

The Meadows of Crystal Lake Bylaws Revised April 2024

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RESTATED BY-LAWS
OF
THE ASSOCIATION OF
THE MEADOWS OF CRYSTAL LAKE, INC.

1. IDENTITY

These are the By-Laws of THE ASSOCIATION OF THE MEADOWS OF CRYSTAL LAKE, INC., herein called "Association", a corporation not-for-profit under the laws of the State of Florida. The Association has been organized for the purpose of administering to the common interests and to oversee the performance of the common obligations of the single family residential property known as The Meadows of Crystal Lake, as such purposes are more fully expressed in the Articles of Incorporation of the Association, as applying more particularly described in Exhibit "A" of the Articles of Incorporation of the Association and made a part hereof (the "Property"). The Association shall also administer a second phase of the PROPERTY as described in Exhibit "B" if, as and when such second phase is developed.

.1 The office of the Association shall be at 2300 S.W. 17th Circle, Deerfield Beach, Florida 33442.

.2 The fiscal year of the Association shall begin on the first day of January and shall end one (1) year thereafter.

.3 The seal of the corporation shall bear the name of the corporation, the word "Florida", the words "corporation not-for-profit" and the year of incorporation, an impression of which is as follows:

[SEAL]

2. MEMBERS' MEETINGS

.1 The annual members' meeting shall be held at the office Clubhouse of the corporation on the second Monday in January of each year, or on such other location or date as determined by the Board from time to time for the purpose of electing directors and transacting any other business authorized to be transacted by the members.

.2 Special members' meetings shall be held at the office of the corporation whenever called by the President or Vice President or by a majority of the Board of Directors and must be called by such officers upon receipt of a written request from members entitled to cast one-third (1/3) of the votes of the

entire membership. The business conducted at a special meeting shall be limited to that stated in the notice of the meeting.

.3 Notice of all members meetings stating the time and place and the objects for which the meeting is called shall be given by the President or Vice President or Secretary unless waived in writing. Such notice shall be in writing to each member at his address as it appears on the books of the Association and shall be delivered or mailed not less than fourteen (14) days nor more than sixty (60) days prior to the date of the meeting. Proof of such mailing shall be given by the affidavit of the person mailing the notice.

.4 A quorum at the member's meeting shall consist of persons entitled to cast thirty percent (30%) of the votes of the entire membership. The acts approved by a majority of the votes present at a meeting at which a quorum is present shall constitute the acts of the members, except where approval by a greater number of members is required by the Declaration, the Articles of Incorporation or these By-Laws.

.5 Voting.

a. In any meeting of members, the owners collectively of each Homesite shall be entitled to one vote per Homesite, as to the matters requiring a vote by owners as provided by these By-Laws, the Declaration aforesaid, and the Articles of Incorporation.

b. If a Homesite is owned by one person, his right to vote shall be established by the roster of owners kept by the Secretary of the Association. If a Homesite is owned by more than one person, the person entitled to cast the vote for the Homesite shall be designated by a certificate signed by all of the record owners of the Homesite according to the roster of owners filed with the Secretary of the Association. If a Homesite is owned by a corporation, the person entitled to cast the vote for the Homesite shall be designated by a certificate signed by the President or Vice President and attested by the Secretary or Assistant Secretary of the Corporation and filed with the Secretary of the Association. Such certificate shall be valid until revoked or until superseded by a subsequent certificate or until a change in the ownership of the Homesite concerned. A certificate designating the person entitled to cast the vote of a Homesite may be revoked by any owner thereof. If such a certificate is not on file, the vote of such owner shall not be considered in determining the requirement for a quorum nor for any other purpose. If a Homesite is owned jointly by a husband and wife, the following three provisions are applicable thereto:

A. They may, but they shall not be required to designate the person entitled to cast the vote for the Homesite.

B. If they do not designate the person entitled to cast the vote of the Homesite, and if both are present at a meeting and are unable to concur in

decision upon any subject requiring a vote, they shall lose their right to vote on that on that subject at the meeting.

