

BYLAWS

TREASURE BEACH PROPERTY OWNERS ASSOC. INC.

ST. AUGUSTINE, FLORIDA

Revised April 5, 2024

ARTICLE I IDENTITY

- 1.1 The following shall be the Bylaws of the Treasure Beach Property Owners Association Inc., hereafter referred to as the Association, a not for profit corporation established under the laws of the State of Florida, the Articles of Incorporation thereof having been filed in the Office of the Secretary of State, State of Florida, on the 31st day of December, in the year 1973.
- 1.2 The Seal of the Association shall bear the name of the Association, the words "Corporation not for Profit" and the year of incorporation.

ARTICLE II DURATION

- 2.1 The period of duration of the Association shall be perpetual unless dissolved by Law.

ARTICLE III PURPOSE

- 3.0 The general and purposes of the Association shall be:
- 3.1 To promote the general interest of property owners and other residents in the Treasure Beach Development, located in St. Johns County, State of Florida, in cooperation with the proper Officials, property owners, and residents to the end that the Treasure Beach community shall Be a desirable place for better living.
- 3.2 To encourage the beautification and proper maintenance of homes, lawns, parking areas, and Gardens in the said development.
- 3.3 To promote and provide guidance in the proper use and maintenance of the St. Johns County's Canal System.
- 3.4 The Association will provide for the proper care, maintenance and development of the main entrance way and the beach walkway.
- 3.5 To have all necessary powers, suitable or proper, including but not limited to, for Enforcement of all laws, ordinances, statues affecting corporate and individually owned Properties in the said development as are expressly or implicitly granted by the State of Florida or the County of St. Johns.

ARTICLE IV MEMBERSHIP

- 4.1 Membership in the Association shall be restricted to property owners in the Treasure Beach development. Property renters may join the Association as non-voting associate members.
- 4.2 Membership in the Association shall be maintained by the payment of annual dues as defined elsewhere in these By-laws.

ARTICLE V ORGANIZATION

- 5.1 Meetings of members shall be held at a date, time, and place so designated by the Directors and duly approved by the members. Members may attend this meeting in person or through a virtual meeting platform / link.
- 5.2 An Annual Meeting of members shall be so designated by the Directors for the purpose of electing Directors and for other business pertaining to the organization of the Association.
- 5.3 Purpose of Annual Meeting must be given to all members of the Association in good standing a minimum of Thirty (30) days in advance of such a meeting detailing time, date, and place of meeting as a summary of business which is to be undertaken.
- 5.4 Special Meetings of the members shall be held whenever called by the President, 1ST Vice-President, or by a majority of the Directors, and must be called by such Directors upon receipt of a written request.
- 5.5 A Quorum of Ten (10) Percent of the voting memberships, including a majority of the Directors, shall be required for the transaction of business at any meeting of members.
- 5.6 Robert's Rules of Order shall be the parliamentary authority for all matters or procedure not specifically covered by the Bylaws.
- 5.7 The fiscal year for the Association shall coincide with the calendar year.
- 5.8 Directors of the Association shall be: A President, a 1ST Vice-President, a 2ND Vice-President, a 3RD Vice-President, a Recording Secretary, a Corresponding Secretary, and a Treasurer. Election of Directors shall be at the Annual Meeting in the following manner:
 - a. A nominating committee of three (3) members shall be appointed by the Directors not Less than Thirty (30) days prior to the Annual Meeting. The committee shall nominate one Person for each office.

- b. Other nominations may be made from the floor.
- c. The election shall be by ballot (unless dispensed with by unanimous consent.) and by a Plurality of the votes cast.
- d. Vacancies occurring during the fiscal year shall be filled by members appointed by the Directors until the next membership meeting, at which time new officers shall be elected.

5.9 Duties of Directors:

President: The President shall be the chief executive officer of the Association. He shall all of the power and duties usually vested in the office of President of an association, including, but not limited to, the power to appoint committees from among the members from time to time, as he in his discretion may determine appropriate, to assist in the conduct of the affairs of the Association.

1ST Vice-President: In the absence or disability of the President, the Vice-President shall exercise the powers and perform the duties of the President. He shall also assist the President generally and exercise such other powers and perform such other duties as shall be prescribed by the Directors. He shall also be Chairman of the Membership and will appoint his committee.

2ND Vice-President: In the absence or disability of the President, the Vice-President shall exercise the powers and perform the duties of the President. He shall also assist the President generally and exercise such other powers and perform such other duties as shall be prescribed by the Directors. He shall also be Chairman of the Entertainment and Fund Raising and will appoint his committee.

3RD Vice-President: In the absence or disability of the President, the 1ST Vice-President, and the 2ND Vice-President he shall exercise the powers and perform the duties of President. He shall also assist the President generally and exercise such other powers and perform other duties as shall be prescribed by the Directors. He shall be Chairman of Improvements will appoint his committee.

