

AMENDED BY-LAWS OF ARBOR LAKES PROPERTY OWNERS ASSOCIATION

As executed on January 7th, 2005 and recorded in Citrus County January 12th, 2005

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Cover sheets, signature pages, certifications, and exhibits were intentionally not reproduced and can be found at <https://search.citrusclerk.org/LandmarkWeb>, as recorded on 1/12/2005, 6/2/2015, 4/25/2016, and 1/26/2017.

Our ARTICLES OF INCORPORATION were executed on November 12, 1991 and amended on March 22, 1999. These can be found along with obsolete bylaws in the documents recorded in Citrus County on January 12, 2005.

Amended By-Laws
for
ARBOR LAKES PROPERTY OWNERS ASSOCIATION, INC.

ARTICLE I
NAME AND LOCATION

The name of the corporation is Arbor Lakes Property Owners Association, Inc., hereinafter referred to as the "Association". The principal office of the corporation shall be located at 4215 N. Lake Vista Trail, Hernando, Florida 34442, but meetings of the members and directors may be held at such places within the State of Florida, County of Citrus, as may be designated by the Board of Directors

ARTICLE II
DEFINITIONS

Section 1. "Association" shall mean and refer to Arbor Lakes Property Owners Association, Inc. its successors and assigns.

Section 2. "Properties" shall mean and refer to that certain real property described in the Declaration of Covenants and Restrictions, and such additions thereto as may hereafter be brought within the jurisdiction of the Association.

Section 3. "Common Area" shall mean all real property owned by the Association for the common use and enjoyment of the Owners.

Section 4. "Lot" shall mean and refer to any plot of land shown upon any recorded subdivision map of the Properties with the exception of the Common Areas.

Section 5. "Owner" shall mean and refer to the record owner, whether one or more persons 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.

Section 6. "Declaration" shall mean and refer to the Declaration of Covenants and Restrictions applicable to the properties recorded in the Office of the Clerk of the Circuit Court of Citrus County, Florida.

Section 7. "Member" shall mean and refer to those persons entitled to membership as provided in the Declaration.

Section 8. Fiscal year. The fiscal (operational) year shall be January 1 thru December 31.

ARTICLE III
MEETINGS OF MEMBERS

Section 1. Annual Meeting. The annual meeting of the members shall be held in the month of January. The Notice and Agenda shall be posted on the Clubhouse bulletin board at least five (5) working days prior to the meeting.

Section 2. Scheduled Meetings. Regular meetings of the membership shall be held each quarter, i.e., in January (the Annual Meeting of Section 1), April, July, and October. Notice of these meetings along with agendas shall be posted on the clubhouse bulletin board at least five (5) working days prior to the scheduled meeting. Notice of other meetings of members shall be announced at least 48-hours in advance by posting in the appropriate place in the Clubhouse.

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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.

Section 3. Meeting Notice. In addition to posting as noted in Sections 1 and 2 above, written notice of the scheduled dates of the Annual and Quarterly meetings for the upcoming year shall be mailed to the best known current address of each member. This notice may be included in the mailing of the proposed annual budget.

Section 4. Special Meetings. Special meetings of the members may be called at any time by the Board of Directors, or upon written request of twenty-five percent (25%) of all of the members who are entitled to vote. The business conducted at a special meeting is limited to the purpose described in the notice of the meeting. Notice shall be mailed as noted in Section 3.

Section 5. Quorum. The presence at the meeting of members entitled to cast, or of proxies entitled to cast, thirty percent (30%) of members entitled to vote shall constitute a quorum for any action, except as otherwise provided in the Articles of Incorporation, or the Declaration of these By-Laws. If, however, such quorum shall not be present or represented at any meeting, the members entitled to vote thereat shall have power to adjourn the meeting to another time without notice other than announcement at the meeting, until a quorum as aforesaid shall be present or be represented.

Section 6. Proxy. At all meetings of members, each voting member may vote in person or by proxy. All proxies shall be in writing. Every proxy shall be revocable and shall automatically cease upon conveyance by the member of his lot.

Section 7. Conduct of Meetings. All meetings shall be conducted according to Robert's Rules of Order, latest edition.

