

BYLAWS OF  
WOODBOUND LAKES HOMEOWNERS ASSOCIATION  
A NONPROFIT CORPORATION

ARTICLE I. NAME AND LOCATION

The name of the corporation is WOODBOUND LAKES HOMEOWNERS ASSOCIATION. The principal office of the corporation shall be located in DeBary, Florida, but meetings of members and directors may be held at such places within the State of Florida as may be designated by the board of directors.

ARTICLE II. DEFINITIONS

Section 1. "Association" shall mean and refer to corporation, its successors and assigns.

Section 2. "Common areas" shall mean all real property owned by the association for the common use and enjoyment of the owners.

Section 3. "Declarant" shall mean and refer to developer, its successors and assigns if such successors or assigns should acquire more than one undeveloped lot from declarant for purposes of development.

Section 4. "Declaration" shall mean and refer to Declaration of Covenants, Conditions, and Restrictions applicable to the subdivision and recorded in O.R. Book 2793, Page 1589, in the Public Records of Volusia County, Florida, in Official Records Book, at page.

Section 5. "Lot" shall mean and refer to any plot of land shown on the recorded subdivision plat with the exception of the common areas.

Section 6. "Member" shall mean and refer to any person entitled to membership in the association as provided in the declaration.

Section 7. "Owner" shall mean and refer to the record owner, whether one or more persons or entities, of fee and simple title to any lot which is a part of the subdivision, including contract sellers, but excluding those holding title merely as a security for the performance of an obligation.

Section 8. "Subdivision" shall mean and refer to that certain tract of real property described in the declaration, and such additions thereto as may be brought within the jurisdiction of the association pursuant to the provisions of the declaration.

### ARTICLE III. MEETINGS OF MEMBERS

Section 1. Annual Meetings. The first annual meeting of members shall be held within One (1) year from the date of incorporation of the association or not later than Thirty (30) days after Fifty per cent (50%) of the lots have been sold, whichever first occurs. Subsequent annual meetings of members shall be held on the same day of the same month of each year thereafter at the hour of Ten o'clock 10:00 a. m. If the day for the annual meeting of members is a legal holiday, the meeting will be held at the same hour on the next following day which is not a legal holiday.

Section 2. Special Meetings. Special meetings of members may be called at any time by the president or by the board of directors, or on written request of members who are entitled to vote. one-fourth (1/4) of all votes of Class A membership.

Section 3. Notice of Meetings. Written notice of each meeting of members shall be given by, or at the direction of, the secretary or other person authorized to call the meeting, by mailing a copy of such notice, postage prepaid, at least Ten (10) but not more than Fifty (50) days before such meeting to each member entitled to vote thereat, addressed to the member's address last appearing on the books of the association, or supplied by such member to the association for the purpose of receiving notice. Such notice shall specify the day, hour, and place of the meeting, and in the case of a special meeting, the purpose of the meeting.

Section 4. Quorum. The presence at the meeting, in person or by proxy, of members entitled to cast a majority of the votes of each class of the membership shall constitute a quorum for authorization of any action except as may otherwise be provided in the declaration, the articles of incorporation, or these bylaws. If a quorum is not present at any meeting, from time to time, without notice other than announcement at the meeting, until a quorum is present.

Section 5. Proxies. At all meetings of members, each member may vote in person or by proxy. All proxies shall be in writing and filed with the secretary. Proxies shall be revocable, and the proxy of any owner shall automatically terminate on conveyance by him of his lot.

### ARTICLE IV. BOARD OF DIRECTORS - TERM OF OFFICE; FIRST ELECTION; REMOVAL

Section 1. Number. The affairs of the association shall be managed by a board of Nine (9) directors who shall be members of the association.

Section 2. Term of Office. At the first annual meeting, the members shall elect Three (3) directors for a term of One (1) year, Three (3) directors for a term of Two (2) years, and Three (3) directors for a term of Three (3) years; at each annual meeting thereafter, the members shall elect Three (3) directors for a term of Three (3) years.

Section 3. Removal. Any director may be removed from the board, with or without cause, by a majority vote of the members of the association. In the event of death, resignation, or removal of a director, his successor shall be selected by the remaining members of the board within 60 days and shall serve for the unexpired term of his predecessor.

Section 4. Compensation. No director shall receive compensation for any service he may render to the association. However, any director may be reimbursed for his actual expenses incurred in the performance of his duties.

#### ARTICLE V. BOARD OF DIRECTORS - NOMINATION AND ELECTION

Section 1. Nomination. Nomination for election to the board of directors shall be by nominating committee. However, nominations may also be made from the floor at any annual meeting of members. The nominating committee shall consist of a chairman who shall be a member of the board of directors and Two (2) or more members of the association. The committee shall be appointed by the board of directors prior to each annual meeting to serve from the close of such meeting until the close of the next annual meeting, and such appointment shall be announced at each annual meeting. The nominating committee shall make as many nominations for election to the board of directors as it shall in its discretion determine, but in no event shall it nominate less than the number of vacancies to be filled.

Section 2. Election. Election to the board of directors shall be by secret written ballot. At each election the members or their proxies may cast, in respect to each vacancy, as many votes as they are entitled to exercise under the provisions of the declaration. Persons receiving the largest number of votes shall be elected.

#### ARTICLE VI. BOARD OF DIRECTORS - MEETINGS

Section 1. Regular Meetings. Regular meetings of the board of directors shall be held monthly, at such place and hour as may be fixed from time to time by resolution of the board. In the event the regular date for a meeting falls on a legal holiday. Such meeting shall be held at the same time on the next following day which is not a legal holiday.

Section 2. Special Meetings. Special meetings of the board of directors shall be held when called by the president of the association, or by any two directors, after not less than Three (3) days' notice to each director.

Section 3. Quorum. A majority of the nine (9) directors shall constitute a quorum for the transaction of business. Every act performed or decision made by a majority of nine (9) directors present at a duly held meeting in which a quorum is present shall constitute the act or decision of the board.

ARTICLE VII. BOARD OF DIRECTORS -  
POWERS AND DUTIES

Section 1. Powers. The board of directors shall have power to:

- (a) Adopt and publish rules and regulations governing the use of the common areas including the personal conduct of the members and their guests thereon; and to establish penalties for infractions of such rules and regulations;
- (b) Suspend the voting rights of any member during any period in which such member is in default in the payment of any assessment levied by the association. Such rights may also be suspended after notice and hearing, for a period not to exceed Thirty (30) days for infraction of published rules and regulations;
- (c) Exercise on behalf of the association all powers, duties, and authority vested in or delegated to the association and not specifically reserved to the membership by the declaration, articles of incorporation, or by other provisions of these bylaws;
- (d) Declare the office of a member of the board of directors to be vacant in the event that such member is absent from Three (3) consecutive regular meetings of the board of directors, and
- (e) Employ contractors, as they may deem necessary To maintain front entrance lawn, flower beds, signs, lighting, sprinkler system, brick walls, pest control and plants and lawn fertilization, etc.
- (f) It shall take majority of nine (9) board members to approve expenditures in excess of \$50.00 for any purpose, legal assistance, professional fees, office supplies, front entrance maintenances, etc., not included in the approved budget.
- (g) Majority of the board may vote to approve expenditure of funds for picnic or other association building actives.

Section 2. Duties. It shall be the duty of the board of directors to:

- (a) Cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the members at each annual meeting. Or any special meeting at which such statement is requested in writing by one- fourth (1/4) of the Class A members entitled to vote thereat;
- (b) Supervise hired contractors of the association and to see to it that their duties are properly performed;
- (c) As more fully provided in the declaration, to:
  - 1. Fix the amount of the annual assessment against each lot at least Forty (40) days in advance of each annual assessment period;
  - 2. Send written notice of each assessment to every owner subject thereto at least Thirty (30) days in advance of each annual assessment period; and
  - 3. Foreclose the lien against any property for which assessments are not paid within Sixty (60) days after the due date, or to bring an action at law against the owner personally obligated to pay the same.

- (d) Issue, or cause an appropriate officer to issue, on demand by any person, a certificate setting forth whether or not any assessment has been paid. A statement in a certificate to the effect that an assessment has been paid shall constitute conclusive evidence of such payment. The board may impose a reasonable charge for the issuance of these certificates;
- (e) Procure and maintain adequate liability and hazard insurance on all property owned by the association;
- (f) Cause all officers or employees having fiscal responsibilities to be bonded, as it may deem appropriate; and
- (g) Cause the common areas to be maintained.

### ARTICLE VIII. OFFICERS AND THEIR DUTIES

Section 1. Enumeration of Officers. The officers of the association shall be a president and vice-president, who shall at all times be members of the board of directors, and a secretary, treasurer, and such other members as the board may from time to time by resolution create.

Section 2. Election of Officers. The election of officers shall take place at the first meeting of the board of directors following each annual meeting of members.

Section 3. Term. The officers of the association shall be elected annually by the board. Each shall hold office for a term of one (1) year unless he shall sooner resign, or shall be removed or otherwise disqualified to serve.

Section 4. Special Appointments. The board may elect such other officers as the affairs in the association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the board may, from time to time, determine.

Section 5. Resignation and removal. Any officer may be removed from office by the board at any time with or without cause. Any officer may resign at any time by giving written notice to the board, the president, or the secretary. Such resignation shall take effect on the date of receipt of such notice or any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 6. Vacancies. A vacancy in any office may be filled by appointment of the board within 60 days. The officer appointed to such vacancy shall serve for the unexpired term of the officer he replaces.

Section 7. Multiple Offices. The offices of secretary and treasurer may be held by the same person. No person shall simultaneously hold more than one of any of the other offices, except in the case of special offices created pursuant to Section 4 of this Article.

Section 8. Duties. The duties of the officers are as follows:

- (a) President. The president shall preside at all meetings of the board of directors, shall see that orders and resolutions of the board are carried out; shall sign all leases, mortgages, deeds, and other instruments, and shall cosign all checks and promissory notes.
- (b) Vice president. The vice president shall act in the place of the president in the event of his or her absence, inability, or refusal to act, and shall exercise and discharge such other duties as may be required of him or her by the board.
- (c) Secretary. The secretary shall record the votes and keep the minutes of all meetings and proceedings of the board and of the members; keep the corporate seal of the association and affix it to all papers so requiring; serve notice of meetings of the board and of members; keep appropriate current records showing the members of the association together with their addresses; and perform such other duties as may be required by the board or by law.
- (d) Treasurer. The treasurer shall receive and deposit in appropriate bank accounts all funds of the association, and shall disburse such funds as directed by resolution of the board of directors; shall sign all checks and promissory notes of the association; shall keep proper books of account; shall cause an annual audit of the association books to be made by a certified public accountant at the completion of each fiscal year; and shall prepare an annual budget and statement of income and expenditures, a copy of which documents shall be delivered to each member, and a report on which shall be given at the regular annual meeting of members.

#### ARTICLE IX. COMMITTEES

The board of directors may appoint such committees as it may deem appropriate in the performance of its duties.

#### ARTICLE X. ASSESSMENTS

As more fully provided in the declaration, each member is obligated to pay to the association annual and special assessments which are secured by a continuing lien on the property against which such assessments are made. Any assessments not paid when due are considered delinquent. If an assessment is not paid within sixty (60) days after the due date, the assessment bears interest from the date of delinquency at the rate of Twelve (12%) per annum, and the association may bring an action of law against the owner personally obligated to pay the same, or may foreclose the lien against his property. Interest, costs, and reasonable attorney's fees of any such action shall be added to the amount of any assessments due. No owner may waive or otherwise escape liability for assessments by nonuse of the common areas or abandonment of his lot

#### ARTICLE XI. BOOKS AND RECORDS; INSPECTION

The books, records and papers of the association shall be subject to inspection by any member during ordinary business hours as provided by law. The declaration, articles of incorporation, and bylaws of the association shall be available for inspection by any member at the principal office of the association, where copies shall be made available for sale at a reasonable price.

## ARTICLE XII. CORPORATE SEAL

The association shall have a corporate seal in circular form having within its circumference the words: WOODBOUND LAKES HOMEOWNERS ASSOCIATION.

## ARTICLE XIII. FISCAL YEAR

The fiscal year of the association shall be the calendar year, except that the first fiscal period shall begin on the date of incorporation and shall end on December 31<sup>st</sup> of the year of incorporation.

## ARTICLE XIV. AMENDMENTS

These bylaws may be amended if approved by two-thirds (2/3) of all 127 homeowners, in person or by proxy, at annual or special meeting of the members duly called for amendment purpose. Meeting shall be advertised for amendment of these Bylaws to all homeowners of the association at least 60 days in advance.

## ARTICLE XV. CONFLICTS

In case of any conflict between the articles of incorporation and these bylaws, the articles shall control; in the case of any conflict between the declaration and these bylaws, the declaration shall control.

## ARTICLE XVI. MANAGEMENT COMPANY

The board of directors may only hire, contract or employ a property management company, manager, supervisor, or agency to provide management services if approved by a majority (64) of all 127 homeowners of the association, in person or by proxy, at annual or special meeting of the members duly called for such purpose to hire management company. Meeting shall be advertised for such purpose to all homeowners of the association at least 60 days in advance.