

Waterview Property Owners' Association, Inc.
Port Charlotte Subdivision, Section Ninety-Four
PO Box 298, Placida, FL 33946
Email: waterview.poa@gmail.com Fax: 941-697-0738

TO: ALL ASSOCIATION MEMBERS
RE: NOTICE OF ANNUAL MEETING

December 18, 2023

Notice is hereby given in accordance with the Bylaws of the Association that the Annual Meeting of the Membership and Board of Directors Election will be on the following date, place, and time:

Date: January 15, 2024

Place: South Gulf Cove HOA Clubhouse, 14859 Ingraham Blvd, Port Charlotte 33981

Time: 7:00 PM

The following is included in this packet:

- **Agenda**
- **Proxy Instructions**
- **Proposed Amended and Restated Bylaws of Waterview POA**
- **Voting Certificate**
- **Updated Contact Form**
- **Proxy Form**

Please note the enclosed information regarding a vote on proposed Amended and Restated Bylaws. The Board is proposing Amended and Restated Bylaws to be voted on by the members at this meeting. The Board has put in countless hours, alongside Management and Legal Counsel, establishing new and updated language so that the Bylaws better reflect the current operations of the Association and the laws that govern it. Please read through the enclosed documentation, mark your vote on the proxy and return back to the association as soon as possible. For those that would like to compare, a copy of the current Bylaws are available in the Forms & Documents section on the Association's website: www.WaterviewPOA.com.

This year the number of candidates does not exceed the available seats on the Board so an election will not be held at this meeting. The existing Board members, Maria Bliss, Mike Burns, Ray Ludowese, Cynthia Madison and Steve Thompson will remain on the Board.

The minutes from the previous Annual Meeting are available on the Association's website. Whether you plan to attend the Annual meeting in person or not, **please complete and return the enclosed proxy so that a quorum may be established.** Should a quorum of the Membership be in attendance, either in person or by proxy, the Association shall conduct all business scheduled for the Annual Meeting.

We look forward to seeing you at the meeting. The meeting starts promptly at 7:00 PM, so we ask that you arrive early to sign in.

Sincerely,
Tim Freeman, CAM
On behalf of the Board of Directors

www.WaterviewPOA.com

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Agenda

Date: January 15, 2024

Place: South Gulf Cove HOA Clubhouse, 14859 Ingraham Blvd, Port Charlotte 33981

Time: 7:00 PM

ZOOM Meeting Instructions:

To connect using a computer or mobile device, go to www.zoom.us (or download the Zoom app)

Click "Join A Meeting"

Meeting ID: **702 444 8856**

Password: **991385**

You can also dial in by phone: 301-715-8592

- 1) Call to Order
- 2) Roll Call
- 3) Approval of Minutes from Previous Annual Meeting
- 4) Director Report(s)
- 5) Committee Report(s)
- 6) Unfinished Business
- 7) New Business
 - Vote on Proposed Amended and Restated Bylaws of Waterview POA
 - Announcement of Board of Directors
- 8) Communications
- 9) Next Meeting
- 10) Adjournment

**Notice of Board of Directors Organizational Meeting
Immediately Following the Annual Meeting**

- 1) Call to Order
- 2) Organization of Directors
- 3) Any Other Business Which May Properly Come Before the Board
- 4) Adjournment

PROXY INSTRUCTIONS

Waterview Property Owners' Association, Inc.

ASSIGNING A PROXY

If you are unable to attend the Annual Meeting and wish to vote by proxy, please note the following information about **PROXIES**.

- I. A proxy is for appointing another person to vote for you as you specifically direct in the event that you might not be able to attend the meeting. The owner must sign it as written on the warranty deed.
- II. The proxy should be submitted to the Association prior to the scheduled time of the meeting. It is encouraged that the proxy be submitted as long before the meeting as possible in order to avoid delay in registration. It can be submitted to the Association as follows:

Mailed in provided White return envelope to:

Waterview Property Owners' Association, Inc.
P.O. Box 298
Placida, FL 33946

Hand-Delivered to:

Grande Property Services
3754 Cape Haze Drive
Rotonda West, FL 33947

Emailed to:

Waterview.poa@gmail.com

Faxed to:

(941-697-0738)

- III. A proxy may be revoked in writing or superseded by a later proxy to another person before the meeting takes place. It may also be assigned by the person designated on the proxy to a third person if the person you designate as proxy decides that he or she will not be able to attend the meeting.
- IV. A proxy holder does not have the ability to vote for directors, amendments to Bylaws, or changes in Declarations. Refer to Florida state statutes. Ballots for election of directors must be submitted or mailed by the owner or person named on the voting certificate.



Association Legal Services, LLC

12600 World Plaza, Fort Myers, FL 33907

Ph: 239-887-4276, Fax: 239-237-5155

December 13, 2023

Re: Waterview Property Owners Association, Inc. Restatement of the Bylaws

Dear Waterview Property Owners,

At your upcoming Annual Meeting the Board will be proposing to approve an Amended and Restated version of the Bylaws, a copy of which is provided, either by attachment or printed copy, for your review.

The Board has put a significant amount of time into reviewing the Bylaws with management and legal counsel in order to develop a document that reflects the current operations of the Association as well as compliance with the laws, and current Florida Statutes, which govern the Association.

The proposed Bylaws are 17 pages long and contain a number of the same provisions as the previous Bylaws of many years ago. There are 11 Sections which are primarily administrative in nature related to the organization and oversight of the Association and its business. They deal with definitions of Members, Meetings and Voting, Board of Directors, Officers, Powers and Duties of the Board of Directors, Fiscal Management, Rules and Regulation, Use Restrictions, Compliance and Default, Remedies, Bylaw Amendments, and Miscellaneous. It is important to review the entirety of the proposed Bylaws in detail before voting to make sure that you are cognizant of how they may impact you and your property.

Please vote in person at the Annual Meeting, or by the proxy included in this package. You can send your proxy in person, email, or mail. A 2/3 vote in favor of the proposed Amended and Restated Bylaws is required for approval.

Sincerely,

Charles Thompson, Esq.

