

**BYLAWS
FOR
COLONIAL VILLAGE, INC**
A Florida Corporation

**ARTICLE 1
NAME AND LOCATION**

- 1.1 **Name.** The name of the corporation is COLONIAL VILLAGE, INC., hereinafter referred to as the “Corporation”.
- 1.2 **Location.** The principal office of the Corporation shall be located at 2000 East Bay Drive, Largo, Florida 33771, 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. The principal offices of the Corporation may be changed to any other place designated by the Board of Directors.

**ARTICLE 2
DEFINITIONS**

- 2.1 **“Common Area or Areas”** shall mean and refer to all real property (including the improvements thereon) now or hereafter owned by the Corporation which is not included in the Lot/Units, or as to which has been granted easement rights, for the common use and enjoyment of the Members of the Corporation.
- 2.2 **“Community”** shall mean and refer to that certain residential development known as COLONIAL VILLAGE MOBILE HOME PARK, as described in the Master Occupancy Agreement.
- 2.3 **“Lot/Unit”** shall mean and refer to any mobile home lot within the Community as shown on the Plot Plan of Units in the Master Occupancy Agreement which is subject to exclusive use and possession of the Member.

- 2.4 **“Member”** shall mean and refer to those persons entitles to membership in the Corporation as provided for in the Articles of Incorporation and these Bylaws, and who shall have purchased a Membership Certificate.
- 2.5 **“Membership Certificate”** shall mean and refer to the certificate or certificates issued to each Member evidencing membership held thereby.
- 2.6 **“Owner” or “Unit Owner”** shall mean and refer to the owner, whether one or more persons or entities, of any Lot/Unit within the Community.
- 2.7 **“Master Occupancy Agreement”** shall mean that declaration of Master Form Occupancy Agreement incorporated herein by this reference. These Bylaws and the powers and duties of the directors and officers of the corporation shall be subject to the terms of such Master Occupancy Agreement, as amended from time to time.
- 2.8 **“Occupancy Agreement”** shall mean that occupancy agreement entered between the Corporation and the Members of the Corporation to occupy a Lot/Unit in the Community.

ARTICLE 3

ASSOCIATION MEMBERSHIP

- 3.1 **Membership.** Membership in this Corporation shall be limited to Unit Owners who have purchased Membership Certificates in the Corporation. Each Member shall be limited to ownership of one (1) Membership Certificate for each Lot/Unit occupied except when a shareholder buys another unit and requires time to repair the new unit for occupancy. Until the second (2nd) unit is sold, the Board shall hold such share in escrow. Upon the transfer of a Membership Certificate, as allowed herein, the transferee shall become a Member if all the, requirements for Membership have been met. If the Membership Certificate is vested in more than one person, all the persons owning the Membership Certificate shall be eligible to attend meetings and act as full Members of the Corporation; but, as hereinafter indicated, the vote of a Membership Certificate shall be cast by the Voting Member, and only the Voting Member may hold office in the Corporation. If a Membership Certificate is owned by a corporation, the corporation may designate an individual officer or employee as its Voting Member.

- 3.2 **Issuance of Membership Certificate.** The issuance of Membership Certificates shall be limited to one hundred eighty-one (181) certificates, representing one (1) Certificate for each Lot/Unit. The Charter Member price for each Membership Certificate shall be \$14,000.00. The Board of Directors shall have the right to increase the price of each class of Membership Certificates, from time to time, at its discretion.
- 3.3 **Transfers.** Transferability of each Membership Certificate shall be restricted and limited to a transfer in conjunction with the Master Occupancy Agreement pursuant to the terms of such Master Occupancy Agreement. The actual Membership Certificate is an essential instrument to a transfer, for a transfer to be valid, the transferring member must produce the Membership Certificate and have it transferred on the books of the Corporation.
- 3.4 **Lost, Stolen, or Destroyed Certificates.** The Corporation shall issue a new Membership Certificate in the place of any certificate previously issued if the Member to whom the certificate was issued makes proof in affidavit form that it has been lost, destroyed, or wrongfully taken, and satisfies any other reasonable requirements imposed by the Corporation.
- 3.5 **Notification and Price.** No transfer of Membership Certificate shall be effective unless the Board of Directors is first notified of the transfer in writing and the Board of Directors issues its written approval of the transfer, which approval shall not be unreasonably withheld.
- 3.6 **Ownership.** Each Membership Certificate shall be titled in the same manner as the respective Member's Occupancy Agreement. A shareholder can own one (1) share only except when a shareholder buys another unit and requires time to repair the new unit. Said shareholder may only live in one unit and the share for the second (2nd) unit will be held by the Corporation until such time that the unit is ready for occupancy and the shareholder has vacated his other unit and offered it for sale. Neither unit may be rented.
- 3.7 **Pledge.** Each Member who is indebted to the Corporation by virtue of any promissory note in favor of the Corporation shall collaterally assign its Membership Certificate(s) to the Corporation and grant to the Corporation a security interest in the Membership Certificate(s) to secure payment to the Corporation of: payment of the note secured by the Membership Certificate; any default in any monthly maintenance fee due the Corporation under the Master Occupancy Agreement; or special assessment due to the Corporation

under the Master Occupancy Agreement. The Corporation shall take such actions as are necessary to make the appropriate entries on the books of the Corporation indicating the pledge of Membership Certificates to the Corporation.

- 3.8 **Default.** In the event that a Member defaults in the performance of any of the terms of these Bylaws, Master Occupancy Agreement, any promissory note executed in favor of the Corporation in conjunction with the purchase of the Membership Certificate, or with regard to any other debt owed the Corporation, the Corporation shall have the rights and remedies provided in the Uniform Commercial Code enforced in the State of Florida as of the date of this Agreement, and shall have all other rights as may be set forth in said promissory note or any instrument securing same or as provided by Florida law including, without limitation, the right to foreclose out the Member's cooperative unit and revert the Member's home site to a mobile home tenancy under Chapter 719, **Florida Statutes**, which shall be subject to market rent imposed pursuant to the Statute. Alternatively, the Corporation may, upon five (5) days' notice to the Member, and without liability for any diminution in price which may have occurred, sell all of the pledged Membership Certificates in such manner and for such price as the Corporation may determine. At any bona fide public sale, the Corporation shall be free to purchase all or any part of the pledged Membership Certificates. Out of the proceeds of any sale, the Corporation may retain an amount equal to all amounts due it by the Member including, without limitation, the amount of the expenses of the sale, plus attorneys' fees and costs for any collection work, litigation or appeals incident thereto, and all interest then owing, and the balance of the proceeds, if any, shall be paid to the Member; provided, however, the amount paid to the Member shall not exceed the initial share price paid by the Member and any proceeds of sale in excess of such initial share price shall be retained by the Corporation. In the event the proceeds of any sale are insufficient to cover the amounts set forth above, the Member shall remain liable to the Corporation for any deficiency. Provided, however, the Corporation's rights under this Section 3.9 are and shall remain inferior and subordinate to the lien of the holder of any mortgage from the Corporation.

