

THIS DOCUMENT PREPARED BY  
AND RETURN TO:  
NEAL McCULLOH, Esq.  
Clayton & McCulloh  
1065 Maitland Center Commons Blvd.  
Maitland, Florida 32751

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the space above this line is reserved for recording purposes

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**CERTIFICATE OF AMENDMENT TO BYLAWS OF TWIN LAKES ESTATES  
HOMEOWNERS ASSOCIATION, INC.**

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned, as President and Secretary of Twin Lakes Estates Homeowners Association, Inc. (hereinafter "Association"), pursuant to the Florida Statutes and the ARTICLES OF INCORPORATION OF TWIN LAKES ESTATES HOMEOWNERS ASSOCIATION, INC., (hereinafter referred to as "Articles"), as amended, which is Exhibit B to the DECLARATION OF EASEMENTS, COVENANTS, CONDITIONS AND RESTRICTIONS OF TWIN LAKES ESTATES, recorded in Official Records Book 1846, at Page 1, *et seq.*, of the Public Records of Lake County, Florida, as amended and supplemented, hereby certify that the AMENDMENT TO BYLAWS OF TWIN LAKES ESTATES HOMEOWNERS ASSOCIATION, INC., which is attached hereto and by reference made a part hereof was duly adopted in accordance with the requirements set forth in the Articles and the Florida Statutes.

The Association is a homeowners association created pursuant to the laws of the State of Florida. With the exception of the attached Amendment, all other terms and conditions of the Declaration shall remain in full force and effect.

*Balance of Page Intentionally Left Blank – Signature Page Follows*

IN WITNESS HEREOF, the Association has caused these presents to be executed in its name, this 19th day of December, 2023.

Signed, sealed and delivered in the presence of:

Twin Lakes Estates Homeowners Association, Inc.

Mail Schmitt  
(Sign - Witness 1)

By: Bill Schmitt  
(Sign)

Gail Schmidt  
(Print - Witness 1)

Bill Schmidt  
(Print)

63 Fairway Circle  
(Address)

President, Twin Lakes Estates Homeowners Association, Inc.

Umatilla FL 32784  
(City, State, and Zip Code)

Jamie M. Cross  
(Sign - Witness 2)

Jamie M. Cross  
(Print - Witness 2)

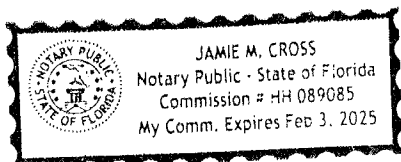
750 N. Central Ave.  
(Address)

umatilla, FL 32784  
(City, State, and Zip Code)

STATE OF FLORIDA  
COUNTY OF LAKE

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 19th day of December, 2023, by William Schmidt as President of Twin Lakes Estates Homeowners Association, Inc., a Florida not for profit corporation, on behalf of the Corporation. He / She is personally known to me or has produced FL-DL as identification.

(Seal)



Jamie M. Cross  
Notary Signature

Jamie M. Cross  
Printed Name

Signed, sealed and delivered  
in the presence of:

Twin Lakes Estates Homeowners  
Association, Inc.

Gail Schmidt  
(Sign - Witness 1)

Attest: Myra Grist  
(Sign)

Gail Schmidt  
(Print - Witness 1)

MYRA A. GRIST  
(Print)

63 Fairway Circle  
(Address)

Secretary, Twin Lakes Estates Homeowners  
Association, Inc.

Umatilla, FL 32784  
(City, State, and Zip Code)

Jamie M. Cross  
(Sign - Witness 2)

Jamie M. Cross  
(Print - Witness 2)

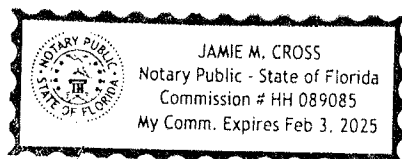
750 N. Central Ave.  
(Address)

Umatilla, Fl. 32784  
(City, State, and Zip Code)

STATE OF FLORIDA  
COUNTY OF LAKE

The foregoing instrument was acknowledged before me by means of  physical presence or  
 online notarization, this 19th day of December, 2023, by Myra Grist,  
as Secretary of Twin Lakes Estates Homeowners Association, Inc., a Florida not for profit  
corporation, on behalf of the Corporation. He / She is personally known to me or has produced  
FLDL as identification.

