

**Bylaws of the  
HUNTERS MILL HOMEOWNERS ASSOCIATION, INC.**

**ARTICLE I**

Title

This Association shall be known as Hunters Mill Association, Inc, and its principal office shall be located at Hunters Mill Community, Jacksonville, Florida.

**ARTICLE II**

Purpose

The purposes of the Association shall be as follows:

- A. To foster and encourage community interest and to promote collective community functions. To sponsor recreational activities for all members and their families in accordance with the desires and regulations instituted by the Association membership;
- B. To receive, consider and act upon suggestions and recommendations from members of said Association;
- C. To obtain current information, of a factual nature, on the status of property development, maintenance, and all other matters affecting the interest of members, and to disseminate this information to the membership;
- D. To represent and make recommendations to responsible city, county, and state officials or organizations on needs pertaining to the Hunters Mill Community, such as zoning and other municipal matters;
- E. To require compliance with the covenants, restrictions and bylaws set forth with respect to Hunters Mill as provided in Article VIII.

**ARTICLE III**

Organization and Administration

**Section 1 - Organization**

- A. A Board of Officers (hereinafter referred to as the "Board"), consisting of ten (10) Association members in good standing, will conduct the business and affairs of the Association. The members in accordance with these By-laws shall elect this Board.
- B. The elected members of the Board shall include the President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, and five (5) members-at-large. The outgoing President will be allowed to serve as a member-at-large without election.
- C. Only one member per household per year may serve on the Board.
- D. Officers shall be elected annually and the term of office is one year. Board members will assume office not later than January 15, during an executive board meeting, with

their term running through December 31.

- E. Any member of the Board, who shall absent himself from three (3) consecutive regular meetings of the Board, without rendering an acceptable reason to the Board for such absence, shall be deemed to have resigned from said Board. The Board will appoint a member of the Association to serve the unfinished term of office.
- F. It shall be the policy of the Association that all committee persons, both members of the Board and members of other committees hereinafter designated, will serve without salaries.
- G. The election of officers shall be in accordance with Article V, and the duties of officers in accordance with Section 2, below.

## Section 2 – Administration Duties

### PRESIDENT

- A. The President shall be the principal executive officer of the Association.
- B. He shall preside at all meetings of the Association membership and the Board.
- C. He shall, with one other Board member, sign all obligations and contracts subject to the prior approval of the majority of the Board members.
- D. The President shall, at the semiannual meetings of the Association, submit a report on the state of the Association, with any suggestions he may deem necessary and proper. This report shall be submitted to the Board for its approval prior to the date of this meeting.
- E. The President or his designee shall be responsible for attending civic functions related to the Association needs and purpose (such as the CPAC meetings, etc.)
- F. The President shall maintain a notebook suitable for keeping records to be passed on to each succeeding President.

### 1st VICE PRESIDENT

- A. In the absence of the President, the 1st Vice President shall assume the powers and duties of the President.
- B. The 1st Vice President shall serve as the chairperson of the Architectural & Environmental committee. The 1st Vice President shall maintain a notebook suitable for keeping records to be passed on to each succeeding 1st Vice President.



## 2nd VICE PRESIDENT

- A. The 2nd Vice President shall serve as the chairman of the Diplomatic & Welcoming committee.

## SECRETARY

- A. The Secretary shall give notice of all meetings of the Association, and be responsible for keeping in writing the minutes of such meetings.
- B. The Secretary shall be responsible for conducting the correspondence of the Association and keeping of its administrative records.
- C. These records shall be passed on to each succeeding Secretary.

## TREASURER

- A. The Treasurer shall, under the direction of the Board, collect and disburse the funds of the Association. The treasurer shall provide a written report at each regular meeting of the Board, which documents the financial condition of the Association.
- B. At the semiannual meetings he shall provide written statements, which clearly present, in detail, the receipts and expenditures of the preceding half year.
- C. The Treasurer shall report the balance of money on hand, status of approved budgets, and the existing debts of the Association.

## MEMBERS-AT-LARGE

- A. Five Members -At- Large will represent the Board as voting members on decisions considered by the Board.
- B. Members-At-Large will also serve on designated committees as directed by the Board.

## Section 3 - Committees

- A. The standing committees shall each consist of not less than three (3) members (including the chairman), the number to be fixed by the Board.
- B. Other committees may be elected by the Association membership or appointed by the board as deemed necessary.
- C. Chairpersons shall submit a report(s) to the Board as deemed necessary. At-large members may be assigned to various committees as needed.

### Architectural & Environmental Committee

This committee shall be responsible for pursuing to a satisfactory conclusion all legitimate complaints of Covenant violations as may be brought to the committee's attention. Any enforcement by this committee will be reported to the Board. It shall also be the committee responsible for processing requested residential improvements for subsequent approval by the committee. The homeowner will be notified in writing of the committees' approval or disapproval.