C. Where they do not designate the person entitled to cast the vote for the Homesite, and only one of them is present at a meeting, the person present may cast the Homesite vote individually without establishing the concurrence of the absent person.

.6 Proxies.

Votes may be cast in person or by proxy. A proxy may be made by any person entitled to vote and shall be valid only for the particular meeting designated therein and must be filed with the Secretary before the appointed time of the meeting, or any adjournment thereof. The proxy shall designate a person entitled to vote, or the Secretary of the Association, but in no case shall a person entitled to vote, other than the Secretary, be allowed to submit more than four (4) proxies. When instructions are provided on the proxy, proxies are to be voted as instructed. In the event a proxy is received by the Secretary without instructions, the proxy will be counted toward obtaining a quorum and as an affirmative vote on proposals submitted by the Board, but in no case may the Secretary vote for candidates running for election or re-election to the Board of Directors. Where a Homesite is owned jointly by a husband and wife, and if they have not designated one of them as the person entitled to vote as provided under Article 1.5.b. of these Bylaws, a proxy must be signed by both husband and wife where a third person is designated.

.7 Adjourned meetings.

If any meeting of members cannot be organized because a quorum has not been attained, the members who are present either in person or by proxy, may adjourn the meeting until a quorum is present.

.8 The order of business at annual members' meetings, and as far as practical at other members' meetings, shall be:

- a. Introduction
- b. Calling of the roll and certifying of proxies
- c. Proof of notice of meeting or waiver of notice
- d. Reading and disposal of any unapproved minutes
- e. Reports of officers
- f. Reports of committees
- g. Announce the Election Committee

- h. Election of directors and announcement of new directors
- i. Unfinished business
- j. New business
- k. Adjournment

3. DIRECTORS

.1 Membership. The affairs of the Association shall be managed by a board consisting of seven (7) homeowners.

.2 Election of directors shall be conducted in the following manner:

a. Election of directors shall be held at the annual members' meeting.

b. (1) A nominating committee of five (5) members shall be appointed by the Board of Directors not less than ninety (90) days prior to the annual members' meeting.

(2) The committee shall nominate no less than as many Homeowners as there are vacancies on the Board and make its report at the November Board of Directors' meeting prior to the Annual Meeting. Other nominations may be made from the floor at the time of the Nominating Committee's report by homesite owners present at the Board of Directors' meeting.

(3) As begun in 1992, the Board of Directors shall consist of seven (7) Homeowners: four of whom received the largest number of votes shall serve for a period of two (2) years; the remaining three (3) shall serve for a period of one (1) year. As begun in 1993, and in each odd numbered year thereafter, three (3) directors shall be elected for a term of two (2) years. This provision shall give the Association a constant seven-member Board of Directors.

c. The election shall be by ballot (unless dispensed by unanimous consent) and by a plurality of the votes cast, each person voting being entitled to cast his or her votes for each of as many nominees as there are vacancies to be filled. There shall be no cumulative voting.

d. Except as to vacancies provided by removal of directors by members, vacancies in the Board of Directors occurring between annual meetings of members shall be filled by election of a new member by the remaining directors.

e. Any director may be removed in the manner set forth in Chapter 720, F.S., as it may be amended from time to time. The vacancy on the Board of Directors so created shall be filled by the members of the Association at the same meeting.

.3 The term of each director's service shall extend until his or her successor is duly elected and qualified or until he or she is removed in the manner elsewhere provided.

.4 The organization meeting of a newly elected Board of Directors shall be held within ten (10) days of their election, at such place and time as shall be fixed by the Directors at the meeting at which they were elected, and no further notice of the organization meeting shall be necessary.

.5 Regular meetings of the Board of Directors may be held at such time and place as shall be determined from time to time by a majority of the directors. Notice of regular meetings shall be given to each director, personally or by mail, telephone or telegraph at least three (3) days prior to the day named for such meeting.