(Seal)



Jamie M. Cross  
Notary Signature

Jamie M. Cross  
Printed Name

**AMENDMENT TO BYLAWS OF TWIN LAKES ESTATES  
HOMEOWNERS ASSOCIATION, INC.**

The following amendment modifies Article 2, section 13, Article 3, Section 2 of the BYLAWS OF TWIN LAKES ESTATES HOMEOWNERS ASSOCIATION, INC., as amended, which is recorded as Exhibit C to the DECLARATION OF EASEMENTS, COVENANTS, CONDITIONS AND RESTRICTIONS OF TWIN LAKES ESTATES, recorded in Official Records Book 1846, at Page 1, *et seq.*, of the Public Records of Lake County, Florida, as amended (hereinafter referred to as the "Bylaws").

(Additions are indicated by underlining, deletions are indicated by ~~striketrough~~, and omitted but unaltered provisions are indicated by ellipses):

**Article 2  
Members**

...

**Section 13. Proxies.** The ~~m~~Members and Owners have the right to vote in person or by proxy, except proxies cannot be used to elect Directors. To be valid, a proxy must be dated, must state the date, time and place of the meeting for which it was given, and must be signed by the authorized person who executed the proxy. A proxy is only effective for the specific meeting for which it was originally given, as the meeting may lawfully be adjourned and reconvened from time to time, and automatically expires 90 days after the date of the meeting for which it was originally given. A proxy is revocable at any time at the pleasure of the person who executes it. If the proxy form expressly so provides, any proxy holder may appoint, in writing, a substitute to act in his/her place.

**Article 3  
Board of Directors**

...

**Section 2. Number, Qualification, Election and Tenure.** The affairs of Association will be managed by an odd number of Directors, as determined by the Board ~~number of Directors shall be the number of Directors elected from time to time in accordance with the HOA Bylaws, but in no event shall never there be less than three (3) nor more than five (5) Directors. The number of Directors may be increased or decreased from time to time by election in accordance with the HOA Bylaws.~~

Only ~~m~~Members and Owners in good standing of the ~~a~~Association are eligible to serve on the Board of Directors or vote. Directors shall be elected by the Voting Members and/or Owners at the annual meeting of ~~m~~Members and Owners by secret ballot, and shall serve until their successors have been elected and qualified, or they have been removed from office.

Each Director shall be elected for a term of two (2) years, tenure (For 2011, two persons will be elected for a two year term, and two for a one year term). A minimum of two existing Director's shall be retained at every election to ensure continuity of the Board. New Boards of Directors shall be elected by a plurality of votes cast by eligible voters. The results of the election shall be promptly reported.

All elections of Board Members (e.g., Directors) shall be held using the following process:

a. **Election ballots:** Except as otherwise provided herein or by law, election to the Board of Directors shall be by secret ballot which may be submitted absentee.

b. **Nomination and Declaration of Candidacy.** No more than seventy-five (75) days and no less than sixty (60) days prior to each election of Directors, the Board shall provide a first notice of such election to all Members and Owners, which notice must, at a minimum, notify the Members and Owners of the date, location and purpose of the election. This first notice shall also prescribe the opening date and the closing date of a reasonable filing period during which each eligible person may file as a candidate for election to the Board. In any event, such notice must state that the only names to be included on the ballot will be those eligible candidates submitted no less than forty (40) days prior to the date of the election. Said notice may be delivered by mail, hand delivery, or any other method of delivery deemed reasonably satisfactory to the Board. Nominations shall not be made "from the floor" at the Members and Owners meeting at which any election is to take place. Unless more candidates exist than the number of Board vacancies, an election is not required and the candidates shall automatically be elected to the Board, provided the minimum voting requirement set forth in subsection d below is achieved.