ARTICLE IV

BOARD OF DIRECTORS, SELECTION, TERM OF OFFICE

Section 1. Number. The affairs of this Association shall be managed by a Board of not less than five (5) or more than nine (9) directors. The Developer shall be eligible to stand for election in accordance with Article V below.

Section 2. Term of Office. The elected term of office shall be two (2) 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. An officer of the Board may be removed from the position, but not from the Board, in the event of malfeasance or non-performance, and a replacement may be appointed from the Board and by the Board. In the event of death, or resignation of a Director, a successor shall be selected from the membership by the remaining members of the Board and shall serve for the unexpired term of his or her predecessor.

Section 4. Compensation. No director shall receive compensation for any service rendered to the Association. However, any director may be reimbursed for actual expenses incurred in the performance of his or her duties.

ARTICLE V

NOMINATION AND ELECTION OF DIRECTORS

Section 1. Nomination. Nominations for election to the Board of Directors shall be made by a Nominating Committee. The Nominating Committee shall consist of a Chairperson, who shall be a member of the Board of Directors, and two (2) or more members in good standing of the Association who shall be selected by the Chairperson. The Chairperson of the Nominating Committee shall be appointed by the Board of Directors 90-days prior to each annual meeting of the members, to serve until the close of such annual meeting. The Nominating Committee shall

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make as many nominations for election to the Board of Directors as it shall in its discretion determine, but not less than the number of vacancies that are to be filled. Nominations from the floor will be accepted at the Board meeting scheduled to be held in the month prior to the annual meeting. All nominated candidates shall give their permission to have their name placed in nomination.

Section 2. Election. Election to the Board of Directors shall be in conjunction with the annual meeting, and shall normally be by written ballot. At such election 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 persons receiving the largest number of votes shall be elected. Cumulative voting is not permitted.

Section 3. Acclamation. If, after the nomination process is completed, should there be no more nominees than there are vacancies to be filled, the new directors may be elected by acclamation without the need for a written ballot.

ARTICLE VI MEETING OF DIRECTORS

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. 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. Notice of the meeting shall be posted in the appropriate location in the Clubhouse.

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 three (3) directors, after not less than three (3) working days notice to each director. Emergency meetings may be held solely to address immediate action required in an emergency where three days notice would not be prudent.

Section 3. Quorum. A majority of the number of directors shall constitute a quorum for the 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.

Section 4. Open Meetings. All meetings of the Board shall be open to the membership, with no less than 48-hours notice posted in the appropriate place in the clubhouse, except for executive sessions to discuss personnel matters.

Section 5. Minutes. Minutes of all meetings shall be taken and posted in the clubhouse within fourteen (14) working days of the meeting.

ARTICLE VII POWERS AND DUTIES OF THE BOARD OF DIRECTORS

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

- A. Establish and execute Policies and Procedures;
- B. Adopt and publish additional rules and regulations governing the use of common areas and facilities, and the personal conduct of members and their guests thereon, and to establish penalties for any infraction thereof;
- C. Authorize, establish, and set fines to be levied against members violating the Covenants and Restrictions, these Bylaws, and/or any Policies and Procedures duly adopted by the Board of Directors.
- D. Suspend the voting rights of a member and right to use of the recreational facilities during any period in which such member shall be in default in the payment of any

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assessment levied by the Association. Such rights may also be suspended after notice and hearing, for a period not to exceed sixty (60) days, for infraction of published rules and regulations.

- E. 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 By-Laws, the Articles of Incorporation, or the Declaration;
- F. Declare the office of a member of the Board of Directors to be vacant in the event such member shall be absent without prior explanation from three (3) consecutive regular meetings of the Board of Directors; and
- G. 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 members who are entitled to vote;
- 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 applicable to each Lot at least thirty (30) days in advance of each annual assessment period.
 - (2) Fix the amount of any special assessment that might be necessary to properly meet the obligations of the Association. Special assessments may be charged as recommended by the Board and approved by the membership. Notice of proposed assessments shall be posted at least 48-hours in advance of the meeting of the Board to finalize the matter.
 - (3) Send written notice of each special assessment to every Owner subject thereto at least seven (7) working days in advance of the assessment; and
 - (4) Execute the process and procedures for liens and foreclosure against any property.
- D. Issue, or 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 for the 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 properly maintained.