- 3.9 **Restriction.** No Member shall be permitted to pledge, assign, transfer, lien, hypothecate, sell, convey, or otherwise dispose of its Membership Certificate in the contravention of these Bylaws as amended from time to time.
- 3.10 **Inscription of Membership Certificate.** Membership Certificates shall be inscribed with the following legend:

“The rights of any holder of this membership certificate are subject to the Articles of Incorporation and the Bylaws of the Corporation and all terms and conditions of the Occupancy Agreement made between the Corporation and the person in whose name this certificate is issued, which limit and restrict the title and rights of any transferee of this certificate and impose a lien on this certificate to secure payment of assessments, common expenses and other sums which may become due to the Corporation from the holder hereof.”

ARTICLE 4

MEETING OF MEMBERS

- 4.1 **Annual Meetings.** There shall be an annual meeting of the Members, which shall be held during the first calendar quarter of each year on the date and at such time and place as the Board of Directors shall designate.
- 4.2 **Special Meetings.** 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-third (1/3) of the Members entitled to vote.
- 4.3 **Special Meeting to Recall Board Members.** A special meeting of the Members to recall a member or members of the Board of Directors, in accordance with Section 5.3 hereof, may be called by ten percent (10%) of the Members entitled to vote giving notice of the meeting as required for a meeting of Members, stating the purpose of the meeting, and including such other information as may be required by the rule-making authority of the Florida Department of Business and Professional Regulation, Division of Florida Land Sales, Condominiums, and Mobile Homes (the “Division”).
- 4.4 **Notice of Meetings.** Members may choose to receive Notices of meetings, except meetings to recall a member of the Board of Directors, by electronic transmission. To do

so, Members should complete the Notice of Request to Receive Notices by Electronic Transmission and provide same to the Corporation. Said Request shall remain in force and effect until the Member Opts out of receiving Notices by electronic transmission. 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. Such notice shall specify the place, day and hour of the meeting, and an identification of agenda items. An officer of the Corporation shall provide an affidavit or United States Postal Service Certificate of Mailing, to be included in the Official Records of the Corporation, affirming that notices of the meeting were mailed, hand delivered or delivered by electronic transmission in accordance with the provision, to each Member at the address last furnished to the Corporation. **(Revised March 23,2017)**

- a) Notice of all meetings shall be given at least fourteen (14) days but not more than sixty (60) days in advance to each Member either by mailing a copy of such notice, postage prepaid, addressed to the Member's address last appearing on the books of the Corporation, or by delivering the same to the Member's residence, in addition, a copy of the notice shall be posted in a conspicuous place in the Community at least fourteen (14) continuous days prior to the meeting. Upon notice to the Members, the Board of Directors shall by duly adopted rule designate specific location in the Community upon which all notice of member meetings shall be posted.
- b) Delivery of notice pursuant to subsection (a) to any co-owner of a Membership Certificate shall be effective upon all such co-owners of such Lot/Unit, unless a co-owner has requested the Secretary in Writing that notice be given to such co-owner and has furnished the Secretary with the address to which such notice may be sent or delivered.

4.5 **Quorum.** The presence at a meeting of Members entitled to cast, or of proxies entitled to cast, one-third (1/3) of the votes of the membership shall constitute a quorum for any action except as otherwise provided in the Articles of Incorporation, these Bylaws, or the laws of the State of Florida. If, however, such quorum shall not be present or represented at any meeting, the Members entitled to vote thereat shall have the power to adjourn the meeting from time to time, with notice posted conspicuously in the Community at least

forty-eight (48) hours in advance of such rescheduled meeting, until quorum as aforesaid shall be present or are represented. Action undertaken at a meeting, until quorum was established shall constitute valid acts of the membership even though during such meeting less than quorum shall have been present.

- 4.6 **Proxies.** Except for electing Directors, the Members may vote in person or by proxy. Directors shall not be entitled to vote by proxy. All proxies shall be in writing and filed with the Secretary prior to or at the meeting at which they are to be used. Proxies shall be effective only for the specific meeting for which originally given and for lawful recess or adjournment to a specific date thereof, but not for a period longer than ninety (90) days from the original date of the specific meeting for which it was given. Every proxy shall be revocable and shall automatically cease upon conveyance for other transfer of title by the Member of his Membership Certificate.
- a) Limited proxies (in a form substantially conforming to a form developed by the Division of Florida Land Sales, Condominiums, and Mobile Homes of the Department of Business and Professional Regulation, a copy of which is attached hereto) shall be used for votes to waive or reduce reserves for capital expenditures and deferred maintenance; for votes to amend the Articles of Incorporation or Bylaws; and for any other matter which Chapter 719 of Florida Statutes requires or permits voting by the Members.
 - b) General proxies may not be used for any matters.
- 4.7 **Majority Vote.** The acts by a majority of the votes cast, either in person or by proxy, at a meeting at which a quorum is established shall constitute the acts of the Members, except when approval by a greater or different voting majority is required by the Articles of Incorporation, these Bylaws, or the laws of the State of Florida. The term “majority” shall mean more than fifty percent (50%). The Corporation shall not be entitled to vote the Membership Certificates which it holds.
- 4.8 **Voting.** If a Membership Certificate is owned by one person, his right to vote shall be established by the record title to the Membership Certificate. If a Membership Certificate is owned by a corporation, the officer, agent or employee thereof entitled to cast the vote of the corporation therefore shall be designated in a certificate for this purpose signed by the president or a vice president of such corporation and filed with the Secretary of this

Corporation. Except as hereafter provided with regard to a Membership Certificate owned jointly by a husband and wife, if a Membership Certificate is owned by more than one (1) person, the person entitled to cast the vote therefore shall be designated in a certificate signed by all of the record owner of the Membership Certificate and filed with the Secretary. The person designated in a certificate pursuant to this Section who is entitled to cast the vote for a Membership Certificate, as well as any sole owner of a Membership Certificate, shall be known as the "Voting Member". Such certificates shall be valid until revoked or until superseded by a subsequent certificate, or until a change in the ownership of the Membership Certificate concerned. If a Membership Certificate is owned jointly by a husband and wife, the following provisions are applicable thereto:

- a) They may, but they shall not be required to, designate a Voting Member.
- b) If they do not designate a Voting Member and if both are present at a meeting, either one present may cast the vote (but only one (1) vote), just as though he or she owned the Membership Certificate individually and without establishing the concurrence of the absent person.
- c) If they do not designate a Voting Member, and only one is present at a meeting, the person present may cast the vote, just as though he or she owned the Membership Certificate individually and without establishing the concurrence of the absent person.

4.9 **Adjourned Meetings.** If any meeting of Members cannot be organized because a quorum is not present, the Members who are present either in person or by proxy, may adjourn the meeting from time to time until a quorum is present. The time and place to which the meeting is adjourned shall be announced at the meeting at which the adjournment is taken and a notice shall be posted in a conspicuous place in the Community at least forty-eight (48) hours in advance of such rescheduled meeting, stating the time and place to which the meeting is adjourned.

4.10 **Waiver of Notice.** Any Member may waive notice of any annual or special meeting of Members by writing signed either before, at or after such meeting. Attendance by a Member, or his designated Voting Member, at a meeting shall also constitute a waiver of notice of the time, place and purpose of the meeting.