c. **Election.** Voting for elections shall be by written secret ballots. In no event shall proxies be used or permitted to cast votes to elect Directors. If the number of eligible candidates exceeds the number of vacancies, the Secretary shall cause a second notice of the election to be mailed or delivered to each Member no more than thirty-four (34) days and no less than fourteen (14) days prior to the meeting of the Members and Owners at which the election shall occur ("election date"). Said notice may be delivered by mail, hand delivery, or any other method of delivery deemed reasonably satisfactory to the Board and in accordance with Florida law. Such notice shall be accompanied by a written ballot listing all candidates for each vacancy who have qualified in accordance with the procedures and qualifications described above and in accordance with Florida law (hereinafter "Candidate(s)"). Each Candidate shall be given a reasonable, uniform opportunity to communicate his or her qualifications to the Members and Owners and to solicit votes, but the Association shall not be required to provide any materials from any Candidate directly to the Members and Owners. The notice shall specify the name and address to which the ballots should be returned and the date by which they must be received in order to be counted, which date shall be the "election date." The second notice and accompanying documents shall not contain any

communication by the Board that endorses, disapproves, or otherwise comments on any Candidate. Accompanying the ballot shall be an outer envelope addressed to the person or entity authorized to receive the ballots and a smaller inner envelope in which the ballot shall be placed. The exterior of the outer envelope shall indicate the name of the voter, and the address of the Lot being voted, and shall contain a signature space for the voter. The written ballot shall indicate in alphabetical order by surname, each and every Member and Owner or other eligible person who desires to be a candidate for the Board of Directors and who gave written notice to the Association not less than forty (40) days before a scheduled election, unless such person has, prior to the mailing of the ballot, withdrawn his or her candidacy in writing. No ballot shall provide a space for the signature of or any other means of identifying a voter.

Each Voting Member and/or Owner may cast the vote assigned to his/her Lot for each Board position to be filled. There shall be no cumulative voting. The election of Directors shall be by the vote of the Voting Members and Owners qualified to vote. Once the ballot is filled out, 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 sign the exterior of the outer envelope in the space provided for such signature and print the name of the voter and the address of the applicable Lot if same has not already been listed on the outer envelope or is incorrect. The outer envelope shall then either be mailed or hand-delivered to the Association. Voting Members and Owners who have not mailed their secret ballot 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, the ballots for that Lot shall be disqualified. Any vote by ballot received after the closing of the balloting may not be considered.

Envelopes containing ballots shall be received, collected, and retained by the Association and shall not be opened except in the manner and at the time provided herein.

(1) Any envelopes containing ballots shall be received, collected, and retained by the Association and shall be transported to the location of the duly called meeting of the Members and Owners. 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. Thereafter, the ballots not yet cast shall be collected. The ballots and envelopes shall then 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 name, signature and Lot 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 or without any Lot identification or name of the voter shall be marked "Disregarded" or with words of similar import, and any ballots contained therein shall not be counted. The voters whose outer envelopes have not been disregarded shall be checked off on the list as having voted. Then, in the presence of any Members and Owners in attendance, and regardless of whether a quorum is present, 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 Members and 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.

(2) If the Association desires to verify outer envelope information in advance of the meeting, it 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 and Owners do not include any of the following or their spouses:

- i. Current Board Members;
- ii. Officers; and
- iii. Candidates for the Board.

At the committee meeting, the signature, name, and Lot 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 or without any Lot identification or name of the voter shall be marked "Disregarded" or with words of similar import, and any ballots contained therein shall not be counted.

**d. Minimum Voting Requirement.** While elections must take place at Members' and Owners' meetings, no quorum requirement will be necessary for the election of Directors. Instead, at least ten percent (10%) of the eligible voters must cast a written ballot in order to have a valid election of Board Members. If, however, an election cannot occur because less than ten percent (10%) of the ballots have been cast in writing, a majority of the Members and Owners who are present may adjourn the meeting, from time to time, to allow additional ballots to be obtained. If a time and place for reconvening the meeting is not fixed by those in attendance at the original meeting or if for any reason a new date is fixed for reconvening the meeting after adjournment, notice of the

time and place for reconvening the meetings shall be given to Members and Owners in a manner prescribed for regular Members' or Owners' meetings.

~~At least 21 days prior to the Annual Meeting, the Board of Directors shall call a meeting to accept nominations for next year's Board of Directors. Nominations will be closed when this meeting is adjourned, but will be reopened election night.~~

~~An Absentee Ballot/Proxy will be mailed to all lot owners within two days of the close of nominations.~~

~~Each nominee can only be voted for one time on the same ballot.~~

~~New Board of Directors shall be elected by a plurality of votes cast by eligible voters. The results of the election shall be promptly reported.~~