ARTICLE VIII
OFFICERS

Section 1. The members of the Board shall elect a President, Vice-President (Financial Officer), and Secretary from the members of the Board.

Section 2. Officers shall serve for a term of one (1) year.

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ARTICLE IX DUTIES OF THE OFFICERS

Section 1. President. The president will preside at all meetings of the board of directors and the membership. With the approval of the Board of Directors, the president will execute contracts and other documents in the name of the Association as its agent. When signing documents, the president shall indicate the capacity in which he or she is signing to avoid any personal liability since the president's signature, under most circumstances, will bind the Association under the doctrine of inherent powers.

The president also assumes general charge of the day-to-day administration of the Association and has the authority to authorize specific actions in furtherance of the board's policies. As chief executive officer, the president serves as spokesperson for the board of directors in most matters relating to general Association business. Like all officers of the Association, the president has an affirmative duty to carry out the responsibilities of the office in the best interests of the Association. The president serves at the will of the board of directors and can be removed with or without cause at any time by majority vote of the full board.

The president cannot, without specific board approval, borrow funds in the name of the Association or otherwise act beyond the scope of the authority established by the Association documents and board of directors. The president does have the inherent authority to appoint committees to advise him with his duties.

Section 2. Vice President (Financial Officer). The vice president of the Board of Directors is vested with all of the powers that are required to perform the duties of the president in the absence of the president. The vice president does not automatically possess inherent powers to act in the capacity of chief executive and may act for the president only when the president is absent or otherwise unable to act. The vice president shall assume such additional duties as are defined or assigned by the board of directors of the Association.

The vice president of the Arbor Lakes Property Owners Association, in the capacity of Financial Officer, may appoint, with the approval of the board of directors, a Treasurer of the Association. The vice president/financial officer shall oversee the treasurer and any other members of a financial committee to ensure that duties and obligations specified by the board of directors are met. Such duties and obligations are:

1. Keep or cause to keep all financial records of the Association.
2. Prepare or cause to prepare financial reports of the Association. All financial reports are to be maintained in files until they are audited, after which they will be maintained according to generally accepted accounting procedures.
3. May maintain a petty cash fund for reimbursement of small expenditures by Association members. Receipts shall be obtained for all reimbursements.
4. Prepare inputs for compiling the annual Association budget that shall be presented to the board of directors and approved by the membership at the annual membership meeting.

Section 3. Secretary.

A. Responsibility for preparing notices for all meetings of the board and the membership, and for authenticating the records of the Association are duties of the secretary. The secretary may not actually produce the minutes of board and membership meetings, but if not will be

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responsible for obtaining someone who will do so as a recorder or assistant secretary. As the custodian of the minutes and the other official records of the Association, the secretary is responsible for ensuring access to those records by members and their authorized representatives.

B. The Association is authorized to adopt and use a "corporate seal". The secretary has been delegated the responsibility for authenticating records of the Association, and the verification will be by affixing a signature and placing the corporate seal on the appropriate document. By example, when the signature of the president binds the corporation, and the secretary, as custodian of the seal, verifies the president's authority, the secretary does so by signing or attesting to the president's signature and placing the corporate seal on the appropriate document.

C. The Secretary shall coordinate preparing and distributing a Welcome packet for new residents of Arbor Lakes.

Section 4. Registered Agent. The registered agent is a ministerial officer of the Association, and it is a position that is required of all corporations in Florida. The registered agent is an important link for the Association since many formal and important communications will be received by this officer. When these communications or documents are received, they must be brought to the attention of the board of directors. The secretary of the Arbor Lakes Property Owner's Association shall be the registered agent of the corporation. The address of the corporation is 4215 N. Lake Vista Trail, Hernando, Florida, 34442.

ARTICLE X MEMBERSHIP

Every person or entity who is a record owner of a fee [inheritable Lot] or undivided fee interest of any Lot which is subject to covenants of record to assessment by the Association, including contract sellers, shall be a member of the Association. The foregoing is not intended to include persons or entities who hold an interest merely as security for the performance of an obligation. Membership shall be appurtenant to and may not be separated from ownership of any lot that is subject to assessment by the Association.

