



Cove Drive

BYLAWS 2012

LAKE CONWAY EAST HOA, INC.

www.lakeconwayeasthoa.com

LAKE CONWAY EAST HOMEOWNERS ASSOCIATION, INC.

BYLAWS

ADOPTED FEBRUARY 6, 1975

Amended February 2, 1989

Amended December 8, 2007

Amended November 13, 2010

*****Amended November 10, 2012*****

I. NAME

The name of this organization shall be Lake Conway East Homeowners Association, Inc.

II. PURPOSE

The purpose of this association shall be to: Provide organized direction and control, commensurate with the desires of the homeowners, of the environment and public activities within the subdivision. To insure that the desired standard is maintained, and to fulfill the requirements of the Deed restrictions pertaining to a recreation association.

III. MEMBERSHIP

Membership in the association shall be comprised of fee title owners of any property in CONWAY EAST SUBDIVISION, CONWAY GARDENS-FIRST ADDITION, CONWAY GARDENS-SECOND ADDITION, inclusive, as recorded in the public Records of Orange County, Florida. Membership is dependent upon full payment of dues. Associate memberships are available to non-homeowners in the development.

Homeowners of the subdivision shall pay one assessment and have one vote (See Section V herein). Associate members shall have all rights and privileges allotted to homeowners except voting privileges and right to hold office.

IV. ORGANIZATION

A. Officers:

The officers of the Association shall be a President, a Vice-President, a Secretary, and a Treasurer. The Past-President shall serve as an ex-officio officer of this Association. The duties of the Officers shall be:

1. President

- a. Preside at all general meetings of the members of the Association and at all meetings of the Board of Directors.
- b. Enforce the observance of the **Bylaws** and of established rules of order.
- c. Appoint all committees and committee chairs subject to the approval of the other officers.
- d. Be an ex-officio member of all standing and special committees.
- e. Inform the Secretary in writing of all actions initiated on behalf of the Association. Provide the Secretary with a copy of all correspondence bearing his signature.
- f. Keep the Vice-President informed of all actions undertaken on behalf of the Association.
- g. Co-sign checks with the Treasurer.
- h. Ensure that the appropriate annual IRS documents are filed.
- i. Ensure that the Florida Not-for Profit Corporation Annual Report is filed.

2. Vice-President

- a. Assist the President.
- b. Assume the duties of the President in his temporary or permanent absence.
- c. Supervise the activity of any special committees and represent these committees on the Board of Directors.
- d. Co-sign checks with the Treasurer.

3. Secretary

- a. Maintain the following records:
 - i. A complete record of membership in the Association
 - ii. A complete record of the minutes of all general meetings and meetings of the Board of Directors
 - iii. A complete file of all correspondence
 - a. written on behalf of the Association
 - b. all actions undertaken in the name of the Association
- b. Prepare and distribute an agenda for all general meeting to the members of the Association.
- c. Distribute a copy of the minutes to all general meetings.
- d. Preside at meetings of the Board of Directors as appropriate in the absence of the President and Vice-President.

4. Treasurer

- a. Have charge of all the Association funds and deposit all funds in the account of the Association in an established bank.

- b. Be responsible for the disbursement of all funds of the Association.
- c. Sign all checks with either the President or Vice-President in accordance with commitments previously authorized by the Board of Directors.
- d. Collect all monies due the Association.
- e. Maintain books up-to-date and provide a written Treasurer's report at each general meeting of the Association and when requested by the President or the Board of Directors; subject to reasonable notice.

B. Election & Procedures

The officers shall be elected annually at the regular annual meeting of the Members of the Association and shall serve for one year until successors have been duly elected and qualified.

New officer candidates shall be nominated by the nominating committee of three members to be appointed by the President for this purpose. The nominating committee shall be appointed **at least** thirty days prior to the annual meeting and shall present its recommended slate of Officers in the agenda distributed for the annual meeting.

