assessments. If a Unit is owned by one natural person, individually or as trustee, his right to vote shall be established by the record title to the Unit. If a Unit is owned jointly by two or more persons, that Unit's vote may be cast by any of the Owners. If two or more Owners of a Unit do not agree among themselves how their one vote shall be cast, that vote shall not be counted. If the Owner of a Unit is a corporation, the vote of that Unit may

be cast by the president or vice-president of the corporation. If a Unit is owned by a partnership, its vote may be cast by any general partner.

3.3 Approval or Disapproval of Matters. Whenever the decision of a Unit Owner is required upon any matter, whether or not the subject of an Association meeting, such decision may be expressed by any person authorized to cast the vote of such Unit at an Association meeting as stated in Section 3.2 above, unless the joinder of all Owners is specifically required.

3.4 Termination of Membership. The termination of membership in the Association does not relieve or release any former Member from liability or obligation incurred under or in any way connected with the Condominium during the period of his membership, nor does it impair any rights or remedies which the Association may have against any former Member arising out of or in any way connected with such membership and the covenants and obligations incident thereto.

4. Members' Meetings: Voting.

4.1 Annual Meeting. The annual Members' meeting shall be held on the date, at the place and at the time determined by the Board of Directors from time to time, provided that there shall be an annual meeting every calendar year and, to the extent possible, no later than twelve (12) months after the last preceding annual meeting. The purpose of the meeting shall be to elect Directors and to transact any other business authorized to be transacted by the Members.

4.2 Special Meetings. Special Members' meetings may be called by the President, or by a majority of the Board of Directors of the Association, and must be called by the Association upon receipt of a written request from Members having at least ten percent (10%) of the votes of the entire membership of the Association. The business conducted at a special meeting shall be limited to that stated in the notice of the meeting.

4.3 Notice of Meeting: Waiver of Notice. Notice of a meeting of members stating the time and place and the purpose(s) for which the meeting is called, shall be given by the President or Secretary. The notice shall include an agenda for all known substantive matters to be discussed, or have an agenda attached to it. A copy of the notice, and agenda, shall be posted at the designated location on the Condominium Properties. The notice of any meeting shall be sent by mail to each Unit Owner unless the Unit Owner waives in writing the right to receive notice of the annual meeting by mail. The delivery or mailing shall be to the address of the member as it appears

on the roster of members. The posting and mailing of the notice shall be effected not less than ten (10) days [or as to the annual meeting, not less than fourteen (14) days], nor more than sixty (60) days prior to the date of the meeting. Proof of notice shall be given by Affidavit.

Notice of specific meetings may be waived before or after the meeting and the attendance of any member (or person authorized to vote for such member) shall constitute such member's waiver of notice of such meeting, except when his (or his authorized representative's) attendance is for the express purpose of objecting at the beginning of the meeting to the transaction of business because the meeting is not lawfully called.

4.4 Quorum. A quorum at Members' meetings shall be obtained by the presence, either in person or by proxy, of persons entitled to cast one-third (1/3rd) of the votes of the Members, except as permitted under Section 4.7 hereafter.

4.5 Voting.

Majority Vote. The acts approved by a majority of the votes present in person or by proxy at a meeting at which a quorum shall have been attained shall be binding upon all Unit Owners for all purposes, except where otherwise provided by law, the governing Declaration, the Articles or these By-Laws. As used in these By-Laws, the Articles or the governing Declaration, the terms "majority of the Unit Owners" and "majority of the Members" shall mean a majority of the votes of Members and not a majority of the Members themselves and shall further mean more than fifty percent (50%) of the then total authorized votes present in person or by proxy and voting at any meeting of the Unit Owners at which a quorum shall have been attained. Similarly, if some greater percentage of Members is required herein or in the governing Declaration or Articles, it shall mean such greater percentage of the votes of Members and not of the Members themselves.

4.6 Proxies. Votes may be cast in person or by proxy. A proxy may be made by any person entitled to vote, but shall only be valid for the specific meeting for which originally given and any lawful adjourned meetings thereof. 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. Every proxy shall be revocable at any time at the pleasure of the person executing it. A proxy must be filed in writing, signed by the person authorized to cast the vote for the Unit (as above described) and filed with the Secretary before the appointed time of the meeting, or before the time to which the meeting is adjourned. Holders of proxies must be unit owners, or spouses of unit owners.

Except as specifically otherwise provided in this paragraph, unit owners may not vote by general proxy, but may vote by use of a limited proxy substantially conforming to a limited proxy form adopted by the Division of Florida Land Sales, Condominiums and Mobile Homes. Both limited proxies and general proxies may be used to establish a quorum. Limited proxies shall be used for votes taken to waive or reduce reserves; for votes taken to waive financial reporting requirements; for votes taken to amend a governing Declaration, the Articles of Incorporation, or Bylaws; and for any other matter which the Florida Condominium Act requires or permits a vote of the unit owners. General proxies may be used for other matters for which limited proxies are not required, and may also be used in voting for nonsubstantive changes to items for which a limited proxy is required and given. An executed telegram or cablegram appearing to have been transmitted by the proxy giver, or a photographic, photostatic, facsimile or equivalent reproduction of a proxy is a sufficient proxy. Owners may retroactively cure any alleged defect in a proxy by signing a statement ratifying the owner's intent to cast a proxy vote and ratifying the vote cast by his or her proxy.