ARTICLE XI VOTING RIGHTS

The association shall have one class of voting membership;

Section 1. Members. Members shall be all owners, including the Developer, and shall be entitled to one vote for each Lot owned. When more than one person holds an interest in any Lot, all such persons shall be members. The vote for such Lot shall be exercised as they determine, but in no event shall more than one vote be cast with respect to any Lot.

Section 2. Membership. Each Lot Owner shall automatically be a member of the Association and, upon the filing with the Association of the Voting Member Designation Certificate contemplated by the Declaration, an Owner of more than one (1) lot shall be entitled to a vote for each lot owned. Membership shall be acquired by recording in the Public Records of Citrus County, a Deed or other instrument establishing record title to the lot in Arbor Lakes. The Owner thus designated in the Deed or instrument becomes a member of the Association and the membership of prior Owner is thereby eliminated.

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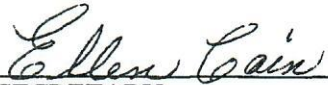
ARTICLE XII
BOARD OF DIRECTORS

The affairs of this Association shall be managed by the Board of Directors, or by a manager employed by the Board and who shall be responsible to the Board. Any changes in the size of the Board shall be by Amendment of these By-Laws.

ARTICLE XIII
AMENDMENTS TO THE BYLAWS

Amendment of these By-Laws shall require the assent of fifty-one percent (51%) of the entire membership. Provided, however, that no amendment shall make any changes in the qualification for membership nor the voting rights of the members, nor any change in Article XI (regarding Voting Rights), without approval in writing by all members and the agreement of all record owners of mortgages in Arbor Lakes. No amendments shall be made without the written approval of the Developer, if such amendments shall cause an assessment of the Developer as a Lot Owner; for capital improvements, constitute an action that would be detrimental to the sales of Lots by the Developer or any of its dwelling units, or any other such action which would inhibit, impair or otherwise preclude the rights reserved to the Developer by way of the Declaration of Protective Covenants and Restrictions.

The foregoing By-Laws were adopted on this 7th day of January, 2005.



SECRETARY
ARBOR LAKES PROPERTY OWNERS
ASSOCIATION, INC.

EXHIBIT "E"

AMENDMENT TO AMENDED BY-LAWS FOR ARBOR LAKES PROPERTY
OWNERS ASSOCIATION, INC.

The following amendment is made to Article III, Section 8 of the AMENDED BY-LAWS FOR ARBOR LAKES PROPERTY OWNERS ASSOCIATION, INC., recorded in Official Records Book 1804, Page 2297, *et. seq.*, of the Public Records of Citrus County, Florida (additions are indicated by underlining, deletions are indicated by ~~striketrough~~, and omitted but unaltered provisions are indicated by ellipses):

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ARTICLE III
MEETINGS OF MEMBERS

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Section 8. Absentee Ballots. If so approved by the Board of Directors, members may vote by secret ballot which may be submitted to the Association in advance of the meeting as an absentee ballot. If the Board so determines that a member shall be allowed to participate in a vote by absentee ballot, when notice of meetings of members where a vote will be taken is provided to the members, such meeting notice shall be accompanied by a written ballot. Accompanying such ballot shall be an outer envelope which is addressed to the person or entity with the Association authorized to receive the ballots and a smaller inner envelope in which the ballot shall be placed. The exterior of the outer envelope shall have a space for the voter to indicate the name of the voter and the Lot or Dwelling Unit identification being voted, and shall contain a signature space for the voter. No ballot shall provide a space for the signature of or any other means of identifying a voter.

Once the ballot is filled out as a part of the voting process, the voter shall place the completed ballot in the inner smaller envelope and seal the envelope. The inner envelope shall be placed within the outer larger envelope, and the outer envelope shall then be sealed. Each inner envelope shall contain only one ballot, but if a person is entitled to cast more than one ballot, the separate inner envelopes required may be enclosed within a single outer envelope. The voter shall provide the name of the voter and the Lot or Dwelling Unit identification being voted and shall sign the exterior of the outer envelope in the space provided for such signature. The outer envelope containing such inner envelope or envelopes shall either be mailed or hand-delivered to the Association. Members who have not mailed their secret ballot and requisite envelopes to the Association in advance of the meeting and wish to vote in person shall be permitted to do so, provided that the ballot shall be submitted using the same dual-envelope procedure as described above. Upon receipt by the Association, no ballot may be rescinded or changed. If more than one ballot is submitted for a Lot or Dwelling Unit, the ballots for that Lot or Dwelling Unit shall be disqualified. Any vote by ballot received after the closing of the balloting may not be considered. Envelopes containing ballots received by the Association shall be retained and collected by the Association and shall not be opened except in the manner and at the time provided herein.

