

Bylaws of Riviera Village Property Owners Association, Inc.

Article 1: Name and Purpose

The name of the Corporation shall be Riviera Village Property Owners Association, Inc. A Florida Corporation, not for profit. The general purpose of the Corporation shall be:

a. To promote the civic awareness, and participation of citizens of Riviera Village, Key Largo by; associating the residents of the area, assisting in or making civic improvements, improving property, beaches, foliage and other physical and natural amenities of the area and other endeavors which will advance and enhance the civic awareness of its members.

b. To provide facilities for the social use and enjoyment of members of Riviera Village Property Owners Association. And by encouraging and promoting social Association, picnics, outdoor activities, and other activities designed to advance the social wellness of the members.

c. To provide and maintain recreational facilities for its members by encouraging boating and other recreational outdoor activities.

d. To ensure all income, profits and benefits of the Association are to be devoted exclusively to the civic, social and recreational activities of the Association and no portion thereof shall insure to the personal benefit of any Association member.

Article 2: Membership

Membership is open to persons who are either a homeowner or a long-term renter and their immediate family. Membership is for one year and is renewed upon payment of the annual dues.

a. Membership Definitions

- i. **Primary member:** The homeowner, as listed on the Monroe County Property Appraiser's website. A homeowner is defined as someone who owns the legal plot of land and has a permanent residence erected on the property.
- ii. **Secondary member:** Long-term renter, which is defined as someone renting six (6) or more consecutive months in Riviera Village.
- iii. **Associate member:** Immediate members of the homeowner's or renters' family, living on the property and listed on the membership application.

b. Membership Benefits: The benefits of membership include, but are not limited to:

- Voting rights for primary Members
- Access to park facilities
- Ability to hold events at the park facilities

Article 3: Good Standing:

Membership is subject to termination by a unanimous vote of the Board of Directors for any member who does not maintain good standing.

A member is considered to be in good standing if:

They maintain membership eligibility as outline in these bylaws.

They pay any dues, fees, or fines required for membership.

They do not violate the Association or park rules.

Article 4: Park Rules and Regulations:

Park rules and regulations shall be established by the Board and approved by the membership. Recommendations for changes may come from individual members or the Board.

Article 5: Dues, Fees and Fines:

Dues are required annually for primary and/or secondary members. And they shall be paid within 30 days of the date specified by the Board for the current year.

Fees may be assessed by the Board for operational needs or upgrades to the park and vessel basin approved by the membership.

Fines for violation of park rules, lost keys or damage to the Association property may be imposed by the Board.

Article 6: Meetings of Members

An annual meeting shall be held once a year. Additional meetings may be called if needed throughout the year. Notice will be provided to primary members prior to all meetings.

Article 7: Voting

Each primary Member has one vote. Votes by the membership should take place in person at the annual meeting. Proxy voting will only be allowed by the procedure established and approved by the Board. The Board may establish other membership voting methods should the need arise throughout the year. Approval by the membership requires a majority of the membership votes received.

Article 8: Board of Directors

- a. **Board Composition:** There shall be no less than five (5), and no more than nine (9) Directors comprising the Board of Directors. Elections of Board members

shall be voted on by the membership at the annual meeting. Board members shall not be compensated for their time.

- b. **Voting:** All Board members have equal voting rights. A majority of a quorum is required for approval of a Board vote. A quorum is defined as more than 50% of the Board members.
- c. **Officers:** There should be a President, Vice President, Secretary and Treasurer. Appointment of officers shall be made by vote of the Board at the first Board meeting following the annual meeting. Vacancies may be filled throughout the year as needed.
- d. **President:** The President shall conduct the annual meeting, Board meetings and other meetings, carry out the purposes and policies of the Association and Board of Directors, and oversee the day-to-day business matters of the Association and Association property.
- e. **Vice-President:** The Vice President shall assist the president and serve in the President's absence.
- f. **Secretary:** The Secretary shall keep minutes of all Association meetings. The secretary shall maintain a copy of all Association records except those maintained by the Treasurer.
- g. **Treasurer:** The Treasurer shall receive all Corporation money, make all bank transactions, maintain all books and ensure all financial obligations are met on time. A quarterly statement shall be created detailing all income and expenses and made available upon request.
- h. **Resignations:** Any Board member wishing to resign from the Board Shall provide written notice to the Board and return any Association property in their possession.
- i. **Removal of Board Member:** A Board member or Officer can be removed from their position and/or seat on the Board by the request and recommendation of the Board and voted on by the membership.
- j. **Vacancies:** Vacancies on the Board may be filled by vote of the Board until the next annual meeting.
- k. **Expenses:** Association expenses less than \$500 must be authorized by one of the following officers: President, Vice-President or Secretary. Expenses over \$500 must be approved by a majority vote of the Board. Expenses over \$10,000 beyond budgeted items must be approved by a majority vote of the membership.
- l. **Meetings:** There should be no less than two (2) Board meetings annually. Meetings can be called by the President or majority of the Board members at any time provided notice is provided to all Board members. Board meetings are limited to Board members and invited guests.
- m. **Committees:** The President may appoint committees for specific purposes. Committee members can be removed by the President at any time.

Article 9: Authority and Duties of the Board

The Board of Directors shall be responsible for fulfilling the purpose of the Association. They shall supervise the business and management of the Association other than direct duties assigned to Officers. The Board of Directors must approve all contracts, obligations and other matters affecting the business or property of the Association.

The authority and powers of the Board are, but not limited to:

- a. Establish Policies to manage and administer the business and affairs of the Association
- b. Establish a budget based on operational needs and member approved capital improvements
- c. Establish the cost of membership dues based on operational budgetary needs
- d. Establish the cost of fees based on operational needs and member approved capital improvements
- e. Establish the cost of fines to be imposed when necessary
- f. Execute expenditures based on the budget
- g. Enter contracts to provide services on behalf of the membership
- h. Enforce the rules and regulations of the Association and park
- i. Deny or terminate membership for cause by a unanimous vote

Article 10: Bylaw Revisions

All Bylaw revisions shall be voted upon by the membership and approval requires a majority vote of those voting.

Revised 1/17/26