

**RESTATED BYLAWS
LONGWOOD HOMEOWNERS ASSOCIATION, INC.**

**ARTICLE I
Name and Location**

The name of the corporation is “Longwood Homeowners Association, Inc.”, hereinafter referred to as the “Association”. The principal mailing address of the Association shall be 3181 Village Park Drive, Melbourne, Florida, 32934. The principal office shall be at the home of the sitting President. Meetings of the members and Directors may be held at such places within the State of Florida, County of Brevard, as may be designated by the Board of Directors.

**ARTICLE II
Definitions**

<u>Section 1</u>	“Association”	Shall mean and refer to Longwood Homeowners Association, Inc., its successors and assigns.
<u>Section 2</u>	“Properties”	Shall mean and refer to that certain real property described in the Declaration of Covenants, Conditions and Restrictions, and such additions thereto as may hereafter be brought within the jurisdiction of the Association.
<u>Section 3</u>	“Common Area”	Shall mean all real property owned by the Association for the common use and enjoyment of the Owners.
<u>Section 4</u>	“Lot”	Shall mean and refer to any plot of land shown upon any recorded subdivision plat or plats of the Properties with the exception of the Common Area.
<u>Section 5</u>	“Owner”	Shall mean and refer to the record owner, whether one or more person or entities, of the fee simple title to any Lot which is a part of the Properties, including contract sellers, but excluding those having such interest merely as security for the performance of an obligation.
<u>Section 6</u>	“Declarants”	Shall mean and refer to the Longwood Homeowners Association, Inc., their successors or assigns.
<u>Section 7</u>	“Declaration”	Shall mean and refer to the Declaration of Covenants, Conditions and Restrictions applicable to the Properties recorded in the Office of the Clerk of the Circuit Court, Brevard County, Florida.
<u>Section 8</u>	“Member”	Shall mean and refer to those persons entitled to membership as provided in the Declaration.

ARTICLE III
Meeting of Members

<u>Section 1</u>	<u>Annual Meetings</u>	The first annual meeting of the members shall be held within one year from the date of incorporation of the Association, and each subsequent regular annual meeting of the members shall be held on a day and reasonable hour selected by the Board of Directors.
<u>Section 2</u>	<u>Special Meetings</u>	Special meetings of the members may be called at any time by the president or by the Board of Directors, or upon written request of one-fourth (1/4) of the membership.
<u>Section 3</u>	<u>Notice of Meetings</u>	Written notice of each meeting of the members shall be given by, or at the direction of the secretary or person authorized to call the meeting, by mailing a copy of such notice, postage prepaid, at least fifteen (15) 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 notice. Such notice shall specify the place, day and hour of the meeting, and, in the case of a special meeting, the purpose of the meeting.
<u>Section 4</u>	<u>Quorum</u>	The presence at the meeting of the members entitled to cast, or of proxies entitled to cast, one-tenth (10%) of the votes of the membership shall constitute a quorum for any action except as otherwise provided in the Articles of Incorporation, the Declaration, or these Bylaws. If, however, such quorum shall not be present, another meeting may be called subject to the notice requirement. The required quorum at the subsequent meeting shall be one-half (1/2) of the required quorum at the preceding meeting. No such subsequent meeting shall be held more than sixty (60) days following the preceding meeting.
<u>Section 5</u>	<u>Proxies</u>	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. Every proxy shall be revocable and shall automatically cease upon conveyance by the member of the Lot.

ARTICLE IV
Board of Directors

<u>Section 1</u>	<u>Number</u>	The affairs of this Association shall be managed by a Board of not less than three (3) nor more than seven (7) directors.
<u>Section 2</u>	<u>Term of Office</u>	At each annual meeting, the members shall elect new Directors, as required, for those Directors whose Term of Office has expired, for a term of three (3) years, not to exceed seven members.
<u>Section 3</u>	<u>Removal</u>	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, a successor shall be selected by the remaining members of the Board and shall serve for the unexpired term of the predecessor.
<u>Section 4</u>	<u>Compensation</u>	No director shall receive compensation for any services rendered to the Association. However, any director may be reimbursed for actual expenses incurred in the performance of the director's duties.
<u>Section 5</u>	<u>Action Taken Without a Meeting</u>	The directors shall have the right to take any action in the absence of a meeting which they could take at a meeting by obtaining the written approval of all the directors. Any action so approved shall have the same effect as though taken at a meeting of the directors.

ARTICLE V
Nomination and Election of Directors

<u>Section 1</u>	<u>Nomination</u>	Nomination for election to the Board of Directors shall be made by a Nominating Committee. Nominations may also be made from the floor at the annual meeting. The Nominating Committee shall consist of a Chairman, who shall be a member of the Board of Directors, and two or more members of the Association. The Nominating Committee shall be appointed by the Board of Directors prior to each annual meeting of the members, to serve from the close of such annual 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 not less
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than the number of vacancies that are to be filled. Such nominations may be made from among members.

Section 2 Election Election to the Board of Directors shall be by secret written ballot. At such 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. The person receiving the largest number of votes shall be elected. Cumulative voting is not permitted.

ARTICLE VI
Meeting of Directors

Section 1 Regular Meetings Regular meetings of the Board of Directors shall be held monthly without notice, at such place and hour as may be fixed from time to time by resolution of the Board. Should said meeting fall upon a legal holiday, then that meeting shall be held at the same time on the next day which is not a legal holiday. The Board also may select another alternate meeting date and may elect to not meet for one month if meetings have or will occurred in the months before and after the deleted meeting.

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 elected number of directors shall constitute a quorum for transaction of business. Every act or decision done or made by a majority of the directors present at a duly held meeting at which a quorum is present shall be regarded as the act of the Board.

ARTICLE VII
Powers and Duties of the Board of Directors

Section 1 Powers The Board of Directors shall have power to:

- a) adopt and publish rules and regulations governing the use of the Common Area and facilities, and the personal conduct of the members and their guest thereon, and to establish penalties for the infraction thereof; and
- b) exercise for the Association all powers, duties, and authority vested in or delegated to this Association and not reserved to the membership by other provisions of these Bylaws, the Articles of Incorporation, or the Declaration; and

- c) declare the office of a member of the Board of Directors to be vacant in the event such member shall be absent from three (3) consecutive regular meetings of the Board of Directors; and
- d) employ a manager, an independent contractor, or such other employees as they deem necessary, and to prescribe their duties.

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 the annual meeting of the members, or at any special meeting when such statement is requested in writing by one-fourth (1/4) of the membership;
- b) supervise all officers, agents and employees of this Association, and to see 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 thirty (30) 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 thirty (30) days after due date or to bring an action at law against the owner personally obligated to pay same.
- d) issue, or to cause an appropriate officer to issue, upon demand by any person, a certificate setting forth whether or not any assessment has been paid. A reasonable charge may be made by the Board of issuance of these certificates. If a certificate states an assessment has been paid, such certificate shall be conclusive evidence of such payment;
- e) procure and maintain adequate liability and hazard insurance on property owned by the Association;
- f) cause all officers or employees having fiscal responsibilities to be bonded, as it may deem appropriate;
- g) cause the Common Area to be maintained.

ARTICLE VIII
Officers and Their Duties

<u>Section 1</u>	<u>Enumeration of Officers</u>	The officers of this Association shall be a president who shall at all times be a member of the Board of Directors, a secretary, and a treasurer, and such other officers as the Board may from time to time by resolution create.
<u>Section 2</u>	<u>Election of Officers</u>	The election of officers shall take place at the first meeting of the Board of Directors following each annual meeting of the members. The President shall have been a Longwood Board member for a minimum of 1 year. This requirement is waived if no one meets this criterion.
<u>Section 3</u>	<u>Term</u>	The officers of this association shall be elected annually by the Board and each shall hold office for one (1) year unless an officer shall sooner resign, or shall be removed, or otherwise disqualified to serve.
<u>Section 4</u>	<u>Special Appointments</u>	The Board may elect such other officers as the affairs of the Association may require, each of whom shall hold office for such period, have authority, and perform such duties as the Board may, from time to time, determine.
<u>Section 5</u>	<u>Resignation and Removal</u>	Any officer may be removed from office with or without cause by the Board. Any officer may resign at any time 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 at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
<u>Section 6</u>	<u>Vacancies</u>	A vacancy in any office may be filled by appointment by the Board. The officer appointed to such a vacancy shall serve for the remainder of the term of the replaced officer.
<u>Section 7</u>	<u>Multiple Offices</u>	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.
<u>Section 8</u>	<u>Duties</u>	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 written instruments and shall co-sign all checks and promissory notes.
- b) 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 on all papers requiring said seal; serve notice of meetings of the Board and of the members; keep appropriate current records showing the members of the Association together with their addresses, and shall perform such other duties as required by the Board.
- c) Treasurer The treasurer shall receive and deposit in appropriate bank accounts all moneys 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; keep proper books of account; cause an annual review of the Association books to be made by a public accountant at the completion of each fiscal year; and shall prepare an annual budget and a statement of income and expenditures to be presented to the membership at its regular annual meeting, and deliver a copy of each to the members.

ARTICLE IX

Committees

The Association shall appoint an Architectural Control Committee, as provided in the Declaration, and a Nominating Committee, as provided in these Bylaws. In addition, the Board of Directors shall appoint other committees as deemed appropriate in carrying out its purpose.

ARTICLE X

Books and Records

The books, records and papers of the Association shall at all times, during reasonable business hours, be subject to inspection by any member. The Declaration, the Articles of Incorporation and the Bylaws of the Association shall be available for inspection by any member at the current office of the Association, where copies may be purchased at reasonable cost.

ARTICLE XI

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 upon the property against which the assessment is made. Any assessments which are not paid when due shall be delinquent. If the assessment is not paid within thirty (30) days after the due date, the assessment shall bear interest from the date of delinquency at the rate of ten percent (10%) per annum, and

the Association may bring any action at law against the Owner personally obligated to pay the same of foreclose the lien against the property, and interest, costs, and reasonable attorney's fees of any such action shall be added to the amount of such assessment. No owner may waive or otherwise escape liability for the assessments provided for herein by non use of the Common Area or abandonment of the Owner's lot.

ARTICLE XII
Corporate Seal

The Association shall have a seal in circular form having within its circumference the words: Longwood Homeowners Association, Inc., a corporation not for profit.

ARTICLE XIII
Amendments

Section 1. These Bylaws may be amended, at a regular or special meeting of the members, by a vote of majority of a quorum of members present in person or by proxy.

Section 2. In the case of any conflict between the Articles of Incorporation and the Bylaws, the Articles shall control; and in the case of any conflict between the Declaration and these Bylaws, the Declaration shall control.

ARTICLE XIV
Miscellaneous

The fiscal year of the Association shall begin on the first day of January and end of the 31st day of December of every year except that the first fiscal year shall begin on the date of incorporation.

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IN WITNESS WHEREOF, we, being all the directors of the Longwood Homeowners Association, Inc. have hereunto set our hands this _____ day of _____, 20_____.

STATE OF FLORIDA
COUNTY OF BREVARD

BEFORE ME, a Notary Public authorized to take acknowledgments in the State and County set forth above, personally appeared _____, know to me and known by me to be the person who executed the foregoing Bylaws, and acknowledges before me that he/she executed these Bylaws.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed by official xxxxxxxxxxxx State and County, on this _____ day of _____, 20_____.

Notary Public

My commission expires _____

CERTIFICATION

I, the undersigned, do hereby certify:
THAT I am the duly elected and acting secretary of the Longwood Homeowners Association, Inc., a Florida corporation, and

THE foregoing Bylaws constitute the original Bylaws of said Association, as approved at a meeting of the Members of the Association held on the 10th day of June 1996 and are recorded with Brevard County Public Records, Brevard County, Florida in Official Records Book 3598, Page 3780; and

THE foregoing Bylaws of said Association were amended and approved at a meeting of the Members of the Association held on the 2nd day of June 2003 revising Article VIII, Section 2.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of said Association this _____ day of _____, 20_____.

Secretary
Affix SEAL here