Association Legal Services, LLC

On behalf of the Board of Directors of Waterview Property Owners Association

Prepared by and return to:
Leland Wilson, Esq
Association Legal Services
12600 World Plaza Ln.
Building 63
Ft. Myers, FL 33907
(239) 887-4276 (Telephone)
(239) 237-5155 (Facsimile)

**AMENDED AND RESTATED BYLAWS OF
WATERVIEW PROPERTY OWNERS' ASSOCIATION, INC.**

1. **GENERAL.** These are the amended and restated Bylaws of Waterview Property Owners' Association, Inc., hereinafter called the "Association", a non-profit corporation organized under the laws of the State of Florida for the purpose of administering a Homeowners Association pursuant to Florida Statutes.
 - 1.1. **Office.** The principal office of the Association shall be at 3754 Cape Haze Drive, Rotonda West, Florida, 33947, or such other location as may from time to time be determined by the Board of Directors.
 - 1.2. **Definitions.** All terms used in these Bylaws, whether capitalized or not, shall have the same meaning to the extent applicable, and except where the context would otherwise suggest, as set forth in the Articles of Incorporation for the Association, the Declaration of Covenants, Conditions, and Restrictions, and Chapter 720, Florida Statutes, all as amended from time to time.
2. **MEMBERS.**
 - 2.1. **Qualification.** The Members of the Association are the record Owners of legal title to the Lots in the Association.
 - 2.2. **Voting Interests.** The Members of the Association are entitled to one (1) vote for each Lot owned by them. The total number of possible votes (the Voting Interests) of the Association is the total number of Lots. The vote of a Lot is not divisible. The Association may suspend the voting rights of a Member for the nonpayment of any monetary obligation due to the Association that is more than ninety (90) days delinquent.
 - 2.3. **Approval or Disapproval of Matters.** Whenever the decision or approval of an Owner is required upon any matter, whether or not the subject of an Association meeting, the decision or other response may be expressed by any person authorized to cast the vote of the Lot at an Association meeting, as stated above, unless the joinder of all record Owners is specifically required.
 - 2.4. **Termination of Membership.** Termination of membership in the Association does not relieve or release any former Member from any liability or obligation incurred under or in any way connected with the Association during the period of his membership, nor does it impair any rights or remedies the Association may have against any former Owner or Member arising out of or in any way connected with such ownership and membership and the covenants and obligations incident thereto.

3. MEMBERS' MEETINGS; VOTING.

- 3.1. Annual Meeting.** The annual Members' meeting shall be held on the date, at the place, and at the time, determined by the Board from time to time, provided that there shall be an annual meeting every calendar year and no later than thirteen (13) 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, or stated in the notice of meeting sent to all Owners in advance thereof.
- 3.2. Special Meetings.** Special Members' meetings shall be held whenever called by the President, Vice President, the Secretary or Treasurer, or by any two or more members of the Board of Directors, and shall be called by the President or Secretary within a reasonable time upon receipt of written notice from at least one-fourth (1/4th) of the Voting Interests of the Association. Special Members' meetings may be called for any purpose permitted by law. The business conducted at a special Members meeting shall be limited to that stated in the notice of the special Members meeting, which shall include an agenda.
- 3.3. Notice of Members' Meeting.** Written notice of a meeting of Members stating the time, date and place, and must also specifically identify agenda items, shall be given by the President or, if so delegated, the Secretary. A copy of the notice shall be posted at a conspicuous place on the Association Property, or the South Gulf Cove HOA Clubhouse, and a copy shall be delivered either personally, electronically via website or otherwise, or by first class mail to each Member entitled to attend the meeting. The delivery or mailing shall be to the designated address of the Member as it appears on the roster of Members. The delivery shall be not fewer than fourteen (14) days before the date of the meeting. Proof of posting and proof of mailing of the notice shall be given by Affidavit. Attendance at any meeting by a Member constitutes waiver of notice by that Member unless the Member objects to the lack of notice at the beginning of the meeting. A Member may also waive notice of any meeting at any time by written waiver.
- 3.4. Quorum.** A quorum at Members' meetings shall consist of persons entitled to cast one-third (1/3rd) of the votes of the Membership, either in person or by proxy.
- 3.5. Indivisible Vote.** Each Lot shall have one (1) indivisible vote. No individual may cast a vote assigned to a Lot where the voting rights assigned to the Lot are suspended pursuant to the terms of the Governing Documents and Florida law. If a Lot is owned by multiple individuals, such as spouses, any record Owner may vote on behalf of the Lot. If multiple Owners or non-individual Owners of a Lot cannot agree on a vote, the vote shall not be counted as to the issue upon which disagreement exists.
- 3.6. Proxies.** Votes may be cast in person or by proxy. A proxy shall be valid only for the particular meeting for which it is given and any adjournment thereof, and in no event shall such proxy be valid for more than ninety (90) days after the original meeting date. A proxy may permit a proxy holder to appoint a substitute to act in his place. Every proxy shall be revocable at the pleasure of the person executing it. To be valid, a proxy must be in writing, dated, signed by the person authorized to cast the vote for the Lot, specify the date, time, and place of the meeting for which it is given, and the original must be delivered to the Secretary by the appointed time of the meeting or adjournment thereof. No proxy shall be valid if it names more than one (1) person as the holder of the proxy, but the holder shall have the right, if the proxy so provides, to substitute another person to hold the proxy. No proxy, limited or general, shall be used in the election of Board Members.

3.7. Participation at Meeting By Remote Communication. Unless prohibited by Chapter 720, if authorized by the Board as provided in Section 617.0721 F.S., and subject to such guidelines and procedures as the Board may adopt, Members and proxy holders who are not physically present at a meeting may, by means of remote communication:

3.7.1. Participate in the meeting.

3.7.2. Be deemed to be present in person and vote at the meeting if:

3.7.2.1. The corporation implements reasonable means to verify that each person deemed present and authorized to vote by means of remote communication is a Member or proxy holder; and

3.7.2.2. The corporation implements reasonable measures to provide such Members or proxy holders with a reasonable opportunity to participate in the meeting and to vote on matters submitted to the Members, including an opportunity to communicate and to read or hear the proceedings of the meeting substantially concurrent with the proceedings.

3.8. Adjournment. Any duly called meeting of the Members may be adjourned to be reconvened at a later time by vote of the majority of the Voting Interests present, regardless of whether a quorum has been attained. Any business which might have been conducted at the meeting as originally scheduled may instead be conducted when the meeting is reconvened, but only if a quorum is present.

3.9. Order of Business. The order of business at meetings shall be substantially as follows:

- A.** Calling of the roll and certifying the proxies
- B.** Proof of notice of meeting or waiver of notice
- C.** Election of Directors
- D.** Reading and disposal of any unapproved minutes
- E.** Reports of Officers
- F.** Reports of committees
- G.** Unfinished business
- H.** New business
- I.** Adjournment.

Such order may be waived in whole or in part by direction of the chairman.

3.10. Parliamentary Rules. Robert's Rules of Order (latest edition) shall be used as a general, non-binding guide in the conduct of Members' meetings, Board meetings, and committee meetings to ensure fairness, impartiality, and respect for minority views without unduly burdening majority rights. Meetings shall also be conducted in accordance with these Bylaws and the procedures established by the Board from time to time, including the form of voting documents to be used. The ruling of the Chair of the meetings, unless he or the

Board designates a third person as Parliamentarian, shall be binding on all matters of procedure, unless contrary to law. The failure or alleged failure to adhere to Robert's Rules of Order shall not be used as a basis to legally challenge any action of the Association.

3.11. Minutes. Minutes of all meetings of Members and of the Board of Directors shall be kept in a business-like manner and shall not be discarded at any time. These, plus records of all receipts and expenditures and all other official records shall be available for inspection by Members and Board Members at all reasonable times. However, the Directors may adopt reasonable rules regarding the frequency, time, location, notice requirements, manner of inspection, and copying of said records.