- 4.7 Adjourned Meetings. If any proposed meeting cannot be organized because a quorum has not been attained, the Members who are present, either in person or by proxy, may adjourn the meeting from time to time until a quorum is present, provided notice of the newly scheduled meeting is given in the manner required for the giving of notice of a meeting. At any reconvened meeting under this paragraph, a quorum shall then consist of the presence, either in person or by proxy, of persons entitled to cast ten (10%) percent of the votes of the members.
- 4.8 Order of Business. If a quorum has been attained, to the extent desired by the Board of Directors, the order of business at annual Members' meetings, and, if applicable, at other Members' meetings, shall be:
- (a) Call to order by President;
 - (b) At the discretion of the President, appointment by the President of a chairperson of the meeting (who need not be a Member or a Director);
 - (c) Call for final balloting on election of directors and close of balloting.
 - (d) Appointment of inspectors of election (if desired);
 - (e) Election of Directors;

- (f) Calling of the roll, certifying of proxies, and determination of a quorum, or in lieu thereof, certification and acceptance of the preregistration and registration procedures establishing the owners represented in person by proxy;
- (g) Proof of notice of the meeting or waiver of notice;
- (h) Reading and disposal of any unapproved minutes;
- (i) Reports of officers;
- (j) Reports of committees;
- (k) Unfinished business;
- (l) New business;
- (m) Adjournment.

Such order may also be waived in whole or in part by direction of the President or the chairperson.

- 4.9 Minutes of Meeting. The minutes of all meetings of Unit Owners shall be kept in a book available for inspection by Unit Owners or their authorized representatives at any reasonable time. The Association shall retain these minutes for a period of not less than seven (7) years. Minutes for each meeting must be reduced to written form within thirty (30) days after the meeting date.
- 4.10 Action Without a Meeting. Anything to the contrary herein notwithstanding, to the extent lawful, any action required or permitted to be taken at any annual or special meeting of Members may be taken without a meeting, without prior notice and without a vote if a consent in writing, setting forth the action so taken, shall be signed by the Members having not less than the minimum number of votes that would be necessary to authorize or take such action at a meeting of Members at which a quorum of Members entitled to vote thereon were present and voted. If the requisite number of written consents are received by the Secretary within sixty (60) days after the earliest date which appears on any of the consent forms received, the proposed action so authorized shall be of full force and effect as if the action had been approved by vote of the Members at a meeting of the Members held on the sixtieth (60th) day. Within ten (10) days after obtaining such authorization by written consent, notice must be given to Members who have not consented

in writing. The notice shall fairly summarize the material features of the authorized action. Members may also consent in writing to actions taken at a meeting by providing a written statement to that effect and their vote shall be fully counted as though they had attended the meeting.

5. Directors.

5.1 Number and Terms of Service. The affairs of the Association shall be governed by a Board of Directors, serving without compensation composed of not less than three (3) nor more than nine (9) Directors, the number of which shall be established by the membership at the annual meeting of the Association, effective for the following year's annual meeting election. In order to provide for a continuity of experience by establishing a system of staggered terms of office, beginning with the 1999 election, the three (3) elected directors receiving the highest number of votes in the election shall each be elected for a term of three (3) years. One-half (1/2) of the remaining directors elected in the 1999 election (or the greater of one-half [1/2] if not divisible by two), determined by those directors receiving the next highest number of votes, shall each be elected to a two (2) year term. The remaining directors shall each be elected to a one (1) year term. At each election thereafter, directors shall be elected to a three (3) year term. If the size of the Board increases or decreases by action of the membership as herein provided, the members taking such action shall determine the term of the directors to be elected to the board, or whose directorship will not be replaced, consistent with maintenance of staggered terms. No action of the membership in establishing a lesser number of directors shall be effective to end the term of a director prior to the natural expiration of said director's term, except as elsewhere herein provided as to removal of a director by the membership. The term of each Director's service shall extend until the annual meeting of the members in the year that his term expires, and thereafter until his successor is duly elected and qualified, or until he is removed in the manner provided in Section 5. Directors shall be elected by the Members as described in Section 5.3 below, or in the case of a vacancy, as provided in 5.4 below.

5.2 Qualifications. Each Director must be a Member or the spouse of a Member. All officers of a corporation owning a Unit shall be deemed to be members of the Association so as to qualify each to become a Director hereof.

5.3 Election of Directors. The election of Directors shall occur on the date of the annual meeting, and shall be conducted in accordance with applicable provisions of the Florida Condominium Act and/or rules established by the

Division of Florida Land Sales, Condominiums and Mobile Homes of the Department of Business and Professional Regulation.