.6 Special meeting of the directors may be called by the President and must be called by the Secretary at the written request of one-third or three (3) of the directors. Not less than three days' notice of the meeting shall be given personally or by mail, telephone or electronic transmission, which notice shall state the time, place and purpose of the meeting.

.7 A quorum at directors' meetings shall consist of a majority of the entire Board of Directors (i.e., 4 Directors). The acts approved by a majority of those present at a meeting at which a quorum is present shall constitute the acts of the Board of Directors, except where approval by a greater number of directors is required by the Declaration, the Articles of Incorporation or these By-Laws.

.8 Adjourned meetings. If at any meeting of the Board of Directors there be less than a quorum present, the majority of those present may adjourn the meeting from time to time until a quorum is present. At any adjourned meeting, any business which might have been transacted at the meeting as originally called may be transacted without further notice.

.9 Joinder in meeting by approval of minutes. The joinder of a director in the action of a meeting by signing and concurring in the minutes thereof shall constitute the presence of such director for the purpose of determining a quorum.

.10 The presiding officer of directors' meetings shall be the President or in his absence, the Vice President. In the absence of the President

or Vice president, the directors present shall designate one of their number to preside.

- .11 The order of business at directors' meetings shall be:
 - a. Calling of roll
 - b. Proof of due notice of meeting
 - c. Reading and disposal of any unapproved minutes
 - d. Reports of officers and committees
 - e. Architectural changes reports
 - f. Election of officers (where applicable)
 - g. Unfinished business
 - h. New business
 - i. Adjournment

4. OFFICERS

.1 The executive officers of the Association shall be a President, who shall be a director, a Vice President, who shall be a director, a Treasurer and a Secretary, all of whom shall be elected annually by the Board of Directors and who may be peremptorily removed by vote of the directors at any meeting by concurrence of a majority of all of the directors. Any person may hold two or more offices except that the President shall not also be the Secretary. The Board of Directors shall from time to time elect such other officers and designate their powers and duties as the board shall find to be required to manage the affairs of the Association.

- .2 The duties of the President shall be as follows:
 - a. Preside at all meetings of the Board of Directors:
 - b. See that all resolution of the Board of Directors are carried into effect:
 - c. Have general supervision and direction of all of the other officers:
 - d. Appoint all committees unless otherwise directed by the Board of Directors:
 - e. Call special meetings of the members of the Board of Directors whenever he or she deems it necessary.
- .3 The duties of the Vice-President shall be:
 - a. Perform the duties and exercise the authority of the

President in the event of the President's absence, resignation or inability to perform the duties of the President.

- b. Assist the President in the performance of the duties of the President as set forth herein.

.4 The Secretary shall keep the minutes of all proceedings of the directors and the members. He or she shall attend to the giving and serving of all notices to the members and directors and other notices required by law. He or she shall have the custody of the seal of the Association and affix the same to instruments requiring a seal when duly signed. He or she shall keep the records of the Association, except those of the Treasurer, and shall perform all other duties incident to the office of the Secretary of an Association and as may be required by the directors or the President.

.5 The duties of the Treasurer shall be:

The Treasurer shall have custody of all moneys belonging to the Association which are received, and shall give receipts therefor, when requested; shall deposit such funds in the name of the Association in such bank or banks, brokerage houses, or saving institutions as the Board of Directors may designate; shall keep a correct account of the receipts and disbursements and of the financial affairs of the Association and shall have the custody of the books appertaining to his office and which shall be subject to examination by the Board of Directors and/or the finance committee; shall render to the Association at each annual meeting a statement in writing of the receipts and disbursements of the Association for the preceding year, and shall report in writing to the Board of Directors monthly; shall have custody of the financial records of the Association and generally all the duties of this office. He or she, together with the President, or in the absence of the President, the Vice President and/or the chairman of the finance committee shall select and make the investments of the Association, subject to the approval of the Board of Directors. He shall upon request of the Board of Directors furnish a bond with a surety or sureties to the Association to be approved by the Board of Directors in such sum as the Board shall determine conditioned on the faithful performance of his duties, the cost of which bond shall be the business of the Association. He or she shall deliver to his or her successor at the end of this term all moneys and other property and books, accounts, voucher and documents belonging to the Association which are in his or her possession.