### Diplomatic & Welcoming Committee

This committee shall be responsible for the coordination and implementation of welcoming new residents and conveying community information and covenant data to them. They will invite new residents to the next meeting of the membership and introduce them at such meeting.

## Section 4 - Meetings

- A. Meetings of the Association membership shall be conducted in accordance with parliamentary procedure, as specified in "Roberts Rules of Order.
- B. Special meetings of the general membership shall be held when deemed necessary by the Board or by the written request of a voting member. There will be at least two general meetings per year.
- C. Semiannual meetings of the General Membership shall be held not later than March 15, and the second meeting shall be held not earlier than July 1 and not later than October 30.
- D. Each general membership meeting must have a quorum shall consisting of twelve (12) voting members present, one of which must be qualified to preside.
- E. If a quorum is not present at the meeting, the meeting shall be rescheduled.
- F. Meetings for the Board will be held bi-monthly. A quorum for Board meetings shall be six (6) members of the Board. The President will vote only to break a tie.
- G. Only one vote may be cast for each lot owned and the voting member must be in good standing.

## ARTICLE IV

### Membership Privileges and Obligations

#### Section 1 - Qualifications

Membership in the Hunters Mill Homeowners Association, Inc. is limited to the Hunters Mill homeowners only. All homeowners require membership. A member is considered in good standing only upon payment of annual dues. Termination of membership shall be automatic upon sale of residence in Hunters Mill community.



## Section 2 - Dues

- A. Beginning January 2000, dues of this Association shall be \$60.00 per year, with a 5% increase annually, payable by January 31. Dues may be paid annually or quarterly. Quarterly dues are due no later than January 31, April 30, July 31, and October 31.
- B. A late fee of ten (10) % will be assessed each homeowner if the payment is postmarked by the post office after the due date. In addition, a \$2.00 service charge will be assessed if quarterly dues have not been paid by the due date.
- C. Checks for dues shall be payable to Hunters Mill Homeowners Association, Inc.

## ARTICLE V

### Elections

- A. Once each year, at the fall meeting, a nominating committee of five (5) will be approved by the general membership. The Board shall select the Chairperson of this committee.
- B. The treasurer will provide the committee with a list of the current eligible voting members.
- D. The newly approved nominating committee will submit a printed ballot of candidates to the full membership of the Association to include at least one candidate for each position on the Board. The election committee will provide a printed list of candidates no later than November 1.
- E. The Election Ballots shall be marked to ensure that only one (1) ballot is submitted from each eligible voting member.
- E. No person may be submitted as a candidate without his or her prior consent.
- F. Ballots that require mailing must be postmarked no later than November 15. Mailed ballots will be returned to association address in a self-addressed stamped envelope, which has been marked with the words "Election Ballot Enclosed". The nominating committee will open election envelopes only. Local ballots will be distributed by December 1.
- G. Ballots must be returned and elections shall be completed by midnight, December 15.
- H. The person receiving the most votes for a specific position shall be declared the winner.
- I. Election results will be posted in writing, on the community bulletin board, within 5 (five) days of the election count.

## **ARTICLE VI**

### Finance

- A. The fiscal year shall be January 1 through December 31.
- B. Collection of all funds of the Association shall be deposited in a checking account at a local bank. Three members of the Executive Board are authorized to sign checks, the President, Treasurer, and one other to be designated by the Board. Two of the three must sign all checks.
- C. All checks over \$200.00, except standing bills, (i.e. attorney's fee, insurance, etc.) requires membership voting. Up to \$200.00 requires Board approval.
- D. At the first General Membership meeting of the year, a proposed budget for the coming fiscal year will be presented by the Board for the approval of the Association.
- F. An accountant shall audit the financial books of the Association at least once a year. The Books will be audited prior to new officers assuming office.
- F. Upon completion of the audit a written financial report will be provided to each homeowner not later than thirty days after the audit is completed.

## **ARTICLE VII**

### Amendments to By-Laws

By-laws can be amended, appended or deleted by a majority vote of the membership present at a previously announced meeting or by 2/3 majority affirmative vote of members by balloting.

## **ARTICLE VIII**

### Covenants and Restrictions

Upon payment of dues, each member authorizes the Association and its officers to act as his or her agent in enforcing and requiring compliance by all property owners with the Covenants and Restrictions adopted by the developer and recorded at the Office of the Clerk of the Circuit Court of Duval County, Florida.

Approved by a majority vote of the general membership, this 26<sup>th</sup> day of April 2001.



Art Richard  
President



Ron Harrelson  
Secretary