- 4.11 **Minutes of Meetings.** The Minutes of all meetings of Members shall be kept in a book available for inspection by Members or their authorized representatives, and members of the Board of Directors at any reasonable time. The minutes shall be retained by the Corporation for a period of not less than seven (7) years. Members and their authorized representatives shall have the right to make handwritten notations from the minutes.
- 4.12 **Order of Business.** The order of business at annual meetings of Members and as far as practical at other Members' meetings, shall be:
- a) Call to Order;
 - b) Election of Chairman of the meeting, unless the President or Vice President is present, in which case he shall preside;
 - c) Calling of the roll, certifying of proxies, determination of a quorum;
 - d) Proof of Notice of the meeting or Waiver of Notice;
 - e) Reading and disposal of any unapproved minutes;
 - f) Reports of Officers;
 - g) Reports of Committees;
 - h) Appointment of inspectors of election;
 - i) Determination of number of Directors;
 - j) Election of Directors;
 - k) Unfinished Business;
 - l) New Business;
 - m) Adjournment
- 4.13 **Written Consent.** Whenever the vote of the Members at a meeting is required or permitted by any provision of the Articles of Incorporation, these Bylaws, or the laws of the State of Florida to be taken about any action of the Corporation, the meeting and vote of members may be dispensed with if all of the Members, who would have been entitled to vote upon the action of such meeting if such meeting were held, shall consent in writing to such action being taken. Provided, however, this shall not dispose with the requirement of an annual meeting of the Members. Members may waive notice of specific meetings and may act by written agreement without meetings.
- 4.14 **Actions Specifically Requiring Members Votes.** The following actions require approval by the Members and may not be taken by the Board of Directors acting alone:

- a) Merger of two (2) or more Lot/Units to form a single Lot/Unit or other use.
- b) Purchase of land within the Community.
- c) Sale of land within the Community.
- d) Amendment of the Master Occupancy Agreement.
- e) Providing no reserves, or less than adequate reserves.
- f) Recall of Members of Board of Directors.
- g) Other matters contained in the Articles of Incorporation, these Bylaws, or the laws of the State of Florida that specifically require a vote of the Members.

ARTICLE 5

BOARD OF DIRECTORS; SELECTION; TERM OF OFFICE

- 5.1 **Number and Qualification.** The affairs of the Corporation shall be managed by a Board of nine (9) Directors selected by the Members. All Directors shall be Members. No Director shall continue to serve as such after he ceases to be a Member.
- 5.2 **Term of Office.** Each Director's term of service shall extend until the next annual meeting of the Members and thereafter until his successor is duly elected and qualified or until he is removed in the manner provided in Section 5.3. The initial Board of Directors shall serve until the expiration of their term. Thereafter, each Director will serve three (3) year terms to provide staggered terms. The Members, however, at any annual meeting and to provide a continuity of experience, may vote to create classes of directorships having a term of one (1), two (2) or three (3) years so that a system of staggered terms will be initiated. No person shall serve on the Board for more than two (2) full three (3) year terms or six (6) years in total. A shareholder who has served on the Board for the maximum six (6) years may again be elected to the Board provided three (3) years have elapsed since being a Board member. Exception may be approved by the shareholders at the annual meeting.
- 5.3 **Removal.**
- a) Any Director may be removed from the Board of Directors, with or without cause, by vote or written agreement of a majority of all Members of the Corporation entitled to vote. In the event of death or resignation of a Director, his

successor shall be selected by the remaining Members of the Board of Directors, even though less than a quorum, and shall serve for the unexpired term of his predecessor. A special meeting of the Members to recall any member of the Board of Directors may be called by ten percent (10%) of the Members entitled to vote and in accordance, with Section 4.3 hereof.

- b) If a recall of a Director is approved by a majority vote, the Board of Directors shall duly notice and hold a meeting within five (5) business days of the adjournment of the special meeting to recall the Director or Directors, at which meeting the Board shall either certify the recall or petition the Division within five (5) business days of such meeting for non-binding arbitration pursuant of Chapter 719, **Florida Statutes**, or such recall shall be deemed effective. If the recall is certified by the Board of Directors, the recall shall become effective immediately and each recalled director shall turn over to the Board of Directors all records of the Corporation in his possession within five (5) business days of the meeting at which such recall was certified.
- c) If the proposed recall is by an agreement in writing by a majority of all Members entitled to vote, the written agreement or a copy thereof, shall be served on the Corporation by certified mail or by personal service as authorized by Chapter 48. **Florida Statutes** and the Florida Rules of Civil Procedure. The Board of Directors shall duly notice and hold a meeting of the Board of Directors within five (5) business days of the receipt of the written agreement, at which meeting the Board shall either certify the written agreement, or petition the Division within five (5) business days of such meeting for non-binding arbitration pursuant of Chapter 719 **Florida Statutes**, or such recall shall be deemed effective. If the recall is certified by the Board of Directors, the recall shall become effective immediately and each recalled Director shall turn over to the Board of Directors all records of the Corporation in his possession within five (5) business days of the meeting at which such recall was certified.
- d) If petition for non-binding arbitration is submitted to the Division as provided above, the Members who voted at the special meeting or who executed the written agreement shall constitute one party under the arbitration petition. If the arbitrator

certifies the recall of any Director, such recall shall be effective upon mailing of the final order of arbitration to the Corporation. If the recall is certified by the arbitrator, each recalled Director shall turn over to the Board of Directors all records of the Corporation in his possession within five (5) days of meeting at which such recall was certified.

- e) If the Board of Directors fails to duly notice and hold a meeting within five (5) business days of service of the written agreement or within five (5) business days of the adjournment of the special meeting to recall the Director or Directors, the recall shall be deemed effective and each recalled Director shall immediately turn over to the Board of Directors all records of the Corporation in his possession.
- f) If a vacancy occurs on the Board of Directors because of a recall and less than a majority of the Directors are removed, the vacancy may be filled by the majority vote of the remaining Directors. If a vacancy occurs on the Board of Directors because of a recall and the majority of the members of the Board of Directors are removed, the vacancies shall be filled in accordance with Division rule.

5.4 **Compensation.** No Director shall receive compensation for any services he may render to the Corporation, except for the Treasurer of the Board of Directors. However, any Director may be reimbursed for his actual expenses incurred with the performance of his duties.

ARTICLE 6

NOMINATION AND ELECTION OF DIRECTORS

6.1 **Nomination and Notice of Provisions.**

- a) Not less than sixty (60) days before a scheduled election, the Corporation shall mail, hand deliver or deliver by electronic transmission, whether by separate Corporation mailing or transmission or included with another Corporation mailing, delivery or electronic transmission, including regularly published newsletters, to each member entitled to vote, a first notice of the date of election. Such notice must contain the name and correct mailing address of the Corporation. **(Revised March 23,2017)**

- b) Any Member or other eligible person desiring to be a candidate for the Board of Directors shall give written notice to the Secretary of the Corporation not less than forty (40) days before a scheduled election. Written notice shall be effective when received by the Corporation. Upon receipt of such written notice, the Secretary of the Corporation shall issue a written receipt.
- c) Together with the written notice and agenda as set forth in Section 4.4 hereof, the Corporation shall then mail a second notice of election to all Members entitled to vote therein, together with a ballot which shall list all candidates. Upon request of a candidate, the Corporation shall include one information sheet, no larger than 8-1/2" by 11", which must be furnished by the candidate not less than thirty-five (35) days prior to the election, to be included with the mailing of the ballot, the cost of mailing and copying are to be borne by the Corporation. The ballot and enclosures with the ballot shall comply with any regulations promulgated by the Division.