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A. Any outer envelopes ostensibly containing ballots shall be collected by the Association and shall be transported to the location of the duly called meeting of the members. The Association shall have available at the meeting additional blank ballots for distribution to the eligible voters who have not cast their votes. Each ballot distributed at the meeting shall be placed in an inner and outer envelope in the manner provided above. Each envelope and ballot shall be handled in the following manner. The ballots not yet cast shall be collected, and then the ballots and envelopes shall be handled as stated below by an impartial committee as defined below appointed by the Board. The business of the meeting may continue during this process. The signature and Lot or Dwelling Unit identification on the outer envelope shall be checked against a list of qualified voters, unless previously validated as provided below. Any outer envelope not signed by the eligible voter shall be marked "Disregarded" or with words of similar import, and any inner envelopes or ballots contained therein shall not be counted. The voters shall be checked off on the list as having voted. Then, in the presence of any Dwelling Unit Owners/Lot Owners in attendance, all inner envelopes shall be first removed from the outer envelopes and shall be placed into a receptacle. Upon the commencement of the opening of the outer envelopes, no more ballots shall be accepted. The inner envelopes shall then be opened and the ballots shall be removed and counted in the presence of the Dwelling Unit Owners/Lot Owners. Any inner envelope containing more than one ballot shall be marked "Disregarded", or with words of similar import, and any ballots contained therein shall not be counted. All envelopes and ballots, whether disregarded or not, shall be retained with the official records of the Association.

B. Any Association desiring to verify outer envelope information in advance of the meeting may do so as provided herein. An impartial committee designated by the Board may proceed as follows. For purposes of this rule, "impartial" shall mean a committee whose members do not include any of the following or their spouses:

- (1) Current Board members; and
- (2) Officers.

At the committee meeting, the signature and Lot or Dwelling Unit identification on the outer envelope shall be checked against the list of qualified voters. The voters shall be checked off on the list as having voted. Any exterior envelope not signed by the eligible voter shall be marked "Disregarded" or with words of similar import, and any ballots contained therein shall not be counted.

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**AMENDMENT TO AMENDED BY-LAWS FOR ARBOR LAKES PROPERTY
OWNERS ASSOCIATION, INC.**

The following amendments are made to Article III, Sections 2 and 3; Article VI, Section 1; Article VII, Section 1(H.); Article IX, Section 4; and Article XIII of the AMENDED BY-LAWS FOR ARBOR LAKES PROPERTY OWNERS ASSOCIATION, INC., recorded in Official Records Book 1804, Page 2297, *et. seq.*, of the Public Records of Citrus County, Florida (additions are indicated by underlining, deletions are indicated by ~~striking through~~, and omitted but unaltered provisions are indicated by ellipses):

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**ARTICLE III
MEETINGS OF MEMBERS**

...

Section 2. ~~Scheduled Meetings.~~ ~~Regular meetings of the membership shall be held each quarter, i.e., in January (the Annual Meeting of Section 1), April, July, and October. Notice of these meetings along with agendas shall be posted on the clubhouse bulletin board at least five (5) working days prior to the scheduled meeting. Notice of other meetings of members shall be announced at least 48 hours in advance by posting in the appropriate place in the Clubhouse. 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.~~ [INTENTIONALLY DELETED.]

Section 3. ~~Meeting Notice.~~ In addition to posting as noted in Sections 1 and 2 above, written notice of the scheduled dates of the Annual and Quarterly meetings for the upcoming year shall be mailed to the best known current address of each member. This notice may be included in the mailing of the proposed annual budget of all membership meetings shall be mailed to the members not less than fourteen (14) days prior to the meeting. Florida Statute §607.0701 (2015) requires that a corporation shall hold a meeting of the members annually.