In order to provide equal voting opportunity for all paid members of Lake Conway East Homeowners Association, Inc, an absentee ballot will be made available to members upon request to vote for officers and proposed budget prior to our annual General Meeting with Elections held in November of each year.

- a. Absentee ballot will follow the established rules of the Lake Conway East HOA; one (1) ballot per paid household. Absentee ballots will only be accepted when received at the HOA's postal mailbox by 7:00 p.m. the day preceding the General meeting.

- b. The HOA's Treasurer, or another board member, will pick up the sealed envelopes with ballots from the HOA Postal Mailbox and deliver the sealed envelopes to the General Meeting.
- c. The sealed Absentee Ballots will be opened, verified, and counted by two (2) HOA members, selected by the Chair of the Nominating Committee, at the site where the General Meeting is being held and prior to announcing the election results to the attendees.

In the event of an officer position vacancy, the Board of Directors shall appoint an Association member to fill that position for the remainder of the term. All terms shall be limited to one year.

C. Board of Directors

The four officers plus three other members shall comprise the Board of Directors. The three others are to be appointed by the President and approved by the other officers. These others shall also be the Chairman of the Environment, Landscaping, and Social Committee respectively.

The Board of Directors shall direct the activities and conduct the business of the Association under the direction of the President. The Board shall meet periodically, and at least quarterly, to ensure that the basic objectives of the Association are being met during that period, to review budget and expenditures and to receive reports from the several committees for that period. At the close of each term, the Board shall prepare a budget for the coming year. This budget shall be sent to the members as a part of the annual meeting agenda for consideration at that meeting. Four or more of the seven members of the Board present at a called meeting shall constitute a quorum for the purpose of doing business.

D. Committees

Committees shall consist of two types: Standing Committees and Special Committees. The President shall appoint, from the membership, special Committees for short terms and for a special purpose or activity. The Vice-President shall monitor the activities of these committees and assist these committees in the execution of their tasks. There shall be four standing committees (1) Environmental, (2) Landscaping and Maintenance, (3) Social, (4) Neighborhood Watch Committee. These appointments shall take place at the first meeting of a general Homeowners Association or Board of Directors meeting, but not later than January 31 of the calendar year. The President, with the approval by the Board of Directors, shall appoint the members of these Committees to yearly terms. The Chairman of the environmental, landscaping and maintenance, and social standing Committees shall be members of the Board of Directors.

1. Environmental Committee

This Committee shall consist of three or more members including the Chairman. Its purpose is to advise any resident in violation of Deed Restrictions of said violation and also to help police the subdivision in order to decrease vandalism, larceny, burglary and speeding.

The committee will represent the neighborhood in communicating with the Greater Orlando Aviation Authority, Orange County Mosquito Control and the Florida State Department of Natural Resources. The committee will advise the residents of any action affecting the neighborhood by the Orange County Zoning Dept. or decision by the Orange County Commissioners and protect the environment in any way deemed necessary to ensure the safety of the Lake Conway East HOA, Inc. residents and their property.

2. Landscaping and Maintenance Committee

This Committee shall consist of from three to five members including the Chairman. Its purpose is to plan, supervise and arrange for the landscaping and maintenance of the entrance area, cul-de- sacs, lake access area and other areas whose maintenance and or appearance of interest to the Association. In addition, the committee shall be cognizant of the overall appearance of the subdivision and make recommendation and reports to the Board of Directors for action as required.

3. Social Committee

This committee shall consist of from three to five members including the Chairman. Its purpose is to plan and conduct Association social activities from time to time as are appropriate and suitable in regards to the general desires of the members and within the limitations of the budget.