.6 Directors and Officers shall serve without compensation. The compensation of all employees of the Association shall be fixed by the directors. The Board of Directors shall not be precluded from employing a manager as an employee of the Association, nor be precluded from contracting

with a director for the management of the Project, however said director must first resign Board membership prior to commencing to act as manager.

5. Intentionally Omitted.

6. FISCAL MANAGEMENT

The provision for Fiscal Management of the Association set forth in the Declaration and Articles of Incorporation shall be supplemented by the following provisions:

.1 Accounts. The receipts and expenditures of the Association shall be credited and charged to accounts under the following classifications as shall be appropriate, all of which expenditures shall be common expenses:

a. Current expense, which shall include all receipts and expenditures to be made within the year for which the budget is made, including a reasonable allowance for contingencies and working funds, except expenditures chargeable to reserves or to betterments. The balance in this fund at the end of each year shall be applied to reduce the assessments for current expense for the succeeding year.

b. Reserve for deferred maintenance, which shall include funds for maintenance items which occur less frequently than annually, shall be defined as funds set aside solely for repainting homes, buildings and walls in the Clubhouse area plus repairs and replacement of roads, sidewalks, and driveways, and shall also include non-budget repairs and/or renovations to the Clubhouse and recreational areas.

c. Reserve for replacement, which shall include funds for repair or replacement requirements because of damage, depreciation or obsolescence.

d. Betterments, which shall include the funds to be used for capital expenditures for additional improvements or additional personal property which will be part of the Association Areas.

.2 Budget. The Board of Directors shall adopt a budget for each calendar year which shall include the estimated funds required to defray the common expense and to provide and maintain funds for the foregoing accounts and reserves according to good accounting practices as follows:

a. Current expense, the amount for which shall not exceed 115% of the budget for this account for the prior year.

b. Reserve for deferred maintenance, the amount for which shall not exceed 115% of the budget for this account for the prior year.

c. Reserve for replacement, the amount for which shall not exceed 115% of the budget for this account for the prior year.

d. Betterments, which shall include the funds to be used for capital expenditures for additional improvements or additional personal property which will be part of the Association Areas; provided, however, that in the expenditure of this fund no sum in excess of Twenty Five Thousand (\$25,000.00) Dollars shall be expended for a single item or purpose unless such betterment has been approved by the members of the Association, in the manner required by Article 6.2(e) hereinbelow.

e. Provided, however, that the amount for each budgeted item may and the limits for betterments in 6. 1 d may be increased over the foregoing limitations when approved by the affirmative vote of majority of the votes of the Homesite owners present, in person or by proxy, at a duly called meeting of the Homesite Owners.

f. Copies of the budget and proposed assessments shall be transmitted to each member on or before December 1 preceding the year for which the budget is made. If the budget is subsequently amended, a copy of the amended budget shall be furnished to each member.

.3 Assessments for Common Expenses. Assessments against the homeowners for their shares of the items of the budget shall be made for the calendar year annually in advance on or before December 20 preceding the year for which the assessments are made. Such assessments shall be due in four equal installments on the first days of January, April, July and October of the year for which the assessments are made.

If an annual assessment is not made as required, an assessment shall be presumed to have been made in the amount of the last prior assessment and quarter-annual installments thereon shall be due upon each installment payment date until changed by an amended assessment. In the event the annual assessment proves to be insufficient, the budget and assessment therefore may be amended at any time by the Board of Directors if the accounts of the amended budget do not exceed the limitations thereon for that year.

Any account which does exceed such limitation shall be subject to the approval of the membership of the Association heretofore required. The unpaid assessment for the remaining portion of the calendar year for which the amended assessment is made shall be due upon the date of the assessment if made on or after July 1, and if made prior to July 1, one-half of the increase shall be due upon the date of the assessment and the balance of the assessment upon the next July 1.

.4 Assessments for Charges. Charges by the Association against Homesite owners for other than common expense shall be payable in advance. Such charges shall be collected in the same manner as assessments for common expenses, and when circumstances permit, such charges shall be added to the assessments for common expenses.

.5 Acceleration of assessment installments upon default. If a Homesite owner shall be in default in the payment of an installment upon an assessment, the Board of directors may accelerate the remaining installments of the assessment upon notice thereto to the Homesite owner, and thereupon the unpaid balance of the assessment shall come due upon the date stated in the notice, but no less than ten days after delivery thereof to the Homesite owner, or not less than twenty days after the mailing of such notice to him by registered or certified mail, which ever shall first occur.

b. Late charges – an administrative late fee ~~charge~~ and interest thereon, in such amounts as the Board may determine from time to time, not to exceed the highest amounts allowed by Florida law, as it may be amended from time to time, will be added to the fees or assessments not paid within ten (10) days after the due date.

.6 Assessments for emergencies. Assessments for Common Expenses or for emergencies or that apply to certain Homesites only and that cannot be paid from the annual assessment for Common Expenses shall be due only after 30 days' notice to the Homesite owners concerned and shall be paid in such manner as the Board of Directors of the Association may require in the notice of assessment.

.7 The depository of the Association shall be such bank or banks as shall be designated from time to time by the Directors and in which the monies of the Association shall be deposited. Withdrawal of monies from such accounts shall be by check signed by such persons as are authorized by the Directors, or by electronic funds transfer (wire transfer), if so authorized by the Board of Directors.

.8 Review of the accounts of the Association shall be made annually by a Review Committee, and a copy of the review report shall be furnished to each member not later than May 1 of the year following the year for which the ~~audit~~ review is made. The Review Committee shall consist of six (6) members as follows: Treasurer, Association President, and four (4) Association members to be appointed by the Board of Directors. The said four (4) Association members shall not be officers, directors or employees of the Association or the spouse, parent, child, brother, sister of an officer, director or employee. The Chairperson of the Committee shall be selected by and from the four (4) Association members. In the event of the President's absence, or resignation or

inability to perform the duties of President, then the Vice-President shall be substituted in place of the President.

.9 Fidelity bonds shall be required by the Board of Directors from all persons handling or responsible for Association funds. The amount of such bonds and the sureties shall be determined by the directors. The premiums on such bonds shall be paid by the Association as a common expense.

7. PARLIAMENTARY RULES

Robert's Rules of Order (latest edition) shall govern the conduct of Association meetings when not in conflict with the Declaration, Articles of Incorporation or these By-Laws.

8. AMENDMENTS

These By-Laws may be amended in the following manner:

.1 Notice of the subject matter of a proposed amendment shall be included in the notice of any meeting at which a proposed amendment is to be considered.

.2 A resolution adopting a proposed amendment may be proposed by either the Board of Directors of the Association or by the members of the Association. Directors and members not present in person or by proxy at the meeting considering the amendment may express their approval in writing providing such approval is delivered to the Secretary at or prior to the meeting. Except as elsewhere provided, such approvals must be by either:

a. The affirmative vote of not less than seventy (70%) percent of the votes of the entire membership of the Board of Directors (i.e., not less than five (5) Directors) and by the affirmative vote of a majority of the votes of the Homesite owners present, in person or by proxy, at a duly called meeting of the Homesite owners; or

b. By not less than 80% of the votes of the entire membership of the Association (i.e., not less than 311 members).

c. By all of the directors, until the first election of directors.

.3 Proviso. Provided, however, that no amendment shall discriminate against any Homesite owner nor against any Homesite unless the owners so affected shall consent. No amendment shall be made which is in conflict with the Articles of Incorporation or the Declaration, or which would affect or impair the validity or priority of any approved mortgage.

.4 Execution and recording. A copy of each amendment shall be attached to a certificate certifying that the amendment was duly adopted as an amendment of the Declaration and By-Laws, which certificate shall be executed by the officers of the Association with the formalities of a deed. The amendment shall be effective when such certificate and copy of the amendment are recorded in the Public Records of Broward County, Florida.

9. DOCUMENT ENFORCEMENT

(a) The Association shall have all of the rights and remedies to enforce its documents as provided by the Florida Statutes. A fine, in an amount not to exceed One Hundred Dollars (\$100.00) per violation, may be levied on the basis of each day of a continuing violation with a single notice and opportunity for hearing, except that no such fine shall exceed One Thousand Dollars (\$1,000.00) in the aggregate unless otherwise provided in the governing documents. In addition, the Association may suspend the rights of a member or a member's tenants, guests or invitees, or both, to use the Association Areas and Recreation Areas and Facilities ("Suspension").

(b) A fine or suspension may not be imposed without notice of at least fourteen (14) days to the person sought to be fined or suspended and opportunity for a hearing before the "Review Committee" as set forth in Paragraph 10 of these By-Laws.

(c) Payment of Fines: Fines shall be collectible as an assessment and shall become due upon notification to the offender, but in no case later than thirty (30) days after notice of the imposition thereof.

(d) Non-Exclusive Remedy: The imposition of fines and/or suspensions pursuant hereto shall not be construed to be an exclusive right or remedy, and the right to impose such fines and/or suspensions shall exist in addition to all other rights and remedies to which the Association may otherwise be legally entitled.

(e) Attorneys' Fees: Should legal action become necessary for the collection of these fines, the imposition of suspensions or otherwise to enforce the provisions of the Association of the Meadows of Crystal Lake, Inc. documents, the Association shall be entitled to recover its reasonable attorneys fees at all trial and appellate levels, and for post-judgment enforcement action.

(f) The requirements of this paragraph do not apply to the imposition of suspensions or fines upon any member because of the failure of the member to pay assessments or other charges when due.

10. PROCEDURES:

(a) Verification of Violation: A special committee shall be appointed by the Board of Directors to approve or disapprove fines and suspensions levied by the Association through its Board of Directors. This committee shall be known as the "Review Committee" and shall be composed of at least three (3) members appointed by the Board of Directors who are not officers, directors, or employees of the Association, or the spouse, parent, child, brother, or sister of an officer, director, or employee.

(i) Notices: The Review Committee shall notify the owner and violator (if other than the owner) in writing of the alleged violation, mailed to the address of said person as same appears on the books of the Association at least fourteen (14) days prior to the hearing. Said notice shall include a statement of the provisions of the Association documents which have allegedly been violated, and the date and time of the Review Committee's hearing at which the violator shall be afforded the opportunity to present reasons why a fine and/or suspension should not be imposed. If the violator and/or owner does not choose to attend, the Review Committee may proceed on the evidence before it and render its decision notwithstanding.

(ii) Hearing: The matter of non-compliance shall be presented to the Review Committee at such hearing, and the latter shall hear reasons why penalties should not be imposed. If the committee, by majority vote, does not approve a proposed fine or suspension, it may not be imposed. The written decision of the Review Committee shall be furnished to the violator(s) no later than twenty-one (21) days after the conclusion of said hearing of the Review Committee.

11. THE SECOND PHASE

All references in these By-Laws to "members", "membership", "votes", "voting", "Homesite" or "owner" shall be deemed to apply equally to the owners and the rights of owners, of residential units, however denominated, in the second phase of the PROPERTY, for all purposes herein and without amendment, if, as and when such second phase has been erected or constructed.

The foregoing were adopted at the By-Laws of THE ASSOCIATION OF THE MEADOWS OF CRYSTAL LAKE, INC., a corporation not-for-profit under the laws of the State of Florida, at the first meeting of the Board of Directors.

Secretary

Approved:

President