5.4 Vacancies on the Board.

If the office of any Director becomes vacant for any reason, a successor or successors to fill the remaining unexpired term or terms shall be appointed or elected as follows:

- (a) If a vacancy is caused by the death, disqualification or resignation of a Director, a majority of the remaining Directors, though less than a quorum, shall appoint a successor, who shall hold office for the remaining unexpired term, unless otherwise required by law.
- (b) If a vacancy occurs as a result of a recall and less than a majority of the Directors are removed, the vacancy may be filled by appointment by a majority of the remaining Directors, though less than a quorum. If vacancies occur as a result of a recall in which a majority or more of the Directors are removed, the vacancies shall be filled in accordance with procedural rules adopted by the Division of Florida Land Sales, Condominiums and Mobile Homes, governing the method of selecting successors, and providing procedures for the operation of the Association during the period after the recall but prior to the designation of successor Directors sufficient to constitute a quorum.

5.5 Removal of Directors. Any or all Directors may be removed with or without cause by a majority vote of the entire membership, either by a written petition or at any meeting called for that purpose. If a meeting is held or a petition is filed for the removal of more than one Director, the question shall be determined separately as to each Director sought to be removed. If a special meeting is called by ten percent (10%) of the voting interests for the purpose of recall, the notice of the meeting must be accompanied by a dated copy of the signature list, stating the purpose of the signatures. The meeting must be held not less than fourteen (14) days nor more than sixty (60) days from the date that notice of the meeting is given.

5.6 Organizational Meeting. The organizational meeting of newly-elected or appointed Directors shall be held within ten (10) days of their election or appointment at such place and time as shall be fixed by the Directors. Notice of the organizational meeting shall be posted at the designated location on the Condominium Properties at least forty-eight (48) continuous hours in advance of the meeting.

- 5.7 **Regular Meetings.** Regular meetings of the Board of Directors shall be held at the principal office of the Association at such times as shall be determined, from time to time, by a majority of the Directors. Meetings of the Board of Directors shall be open to all Unit Owners who may participate in accordance with the written policy established from time to time by the Board of Directors. Notice of such meetings shall be posted at a designated location on the Condominium Properties at least forty-eight (48) continuous hours in advance for the attention of the Members of the Association, except in the event of an emergency in which case the notice shall be posted as soon as practicable after the need for emergency meeting is known to the Association. All notices shall include an agenda for all known substantive matters to be discussed, or have an agenda attached to it. Meetings at which a regular monthly or quarterly Assessment is to be considered shall contain a statement that Assessments will be considered and the nature of such Assessments. Written notice of any meeting at which non-emergency special Assessments, or at which amendment to rules regarding Unit use will be considered, shall be mailed or delivered to the Unit Owners and posted at a designated location on the Condominium Properties not less than fourteen (14) continuous days prior to the meeting. Evidence of compliance with this fourteen-day notice shall be by affidavit by the person providing the notice, and filed among the official records of the Association.
- 5.8 **Special Meetings.** Special meetings of the Directors may be called by the President, and must be called by the President or Secretary at the written request of one-third (1/3) of the Directors. Special meetings of the Board of Directors shall be noticed and conducted in the same manner as provided herein for regular meetings.
- 5.9 **Notice to Board Members/Waiver of Notice.** Notice of Board meetings shall be given to Board Members personally or by mail, telephone, telegraph, or by facsimile transmission which notice shall state the time, place and purpose of the meeting, and shall be transmitted not less than forty-eight (48) hours prior to the meeting. Any Director may waive notice of a meeting before or after the meeting and that waiver shall be deemed equivalent to the due receipt by said Director of notice. Attendance by any Director at a meeting shall constitute a waiver of notice of such meeting, except when attendance is for the express purpose of objecting at the beginning of the meeting to the transaction of business because the meeting is not lawfully called.
- 5.10 **Quorum.** A quorum at Directors' meetings shall consist of a majority of the entire Board of Directors. The acts approved by a majority of those Directors 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 specifically required by a governing Declaration, the Articles or these By-Laws. Directors may not vote by proxy. Directors may vote by secret ballot only for the election of officers. At all other times, a vote or abstention for each Director present shall be recorded in the minutes. Directors may not abstain from voting except in the case of an asserted conflict of interest.

- 5.11 Adjourned Meetings. If, at any proposed meeting of the Board of Directors, there is less than a quorum present, the majority of those present may adjourn the meeting from time to time until a quorum is present, provided notice of such newly scheduled meeting is given as required hereunder. At any newly scheduled meeting, any business that might have been transacted at the meeting as originally called may be transacted without further notice.
- 5.12 Joinder in Meeting by Approval of Minutes. The subsequent joinder of an absent Director in the action of a meeting by signing and concurring in the minutes of that meeting shall constitute the approval of that Director of the business conducted at the meeting; provided, however, the joinder of a Director as aforesaid shall not be used for the purposes of creating a quorum.
- 5.13 Presiding Officer. The presiding officer at the Directors' meetings shall be the President (who may, however, designate any other person to preside). In the absence of the presiding officer, the Directors present may designate any person to preside.
- 5.14 Order of Business. If a quorum has been attained, to the extent desired by the Board of Directors, the order of business at Directors' meetings shall be:
- (a) Proof of due notice of meeting;
 - (b) Reading and disposal of any unapproved minutes;
 - (c) Report of officers and committees;
 - (d) Election of officers;
 - (e) Unfinished business;
 - (f) New business;
 - (g) Adjournment.

Such order may be waived in whole or in part by direction of the President, or the presiding officer.