6.2 **Election.** Election of the Board of Directors shall be by written secret ballot in accordance with any regulations promulgated by the Division of Florida Land Sales, Condominiums, and Mobile Homes of the Department of Business and Professional Regulation. Proxies may not be used. At such election, voting Members may cast in respect to each vacancy as many votes as they are entitled to exercise under the provisions hereof. The person receiving the largest number of votes shall be elected, provided, however, at least twenty percent (20%) of the voting Members must cast a ballot to have a valid election. Notwithstanding the foregoing, an election and balloting are not required unless more candidates file a notice of intent to run or are nominated than vacancies exist on the Board of Directors. Cumulative voting is not permitted.

ARTICLE 7

MEETING OF DIRECTORS

7.1 **Regular Meetings.** Regular meetings of the Board of Directors shall be held at least annually, at such place and hour as may be fixed from time to time by resolution of the

Board of Directors. Should such meeting fall upon a legal holiday, then the meeting shall be held at the same time on the next day which is not a legal holiday.

- 7.2 **Special Meetings.** Special meetings of the Board of Directors may be called by the President, or in his absence, by any Vice President, and must be called by the President or Secretary at the written request of one-third (1/3) of the Directors.
- 7.3 **Notice.** Adequate notice of all meetings shall be posted in a conspicuous place in the Community at least forty-eight (48) continuous hours prior to the meeting, except in an emergency. Any item not included on the Notice may be taken up on an emergency basis by at least a majority plus one of the members of the Board of Directors. Such emergency action shall be noticed and ratified at the next regular meeting of the Board of Directors. However, written notice of any meeting at which non-emergency special assessments, or at which amendment to rules regarding Lot/Unit use will be considered, shall be mailed, hand delivered or electronically transmitted to the members and posted conspicuously in the Community not less than fourteen (14) days prior to the meeting. Evidence of compliance with this fourteen (14) day notice shall be made by affidavit executed by the person providing the notice and filed among the official records of the Corporation. Upon notice to the Members, the Board of Directors shall by duly adopted rule designate a specific location in the Community upon which all notices of Board of Director meetings shall be posted. Notices of any meeting in which regular assessments against Members are to be considered for any reason shall specifically contain a statement that assessments will be considered and the nature of any assessment, in addition, at any meeting where the budget or assessments against Membership Certificates are to be considered for any reason notice of such meeting and copies of the budget shall be mailed, hand delivered or electronically transmitted to the Members not less than thirty (30) days prior to the meeting at which such budget or assessments shall be considered. **(Revised March 23, 2017)**
- 7.4 **Quorum.** A majority of the number of Directors or committee members of any committee appointed by the Board of Directors shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the Directors or committee members present at a duly held meeting at which a quorum is present shall be regarded as the act of the Board of Directors or the committee. When some or all the

Board or committee members meet by telephone conference may be counted toward obtaining a quorum and may vote by telephone. A telephone speaker shall be utilized so that the conversation of those Board or committee members attending by telephone may be heard by the Board or committee members attending in person, as well as by unit owners present at a meeting.

7.5 **Adjourned Meetings.** If there is less than a quorum present at any meeting of the Board of Directors, the majority of those present may adjourn the meeting until a quorum is present. At any such adjourned meeting, for which notice is posted conspicuously in the Community at least forty-eight (48) hours in advance, any business that might have been transacted at the meeting as originally called may be transacted.

7.6 **Voting.** A Director who is present at a meeting of the Board of Directors, wither in person or telephonically, is presumed to have assented to any action on a corporate matter taken at such meeting, unless said Director votes against such action or abstains from voting because of an asserted conflict of interest. Directors may not vote by proxy or by secret ballot, except officers may be elected by secret ballot. A vote or abstention by each Director shall be recorded in the minutes.

7.7 **Joinder in Meeting by Approval of Minutes.** A Director may join in the action of a meeting by signing and concurring in the minutes of that meeting. That concurrence, however, shall not constitute the presence of that Director for determining a quorum, nor shall such written agreement or disagreement be used as a vote for or against any action taken.

7.8 **Open Meetings.** Meetings of the Board of Directors and any committee of the Board of Directors at which a quorum of such committee is present shall be open to all Members. Any Member may tape record or videotape meetings of the Board of Directors subject to rules adopted by the Division of Florida Land Sales, Condominiums and Mobile Homes of the Department of Business and Professional Regulation. The right to attend such meetings include the right to speak at such meetings regarding all agenda items. The Corporation may adopt reasonable rules governing the frequency, duration and manner of Member statements.

- 7.9 **Presiding Officer.** The presiding officer at Board of Director meetings shall be the President or, in his absence, a Vice President, and in his absence, the Directors present shall designate any one of their number to preside.
- 7.10 **Minutes of Meetings.** The minutes of all meetings of the Board of Directors shall be kept in a book available for inspection by Members or their authorized representative and Board Members at any reasonable time. The Corporation shall retain these minutes for a period of not less than seven (7) years. Members and their authorized representatives shall have the right to make written notations from the minutes.
- 7.11 **Executive Committee.** The Board of Directors, by resolution, may appoint an Executive Committee to consist of three (3) or more Members of the Board. The Executive Committee shall have and may exercise all of the powers of the Board in the management of the business and affairs of the Community during the intervals between the meetings of the Board insofar as may be permitted by law. The Executive Committee, however, shall not have power to:
- a) Determine the common expenses required for the operation of the Community;
 - b) Determine the assessments payable by the Members to meet the common expenses of the Community;
 - c) Adopt or amend rules and regulations covering the details of the operation and use of the Community;
 - d) Purchase, enter into Occupancy Agreements, lease or otherwise acquire/dispose of Lot/Units in the Community in the name of the Corporation;
 - e) Approve or recommend to Members any actions or proposal required by the Articles of Incorporation, these Bylaws, or the laws of the State of Florida to be approved by Members;
 - f) Fill vacancies on the Board of Directors.
- 7.12 **Order of Business.** The order of business at meetings of Directors shall be:
- a) Calling of Roll;
 - b) Proof of Notice of Meeting or Waiver of Notice;
 - c) Reading and Disposal of any unapproved minutes;
 - d) Reports of Officers and Committees;
 - e) Election of Officers;

- f) Unfinished Business;
- g) New Business;
- h) Adjournment

ARTICLE 8

POWERS AND DUTIES OF THE BOARD OF DIRECTORS

8.1 **Powers.** The Board of Directors shall have the power to:

- a) Adopt and publish Rules and Regulations governing the use of the Community, property, and the personal conduct of the Members and their guests thereon, and to establish penalties for the infraction thereof;
- b) Exercise for the Corporation all powers, duties and authority vested or delegated to this Corporation and not reserved to the membership by other provisions of these Bylaws, the Articles of Incorporation, or the Master Occupancy Agreement;
- c) Employ a manager, an independent contractor, or such employees as they may deem necessary and to prescribe their duties;
- d) Authorize the execution of modification of any easement as provided in the Master Occupancy Agreement or as otherwise may be now or hereafter encumber the Community, or other assignment, conveyance or transfer of property of the Corporation, real, personal or mixed, except where Member consent or approval is expressly required by the terms of the Articles of Incorporation, these Bylaws, or the laws of the State of Florida;
- e) Enforce its lien rights (subject to the lien of the mortgages of the Corporation) on each Membership Certificate which it has for any unpaid assessments with interest and for reasonable attorneys' fees incurred in the collection of the assessment or enforcement of the lien and, without limitation or exclusion to other remedies, to purchase any mobile home and fixtures in satisfaction of its lien and a foreclosure sale and to hold, occupy, mortgage, lease or convey it.
- f) Institute, maintain, settle or appeal actions or hearings in its name on behalf of all Members concerning matters of common interest, including, but not limited to, the property owned by the Corporation and Commonly used facilities;

- g) Acquire Membership Certificates, whether by initial issue or purchase in any manner, including at a lien foreclosure sale, and to hold, occupy, mortgage, pledge, and convey them;
- h) Modify or move any easement for ingress and egress, for utilities purposes or for cable television or similar items;
- i) Purchase any land on the approval of the Members of the Corporation;
- j) Adopt reasonable Rules and Regulations for the use of the Community;
- k) Maintain accounting records;
- l) Obtain and maintain adequate insurance to protect the Corporation and the Community;
- m) Obtain and maintain liability insurance for Directors and Officers, and insurance for the benefit of employees of the Corporation;
- n) Furnish adequate financial reports to members;
- o) Give notice of exposure to liability more than insurance coverage in any legal action to all Members, who shall have the right to intervene and defend;
- p) Provide a certificate showing the amount of unpaid assessments respecting a Membership Certificate to any Member, Mortgages or other record lien holder who requires same;
- q) Contract for maintenance and management of the Community;
- r) Pay costs of utilities services rendered to the Community and not billed directly to individual Unit Owners;
- s) Employ and dismiss personnel as necessary for the maintenance and operation of the Community and retain those professional services that are required for those purposes;
- t) Authorize Unit Owners (including non-members) or others to use portions of the common areas, such as social rooms and meeting rooms, for private parties and gatherings;
- u) Repair or reconstruct improvements after casualties;
- v) Impose a fee not more than One Hundred Dollars (\$100.00) for the reasonable expense required for the transfer or sale of a Membership Certificate or for the assignment or sublease of a lease or the approval thereof; and

- w) With respect to all non-member tenants: to set and collect all rents and charges; to enter into and enforce all leases and statutory rights and obligations; and to impose and enforce such rules, regulations and other requirements as necessary.
- x) No project will be approved by the Board of Directors without shareholder approval if the cost of said project would require special assessment. Three (3) sealed bids from reputable businesses must be obtained before making purchases exceeding Two Thousand Five Hundred Dollars (\$2,500.00). Specifications will be established by the Board of Directors. Any expenditure for a single purchase of a capital item (including a project of capital improvement or major repair or replacement and equipment) more than Five Thousand Dollars (\$5,000.00) will require a prior approval of the shareholders. Any project of the Building and Grounds Committee more than Five Hundred Dollars (\$500.00) will be approved by the Board of Directors. At no time, shall the Capital Improvement Fund be reduced more than one-half (1/2) of the total amount available at the beginning of the calendar year. In the event of emergencies such as extreme damage to Colonial Village caused by hurricane, tornado, water, or any other disaster, the Board of Directors restrictions need not be observed.

8.2 **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 Corporation and to see that their duties are properly performed;
- c) Fix the amount of the annual assessments against each Membership Certificate Owners;
- d) Send written notice of assessments to every Member subject thereto in advance of the date upon which same are payable;
- e) Foreclose the lien against any Membership Certificate for which assessments are not paid upon the date due (subject to any grace period established by the Board of Directors) or bring an action at law against the Member personally obligated to

pay the same; provided, however, such actions shall be subject to the lien of any mortgages of the Corporation;

- f) Issue, or to cause an appropriate officer to issue, upon demand by any Owner, a certificate setting forth whether any assessment levied against such Member has been paid. A reasonable charge may be made by the Board of Directors for the issuance of these certificates. If a certificate states an assessment has been paid, such certificate shall be conclusive evidence of such payment;
- g) Procure and maintain adequate liability and hazard insurance on property owned by the Corporation;
- h) Cause all officers or employees having fiscal responsibilities to be bonded, if it deems it appropriate;
- i) Cause the common areas and other land for which the Corporation is obligated for maintenance by the Master Occupancy Agreement to be maintained;
- j) Respond within thirty (30) days of receipt of a written complaint filed by certified mail, return receipt requested, with the Board of Directors by a Member, and give a substantive response to the complaint, notify the complainant that a legal opinion has been requested, or notify the complainant that advice has been requested from the Division of Florida Land Sales, Condominiums and Mobile Homes of the Department of Business and Professional Regulation; and
- k) Perform such other functions and duties as may be provided by the Articles of Incorporation and not expressly reserved to the Members.

ARTICLE 9

FISCAL MANAGEMENT

- 9.1 **Board Adoption of Budget.** The Board of Directors shall adopt a budget for the expenses of the Corporation in advance of each fiscal year at a special meeting of the Board called for that purpose at least forty-five (45) days before the end of each fiscal year.

9.2 **Budget Requirements.** The proposed annual budget of expenses shall be detailed and shall show the amounts budgeted by accounts and expense classifications, including, when applicable, but limited to:

- a) Administration of the Corporation;
- b) Management fees;
- c) Maintenance;
- d) Debt services;
- e) Rent for recreational and other commonly used facilities;
- f) Taxes on Corporation Property;
- g) Taxes on leased areas;
- h) Insurance;
- i) Security provisions;
- j) Other expenses;
- k) Operating capital;
- l) Fees payable to the Public Service Commission and any other governmental agency;
- m) Reserve accounts for capital expenditures and deferred maintenance. These accounts shall include, but not limited to, roof replacement, water/sewer, pool, building painting and pavement resurfacing, regardless of the amount of deferred maintenance expense or replacement cost, and for any other items for which the deferred maintenance expense or replacement cost exceeds Ten Thousand Dollars (\$10,000.00). Reserve funds and any interest accruing thereon shall remain in the reserve account for authorized reserve expenditures, unless their use for other purposes is approved in advance by a vote of the majority of the Members entitled to vote who are present at a duly called meeting.
- n) Fees payable to the Division of Florida Land Sales, Condominiums and Mobile Homes.