4. Neighborhood Watch Committee

E. Meetings

There will be at least one general meeting of the Association per year to be held in November. The Secretary will provide notification of this meeting in writing at least fourteen days prior to the scheduled meeting. A majority vote of those **members** present at a general meeting shall be sufficient to decide an issue except in the cases covered in Section VI. The following items of business will be conducted at the regular annual meeting:

1. Minutes of previous meeting
2. Presentation and review of the financial report for the preceding year
3. Activity report by the retiring President on accomplishments, problems and recommendations concerning the Association and the Subdivision in general

4. Status reports and recommendations from the standing committee chairman
5. Election of officers from a previously distributed slate of nominees with nominations also accepted from the floor
6. Presentation and approval of yearly budget
7. Normal conduct of old and new business
- 8. The new Board shall assume responsibility January 1st**

The President may call special meetings, when the situation warrants or when the issues involved are beyond the purview of the Board of Directors and cannot be postponed until the next annual meeting. In such cases, the meeting notification shall explain the issues and the decisions that will be required. Additionally, it shall be possible for one-third of the members to call a special meeting if all members are properly notified.

V. FINANCIAL

The fiscal year shall be from January 1 to December 31. The annual dues shall be set by the Board with the approval of one-half or better of the members attending the annual meeting. Dues shall be payable at the beginning of each fiscal year and delinquent 30 days after the start of the fiscal year. Credit for dues and homeowner privileges shall pass to new owners at the time of purchase to extend to the end of that fiscal year.

The monetary assets of the Association shall be deposited in an account with a local bank. All individual obligations of the Association shall be paid by check from this account. Persons holding offices of President, Vice-President and Treasurer shall be bonded.

Disbursements shall be in accordance with the Board of Director's budget as submitted to the membership. Treasurer will be empowered with responsibility of paying all bills budgeted by the Board of Directors. Treasurer may make a single expenditure over and above budgeted

expenses not to exceed \$50.00 in each quarter. Any additional expenses will be approved by a four sevenths vote of the Board of Directors

Association assets not budgeted and/or spent during the fiscal year shall be carried over and accrue in the general account of the Association and be the property of the Association.

Other assets, such as real property, that might become the property of the Association, shall be subject of a special **Bylaws** Article covering the acquisition, ownership, use, disposition and other aspects of that property.

VI. AMENDMENTS

A. Procedure

Amendments to these **Bylaws** may be proposed by any member of the Association at a scheduled meeting or proposed by the Board of Directors. In that case, the proposed change shall be incorporated in the agenda provided in the **general** meeting notification.

B. Change

Passage of amendments shall require a one-half or better vote of the members attending the **general** meeting.

VII. REAL PROPERTY

A. The Board of Directors of the Association is **hereby** granted all powers necessary to the obtainment of the objectives specified in the corporate Charter. These powers include but are not limited to, the acquisition of real property in the name of the corporation through grant, bequest or purchase. The aforesaid property or properties upon acquisition may not be sold or otherwise disposed of without the

approval of one-half or better vote from members attending at any General Meeting.

- B. At such time as any instrument or document is required by or from this Association, the signature of the President or Vice-President and Secretary or Treasurer shall be required in execution.
- C. A special committee shall be formed to organize Rules and Regulations and coordinate activities, subject to the approval of one-half or better vote from members attending at any general meeting.
- D. All that certain property known as Parcel 5, located at the lake and canal front end of Cove Drive and Quando Drive, Lake Conway East, Orlando, Florida, acquired by Deed recorded in Official Records Book 2649, page 296, Public Records of Orange County, Florida, is reserved for recreational purposes of members of the Lake Conway East Homeowners Association, Inc. and their guests. The use of the land, boat launching ramp and waterfront area is prohibited to anyone other than members of the Association in good standing or their guests, subject to committee to be formed as stated in Paragraph C of this Article VII.

The Board of Directors submitted these changes/updates to the 1975 Bylaws for approval at the annual meeting held on the 10th day of November 2012. The changes were approved by a majority of the members attending that meeting.

Wayne Darden
Wayne Darden, President

Jennifer Burckhalter
Jennifer Burckhalter, Board Member

Ray Heurtin
Ray Heurtin, Vice President

Willie Moss
Willie Moss, Board Member

Kim Kage
Kim Kage, Secretary

John Wise
John Wise, Board Member

Leo Rollman
Leo Rollman, Treasurer



NEW PAVILION 2006