5.15 Minutes of Meetings. The minutes of all meetings of the Board of Directors shall be kept in a book available for inspection by Unit Owners, or their authorized representatives, at any reasonable time. The Association shall retain these minutes for a period of not less than seven (7) years.

5.16 Executive Committee: Other Committees. The Board of Directors may, by resolution duly adopted, appoint an Executive Committee to consist of three (3) or more Members of the Board of Directors. Such Executive Committee shall have and may exercise all of the powers of the Board of Directors in management of the business and affairs of the Condominium during the period between the meetings of the Board of Directors insofar as may be permitted by law, except that the Executive Committee shall not have power (a) to determine the Common Expenses required for the affairs of the Condominiums, (b) to determine the Assessments payable by the Unit Owners to meet the Common Expenses of the Condominiums, (c) to adopt or amend any rules and regulations governing the details of the operation and use of the Condominium Properties, (d) to fill vacancies on the Board of Directors or (e) to exercise any of the powers set forth in paragraphs (g) and (p) of Section 6 of these Bylaws.

The Board of Directors may by resolution create other committees and may invest in such committees such powers and responsibilities as the Board shall deem advisable. The Board may authorize the President to appoint committee Members, and its Chairperson.

Committees authorized to take final action on behalf of the Board, or to make recommendations to the Board regarding the Association budget, shall conduct their affairs in the same manner as provided in these By-Laws for Board of Director meetings. All other committees may meet and conduct their affairs in private without prior notice or Owner participation.

6. Powers and Duties. The Board of Directors shall have the powers and duties necessary for the administration of the affairs of the Condominiums and may take all acts, through the proper officers of the Association, in executing such powers, except such acts which by law, the governing Declarations, the Articles or these By-laws may not be delegated to the Board of Directors by the Unit Owners. Such powers and duties of the Board of Directors shall include the following:

(a) Operating and maintaining the Common Elements.

- (b) Determining the Common Expenses required for the operation of the Condominiums and the Association.
- (c) Collecting the Assessments for Common Expenses from Unit Owners.
- (d) Employing and dismissing the personnel necessary for the maintenance and operation of the Common Elements.
- (e) Adopting and amending rules and regulations concerning the operation and use of the Condominium Properties.
- (f) Maintaining accounts at depositories on behalf of the Association and designating the signatories required therefor.
- (g) Purchasing, leasing or otherwise acquiring Units or other property in the name of the Association, or its designee.
- (h) Purchasing Units at foreclosure or other judicial sales, in the name of the Association, or its designee.
- (i) Selling, leasing, mortgaging or otherwise dealing with Units acquired, and subleasing Units leased, by the Association, or its designee.
- (j) Organizing corporations and appointing persons to act as designees of the Association in acquiring title to or leasing Units or other property.
- (k) Obtaining and reviewing insurance for the Condominium Properties.
- (l) Making repairs, additions and improvements to, or alterations of, the Condominium Properties, and repairs to and restoration of the Condominium Properties, in accordance with the provisions of the governing Declarations after damage or destruction by fire or other casualty, or as a result of condemnation or eminent domain proceedings or otherwise.
- (m) Enforcing obligations of the Unit Owners, allocating profits and expenses and taking such other actions as shall be deemed necessary and proper for the sound management of the Condominiums.

- (n) Levying fines against Unit Owners for violations of the rules and regulations established by the Association to govern the conduct of occupants at the Condominium. The Board of Directors may levy a fine against a Unit Owner, not to exceed the maximum amount permitted by law, for each violation by the Owner, or his or her tenants, guests or visitors, of the governing Declarations, Articles, By-Laws, or rules or regulations, and a separate fine for each repeat or continued violation, provided, however, written notice of the nature of the violation and an opportunity to attend a hearing shall be given prior to the levy of the initial fine. No written notice or hearing shall be necessary for the levy of a separate fine for repeat or continued violations if substantially similar to the initial violation for which notice and a hearing was provided. The Board of Directors shall have the authority to adopt rules, regulations and policies to fully implement its fining authority.

The party against whom the fine is sought to be levied shall be afforded an opportunity for hearing after reasonable notice of not less than fourteen (14) days and said notice shall include:

- (1) A statement of the date, time and place of the hearing;
- (2) A statement of the provisions of the governing Declaration, Association Bylaws, or Association Rules which have allegedly been violated; and
- (3) A short and plain statement of the matters asserted by the Association.

The party against whom the fine may be levied shall have an opportunity to respond, to present evidence, and to provide written and oral argument on all issues involved and shall have an opportunity at the hearing to review, challenge, and respond to any material considered by the Association. The hearing shall be conducted before a panel of three (3) Unit Owners appointed by the Board, who shall not then be serving as Directors and who otherwise meet the requirements of such a committee as established by the Division of Florida Land Sales, Condominiums and Mobile Homes. If the panel, by majority vote which may be taken by secret ballot, does not agree with the fine, it may not be levied.

- (o) Purchasing or leasing Units for use by resident superintendents and other similar persons.