Recording Secretary: The Recording Secretary shall keep the minutes of all proceedings of the meetings of members and the Directors.

Corresponding Secretary: The Corresponding Secretary shall attend to the giving and serving of all Notices to the members and other notices required by law. He shall have custody of seal of the Association and affix it to the instruments requiring a seal when duly signed. He shall perform all other duties incident to the office as may be required by the Directors or the President.

Treasurer: The Treasurer shall have custody of all the property of the Association, including funds, Securities, and evidences of indebtedness. He shall keep the books of the Association in Accordance with good accounting practices, and he shall perform all other duties as Prescribed by the Directors or President. The Treasurer pays for Liability Insurance for the Officers from Association Funds.

The Treasurer keeps the key to the Treasure Beach P.O. Box. Bills and dues money are mailed to the P.O. Box or paid online. The Treasurer informs the Membership Chair, First Vice President, who pays their dues. The Treasurer maintains the Membership List based on payment made online or mailed in.

The Treasurer and Directors establish a budget and presents the budget to the members present at a TBPOA Meeting. The Treasurer also prepares an End of the Year statement of income and expenditures.

5.10 Banking:

(a) The depository of the Association shall be such bank or savings and loan association as shall be designated from time to time by a Resolution passed at a duly held meeting of the members, and all monies of the Association shall be deposited in said designated depository.

(b) Withdrawals of monies from such accounts shall be only by checks or passbook signed by any two (2) of the following officers: President, 1st Vice-President, and Treasurer.

(c) All withdrawals in excess of the amount of Five Hundred Dollars (\$500.00) shall be approved by vote of the general membership at a regular meeting. During the summer months when no regular meeting is scheduled, the Board at its discretion may make withdrawals exceeding said amount for emergency use, but such withdrawals shall be ratified by vote of the general membership at the next regular meeting.

(d) Agreements and contracts to be entered into by the Association must be approved by vote of the general membership. During the summer months when no regular meeting is scheduled, the Board at its discretion may enter into such agreements or contracts in the case of an emergency contingent upon ratification by vote of the general membership at the next regular meeting.

5.11 Treasurer Books and Accounts: These shall be open to Board members at all times and to the general membership at membership meetings. At the end of the fiscal year an audit shall be made by an auditing committee of three (3) members appointed by the Directors or Bank Employee. The audit should be completed on or before March 31st.

5.12 Absences: Any Director with three (3) consecutive unexcused absences at meetings of members shall be replaced by appointment by the Directors until the next Annual Membership Meeting, at which time a new Director shall be elected.

5.13 Voting Privileges shall be restricted to one vote per property owner membership in good standing. A member who is in good standing shall be one who is current in payment of dues.

- 5.14 A written proxy vote may be submitted by any membership entitled to vote. It shall be valid only for the period designated in the proxy and must be filed with the Corresponding Secretary of the Association.
- 5.15 Transactions of Business may be approved by a majority of valid votes or those present or represented by proxy.

ARTICLE VI DIRECTORS

- 6.1 The Directors shall be members in good standing with the Association.
- 6.2 Directors shall be elected and hold office in accordance with these Bylaws.
- 6.3 Directors: This Board shall consist of seven (7) members, to include the President, the 1ST Vice-President, the 2ND Vice-President, the 3RD Vice-President, the Recording Secretary, the Corresponding Secretary, the Treasurer.
- 6.4 The Voting Directors shall manage the day to day business affairs of the Association.
- 6.5 The number of Voting Directors shall be five (5) and shall include the President, the 1ST Vice-President, the 2ND Vice-President, the 3RD Vice-President, and the Treasurer. The number of Voting Directors may only be varied by amendment to these Bylaws, and shall never be less than three (3) in number.
- 6.6 The duties of the Voting Directors shall include, but not be limited to, those previous indicated. Meetings of the Voting Directors shall be held at such a time and place as shall be designated by a majority of the Voting Directors. A quorum for the Voting Directors shall consist of a majority being present.

ARTICLE VII DUES

1. Dues are payable, not later than the last day of February in each year, the amount of which may vary from time to time by way of a General Membership vote.

ARTICLE VIII
RULES AND REGULATIONS

Inasmuch as each resident of the Treasure Beach community is affected in his daily living, and the value of all property is reflected, by the attitude and actions of his neighbors, the following are set forth as rules and/or policies for a quality home development and the enforcement of such shall be promoted by the Association.

- 8.1 The rules, regulations, and Bylaws, together with the restrictions as set forth in the St. Johns County Ordinances, regulations, and bylaws: such shall include but not be limited to Zoning Ordinances, Building Regulations, Health Regulations, County Noise laws and County Animal Leash laws.

THESE REVISED BYLAWS WERE VOTED AND ACCEPTED BY THE GENERAL MEMBERSHIP OF THE ASSOCIATION ON JUN 10, 2024.