9.3 **Budget Meeting.** The Board of Directors shall mail a meeting notice and copies of the proposed annual budget to the Members not less than thirty (30) days before the meeting at which the budget shall be considered. The meeting shall be open to all Members.

- 9.4 **Member Rejection of Excessive Budget.** If a budget adopted by the Board of Directors requires assessments against the members in any fiscal or calendar year exceeding One Hundred Fifteen Percent (115%) of the assessments for the previous year, the Board, on written application of Ten Percent (10%) of the Members, shall call a special meeting of the Members within Thirty (30) days. The special meeting shall be called on not less than ten (10) days written notice to each Member. At the special meeting, Members shall consider and enact a budget by vote of not less than a majority of all Members entitled to vote. Provisions for reasonable reserves for repair of the Corporation property, nonrecurring expenses and assessments for betterments to the Corporation property shall be excluded from the computation in determining whether assessments exceed one hundred fifteen percent (115%) of similar assessments in the previous year.
- 9.5 **Budget Adoption by Members.** At its option, for any fiscal year, the Board of Directors may propose a budget to the Members at a meeting for Members or in writing. If the proposed budget is approved by the Members at the meeting or a majority of all Members entitled to vote, in writing, the budget shall be adopted.
- 9.6 **Records and Reports.** The corporation shall maintain accounting records, which shall be open to inspection by Members or their authorized representatives at reasonable times. The records shall include, but are not limited to:
- a) A record of all receipts and expenditures; and
 - b) An account for each Member, designating the name and current mailing address of the Member, the amount of each assessment, the dates and amounts in which the assessments come due, the amount paid on the account and the balance due. Within sixty (60) days after the end of each fiscal year, the Board of Directors shall mail or furnish by personal delivery to each Member a complete financial report of actual receipts and expenditures for the previous twelve (12) months. The report shall meet the requirements of Section 719.104(4), **Florida Statutes**, and rules promulgated thereunder.
- 9.7 **Commingling of Funds.** All funds shall be maintained separately in the name of the Corporation. Reserve and Operating funds shall not be commingled unless combined for investment purposes. In the event association funds are combined with operating or other

reserve funds of the same association for investment purposes, such funds shall be accounted for separately.

- 9.8 **Depository.** The depository of the Corporation shall be those banks or savings and loan associations, state or federal, located in Florida, as shall be designated from time to time by the Board of Directors and in which the money for the Corporation shall be deposited. Withdrawal of money from those accounts shall be only by checks or other withdrawal instruments signed by those persons as are authorized by the Directors.
- 9.9 **Fidelity Bonding.** Each person who controls or disburses funds of the Association (meaning those persons authorized to sign checks, and the president, secretary and treasurer) shall be bonded by a fidelity bond. The fidelity bond must cover the maximum funds that will be in the custody of the Association or its management agent at any one time. The cost of bonding shall be at the expense of the Corporation.
- 9.10 **Annual Election of Income Reporting Method.** The Board of Directors shall make a determination annually, based on competent advice, whether it shall cause the Corporation's income to be reported to the Internal Revenue Service by the "regular" method (Federal Tax Form 1120) or the "alternative" method (Federal Tax Form 1120H), according to which method of reporting shall best serve the interests of the Corporation for the reporting period under consideration.
- 9.11 **Audit.** An audit of the accounts of the Corporation may be made from time to time as directed by the Board of Directors. A copy of any audit report received because of the audit or written summaries thereof shall be furnished each Member of the Corporation not less than thirty (30) days after its receipt by the Board of Directors and at least annually to each Member. The requirements to have the financial statements compiled, reviewed, or audited does not apply to associations if a majority of the voting interests of the association present at a duly called meeting of the association have been determined for a fiscal year to waive this requirement.
- 9.12 **Tax Deduction Statement.** The Corporation shall, on or before March 15 following the close of the fiscal year, send to each Member listed on the books of the Corporation for the prior fiscal year a statement set forth the amount per Membership Certificate of that portion of the rent paid by such Member under his Occupancy Agreement during such year which has been used by the Corporation for payment of Real Estate Taxes and

Interest on a mortgage or other indebtedness paid by the Corporation with respect to properly owned by it.

- 9.13 **Fiscal Year.** The fiscal year of the Corporation shall begin on the first (1st) day of January and end on the thirty-first (31st) day of December of every year, except that the first fiscal year shall begin on the date of incorporation.

ARTICLE 10

ASSESSMENTS AND COLLECTION

- 10.1 **Assessments; Generally.** Assessments shall be made against the Members annually but shall be payable in monthly installments. The assessments shall be made in an amount not less than required to provide funds in advance for payment of all of the anticipated current operating expenses and for all of the unpaid operating expenses previously incurred. The assessments shall be collected against Members in the proportions or percentages provided in the Master Occupancy Agreement.
- 10.2 **Emergency Assessments.** Special Assessments for common expenses of emergencies that cannot be paid from the annual assessments for common expenses shall be made by the Board of Directors after thirty (30) days' notice given to the Members. These assessments shall be paid at the times and in the manner, that the Board of Directors may require in the notice of assessment.
- 10.3 **Liability for Assessments.** Each Member shall be liable for all assessments coming due while he is a Member. The Member and his grantee in a voluntary conveyance shall be jointly and severally liable for all unpaid assessments due and payable up to the time of the voluntary conveyance. A first mortgagee who acquires title by foreclosure or deed in lieu of foreclosure, however, shall not be liable for unpaid assessments of previous owners unless those assessments are evidenced by a lien recorded before the foreclosed mortgage. The liability for assessments may not be avoided by waiver of the use or enjoyment of any common element or by the abandonment of the Lot/Unit for which the assessments are made.
- 10.4 **Amended Budget.** If the annual assessment proves to be insufficient, the budget may be amended at any time by the Board of Directors. Unpaid assessments for the remaining

portion of the year for which an amended assessment is made shall be payable in as many equal installments as there are installment payment dates remaining in the budget year as of the date of the amended assessment. The budget shall not be amended for emergency or special nonrecurring expenses.

- 10.5 **Collection; Interest; Application of Payments.** Assessments and installments of them, if not paid within ten (10) days after the date they become due, shall bear interest at eighteen percent (18%) per annum, but not exceed the maximum rate allowed by law. The Corporation may charge an administrative late fee, in addition to interest, in an amount not to exceed greater of twenty five dollars (\$25.00) or five percent (5%) of each installment of the assessment that is late. All assessment payments shall be applied first to interest, then administrative late fee, then to any costs and reasonable attorneys' fees incurred in collection, then to the assessment payment due, regardless of any restrictive endorsement, designation, or instruction placed on or accompanying a payment.
- 10.6 **Lien for Assessment.** The Corporation has a lien on each Occupancy Agreement and Membership Certificate for any unpaid assessments with interest and for reasonable attorneys' fees incurred by the Corporation incident to the collection of the assessment or reinforcement of the lien. The lien is effective from and after recording a claim of lien in the public records of the county in which the Community is located. The claim of lien includes not only those assessments that are due at the time the lien is recorded but shall include all assessments which accrue through the pendency of any legal action through the date of judgment. The lien shall be deemed to be prior and superior to the creation of any homestead status, and every Member hereby consents to the imposition of such lien prior to any homestead status. This lien shall be inferior and subordinate to the lien of the mortgagee(s) of the Corporation.
- 10.7 **Acceleration of Assessment Installment Upon Default.** If a Member shall be in default in the payment of an assessment, the Directors may accelerate the remaining installments of the assessment maximum of that due quarterly upon notice to the Member, and the unpaid balance shall then be due upon the date stated in the notice, but not less than five (5) days after delivery of the notice to the Member, or not less than ten (10) days after mailing of such notice to him by registered or certified mail, whichever shall first occur.

