

By Laws of Riviera Village Property Owners Association, Inc.

Article 1: Name and Purpose

The name of the Corporation shall be Riviera Village Property Owners Association, Inc. A Florida Corporation, not for profit.

The general purpose of the Corporation shall be:

- a. To promote the civic awareness, and participation of citizens of Riviera Village, Key Largo by; associating the residents of the area, assisting in or making civic improvements, improving property, beaches, foliage and other physical and natural amenities of the area and other endeavors which will advance and enhance the civic awareness of its members.
- b. To provide facilities for the social use and enjoyment of residents of Riviera Village, Key Largo and by encouraging and promoting social association, picnics, outdoor activities, and other activities designed to advance the social wellness of the members.
- c. To provide and maintain recreational facilities for its members by encouraging boating and other recreational outdoor activities.
- d. To ensure all income, profits and benefits of the Association are to be devoted exclusively to the civic, social and recreational activities of the Association and no portion there of shall inure to the personal benefit of any Association member.

Article 2: Membership

Membership shall be open to paid and approved applicants residing in Riviera Village, Key Largo. Membership shall be granted on an annual basis to those applicants upon payment of annual dues for the upcoming year. The Board maintains the right by unanimous vote to refuse or allow membership to a previous member not meeting the residential criteria for membership subject to annual review.

Membership is limited to one member per household. The name of the member must be listed as the applicant on the application and retains voting rights. A benefit of membership is key access to the park there will be one key per household.

- Members will have the right to vote on significant park or basin improvements as deemed significant by the board.
- Members will have the right to vote on board officers at the annual meeting via the process developed by the board
- Any other issues deemed to have significant impact on the membership as defined in Appendix A

Article 3: Dues

Dues are required annually from each member. Those owning rental property may become members and pay dues (renters must be listed as members of household) or advise their renter to apply for membership in lieu of their membership. There is one member allowed per household. Lost or additional keys are subject to an additional fee.

Dues are payable each January for the current year. Dues allow the member access to a key for the park and vessel basin area. Applicants delinquent in dues will not have key access or voting rights until dues are paid in full.

Dues shall be determined by the board based on the budget, are non-refundable and can be revised by the board. The board maintains the right to assess members to a fee for upgrades to the park and vessel basin as deemed necessary by the board.

The board maintains the authority to provide no more than 5 hardship memberships to any residence in RV upon approval of request by applicant.

Article 4: Termination of Membership

Any membership can be terminated by a vote of the Board of Directors. The Board may terminate any membership if a member violates the rules and regulations of the Association.

Article 5: Meetings of Members

An Annual meeting shall be held in January. All members are encouraged to attend. Additional meetings may be called throughout the year. Notice will be provided to members prior to all meetings.

Article 6: Board of Directors

- Board Composition: There shall be no less than five (5), and no more than nine (9) Directors comprising the Board of Directors and are voted upon by the membership annually.
- Decisions: All board members have equal voting rights. A majority of a quorum is required for approval of a board vote. A quorum is defined as more than 50% of the Board members.
- Officers: There should be a President, Vice President, Secretary and Treasurer. Officers shall be elected at the Annual meeting and their term of office shall be one year or until the next Annual meeting. Vacancies of officers may be filled through a Board recommendation and member approval by majority vote of those voting. Officers shall not be compensated for their service.
 - President: The President shall conduct the Annual meeting, board meetings and other meetings, carry out the purposes and policies of the Association and Board of Directors, oversees the day to day business matters of the Association and Association property.
 - Vice-President: The Vice President shall assist the president and serve in the President's absence.
 - Secretary: The Secretary shall keep minutes of all association meetings. The secretary shall maintain a copy of all Association records except those maintained by the Treasurer.
 - Treasurer: The Treasurer shall receive all Corporation money, make all bank transactions, maintain all books and ensure all financial obligations are met on time. A quarterly statement shall be created detailing all income and expenses and made available upon request.
 - The board will designate one board member to maintain the membership and email list, payment of dues and key assignment.
- Resignations: All resignations shall be made in writing and addressed to the President.
- Removal of Officers: An officer can be removed from the board and/or their position on the board by the request and recommendation of the board and voted on by the membership.
- Expenses: Association checks in excess of \$500 must be signed or authorized by any two of the following officers: President, Vice-President or Secretary.
- Meetings: There should be no less than two (2) board meetings annually. Meetings can be called by the President or majority of the Board members at any time provided notice if provided to all Board members. Board meetings are limited to board members and invited guests.
- Committees: The President may appoint committees for specific purposes. Committee members can be removed by the President at any time.

Article 7: Authority and Duties of the Board

The Board of Directors shall be responsible for fulfilling the purpose of the Association. They shall supervise the business and management of the Association other than direct duties assigned to Officers. The Board of Directors must approve all contracts, obligations and other matters affecting the business or property of the Association in excess of \$500.00. Board members are provided with the authority to act independently in enforcing the towing rules violation.

Article 8: Voting

Each member has one vote. Proxy voting is not allowed. Absentee ballots or email votes will only be allowed when that option to vote is presented in such manner. Approval by the membership requires a majority of the membership votes received.

Article 9: By Law Revisions

All By Law revisions shall be voted upon by the membership and requires a majority of those voting for approval.

APPENDIX A

There is currently nothing contained in Appendix A