3.12. Action Without a Members Meeting. Unless prohibited by law, any action required to be taken or which may be taken at any Members meeting may be taken without a Members meeting, without prior notice, and without a vote of the Members if a consent in writing, setting forth the action so taken shall be signed by the Members (or persons authorized to cast the vote of any such Member as elsewhere herein set forth) holding not less than the minimum number of Voting Interests that would be necessary to approve such action. Within ten (10) days after obtaining such authorization by written consent, notice must be given to Owners who have not consented in writing. The notice shall fairly summarize the material features of the authorized action.

4. BOARD OF DIRECTORS. The administration of the affairs of the Association shall be by a Board of Directors. All powers and duties granted to the Association by law, as modified and explained in the Declaration, Articles of Incorporation, and these Bylaws, shall be exercised by the Board, subject to approval or consent of the Owners only when such is specifically required.

4.1. Number and Terms of Service. The affairs of the Association shall be administered and directed by a Board composed of no less than three (3) nor more than nine (9) Directors. Directors shall serve a term of one or two years, depending on the required term of service. Directors once duly elected and qualified will serve until their successors are duly elected or until such Director's death, resignation or removal as provided herein. The number of Directors may be changed at any meeting where the Owners are to elect any Directors (i) by the then existing Board, if prior to such meeting the Board votes to change the number of Directors and such change is indicated the notice of the meeting sent to the Members, or (ii) by the Members at the meeting prior to the election of Directors. In order to provide for continuity of experience it is the intention of these Bylaws that a system of staggered terms be created and thereafter maintained. To maintain a staggered Directorate, the Board may hold seats in future elections open for one or two-year terms, when necessary or appropriate. In any election where candidates are elected for different terms, those candidates receiving the higher number of votes shall be elected to the lengthier seat.

4.2. Qualifications. The Directors shall be Members or the spouse of a Member. In the case of multiple Owners of a Lot, only one Owner may serve as a director of the Board at any given time unless they own more than one Lot or unless there are not enough eligible candidates to fill the vacancies on the Board at the time of the vacancy.

4.3. Board of Directors Election; Notice and Procedure. The regular election of Directors shall occur as the first item of business at the annual meeting.

4.3.1. The Association shall provide to each Member entitled to vote, a first notice of the date of the election. Any person desiring to be a candidate for the Board of Directors shall give written notice to the Association before the scheduled

election. Not less than fourteen (14) days before the election, the Association shall mail or deliver a second notice of the election to all Members entitled to vote therein, together with a ballot containing the names of all properly pre-qualified candidates which shall include an information sheet (if provided by the candidate), no larger than 8½ inches by 11 inches furnished by the candidate, to be included with the mailing of the ballot, with the costs of copying and mailing to be borne by the Association.

4.3.2. One (1) ballot may represent multiple Lots owned by an Owner(s).

4.3.3. There is no quorum requirement necessary for an election.

4.3.4. In the event that there are only as many (or fewer) candidates pre-qualified for election as there are open seats on the Board, no election shall be held, and the pre-qualified candidates shall automatically become Members of the Board after the annual meeting.

4.3.5. The Board may establish additional election rules or procedures as it deems appropriate to ensure a fair election process. Substantial compliance with these Bylaws and Chapter 720 relative to election procedures is sufficient.

4.4. **Electronic Voting.** The Association may conduct the election of Directors through an internet-based online voting system if a written consent is received from the Owner and the provisions of Section 720.317, Florida Statutes, are allowed.

4.5. **Vacancies.** Vacancies on the Board may be filled by appointment by a majority vote of the remaining Directors for the remainder of the unexpired term, unless the Board votes to have the vacancy filled by a special election of the Owners. When a Director has been recalled by the membership, the vacancy created by his removal cannot be filled with the same natural person as has been removed from the Board. When a majority of the Board has been recalled, vacancies shall be filled by the membership, as provided by law.

4.6. **Removal.** Any or all Directors may be removed with or without cause by a majority vote of the entire Voting Interests, either by a written petition, or at any meeting called for that purpose, in the manner required by Chapter 720. A Special Members Meeting for recall may be called by Owners holding ten percent (10%) of the Voting Interests in the Association. Any Director who is removed from office is not eligible for election to the Board, or be appointed to the Board, until the next annual election. Any Officer so removed shall return all books, records, and property of the Association to the Association within seventy-two (72) hours of their removal. A Director or an Officer charged by information or indictment with any of the following crimes must be removed from office:

4.6.1. Forgery of a ballot envelope or voting certificate used in a homeowners' association election.

4.6.2. Theft or embezzlement involving the Association's funds or property.

4.6.3. Destruction of or the refusal to allow inspection or copying of an official record of a homeowners' association which is accessible to Owners within the time periods required by general law, in furtherance of any crime. Such act constitutes tampering with physical evidence.

4.6.4. Obstruction of justice as provided in Chapter 843.

- 4.7. **Resignation.** Any Director of the Association may resign at any time, by a written instrument, including but not limited to notice provided via electronic mail to the President or Secretary. Resignations shall take effect at the time specified in the written instrument, and if no time is specified, resignations shall take effect at the time of receipt of such resignation. Resignations cannot be rescinded after being given, even if not effective until a later date. The acceptance of a resignation shall not be necessary to make it effective. Any Director or Officer more than 90 days delinquent in the payment of any monetary obligation due the Association shall be deemed to have abandoned the office, creating a vacancy in the office to be filled according to law. Any Director who has three (3) consecutive unexcused absences from Board meetings is deemed to have voluntarily resigned from the Board and no written instrument need be provided for the Board to declare the seat vacated.
- 4.8. **Organizational Meeting.** The organizational meeting of each newly-elected Board of Directors to elect Officers shall be held at such place and time as shall be fixed by the Directors, provided a quorum shall be present. Unless otherwise noticed, the organizational meeting shall be held no later than ten (10) days following the annual meeting of the Members.
- 4.9. **Regular Meetings of the Board.** Regular meetings of the Board may be held at such time and place as may be determined from time to time by a majority vote of the Directors. Notice of regular meetings shall be mailed, transmitted, posted on the website, or delivered to each Director at least forty-eight (48) hours prior to the date of such meeting and notice shall be posted in a conspicuous place on the Property, including the South Gulf Cove Clubhouse, at least forty-eight (48) hours prior to the meeting.
- 4.10. **Special Meetings of the Board.** Special meetings of the Directors may be called by the President at any time. Members may call a special meeting by delivering to the Board a written petition setting forth the purpose of the special meeting of Members in good standing holding twenty (20%) percent of the total Voting Interests and such special meeting must be held within sixty (60) days after the Board's receipt of the petition. Except in the case of an emergency, not less than forty-eight (48) hours' notice of such meetings shall be given. Notice may be mailed, transmitted, posted on the website, or delivered, which notice shall state time, place, and purpose of the meeting and notice shall be posted in a conspicuous place on the Property, including the South Gulf Cove Clubhouse, at least 48 hours prior to the meeting.
- 4.11. **Waiver of Notice.** Any Director may waive notice of a meeting before or after the meeting, and such waiver shall be deemed equivalent to the giving of notice provided herein. If all Directors are present at a meeting, no notice to Directors shall be required and any business may be transacted at such meetings.
- 4.12. **Notice to Owners of Board Meetings.** Meetings of the Board shall be open to Members except for meetings between the Board and its attorney with respect to proposed or pending litigation where the discussion would otherwise be governed by the attorney-client privilege. The right of Owners to attend Board meetings includes the right to speak on all designated agenda items subject to reasonable rules adopted by the Board governing the manner, duration, and frequency of doing so. Notices of all Board meetings shall be posted conspicuously in the community, including the South Gulf Cove Clubhouse, at least forty-eight (48) continuous hours in advance of each Board meeting, except in an emergency. Notice of any Board meeting at which rules affecting the use of a

Lot or special Assessments are to be considered shall specifically contain a statement that rules or special Assessments will be considered and the nature of the rule or Assessments and shall be mailed, transmitted, posted on the website, or delivered to Members and posted at least fourteen (14) days in advance.