- 10.8 **Collection: Suit Notice.** The Corporation may bring an action to foreclose any lien for assessments. It also may bring an action to recover a money judgement for the unpaid assessment without waiving any claim of lien. The Corporation shall give notice to the Member of its intention to foreclose its lien at least thirty (30) days before the foreclosure action is filed. The notice shall be given by delivery of a copy of it to the Member or by certified mail, return receipt requested, addressed to the Member.

ARTICLE 11

ASSOCIATION CONTRACTS, GENERALLY

All contracts for the operation, maintenance or management of the Corporation or property serving the Community, made by the Corporation, must not be in conflict with the powers and duties of the Corporation or the rights of the Members.

ARTICLE 12

COMPLIANCE AND DEFAULT

- 12.1 **Violations: Notice, Actions.** In the case of a violation (other than the nonpayment of an assessment) by a Member of any of the provisions of the Master Occupancy Agreement, the Articles, these Bylaws, or any lawfully adopted rules and regulations, the Corporation, by direction of its Board of Directors, may transmit to the Member by certified mail, return receipt requested, a notice of violation. If the violation shall continue for a period of ten (10) days from the date of the notice, the Corporation shall have the right to treat the violation as an intentional and material breach of the provision cited in the notice. It then, at its option, may take the following actions:
- a) File an action to recover for its damages on behalf of the Corporation or on behalf of other Members.
 - b) File an action for injunctive relief requiring the offending Member to take or desist from taking certain actions.
 - c) File an action for both damages and injunction relief.

- 12.2 **Attorneys' Fees.** In any action brought pursuant to the provisions of Section 12.1, the prevailing party is entitled to recover reasonable attorneys' fees.

ARTICLE 13

LIABILITY SURVIVES MEMBERSHIP

Termination of membership in the Corporation shall not relieve or release a former Member from any liability or obligation incurred with respect to the Corporation during the period of membership, not impair any rights or remedies that the Corporation may have against the former Member arising out of his membership and his covenants and obligations incident to that membership.

ARTICLE 14

PARLIAMENTARY RULES

Roberts' Rules of order (latest edition) shall govern the conduct of the Corporation's meetings when not in conflict with the Articles or these Bylaws.

ARTICLE 15

RULES AND REGULATIONS

- 15.1 **Board May Adopt.** The Board of Directors may adopt and amend, from time to time, reasonable rules and regulations governing the details of the use and operation of the Community, including, but not limited to, the Common Areas and recreational facilities.
- 15.2 **Posting and Furnishing Copies.** A copy of the rules and regulations adopted from time to time by the Board of Directors, and any amendments to existing rules and regulations, shall be posted in a conspicuous place in the Community and a copy furnished to each Member. No rule, regulation or amendment shall become effective until thirty (30) days after posting, except in the case of an emergency, in which case the rule, regulation or amendment shall become effective immediately on posting.

- 15.3 **Limitations on Authority.** The Board of Directors may not unreasonably restrict any Member's right to peaceably assemble or right to invite public officers or candidates for public office to appear and speak in the common areas and recreational facilities. The Board may not deny any resident of the Community, whether tenant or owner, access to any available franchised or licensed cable television service or exact a charge or anything of value more than charges normally paid for like services by residents of single-family homes within the same franchise or license area.
- 15.4 **Reasonableness Test.** Any rule or regulation created and imposed by the Board of Directors must be reasonably related to the promotion of the health, happiness and peace of mind of the Members and uniformly applied and enforced.

ARTICLE 16

BYLAWS DEEMED AMENDED

These Bylaws shall be deemed amended in those as may be required to make them consistent with the provisions of Chapters 617 or 719, **Florida Statutes**, as they may be amended from time to time.

ARTICLE 17

PRIORITIES IN CASE OF CONFLICT

In the event of conflict between or among the provisions of any of the following, the order of priorities shall be, from highest priority to lowest:

- a) The Articles of Incorporation;
- b) The Master Occupancy Agreement;
- c) These Bylaws;
- d) The Rules and Regulations.

ARTICLE 18

INDEMNIFICATION

Every officer and Director of the Corporation shall be indemnified by the Corporation against all expenses and liabilities, including reasonable attorney's fees incurred and imposed about any proceedings to which he may be a party, or in which he may become involved because of his being or having been an officer or Director of the Corporation, whether he is an officer or Director at the time the expenses are incurred. The officer or Director shall not be indemnified if he is adjudged guilty of gross negligence or willful misconduct or shall have breached his fiduciary duty to the members of the Corporation. The Corporation shall not be liable, however, for payment of a voluntary settlement unless it is first approved by the Board of Directors. The foregoing rights shall be in addition to and not exclusive of all other rights to which the Director or officer may be entitled.

ARTICLE 19

OFFICERS AND THEIR DUTIES

- 19.1 **Enumeration of Officers.** The officers of this Corporation shall be a President and one or more Vice President, who shall always be Members of the Board of Directors, a Secretary and a Treasurer, and such other officers as the Board of Directors may from time to time by resolution create. Officers shall be Members of the Corporation entitled to vote.
- 19.2 **Election of Officers.** The election of officers shall take place at the first meeting of the Board of Directors following the annual meeting of the members. Such meeting will take place within forty-eight (48) hours of the annual meeting.

The outgoing Secretary will oversee the voting process which will be conducted in private. Voting will be conducted by secret ballot. Vote counts are subject to review by the entire Board.

All officers, President, Vice President, Treasurer, and Secretary will be elected.

All nine (9) Board members will be eligible to vote for each officer.

A majority vote will elect each officer. If there is only one nominee for an office, that nominee will be elected by default. When there are two or more nominees for an office, the nominee with the most votes will be elected.

All officers may succeed themselves.

Nominees for each office can be established by any Board member.

- 19.3 **Term.** The officers of this Corporation shall be elected annually by the Board of Directors and each shall hold office for one (1) year and until his successor is duly elected and qualified, unless he shall sooner resign, be removed, or be otherwise disqualified to serve.
- 19.4 **Special Assessments.** The Board of Directors may elect such other officers as the affairs of the Corporation may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Board of Directors may, from time to time, determine.
- 19.5 **Resignation and Removal.** Any officer may be removed from office with or without cause by the Board of Directors. Any officer may resign at any time by giving written notice to the Board of Directors, 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.
- 19.6 **Vacancies.** A vacancy in any office may be filled by appointment by the Board of Directors from a list of members requesting consideration. The person appointed to fill the vacancy shall serve for the remainder of the term of the officer being replaced.