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**ARTICLE VI
MEETING OF DIRECTORS**

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. 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. Notice of the meeting shall be posted in the appropriate location in the Clubhouse at least forty-eight (48) hours in advance of the meeting, except in an emergency. Written notice of any meeting at which a budget will be considered and

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adopted by the Board of Directors must be mailed or delivered to the members and posted conspicuously on the property not less than fourteen (14) days before the meeting.

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ARTICLE VII
POWERS AND DUTIES OF THE BOARD OF DIRECTORS

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

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H. Pursue, recommend, set, and/or levy fines, but only to the extent such actions are not prohibited by the Association's governing documents and Florida law.

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ARTICLE IX
DUTIES OF THE OFFICERS

Section 4. Registered Agent. The registered agent is a ministerial officer of the Association, and it is a position that is required of all corporations in Florida. The registered agent is an important link for the Association such many formal and important communications will be received by this officer. When these communications or documents are received, they must be brought to the attention of the board of directors. ~~The secretary of the Arbor Lakes Property Owner's Association shall be the registered agent of the corporation.~~ The address of the corporation is 4215 N. Lake Vista Trail, Hernando, Florida, 34442. The registered agent shall be appointed and approved by the Board of Directors.

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ARTICLE XIII
AMENDMENTS TO THE BYLAWS

~~Amendment of these By-Laws shall require the assent of fifty-one percent (51%) of the entire membership. Provided, however, that no amendment shall make any change in Article XI (regarding Voting Rights), without the approval in writing by all members and the agreement of all record owners of mortgages in Arbor Lakes. No amendments shall be made without the written approval of the Developer, if such amendments shall cause an assessment of the Developer as a Lot Owner, for capital improvements, constitute an action that would be detrimental to the sales of Lots by the Developer or any of its dwelling units, or any other such action which would inhibit, impair or otherwise preclude the rights reserved to the Developer by way of the Declaration of Protective Covenants and Restrictions. These By-Laws shall be amended by the affirmative vote of the majority of Owners who are voting in person, by absentee ballot, or by proxy at a meeting of the Members at which a quorum has been attained (e.g., once a quorum of those Owners attending in person or by proxy has been obtained at a~~

regular/annual or special meeting of the Members of the Association, a majority of those Owners attending the meeting in person, by absentee ballot, or by proxy may amend these By-Laws). Alternatively, these By-Laws may be amended by an instrument signed by not less than a majority of the Owners.

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AMENDMENT TO AMENDED BY-LAWS FOR
ARBOR LAKES PROPERTY OWNERS ASSOCIATION, INC.

The following amendment(s) is/are made to Article IX, Section 2 of the AMENDED BY-LAWS FOR ARBOR LAKES PROPERTY OWNERS ASSOCIATION, INC., recorded in Official Records Book 1804, Page 2297, *et. seq.*, of the Public Records of Citrus County, Florida, and as amended from time to time (additions are indicated by underlining, deletions are indicated by ~~strike through~~, and omitted but unaltered provisions are indicated by ellipses):

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ARTICLE IX
DUTIES OF THE OFFICERS

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Section 2. Vice President (Financial Officer). The vice president of the Board of Directors is vested with all of the powers that are required to perform the duties of the president in the absence of the president. The vice president does not automatically possess inherent powers to act in the capacity of chief executive and may act for the president only when the president is absent or otherwise unable to act. The vice president shall assume such additional duties as are defined or assigned by the board of directors of the Association.

The vice president of the Arbor Lakes Property Owners Association, in the capacity of Financial Officer, may appoint, with the approval of the board of directors, a Treasurer of the Association. The vice president/financial officer shall oversee the treasurer and any other members of a financial committee to ensure that duties and obligations specified by the board of directors are met. Such duties and obligations are:

1. Keep or cause to keep all financial records of the Association.
2. Prepare or cause to prepare financial reports of the Association. All financial reports are to be maintained in files until they are audited, after which they will be maintained according to generally accepted accounting procedures.
3. May maintain a petty cash fund for reimbursement of small expenditures by Association members. Receipts shall be obtained for all reimbursements.
4. Prepare inputs for compiling the annual Association budget that shall be presented to the board of directors and approved by the ~~membership at the annual membership meeting~~ Board of Directors.

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