- 4.13. Quorum of Board of Directors.** At all meetings of the Board, a majority of the Directors shall constitute a quorum for the transaction of business. Directors may participate in any meeting of the Board, or meeting of an executive or other committee, by means of a conference telephone call or similar communicative arrangement whereby all persons present can hear and speak to all other persons. Participation by such means shall be deemed equivalent to presence in person at a meeting.
- 4.14. Vote Required.** The acts approved by a majority of those Directors present and voting at a meeting at which a quorum has been attained shall constitute the acts of the Board, except when approval by a greater number of Directors is required by the Governing Documents or by applicable statutes. The vote or abstention of each Director present on each issue voted upon shall be recorded in the minutes of each meeting. Directors may not vote by proxy or secret ballot at Board meetings, except that secret ballots may be used in the election or removal of Officers. Directors and Officers must disclose to the Association any activity that may be reasonably construed to be a conflict of interest at least fourteen (14) days before voting on an issue or entering into a contract that is the subject of a conflict.
- 4.15. Adjourned Meetings.** A majority of the Directors present at any meeting of the Board, regardless of whether a quorum exists, may adjourn the meeting to be reconvened at a specified later time. If the date, time, and place of its continuance are announced at the meeting being adjourned, then it shall not be necessary to give further notice of the meeting. When the meeting is reconvened, provided a quorum is present, any business that might have been transacted at the meeting originally called may be transacted.
- 4.16. Joinder by Directors.** The joinder of a Director in the action of a meeting by signing and concurring in the minutes of that meeting shall constitute the presence of such Director for the purpose of determining a vote, but not for determining a quorum.
- 4.17. Presiding Officer.** The presiding Officer at Directors' meetings shall be the President, and in his absence, the Vice President. In the absence of the presiding Officer, the Directors present shall designate one of their number to preside. The presiding Officer may permit legal counsel or a managing agent to chair portions or the entirety of a Board meeting.
- 4.18. Committees.** The Board may appoint from time to time such standing or temporary committees as the Board may deem necessary and convenient for the efficient and effective operation of the Association. Any such committee shall have the powers and duties assigned to it in the resolution creating the committee. Unless otherwise expressly required by law, the meetings of committees do not have to be conducted with the same formalities as required for meetings of the Board. The Association shall have the following Committees:
- 4.18.1. The Environmental Control Committee.** The Environmental Control Committee (the "ECC") shall have the duties and functions described in the Declaration of Covenants and Restrictions applicable to the Properties. It shall

watch for any proposals, programs, or activities which may adversely affect the residential value of the Properties and shall advise the Board of Directors regarding Association action on such matters. The ECC may also have sub-committees.

4.18.2. It shall be the duty of each Committee to receive complaints from Members on any matter involving Association functions, duties, and activities within its field of responsibility. It shall dispose of such complaints, as it deems appropriate or refer them to such other Committee, Director or Officer of the Association as is further with the matter presented.

4.18.3. Each Committee shall have power to appoint a subcommittee from among its membership and may delegate to any such subcommittee any of its powers, duties and functions.

4.19. Director Compensation. The Directors shall not receive compensation for their services to the Association. Directors may be reimbursed for expenses incurred in conducting Association business as approved by the Board of Directors.

5. OFFICERS. The executive Officers of the Association shall be the President, a Vice President, a Treasurer, and a Secretary all of whom shall be elected annually by and from the Board, and who may be peremptorily removed by a majority vote of the Directors at any meeting. The Board may also appoint such Assistant Officers as may be desired. Assistant Officers need not be Directors. The Board may, from time to time, appoint such other Officers, and designate their powers and duties, as the Board shall find to be required to manage the affairs of the Association. Any person may hold two or more offices except that the President shall not also be the Secretary or an assistant Secretary. All Directors of the Board are encouraged, but not required, to be members of the South Gulf Cove Homeowners Association.

5.1. President. The President shall be the Chief Executive Officer of the Association, shall preside at all meetings of the Board and Association meetings. The President shall have general supervision over the affairs of the Association and shall have all of the powers and duties which are usually vested in the office of President of a corporation.

5.2. Vice-President. The Vice-President shall, in the absence or disability of the President, exercise the powers and perform the duties of the President. He shall also generally assist the President and exercise such other powers and perform such other duties as shall be prescribed by the Directors.

5.3. Secretary. The Secretary shall keep the minutes and votes of all proceedings of the Directors and the Members. They shall attend to the giving and serving of all notices to the Members and Directors and other notices required by law. They shall have custody of the seal of the Association and affix the same to instruments requiring a seal when duly signed. They shall keep and have custody of the records of the Association, except those of the Treasurer. They shall perform all other duties incident to the office of Secretary of the Association and as may be required by the Directors or the President. An Assistant Secretary may be appointed by the Board of Directors to perform the duties of the Secretary in their absence.

5.4. Treasurer. The Treasurer shall be responsible for Association funds and securities, and the keeping of full and accurate accounts in books belonging to the Association. The Treasurer is responsible for the deposit of all monies and other valuable effects in the name and to the credit of the Association in such depositories as may be designated by the Board. The Treasurer shall oversee the disbursement of Association funds, keeping proper vouchers for such disbursements, and shall render to the President and Directors, at meetings of the Board, or, if ever they may require it, a full accounting of all transactions and of the financial condition of the Association. The Treasurer shall prepare an annual budget of estimated revenues and expenses to present to the Board for approval.

5.5. Indemnification of Officers. Every Director and Officer of the Association shall be indemnified by the Association against all expenses and liabilities, including attorneys' fees, reasonably incurred by or imposed upon him in connections with any proceedings to which he may be a party, or in which he may become involved, by reason of his being or having been an Officer or Director of the Association, or any settlement thereof, whether or not he is a Director or Officer at the time such expenses are incurred, except in such cases wherein the Director or Officer is adjudged guilty or willful misfeasance or malfeasance of this duties, provided that in the event of a settlement, the indemnification herein shall apply only when the Board approved such settlement and reimbursement as being for the best interest of the Association. The foregoing right of indemnification shall be in addition to and not exclusive of all other rights to which such Director or Officer may be entitled and not provided for.

6. POWERS AND DUTIES OF THE BOARD OF DIRECTORS. All of the powers of the Association existing under the laws of Florida generally, Florida Not-For-Profit Corporation Statute, the Act, and the Governing Documents, all as amended from time to time, shall be exercised exclusively by or under the direction of the Board, or a duly authorized Board member, Officer, committee member, agent, contractor, or employee, when said powers or duties have been delegated by the Board, subject only to the approval by Members when such is specifically required. The powers of the Directors shall include, but not be limited to, the following:

- 6.1.** Operation, care, upkeep and Maintenance of the Common Properties, such as they exist;
- 6.2.** Determination of the expenses required for the operation of the Association;
- 6.3.** Collection of Assessments for Common Expenses from Owners required to pay same;
- 6.4.** Employment and dismissal of the personnel necessary for the Maintenance and operation of the Common Properties;
- 6.5.** Adoption and amendment of the Rules and Regulations concerning the details of the operation and use of the Association Property, subject to a right of the Owners to overrule the Board as provided herein;
- 6.6.** Maintaining bank accounts on behalf of the Association and designating the signatories required therefor;
- 6.7.** Enter into a contract with any person, firm or entity for the operation, Maintenance, or repair of the Association Property. However, any such contract shall not be in conflict with the rights of Owners in accordance with the Act;
- 6.8.** Obtaining and reviewing insurance for the Association Property, including paying taxes;

- 6.9. Making repairs, additions, and Improvements to, or alterations of, the Association Property, in accordance with the provisions of the Declaration after damage or destruction by Casualty or as result of condemnation or eminent domain proceedings;
 - 6.10. Enforcing obligation of the Owners, allocating profit and expenses and doing anything and everything necessary and proper for the sound management of the Association;
 - 6.11. Levying fines against the Owners for violations of the Rules and Regulations established by it to govern the conduct of the Owners;
 - 6.12. Contract for the management of the Association and delegate to such contractor such powers and duties of the Board as the Board may deem appropriate under the circumstances, except those which may be required by the Declaration and these Bylaws to be approved by the Board or other Owners; to contract for the management or operation of portions of the Association Property susceptible to separate management or operation thereof; and to grant concessions for the purpose of providing services to the Owners. In exercising this power, the Association may contract with affiliates of itself provided that such contracts do not involve undisclosed or unlawful self-dealing or undisclosed relationships with Board Members;
 - 6.13. To create an agreement for the use of the Greenbelt area, by way of a Non Exclusive Licensing Agreement, or any other agreements for the usage of any other Association Property.
 - 6.14. To exercise all powers specifically set for in the Association Documents and Chapter 720 and all powers incidental thereto;
 - 6.15. To exercise the emergency powers authorized by Section 617.0207, Florida Statutes, Section 617.0303, Florida Statutes, and Chapter 720, all as amended from time to time.
7. **FISCAL MANAGEMENT.** The provisions for fiscal management of the Association set forth in the Declaration shall be supplemented by the following provisions.
- 7.1. **Fiscal Year.** The fiscal year of the Association shall be the calendar year. Upon a majority vote of the Board, it may adopt a different fiscal year.
 - 7.2. **Budget.** The Board of Directors shall adopt a budget of Common Expenses 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 Lot 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, including without limitation as those specified in Chapter 720.

If an annual budget has not been adopted at the time the first installment for a fiscal year is due, it shall be presumed that the amount of such installment is the same as the last installment and shall be continued at such rate until a new budget is adopted and Assessments are calculated, at which time any overage or shortage shall be added to or subtracted from each Lot's next installment due.
 - 7.3. **Reserves.** The Board may establish in the budget one or more reserve accounts for capital expenditures, deferred Maintenance, or contingency reserves for unanticipated operating

expenses. Board adopted reserve funds are not controlled by Chapter 720 Florida Statutes and therefore may be spent, waived, or used as approved by the Board. Membership adopted reserves are restricted by Chapter 720, Florida Statutes and therefore Membership adopted reserves may only be used, waived, or reduced on a yearly basis according to Chapter 720 Florida Statutes. The purpose of reserves is to provide financial stability and to avoid the need for special Assessments. The annual amounts proposed to be so reserved shall be shown in the annual budget.

- 7.4. Annual Assessments.** All regular Assessments for Common Expenses shall be paid on the first day of January annually, or as determined by the Board, and shall become delinquent 10 days thereafter. Written notice of each monthly or quarterly installment shall be sent to all Members by or on behalf of the Treasurer, but failure to receive such notice does not excuse the obligation to pay. The Association shall have the right to accelerate Assessments of an Owner delinquent in the payment of Common Expenses. Accelerated Assessments shall be due and payable on the date a claim of lien is filed and may include the amounts due for the remainder of the fiscal year for which the claim of lien was filed.
- 7.5. Special Assessments.** Special Assessments may be made when necessary to meet unusual, unexpected, emergency, or non-recurring expenses or for such other purposes as are authorized by the Declaration or these Bylaws. Special Assessments shall be due at such time as is specified in the resolution of the Board approving such Assessment. Written notice of any Board meeting at which a non-emergency special Assessment will be considered, must be mailed to all Owners at least fourteen (14) days in advance, which notice shall state that Assessments will be considered and the nature of any such Assessments. The notice to Owners that any special Assessment has been levied must contain a statement of the purpose(s) of the Assessment, and the funds collected must be spent for the stated purpose(s). If any funds remain upon completion of the purpose(s) such excess funds may, at the discretion of the Board, either be returned to the Owners or applied as a credit towards future Assessments. The foregoing shall be limited to the extent that any special Assessment for betterments, alterations or Improvements, shall first require the approval of a majority of the Voting Interests of the Association present (in person or by proxy) and voting at a duly noticed meeting at which a quorum is present.
- 7.6. Certificate as to Assessment, Mortgagee Questionnaires.** Within ten (10) days after request by an Owner or mortgagee, the Association shall provide a certificate (sometimes referred to as an "estoppel letter") stating whether all Assessments and other monetary obligations owed to the Association by the Owner with respect to the Lot have been paid. Any person other than the Owner who relies upon such certificate shall be protected thereby. The Association may charge a preset fee, not to exceed the maximum amount permissible by law, to issue an estoppel certificate. The Association may but is not obligated to respond to mortgagee questionnaires. If the Association chooses to respond to a mortgagee questionnaire the Association may charge up to the maximum allowed by Florida Statutes (in addition to any charge for an estoppel letter) plus attorney fees for doing so.
- 7.7. Assessments for Charges.** Charges by the Association against Members for other than Common Expenses shall be payable in advance. These charges may be collected by Assessment in the same manner as Common Expenses, and when approval of a Member or when expressly provided for in the Declaration or the exhibits annexed thereto as the

same be amended from time to time, which Charges include without limitation Charges for the use of the Association Property.

7.8. Liability for Assessments and Charges. A Member shall be liable for all Assessments and Charges coming due while the Owner of a Lot, and such Member and Member's grantees or successors, after a conveyance or other transfer of title, shall be jointly and severally liable for all unpaid Assessments and Charges due and payable up to the time of such voluntary conveyance. Liability may not be avoided by waiver of the use or enjoyment of any Association Property or by abandonment of the Lot for which the Assessments or Charges are due. Where a mortgagee holding a first mortgage of record obtains title to a Lot by foreclosure, such mortgagee shall be liable for such Lot's unpaid Assessments, Charges, or share of the Common Expenses which became due prior to acquisition of such mortgagee's title as provided in Chapter 720. Such mortgagee or its successors and assigns are liable for all Assessments and Charges accruing after their taking of title.

7.9. Association Depository. The depository of the Association, in which the funds of the Association shall be deposited, shall be financial institutions authorized to do business in Florida which carry **FDIC** insurance or equivalent insurance, provided that such insurance is backed by the full faith and credit of the United States of America. All deposits shall be within the limits of such insurance. Withdrawal of money from those accounts shall be only by checks or other withdrawal instruments signed by those persons as are authorized by the Directors or by electronic transfer protocols approved by the Board of Directors.

All funds collected by the Association shall be maintained separately in the Association's name, except that for investment purposes only, reserve funds may be commingled with operating funds, but must always be accounted for separately and the balance in a commingled account may not, at any time, be less than the amount identified as reserve funds. Any expenses or deposits taken from an Owner must be maintained separately and may not be commingled with any other Association funds.

The Board may invest Association funds in interest-bearing accounts, money market funds, certificates of deposit, U.S. Government securities, and other similar investment vehicles.

7.10. Fidelity Bonding. The Association shall obtain and maintain adequate fidelity bonding in the minimum principal sum set forth in Chapter 720, for each person (whether or not a Director) who controls or disburses Association funds, and the President, Secretary, and Treasurer. The Association shall bear the cost of any such bonding of Directors and Officers. In the case of a community association manager or management firm, the cost of bonding may be allocated as the parties may agree. All persons providing management services to the Association, or otherwise having the authority to control or disburse Association funds, shall provide the Association with a certificate of insurance evidencing compliance with this paragraph, naming the Association as an insured under said policy.

7.11. Financial Reports. A complete financial report of actual receipts and expenditures of the Association shall be made annually which shall comply with Rule 61B-22, Florida Administrative Code, as amended from time to time, and with Chapter 720. A formal, certified audit of the accounts of the Association, if required by law, by vote of a majority of the Voting Interests, or by a majority of the Directors, shall be made by a certified public accountant, and a copy of the audit report shall be available to all Members.

7.12. Financial Information. Not later than ninety (90) days after the close of each fiscal year, the Association shall prepare a financial statement showing in reasonable detail the financial condition of the Association as of the close of its fiscal year and a profit and loss statement for the year, detailed by accounts. The Association shall provide each Member with a copy of the financial report or a written notice that a copy of the financial report is available upon request at no charge to the Member.

8. RULES AND REGULATIONS; USE RESTRICTIONS. The Board may, from time to time, adopt and amend administrative Rules and Regulations governing personal conduct and the use, Maintenance, management and control of the Common Areas, the Parcels, the Lots, and the operation of the Association. Copies of such Rules and Regulations shall be furnished to each Owner. The Board shall have the power to impose fines and suspensions of Common Area use privileges as provided in the Governing Documents for violations of the Governing Documents, Florida law or the Rules and Regulations of the Association.

9. COMPLIANCE AND DEFAULT: REMEDIES. In addition to the remedies provided in the Association Documents, the following provisions shall apply:

9.1. Correction of Health and Safety Hazards. Any violations of the Association rules which creates conditions of the Property which are deemed by the Board to be a hazard to the public health or safety may be dealt with immediately as an emergency matter by the Association, and the cost thereof shall be charged to the Owner.

9.2. Liens for Assessments. If any Member fails or refuses to make payments of any Assessment when due, the amount thereof shall constitute a lien on the Member's Lot. The Board shall have the authority to exercise and enforce all rights and remedies under the Florida Statutes, the Declaration, and these Bylaws, or otherwise available at law or in equity for the collection of all unpaid Assessments and enforcement of all Rules and Regulations.

9.3. Fines and Suspension of Rights. The Directors may, pursuant to F.S. 720.305, impose fines not to exceed the maximum permissible by law, and suspend the right to use Association Property, as permitted by the Act, for failure by Owners, Occupants, Tenants, Guests, Licensees, Invitees, or any Family member thereof to comply with the provisions of the Board policies and resolutions, the Association Documents, including the Rules and Regulations, and applicable laws.

9.3.1. A fine may be imposed for each day of continuing violation at the highest rate allowed by law per violation with a single notice for a hearing, provided that no fine shall in the aggregate exceed the maximum amount permissible by law. A suspension shall be imposed and enforceable for a reasonable amount of time, as determined by the Board, and subject to the confirmation or rejection of the independent committee specified herein.

9.3.2. Notice. The Member and, if applicable, the party against whom the fine or suspension is sought to be imposed (if different from the Member), shall have a hearing by being given notice of not less than fourteen (14) days. Notice shall be deemed effective when mailed by United States mail, certified, return receipt requested, to the address of the Member listed in the official records of the Association. The notice shall include:

9.3.2.1. A statement of the date, time, and place of the hearing;

9.3.2.2. A statement of the provisions of the Declaration, Articles, Bylaws, Rules and Regulations, Board policies and resolutions, or laws that have allegedly been violated; and

9.3.2.3. A short and plain statement of the matters asserted by the Association.

9.3.3. Hearing. The Member and, if applicable, the party against whom the fine or suspension is sought to be imposed (if different from the Member), shall be able 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 held before a committee of Members appointed by the Board, which may not include Board Members, immediate Family members of Board members nor persons residing in a Board Member's household. If the committee does not confirm the fine or suspension, the fine or suspension may not be imposed. Members shall be jointly and severally liable for the payments of fines imposed against and suspension imposed upon Occupants, Tenants, Guests, Licensees, Invitees, or any Family members thereof.

9.4. Enforcement Committee. The Board of Directors of the Association may appoint an "Enforcement Committee" consisting of at least three Owners. The purpose of the Enforcement Committee shall be to conduct hearings, to make decisions concerning alleged violation of this Declaration by Owners and to levy fines as set forth hereinafter. Owners appointed to the Enforcement Committee shall not be officers, directors or employees of the Association or the spouse, parent, child, brother or sister of an officer, director or employee of the Association. A majority vote of the enforcement committee is necessary to impose a fine

9.4.1. Fines and/or Revocation of Certain Privileges. The Enforcement Committee may impose a reasonable fine up to a maximum amount established in advance by majority vote of the Board of Directors, but in any case not to exceed the maximum by law fine per violation, or in the case of a continuing violation, may impose a reasonable fine up to a maximum aggregate amount established in advance by majority vote of the Board of Directors, on the basis of each day of said continuing violation, but in any case not to exceed the maximum by law in the aggregate, against any Owner, Tenant, Guest and/or Invitee. In addition, or in the alternative, to a fine, the Association may suspend, for a reasonable period of time, the rights of a member or a Member's Tenants, Guests or Invitees, or both to use Common Properties. Fines, subject to any minimum amount required by law, shall become a lien which may be foreclosed in the same manner as an assessment.

9.4.2. Fines Concerning the Greenbelt. In the event that the Association is fined by the Florida Department of Environmental Protection (the "DEP"), or any federal, state, or local agency, for any violations caused by the action or inaction by an Owner, their Guests, Invitees, Licensees or other persons connected with the Owner, the Association will notify the Owner of such violation by registered mail within seven (7) days of the receiving the notice of the violation from the DEP. Fines paid on or before five (5) days after the date due shall not bear interest, but all sums not paid on or before five (5) days after the due date shall bear interest at the highest rate permitted by law from the date due until paid. In addition to such

interest the Association may charge an administrative late fee in an amount not to exceed the maximum late fee permissible by law. All payments upon account shall be first applied to interest, then the late fee, then to any costs and collection expenses and reasonable attorneys' fees incurred, and then to the Assessment payment first due.

Except as otherwise provided in Chapter 720, no lien may be filed by the Association against a Lot until forty-five (45) days after the date on which a notice of intent to file a lien has been delivered to the Owner, pursuant to Chapter 720.

9.4.3. Payment of Fines. Fines shall be paid no later than five (5) days after notice of the imposition or assessment of the penalties.

9.4.4. Collection of Fines. If, and to the extent permitted by law, fines shall be a charge and continuing lien against the subject lot and shall be treated as an assessment, including the right of foreclosure, all as subject to the provisions for the collection of assessments set forth herein.

9.4.5. Application of Proceeds. All monies received from fines shall be allocated as directed by the Board of Directors.

9.4.6. Non-exclusive Remedy. These fines shall not be constructed to be the exclusive remedy of the Association, and shall exist in addition to all other rights and remedies to which the Association may be otherwise legally entitled.

9.5. Suspensions. The Board of Directors has the right to suspend certain use rights and voting rights in accordance with the following:

9.5.1. Suspension of Use Rights. If an Owner is more than ninety (90) days delinquent in paying a fee, fine, or other monetary obligation due to the Association, the Board may suspend the right of the Owner or the Lot's Occupants, Guests, Tenants or other Invitees to use Common Facilities, if any, or any other Association Property until the fee, fine, or other monetary obligation is paid in full. Suspension does not apply to Limited Common Elements, if any, intended to be used only by that Lot, Association Property needed to access the Lot, utility services provided to that Lot, or parking spaces. The Notice and Hearing requirements do not apply to suspensions imposed for financial delinquencies.

9.5.2. Suspension of Voting Rights. The Board of Directors may suspend the voting rights of a Lot or an Owner due to nonpayment of any fee, fine, or other monetary obligation due to the Association which is more than ninety (90) days delinquent. The suspension ends upon full payment of all obligations currently due or overdue to the Association. The notice and hearing requirements do not apply to suspensions imposed for financial delinquencies.

9.6. Member Inquiries. When a Member files a written inquiry by certified mail with the Board, the Board shall respond in writing to the Member within thirty (30) days of receipt of said inquiry. The Board's response shall either give a substantive response to the inquirer, or notify the inquirer that legal advice has been requested, or notify the inquirer that advice has been requested from the Association's counsel or the Division. If the Board requests advice from the Division, the Board shall, within ten (10) days of its receipt of the advice, provide in writing a substantive response to the inquirer. If a legal

opinion is requested, the Board shall, within sixty (60) days after the receipt of the inquiry, provide in writing a substantive response to the inquirer. The failure to provide a substantive response to the inquirer, as provided herein, precludes the Association from recovering attorneys' fees and costs in any subsequent litigation, administrative proceeding, or arbitration arising out of the inquiry. Absent a different rule adopted by the Board of Directors, the Board shall only be obligated to respond to one inquiry per month pertinent to any particular Lot. In the event of a grievance of a Member against the Association, the Board of Directors, or a Member thereof, written notice in detail of the grievance shall be given the Directors prior to the institution of litigation, (including but not limited to arbitration), and they shall be allowed a period of thirty (30) days in which to resolve the grievance.

9.7. Mandatory Arbitration. Where required by the Chapter 720, binding arbitration and non-binding mediation shall be used in an attempt to resolve disputes prior to commencing litigation. When Chapter 720 does not so require, the Board may seek to resolve disputes by such means or by immediate petition of the courts as it deems appropriate.

9.8. Costs and Attorneys' Fees. In an action brought by or on behalf of the Association against an Owner, the prevailing party shall be entitled to recover the cost thereof, together with reasonable attorneys' fees.

9.9. Availability of Remedies. Each Member, for himself, his heirs, successors and assigns, agrees to the foregoing provisions relating to default and abatement of violations regardless of the harshness of the remedy utilized by the Association and regardless of the availability of other legal remedies. It is the intent of all Members to give the Association methods and procedures which will enable it to operate on a business like basis, to collect those monies due it and to preserve the right of the majority to enjoy the Association Property free from unreasonable disruptions and annoyance of the minority.

10. BYLAW AMENDMENTS. Amendments to the Bylaws shall be adopted in the following manner:

10.1. Proposal of Amendments. An amendment may be proposed by the President of the Association, a majority of Directors, or by one-fourth (1/4th) of the entire Voting Interests.

10.2. Notice. The subject matter of proposed amendments shall be included in the notice of any meeting at which a proposed amendment is to be considered or in connection with documentation for action without a meeting.

10.3. Adoption of Amendments. A resolution for the adoption of a proposed amendment may be adopted by a vote of at least two-thirds (2/3rds) of the Voting Interests of the Association present (in person or by proxy) and voting at a duly noticed meeting at which a quorum has been attained, or by the written agreement of at least two-thirds (2/3rds) of the entire Voting Interests. Amendments correcting errors, omissions, scrivener's errors, violations of applicable law, conflicts between the Governing Documents, or if determined necessary and desirable by the Board to comply with the requirements of the secondary mortgage market, may be executed by the Officers of the Association, upon Board approval, without need for Association membership vote.

10.4. Effective Date. An amendment when adopted shall become effective after being recorded in the Charlotte County Public Records according to law.

10.5. Automatic Amendment. These Bylaws shall be deemed amended, if necessary, so as to make the same consistent with the provisions of the Declaration or the Articles of Incorporation. Whenever Chapter 720, Chapter 617, Florida Statutes, or other applicable statutes or administrative regulations, as amended from time to time, are amended to impose procedural requirements less stringent than set forth in these Bylaws, the Board may operate the Association pursuant to the less stringent requirements without the need to change these Bylaws. The Board of Directors, without a vote of the Owners, may also adopt by majority vote, amendments to these Bylaws as the Board deems necessary to comply with such operational changes as may be enacted by future amendments to Chapters 607, 617, and Chapter 720, or such other statutes or administrative regulations as required for the operation of the Association, all as amended from time to time.

10.6. Proviso. To the extent required by applicable law and judicial precedent, no amendment shall change the configuration of any Lot or the share in the Common Properties appurtenant to it, or increase the Lot Owner's proportionate share of the Common Expenses, unless the record Owner of the Lot concerned and all record Owners or other holders of the mortgages on such Lot shall join in the execution of the amendment, and all other Owners approve the amendment.

11. MISCELLANEOUS. The following miscellaneous provisions shall apply to these Bylaws and the Association Documents.

11.1. Conflicts. The term "Governing Documents," as used in these Bylaws and elsewhere shall include the Declaration, Articles of Incorporation, these Bylaws, the Rules and Regulations of the Association and the Plat. In the event of a conflict between the language in the Declaration and the Plat, the Plat shall control. In the event of a conflict between language in any of the other Governing Documents, the following priorities shall control:

- 1) Declaration of Covenants, Conditions, and Restrictions;
- 2) Articles of Incorporation;
- 3) Bylaws; and
- 4) Rules and Regulations (if any).

11.2. Severability. In the event that any provision of these Bylaws is deemed invalid, the remaining provisions shall be deemed in full force and effect.

11.3. Gender; Number. Whenever the masculine or singular form of a pronoun is used in these Bylaws, it shall be construed to mean the masculine, feminine or neuter; singular or plural, as the context requires.

11.4. Headings. The headings herein and in the exhibits annexed hereto are inserted only as a matter of convenience and for reference, and in no way define, limit or describe the scope of the particular document or any provision thereof.

VOTING CERTIFICATE

A voting certificate is used to determine who the voting representative will be for your Parcel if your Parcel is owned by more than one person, a corporation, trust, or other entity. Please note the following information about **VOTING CERTIFICATES**:

- 1) "Voting certificate" means a document which designates one of the record title owners, or the corporate, partnership, or entity representative, who is authorized to vote on behalf of a Parcel that is owned by more than one Owner or by any entity.
- 2) If a corporation, partnership, joint venture or other entity is the fee simple title holder to a Parcel, or the Parcel is owned by more than one person, the Parcel owner shall designate one person as the Member entitled to cast votes and/or to approve or disapprove matters as may be required or provided by the Bylaws, the Declarations or Articles of Incorporation of the Association.

CERTIFICATE OF APPOINTMENT OF VOTING REPRESENTATIVE

To the Secretary of **Waterview Property Owners' Association, Inc.** (the "Association")

THIS IS TO CERTIFY that the undersigned, constituting all of the record Owner(s) of

Address* _____ in Waterview Property Owners' Association, have designated

(Name of Voting Representative)

as the representative to cast all votes and to express all approvals that such owners may be entitled to cast or express at all meetings of the membership of the Association and for all other purposes provided by the Declaration, the Articles and Bylaws of the Association.

The following examples illustrate the proper use of this Certificate:

- (i) Parcel owned by only one person: No Voting Certificate required.
- (ii) Parcel owned by more than one person (not including a married couple), A Voting Certificate is required and must be signed by ALL owners.
- (iii) Parcel owned by ABC, Inc., a corporation. Voting Certificate must be filed designating an officer or employee entitled to vote, signed by President or Vice President of Corporation and attested by Secretary or Assistant Secretary of Corporation.
- (iv) Parcel owned in the name of a Trust, the Voting certificate must be signed by the current trustee.

This Certificate is made pursuant to the Articles of Incorporation and shall revoke all prior Certificates and be valid until revoked by a subsequent Certificate.

DATED _____

Owner: _____	If Corporation or other entity: _____
Owner: _____	Title: _____
Owner: _____	If corporation Attested by: _____

NOTE: This form is not a proxy and may not be used as one.

***For multiple property addresses, List/Attach on the back of this form**

Waterview POA - Member Contact Information

Please fill in as much of the information below as is relevant to you. The Association will not share your information with anyone unless you elect to allow at the bottom of this form.

Lot Number/Address

Owner of Record

Member Information

Member 1 Name

Member 2 Name

Cell Phone

Work Phone

Cell Phone

Work Phone

Email

Email

Home Phone Number

Alternate Home Phone Number

Mailing Address (For Primary Correspondence)

Alternate Address

Mailing City, ST ZIP Code

Alternate City, ST ZIP Code

Emergency Contact

Emergency Contact

Address

City, ST ZIP Code

Phone 1

Phone 2

Please check the box next to the items you agree to allow to be shared with other members (i.e. directory).

- Email Address
- Alternate Address
- Cell Phone Number

Please check this box if you consent to receiving notices and other communications by electronic transmission (i.e. email).

I understand and agree that providing this contact information is voluntary and I approve the use of my information for Association communications.

Member Signature

Date

Please Return Form To: Waterview Property Owners Assoc., | P.O. Box 298, Placida, FL 33946
Email: waterview.poa@gmail.com

PROXY

Waterview POA Annual Meeting January 15, 2024

TO: Waterview Property Owners' Association, PO Box 298, Placida, Florida 33946

KNOW ALL THE PERSONS BY THESES PRESENTS, that the undersigned of address* _____
hereby appoints **CHECK ONE:**

_____ a) The Secretary or Manager of the Association on behalf of the Board of Directors as his or her designee, or

_____ b) _____ (if you check b, write in the name of your proxy) with the power of substitution for and in the name, place, and stead of the undersigned, to vote as proxy at the annual meeting of the membership, to be held at 7:00 PM on January 15, 2024 at 14859 Ingraham Blvd, Port Charlotte 33981, and any adjournment thereof, according to the number of votes that the undersigned would be entitled to vote if then present in accordance with the specification hereinafter made, as follows:

GENERAL POWERS (You may choose to grant general powers. Check "General Powers" below if you want your proxy holder to vote on other issues which might come up at the meeting for which a limited proxy is not required.)

_____ (Check this space if general powers are chosen) I/we authorize and instruct my/our proxy to use his or her best judgment on all matters that properly come before the meeting and for which a general power may be used.

LIMITED POWERS

I hereby specifically authorize and instruct my proxy to cast my vote in reference to the following matters only as indicated below. **Your proxy holder cannot vote on the items below; you must vote on these items.**

1. **Do you approve the proposed Amended and Restated Bylaws of Waterview Property Owners' Association, Inc.?** (The board recommends a "YES" vote)

Yes, I approve.

No, I do not approve.

The undersigned ratify and confirm any and all acts and things that the proxy may do or cause to be done in the premises, whether at the meeting referred to above or at any change, adjournment, or continuation of it, and revoked all prior proxies previously executed.

Printed Name: _____ Property Address*: _____

Required Property Owner's signature: _____ Date: _____

SUBSTITUTION OF PROXY

The undersigned, appointed as proxy above, does hereby designate _____ to substitute for me in the proxy set forth above. _____
Initials

(In no event shall this proxy be valid for a period longer than 90 days after the date of the first meeting for which it was given.)

***For multiple property addresses, List/Attach on the back of this form**