(p) Borrowing money on behalf of the Association when required in connection with the operation, care, upkeep and maintenance of the Common Elements or the acquisition of property, and granting mortgages and/or security interests in Association owned property; provided, however, that the consent of the Owners of at least two-thirds (2/3rds) of the Units represented at a meeting at which a quorum has been attained in accordance with the provisions of these By-Laws shall be required for the borrowing of any sum in excess of Fifth Thousand Dollars (\$50,000.00). If any sum borrowed by the Board of Directors on behalf of the Condominiums pursuant to the authority contained in this subparagraph (p) is not repaid by the Association, a Unit Owner who pays to the creditor such portion thereof as his interest in his Common Elements bears to the interest of all the Unit Owners in the Common Elements shall be entitled to obtain from the creditor a release of any judgment or other lien which said creditor shall have filed or shall have the right to file against, or which will affect, such Unit Owner's Unit.

(q) Contracting for the management and maintenance of the Condominium Properties and authorizing a management agent to assist the Association in carrying out its powers and duties by performing such functions as the submission of proposals, collection of Assessments, preparation of records, enforcement of rules and maintenance, repair, and replacement of the Common Elements with such funds as shall be made available by the Association for such purposes. The Association and its officers shall, however, retain at all times the powers and duties granted by the Condominium documents and the Act, including, but not limited to, the making of Assessments, promulgation of rules and execution of contracts on behalf of the Association.

All contracts for the purchase, lease or renting of materials or equipment, all contracts for services, and any contract that is not to be fully performed within one (1) year, shall be in writing. For so long as required by law, the Association shall obtain competitive bids for any contract which requires payment exceeding five (5%) percent of the total annual budget of the Association (except for contracts with employees of the Association, attorneys, accountants, managers or management companies, architects, engineers, or landscape engineers), unless the products and services are needed as the result of any emergency or unless the desired supplier is the only source of supply within the county serving the Association. The Board need not accept the lowest bid.

- (r) At its discretion, authorizing Unit Owners or other persons to use portions of the Common Elements for private parties and gatherings and imposing reasonable charges for such private use.
- (s) Exercising (i) all powers specifically set forth in the governing Declarations, the Articles, these By-Laws and in the Act, (ii) all powers incidental thereto, and (iii) all other powers to a Florida corporation not for profit.
- (t) Imposing a lawful fee in connection with the approval of the transfer, rental, or sale of Units, not to exceed the maximum amount permitted by law in any one case.
- (u) Adopting hurricane shutter specifications for each building within the Condominiums which shall include color, style, and other factors deemed relevant by the Board. All specifications adopted by the Board shall comply with the applicable building code, or shall be structured to ensure that installed shutters are in compliance with the applicable building code. The Board shall not refuse to approve the installation or replacement of hurricane shutters conforming to the specifications adopted by the Board.
- (v) At its discretion, contract for the services of an on-site rental manager and otherwise operate an on-site voluntary rental program.
- (w) Convey a portion of the Common Elements to a condemning authority for the purpose of providing utility easements, right-of-way expansion, or other public purposes, whether negotiated or as a result of eminent domain proceedings.
- (x) Tow vehicles from the Common Elements or from Association Property in violation of the Rules and Regulations of the Association.

7. Emergency Board Powers.

In the event of any "emergency" as defined in Section 7(g) below, the Board of Directors may exercise the emergency powers described in this Section, and any other emergency powers authorized by Sections 617.0207, and 617.0303, Florida Statutes, as amended from time to time.

- (a) The Board may name as assistant officers persons who are not Directors, which assistant officers shall have the same authority as the executive officers to whom they are assistant during the period of the

emergency, to accommodate the incapacity of any officer of the Association.

- (b) The Board may relocate the principal office or designate alternative principal offices or authorize the officers to do so.
- (c) During any emergency the Board may hold meetings with notice given only to those Directors with whom it is practicable to communicate, and the notice may be given in any practicable manner, including publication or radio. The Director or Directors in attendance at such a meeting shall constitute a quorum.
- (d) Corporate action taken in good faith during an emergency under this Section to further the ordinary affairs of the Association shall bind the Association; and shall have the rebuttable presumption of being reasonable and necessary.
- (e) Any officer, director, or employee of the Association acting with a reasonable belief that his actions are lawful in accordance with these emergency Bylaws shall incur no liability for doing so, except in the case of the willful misconduct.
- (f) These emergency Bylaws shall supersede any inconsistent or contrary provisions of the Bylaws during the period of the emergency.
- (g) For purposes of this Section only, an "emergency" exists only during a period of time that the Condominiums, or the immediate geographic area in which the Condominiums are located, is subjected to:
 - (1) a state of emergency declared by local civil or law enforcement authorities;
 - (2) a hurricane warning;
 - (3) a partial or complete evacuation order;
 - (4) federal or state "disaster area" status; or
 - (5) a catastrophic occurrence, whether natural or manmade, which seriously damages or threatens to seriously damage the physical existence of the Condominiums, such as an earthquake, tidal wave, fire, hurricane, tornado, war, civil unrest, or act of terrorism.

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An "emergency" also exists for purposes of this Section during the time when a quorum of the Board cannot readily be assembled because of the occurrence of a catastrophic event, such as a hurricane, earthquake, act of terrorism, or other similar event. A determination by any two (2) Directors, or by the President, that an emergency exists shall have presumptive quality.

8. Officers.

- 8.1 Executive Officers. The executive officers of the Association shall be a President, Vice-President, a Treasurer and a Secretary (all of whom must be Directors). All officers shall be elected by the Board of Directors and who may be peremptorily removed at any meeting by concurrence of a majority of all of the Directors. A person may hold more than one (1) office, except that the President may not also be the Secretary or Treasurer. No person shall sign an instrument or perform an act in the capacity of more than one office. The Board of Directors from time to time may elect such other officers and designate their powers and duties as the Board shall deem necessary or appropriate to manage the affairs of the Association.
- 8.2 President. The President shall be the chief executive officer of the Association. He shall have all of the powers and duties that are usually vested in the office of president of an association.
- 8.3 Vice-President. The Vice-President shall exercise the powers and perform the duties of the President in the absence or disability of the President. He also shall assist the President and exercise such other powers and perform such other duties as are incident to the office of the vice-president of an association and as may be required by the Directors or the President.
- 8.4 Secretary and Assistant Secretary. The Secretary shall keep the minutes of all proceedings of the Directors and the Members. He shall attend to the giving of all notices to the Members and Directors and other notices required by law. He shall have custody of the seal of the Association and shall affix it to instruments requiring the seal when duly signed. He shall keep the records of the Association, except those of the Treasurer, and shall perform all other duties incident to the office of the Secretary of an association and as may be required by the Directors or the President. The Assistant Secretary shall perform the duties of the Secretary when the Secretary is absent. The duties of the Secretary may be fulfilled by a manager employed by the Association.
- 8.5 Treasurer. The Treasurer shall have custody of all property of the Association, including funds, securities and evidences of indebtedness. He shall keep books of account for the Association in accordance with good

accounting practices, which, together with substantiating papers, shall be made available to the Board of Directors for examination at reasonable times. He shall submit a Treasurer's report to the Board of Directors at reasonable intervals and shall perform all other duties incident to the office of treasurer and as may be required by the Directors or the President. All monies and other valuable effects shall be kept for the benefit of the Association in such depositories as may be designated by a majority of the Board of Directors.

- 8.6 Delegation. The Board of Directors may delegate any or all of the functions of the Secretary or Treasurer, or both, to a management agent or employee, provided that the Secretary or Treasurer shall in such instance generally supervise the performance of the agent or employee in the performance of such functions.
9. Compensation. Neither Directors nor officers shall receive compensation for their services as such, but this provision shall not preclude the Board of Directors from employing a Director or officer as an employee of the Association, nor preclude contracting with a Director or officer for the management of the Condominiums or for any other service to be supplied by such Director or officer.
10. Resignations. Any Director or officer may resign his post at any time by written resignation, delivered to the President or Secretary, which shall take effect upon its receipt unless a later date is specified in the resignation, in which event the resignation shall be effective from such date unless withdrawn. The acceptance of a resignation shall not be required to make it effective. The conveyance of all Units owned by any Director or officer shall constitute a written resignation of such Director or officer without need for a written resignation.
11. Fiscal Matters. The provisions for fiscal management of the Association set forth in the governing Declarations of Condominium and Articles of Incorporation shall be supplemented by the following:
- 11.1 Budget. The Board of Directors shall adopt a budget of Common Expense for each fiscal year. A copy of the proposed budget, and a notice stating the time, date and place of the meeting of the Board at which the budget will be adopted, shall be mailed to or served on the Owners of each Unit not less than fourteen (14) days before that meeting. The proposed budget must be detailed, and must show the amounts budgeted by income and expense classifications.
- 11.2 Statutory Reserves for Capital Expenditures and Deferred Maintenance. In addition to operating expenses, the proposed budget must include provisions for funding reserve accounts for capital expenditures and deferred

maintenance, as required by law. These accounts shall include roof replacement, building painting, and pavement resurfacing. They shall also include any other planned or foreseeable capital expenditures or deferred maintenance item with a current estimated cost of \$10,000 or more. The amount to be reserved for each item shall be computed by a formula based on the estimated remaining life and replacement cost of the item. These reserves must be funded unless the Members subsequently determine, by majority vote, to fund no reserves, or less than adequate reserves, for a fiscal year. The vote to waive or reduce reserves, if any is taken, may be taken only after the proposed budget has been mailed to the Unit Owners as required in Section 11.1 above. The funds in a reserve account established under this Section 11.2, and all interest earned on the account, shall be used only for the purposes for which the reserve account is established, unless use for another purpose is approved in advance by a majority of the voting interests. Reserve funds shall not be commingled in the same account as operating funds, unless combined for investment purposes, in which case such funds must be accounted for separately, and the combined account balance may not, at any time, be less than the amount identified as reserve funds in the combined account.

- 11.3 Operating Reserves. In addition to the statutory reserves described in Section 11.2 above, or in place of them if the Members so vote, the Board may establish one or more additional reserve accounts in the operating budget for contingencies, operating expenses, repairs, minor improvements or special projects. These reserves offset cash flow shortages, provide financial stability, and avoid the need for special Assessments on a frequent basis. The amounts proposed to be so reserved shall be included in the proposed annual budget. These funds may be spent for any common expense approved by the Board.
- 11.4 Assessments; Installments. Regular annual Assessments based on an adopted budget shall be payable in monthly installments, in advance, due on the first day of each month following adoption of the budget by the Board. Written notice of each monthly installment need not be sent to the Members. If an annual budget has not been adopted at the time the first monthly installment for a fiscal year is due, it shall be presumed that the amount of such installment is the same as the last monthly payment, and payments shall be continued at such rate until a budget is adopted and new monthly installments are calculated, at which time an appropriate adjustment shall be added to or subtracted from each Unit's next due monthly installment.
- 11.5 Lien for Assessments. The Association shall have a lien on each unit for any unpaid assessments and for interest thereon against the owner thereof, which

lien shall also secure reasonable attorney's fees and costs, interest, and late charges incurred by the Association incident to the collection of such assessment or enforcement of such lien. Said lien shall be effective from and after the recording in the Public Records of Citrus County, Florida a claim of lien stating the description of the unit, the name of the record owner thereof, the amount due and the date when due, and the lien shall continue in effect until all sums secured by the lien shall have been fully paid. Such claims of lien shall be signed and verified by an officer of the Association or by a managing agent of the Association. Upon full payment, the party making payment shall be entitled to a recordable satisfaction of lien. Liens for assessments may be foreclosed by suit brought in the name of the Association in the like manner as foreclosure of a mortgage on real property. In any such foreclosure the owner of the unit shall be required to pay a reasonable rental for the unit, and the Association shall be entitled as a matter of law to the appointment of a receiver to collect the same. The Association may also sue to recover a money judgment for unpaid assessments without waiving the lien securing the same. Where the mortgagee of a first mortgage of record or other purchaser of an unit obtains title to the unit as a result of a conveyance in lieu of foreclosure of the first mortgage, such acquirer of title, its successors and assigns, shall be liable for the share of the common expenses or assessments by the Association pertaining to such unit which become due prior to acquisition of title in the manner above provided, to the extent permitted by Section 718.116, Florida Statutes, as amended from time to time. Any share of common expenses not recoverable from the acquirer of title is collectible from all of the apartment owners including such acquirer, its successors and assigns.

- 11.6 Payments. Assessments and installments thereon paid on or before ten (10) days after the day when the same shall become due shall not bear interest, but all sums not so paid on or before ten (10) days after the same is due shall bear interest until paid at the rate of eighteen percent (18%) per annum, or at the highest rate allowed by law. In addition, for any assessments and installments thereon not paid within ten (10) days after the same shall become due and payable, the Association shall have the right and power to levy late charges in an amount determined by the Association from time to time, up to the highest amount permitted by law. All payments on account shall be first applied to any interest accrued by the Association, then to any late charges, then to any costs and reasonable attorney's fees incurred in collection, and then to the assessment payment first due. If any installment of any assessment remains unpaid thirty (30) days after the same shall become due, the Board of Directors may declare the entire annual assessment as to that delinquent owner due and payable in full as if the entire amount were originally assessed.

- 11.7 Special Assessments. Special Assessments may be imposed by the Board of Directors to meet unusual, unexpected, unbudgeted, or non-recurring expenses. Special Assessments are due on the day specified in the resolution of the Board approving such Assessments. The total of all special Assessments coming due in any fiscal year shall not exceed fifteen percent (15%) of the total annual budget for that year, including reserves, unless a majority of the voting interests first consent. The notice of any Board meeting at which a special Assessment will be considered shall be given as provided in Section 4.3 above; and the notice to the Owners that the Assessment has been levied must contain a statement of the purpose(s) of the Assessment. The funds collected must be spent for the stated purpose(s) or returned to the Members as provided by law.
- 11.8 Fidelity Bonds. The President, Secretary and Treasurer, and all other persons who are authorized to sign checks, shall be bonded in such amounts as may be required by law or otherwise determined by the Board of Directors. The premium on such bonds is a Common Expense.
- 11.9 Financial Reports. In accordance with Section 718.111(13) of the Condominium Act, not later than sixty (60) days after the close of each fiscal year, the Board shall distribute to the Owners of each Unit a report showing in reasonable detail the financial condition of the Association as of the close of the fiscal year, and an income and expense statement for the year, detailed by accounts, unless a more comprehensive set of financial statements are required to be provided pursuant to Section 718.111(14) of the Condominium Act pursuant to Rules adopted by the Division of Florida Land Sales, Condominiums and Mobile Homes. The Board of Directors may, in their discretion, engage a CPA and have a more comprehensive analysis accomplished, which shall be sent to the Members within ninety (90) days after the end of the fiscal year in lieu of the financial report referenced above.
- 11.10 Fiscal Year. The fiscal year for the Association shall begin on the first day of January of each calendar year. The Board of Directors may adopt a different fiscal year in accordance with law and the regulations of the Internal Revenue Service.
- 11.11 Depository. The depository of the Association shall be such bank, banks or other federally insured depository as shall be designated from time to time by the Directors and in which the monies of the Association shall be deposited not to exceed the amount of federal insurance available provided for any account. Withdrawal of monies from those accounts shall be made only by checks signed by such person or persons as are authorized by the Directors.

All funds shall be maintained separately in the Association's name. Provided that, nothing herein shall restrict the Board of Directors from making prudent investments consistent with their fiduciary duty, which investments do not have to be insured or guaranteed.

11.12 Separation of Budgets and Accounting Records of Each Condominium. For so long as the Association is operating more than one (1) condominium, the Association shall maintain accounting records in sufficient detail to permit determination of revenues and expenses or receipts and disbursements attributable to separate condominiums and operating and reserve funds. Separate accounting records for the Association and for each Condominium operated by the Association shall be maintained and presented to the membership in separate budgets as required by the Condominium Act or Rules duly established by the Division of Florida Land Sales, Condominiums and Mobile Homes.

12. Roster of Unit Owners. Each Unit Owner shall file with the Association a copy of the deed or other document showing his ownership. The Association shall maintain such information. The Association may rely upon the accuracy of such information for all purposes until notified in writing of changes therein as provided above. Only Unit Owners of record, on the date notice of any meeting requiring their vote is given, shall be entitled to notice of and to vote at such meeting, unless prior to such meeting other Owners shall produce adequate evidence, as provided above, of their interest and shall waive in writing notice of such meeting.
13. Parliamentary Rules. To the extent desired by the Board of Directors, Roberts' Rules of Order (latest edition) shall govern the conduct of the Association meetings when not in conflict with the Condominium or Corporate Acts, case law, the governing Declarations, the Articles, these Bylaws, or rules and regulations adopted from time to time by the Board of Directors to regulate the participation of Unit Owners at Board, membership and committee meetings, and to otherwise provide for orderly corporate operations.
14. Amendments. These By-Laws may be amended in the following manner:
- 14.1 Notice. Notice of the subject matter of a proposed amendment shall be included in the notice of a meeting at which a proposed amendment is to be considered.
- 14.2 Adoption. A resolution for the adoption of a proposed amendment may be proposed either by a majority of the Board of Directors or by not less than two-thirds (2/3) of the voting interests of the Association. After such proposal, membership approval of a proposed amendment must be by not less

than two-thirds (2/3) of the voting representative membership of the Association who are present, in person or by proxy, at a meeting of the membership at which a quorum has been attained, and at which the issue was placed on the agenda of the meeting.

- 14.3 Execution and Recording. A copy of each amendment shall be attached to a certificate certifying that the amendment was duly adopted as an amendment to the Declaration and By-Laws, which certificate shall be executed by the President or Vice-President and attested by the Secretary or Assistant Secretary of the Association with the formalities of a deed. The amendment shall be effective when the certificate and a copy of the amendment is recorded in the Public Records of Citrus County.
15. Rules and Regulations. The Board of Directors may, from time to time, adopt, amend or add to rules and regulations governing the use of Units, Common Elements, Limited Common Elements, Association Property, and the operation of the Association. Copies of such adopted, amended or additional rules and regulations shall be furnished by the Board of Directors to each Unit Owner not less than thirty (30) days prior to the effective date thereof, and shall be valid and enforceable notwithstanding whether recorded in the public records.
16. Construction. Wherever the context so permits, the singular shall include the plural, the plural shall include the singular, and the use of any gender shall be deemed to include all genders.
17. Captions. The captions herein are inserted only as a matter of convenience and for reference, and in no way define or limit the scope of these By-Laws or the intent of any provision hereof.
18. Mandatory Arbitration of Disputes. Prior to commencing litigation, unresolved disputes between the Board and Unit Owners as defined in Section 718.1255(1), Florida Statutes, must be arbitrated in mandatory non-binding arbitration proceedings as provided in the Condominium Act. This provision shall be in effect only so long as the Condominium Act mandates such arbitration.
19. Conflict. If any irreconcilable conflict should exist, or hereafter arise, with respect to the interpretation of these By-Laws and a governing Declaration of Condominium or Articles of Incorporation, the provisions of the governing Declaration shall take precedence over these Articles of Incorporation which shall prevail over the provisions of the By-Laws.

The foregoing constitute the Restated and Amended By-Laws of Greenbriar of Citrus Hills Owners' Association, Inc., and were duly adopted at a meeting of the membership held on October 6, 1998, in the manner required by the By-Laws as they then existed.

Signed, sealed and delivered
in the presence of:

GREENBRIAR OF CITRUS HILLS OWNERS'
ASSOCIATION, INC.

Phyllis M. Schulz
Signature of Witness #1

By: Patricia A. Swanson
Signature

Phyllis M. Schulz
Printed Name of Witness #1

PATRICIA A. SWANSON,
Print Name and Title PRESIDENT

Michelle Madew
Signature of Witness #2

Attest: _____

Michelle Madew
Printed name of Witness #2

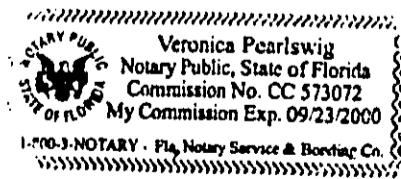
Print Name and Title

STATE OF FLORIDA)
COUNTY OF HERNANDO)

The foregoing instrument was acknowledged before me this 10th day of March, ~~1999~~ 2000, by PATRICIA A. SWANSON as President of Greenbriar of Citrus Hills Owners' Association, Inc., a Florida non-profit corporation, on behalf of the corporation. ~~He~~/she is personally known by me or who did produce _____ as identification.

Veronica Pearlsweig
Notary Public - State of Florida at Large

My Commission Expires: 9/23/2000



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