19.7 **Multiple Offices.** No person shall simultaneously hold the offices of President and Secretary; however, a person may otherwise hold more than one office.

19.8 **Duties.** The duties of the officers are as follows:

- a) President. The president shall be the chief executive officer of the Corporation, and shall have all the powers and duties that are usually vested in the office of a president of a corporation. The President shall preside at all meetings of the Board of Directors; shall see that orders and resolutions of the Board of Directors are carried out; shall sign all leases, mortgages, deeds and other written instruments and shall exercise such powers and discharge such other duties as may be required of him by the Board of Directors.
- b) Vice President. The Vice President shall act in the place and stead of the President in the event of his absence, inability or refusal to act, and shall exercise such powers and discharge such other duties as may be required of him by the Board of Directors.
- c) Secretary. The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board of Directors and of the Members; Keep the Corporate Seal of the Corporation and affix it on all papers requiring such seal; serve notice of meetings of the Board of Directors and of the members; keep appropriate current records showing the Members of the Corporation rother with then – addresses, perform all other duties incident to the office of a secretary of a corporation, and exercise such powers and discharge such other duties as required by the Board of Directors.
- d) Treasurer. The Treasurer shall receive and cause to be deposited in appropriate bank accounts all monies of the Corporation as directed by resolution of the Board of Directors; keep proper books of account; 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 to each to the Members, perform all other duties incident to the office of the treasurer of a corporation, and shall exercise such powers and perform such other duties as required by the Board of Directors.

19.9 **Duties Fulfilled by Manager.** The Secretary and Treasurer may either or both be assisted in their duties by a manager employed by the Corporation to the extent authorized by the Board of Directors. If such a manager is employed, the manager shall have custody of such books of the Corporation as the Corporation determines necessary or appropriate.

ARTICLE 20 COMMITTEES

The Board of Directors may appoint such committees as it deems appropriate in carrying out the purposes of the Corporation.

ARTICLE 21 BOOKS AND RECORDS

The books and records and papers of the Corporation shall always, during reasonable business hours, be subject to inspection by any Member. The Master Occupancy Agreement, the Articles of Incorporation, and the Bylaws of the Corporation shall be available for inspection by any Member during regular business hours at the principle Office of the Corporation, where copies may be purchased at reasonable cost.

ARTICLE 22 CORPORATE SEAL

The Corporation shall have a seal in circular form having within its circumference the words: “Colonial Village, Inc.”, “Florida”, “For Profit” and “2003”. An Impression of the Corporate seal appears in the margin below. The Corporation may use such seal, a common seal, or any facsimile thereof.

(SEAL)

ARTICLE 23 AMENDMENTS

Except as otherwise provided elsewhere, these Bylaws may be amended in the following manner:

- 23.1 **Proposal of Amendment.** A resolution for the adoption of an amendment to these Bylaws may be proposed by a majority of the Directors or by not less than twenty percent (20%) of the Members entitled to vote.
- 23.2 **Notice of Amendment.** Notice of the subject matter of a proposed amendment shall be included in the notice of any meeting at which a proposed amendment is to be considered.
- 23.3 **Adoption.** Amendments may be adopted by a majority vote of the Members entitled to vote at a meeting set forth in notice given pursuant of Section 23.2.
- 23.4 **Consent to Certain Amendments.** Upon the written consent of two-thirds (2/3) of the total voting interests of the cooperative and the affected unit owners the Association may change the configuration or size of a Unit. Upon the written consent of seventy-five percent (75%) of the total voting interests of the cooperative, the Occupancy Agreements may be terminated and the property sold.
- 23.5 **Errors and Omissions.** In the event, it shall appear that there is an error or omission to these Bylaws or exhibits thereto, then and in that event the Corporation may correct such error or omission by an amendment to these Bylaws in the manner hereinafter described to effectuate an amendment for curing defects, errors or omissions. Such an amendment shall not require a vote of approval as provide in paragraph 23.3 above, but shall require a vote in the following manner:
- a) Notice of the subject matter of a proposed amendment to cure a defect, error or omission shall be included in the notice of any meeting at which such proposed amendment is to be considered.
 - b) A resolution for the adoption of such a proposed amendment may be proposed by either the Directors or by the members of the Corporation. Except as elsewhere provided, such approvals must be either by:

1. Not less than thirty-three and one third percent (33 1/3%) of the entire membership of the Board of Directors and by not less than ten percent (10%) of the Member entitled to vote; or
 2. Not less than twenty-five percent (25%) of the Members entitled to vote; or
 3. In the alternative, an amendment may be made by an agreement signed and acknowledged by all Members entitled to vote in the manner required for the execution of a deed, and such amendment shall be effective when recorded in the Public Records of the county in which the Community is located.
- c) The foregoing provisions relating to amendments for defects, errors, or omissions are intended to be in accordance with and pursuant of Section 719.304(1), **Florida Statutes**.
- d) The amendment made pursuant to this paragraph need only be executed and acknowledged by the Corporation and by no other parties whatsoever.
- 23.6 **Proviso.** No amendment may be adopted which would eliminate, modify, prejudice, abridge or otherwise adversely affect any rights, benefits, privileges or priorities granted or reserved to mortgagees of Lot/Units or any mortgagee of the Corporation, without the consent of the mortgagees in each instance. No amendment shall be made that conflicts with the Articles or the Occupancy Agreements.
- 23.7 **Execution.** A copy of each amendment shall be attached to a certificate certifying that the amendment was duly adopted as an amendment of these Bylaws, which certificate shall be executed by the President or Vice President and attested by the Secretary or Assistant Secretary of the Corporation with the formalities of a deed. The amendment shall be effective when the certificate and copy of the amendment are recorded in the Public Records of the County in which the Community is located.

ARTICLE 24

CONSTRUCTION

Whenever the context permits or requires, the singular shall include the plural, the plural shall include the singular and the use of any gender shall be deemed to include all genders.

Dated as of the _____ day of March 2003

Colonial Village, Inc.
A Corporation for Profit
Limited Proxy (Sample)

To: Secretary
Colonial Village, Inc.
2000 East Bay Drive
Largo, FL 33771

KNOW ALL PERSONS BY THESE PRESENTS, that the undersigned hereby appoints the Secretary of the Association, his or her designee, or attorney and agent with the power or substitution for and in the name, place and stead of the undersigned, to vote as proxy at the membership meeting of the Association, to be held at the Clubhouse, _____, at 7:00 PM, and any adjournment thereof, according to the number of votes that the undersigned would be entitled to vote if then present in accordance with the specifications hereinafter made, as follows:

LIMITED POWERS

I hereby specifically authorize and instruct my proxy to cast my vote in reference to the following matters only as indicated below.

1.1 Should the reserves required by Section 719.106(1)0 F.S. be waived for the next fiscal year?

YES

NO

1.2 Should the audit of the cooperative financial records by a certified public accountant be waived for the coming fiscal year?

YES

NO

The undersigned ratify and confirm all acts and things that the proxy may do or cause to be done in the premises whether at the meeting referred to above or at any change, adjournment, or continuation of it, and revoke all prior proxies previously executed.

Dated:

Unit Owner

Unit Number: