

Amended Bylaws of Lake Frances Estates - Social Club

Effective: December 10, 2025

ARTICLE 1.0 GENERAL PROVISIONS

1.1 Name: The name of this group is LAKE FRANCES ESTATES SOCIAL CLUB (LFE SC), a 501(c)(7) organization.

Question: In reference to Article 1.1, is there a certificate of determination from the IRS indicating what type of organization the Social Club is?

Answer: A request for a Certificate of Determination was submitted to the IRS in October 2025. No response has been received as of this date. The Social Club will follow up with the IRS.

1.2 Location: The location of the LFE SC is 1150 Skyline Drive, Lake Frances Estates, a manufactured home subdivision located in the City of Tavares, Lake County, Florida.

ARTICLE 2.0 PURPOSE

2.1 The purpose of the LFE SC is to promote social activities and friendship among residents of Lake Frances Estates.

2.2 We do this through organizing community activities that encourage connectedness throughout the LFE community.

ARTICLE 3.0 DEFINITIONS

3.1 An LFE SC member is defined as a person(s) having legal ownership of a home in Lake Frances Estates, or a Lake Frances Estates Property Owners' Association (LFE POA) authorized resident.

3.2 A Board member is defined as a person(s) elected by the LFE SC members. The LFE SC Board manages the LFE SC.

ARTICLE 4.0 VOTING

4.1 Each member is entitled to one (1) vote on Social Club matters that require general membership voting.

ARTICLE 5.0 MEMBERSHIP MEETINGS

5.1 Weekly Social Hour will take place on Wednesday mornings.

5.2 Monthly business meetings will be held on the second Wednesday of each month.

5.3 The Annual Business meeting will occur take place on the first or second Wednesday in December, at which time the election will be held.

5.4 Working Board meetings will take place when requested by the President of the Board. Social Club members are encouraged to attend. A working board Board meeting agenda will be announced and posted on the Social Club bulletin board and the LFE POA website.

Question: In reference to Article 5.4, will the agenda of a working Board meeting be posted on Facebook?

Answer: It is not the policy to post agendas on Facebook. An announcement of a working Board meeting will be posted on Facebook.

5.5 A quorum for a business meeting will be 25 members, excluding the LFE SC Board President. If a quorum is not present, the meeting will be rescheduled.

Question: In reference to Article 5.5, where did the number "25 members" come from when seeking a quorum for a Social Club business meeting?

Answer: The original Bylaws contained this number. If the number is raised to include 25% of the LFE SC members, a business meeting would never be held since a high number of attendees would not be achieved.

5.6 Business and annual meetings will follow Robert's Rules of Order, including documentation, voting, etc., as follows:

a. Call to Order and verification that a quorum does or does not exist.

- b. Secretary's Report
- c. Treasurer's Report
- d. Old Business
- e. New Business
- f. Adjournment

5.7 Special meetings of the LFE SC may be held when the removal of an LFE SC Board member is requested.

ARTICLE 6.0 ELECTED LFE SC BOARD

- 6.1 The activities of the community will be managed by the LFE SC Board as follows:
- a. The President
 - b. The Vice President
 - c. The Secretary
 - d. The Treasurer
 - e. The LFE SC Board will consist of five (5) to seven (7) members. One (1) to three (3) members will be Members at Large.
- 6.2 The LFE SC Board will meet monthly as scheduled by the LFE SC President, at the LFE SC Board meeting.
- Question: In reference to Article 6.2, are the Social Club business meetings posted?**
Answer: The SC business meetings are posted on the Hilites calendar and on the sign at the front entrance each month.
- 6.3 A quorum for a Board meeting will consist of four (4) LFE SC Board members. If no officers are able to attend the monthly business meeting, the meeting will be cancelled for that month.
- 6.4 All Board members have the right to vote, with the exception of the President. The President has the deciding vote in case of a tie.
- 6.5 Written meeting minutes of the LFE SC Board meetings will be filed in the LFE SC file cabinet and kept on file for audit purposes for seven (7) years.

ARTICLE 7.0 DUTIES OF BOARD MEMBERS

- 7.1 The President will be the leader of the LFE SC Board with duties as follows:
- a. Preside at meetings of the general membership and Board meetings.
 - b. Provide general supervision over LFE SC activities.
 - c. Appoint chairpersons for various LFE SC activities.
 - d. Maintain the calendar of events for the LFE SC with the assistance of the Scheduling Coordinator chosen by the LFE POA BOD. Refer to LFE Policy F-001 Facilities Usage Clubhouse.
- Question: In reference to Article 7.1.d, is it possible for the Social Club Vice President to be the Scheduling Coordinator?**
Answer: The Scheduling Coordinator is chosen by the POA BOD. They may select whomever they wish to select.
- e. Perform such duties as requested by the LFE POA Board.
 - f. Have the deciding vote in case of a tie.
 - g. The President shall encourage all LFE SC Board members to participate in the discussion of possible activities and decisions of the LFE SC Board. Any idea brought to the meeting will be respectfully considered and voted upon by the LFE SC Board. Decisions will be clearly recorded in the meeting minutes.
- 7.2 The Vice President will perform duties in the President's absence.
- a. Perform duties delegated by the LFE SC President and the LFE SC Board.
 - b. Be liaison to the LFE POA Board.
- 7.3 The Secretary will keep minutes of all LFE SC meetings.
- a. Take minutes of all LFE SC meetings.
 - b. Post approved minutes on the LFE SC bulletin board and the LFE POA website.
 - c. File copies of all minutes in the LFE SC file cabinet.
- 7.4 The Treasurer will serve as custodian of LFE SC funds.
- a. Keep full and accurate records of income and expenses.

- b. Pay authorized payments per the approved LFE SC Event Expenses and Income Report.
- c. Prepare and present all financial reports at business meetings and post them on the LFE SC bulletin board.
- d. Prepare annual reports and present them at the annual business meeting.
- e. Serve as representative for the Audit Committee.
- f. File Tax Form 990-N with the IRS by March 31 of each year.

7.5 ~~Additional Board members~~ Members at Large will support and assist the LFE SC Board as needed.

7.6 The delegation of authority will be as follows:

- a. If the President is unable to fulfill their duties due to absence, illness, or death, the Vice President will perform the duties of the President.
- b. If the President and the Vice President are unable to fulfill their duties, the Secretary will perform the duties of the President.
- c. If the President, the Vice President, and the Secretary are unable to fulfill their duties, the Treasurer will perform the duties of the President.

ARTICLE 8.0 STANDING COMMITTEES

~~8.1 **Welcome Committee** is led by the LFE SC President in coordination with LFE POA assigned members.~~

~~8.2~~ 8.1 **Sunshine Committee** shall gather information (such as deaths, illnesses, yard sales, prayer requests, etc.) for the LFE SC Board.

Question: In reference to Article 8.1, why are "yard sales" included in the Sunshine Committee information?

Answer: An error was made when this article was written. The term "yard sales" will be removed.

- a. Advise the LFE SC Board members of illnesses, hospitalizations, etc.
- b. Mail cards to LFE SC members as needed.
- c. Contact family to identify where memorial gifts will be sent upon death.

~~8.3~~ 8.2 **Library & LFE History Committee** will maintain the library for use by LFE SC members.

Question: In reference to Article 8.2, why are the Library and LFE History a committee under the Social Club and not the POA BOD?

Answer: The library has always been supervised by the Social Club. LFE History is part of the library collection.

From the POA President, Harry Barkdull: The library has always been supervised by the Social Club. The Social Club is subordinate to the POA. The POA takes care of the physical property. The Social Club takes care of the circulation of the library inventory.

~~8.4~~ 8.3 **Entertainment Committee** will work in coordination with the LFE SC Board.

- a. Coordinate dates, costs, purpose, event chairperson, etc.
- b. All event expenses and income must be turned into the Treasurer within seven (7) days of an event with required receipts.

~~8.5~~ 8.4 **Audit Committee** – refer to Article 11.4.

~~8.6~~ 8.5 **Nominating Committee** – refer to Article 9.3.

~~8.7~~ 8.6 **Other Standing Committees** will be identified by the LFE SC Board, as needed. **Ticket Committee** –will sell tickets for events, collect the funds, and return all funds and remaining tickets to the LFE SC Board.

8.7 **Facebook Committee** - The administrators and moderators of the LFE Facebook page will be two to four (2-4) LFE residents. The administrators and moderators of the LFE Facebook page may be homeowners/residents, Social Club Board members, and/or POA BOD members. The committee will be managed by the LFE SC Board.

Question: In reference to Article 8.7, how many people are currently on the Facebook Committee?

Answer: There are four (4) people on the Facebook Committee, two (2) administrators and two (2) moderators.

ARTICLE 9.0 ELECTION OF THE LFE SC BOARD

9.1 Any Social Club member is eligible to become an LFE SC Board member.

9.2 **Terms of Office:** The term of all LFE SC Board members is a two-year period, running from January 1 of the first year through December 31 of the second year.

Question: In reference to Article 9.2, the chart on the Social Club bulletin board listing term expiration dates of the current SC Board does not seem correct. Can it be fixed?

Answer: The chart will be corrected. The term dates of each Board member will be listed properly. The Bylaws will be amended to say, "The term of all LFE SC Board members is a two-year period, running from January 1 of the first year to December 31 of the second year."

a. The period between the annual meeting in December and December 31 is used for transition and training of new LFE SC Board members.

~~b. The President shall serve for one (1) term. After completion of the term, the President can run for any other two-year position.~~

9.3 **Nominating Committee:** A Nominating Committee will consist of up to three (3) LFE SC members. One member will be selected as chairperson.

a. The committee will be appointed by the LFE SC President and confirmed by a majority of the LFE SC Board by the second Wednesday in September.

b. The committee will be formed prior to the October business meeting where committee members will be announced.

c. The duty of the Nominating Committee is to recruit nominees for the open positions for the upcoming year.

d. There will be no limit on the number of nominees.

e. The nomination period will conclude on the second Wednesday of November.

f. The chairperson of the Nominating Committee will handle the voting process for LFE SC Board positions.

~~g. Written ballots will be counted by a non-Social Club Board member chosen by the Social Club President. The counting of the ballots will be observed by non-Social Club Board members.~~

~~h. Written ballots will be secured in an envelope and kept in the Social Club files for at least one year.~~

Question: In reference to Article 9.3, who counts the ballots for the election of the Social Club?

Answer: (From a member of the audience who has been on the Nominating Committee) The ballots are counted by a non-Social Club Board member chosen by the Social Club Board. Non-Social Club Board members observe the person counting to make sure that the final count is legal.

Suggestion: Perhaps the following could be added to the Bylaws: "Written ballots will be counted by a non-Social Club Board member chosen by the Social Club President. The counting of the ballots will be observed by non-Social Club Board members."

Suggestion: Add the sentence: "Written ballots will be secured in an envelope and kept in the Social Club filing cabinet for at least one year."

9.4 Election of the LFE SC Board

a. Election of the LFE SC Board members will be held at the December business meeting by written ballot.

b. The new LFE SC Board will select the President, the Vice President, the Secretary, and the Treasurer.

9.5 Other Vacancies

- a. If any LFE SC Board member vacancy occurs during the term of office due to death, illness, resignation or disqualification, a majority of the remaining LFE SC Board will appoint a successor who will hold the office for the balance of the unexpired term.
- b. All resignations must be in writing.
- c. An LFE SC Board member who resigns will not be eligible for reappointment for a period of one (1) year. The member cannot reapply to join the LFE SC Board until the next election period after the one (1) year has passed.
- d. When replacing an LFE SC Board member, if there is more than one (1) candidate, a balloted election shall be held.

ARTICLE 10.0 REMOVAL OF AN LFE SC BOARD MEMBER

- 10.1 Any Board member can be recalled and removed from office, with ~~reason~~ due cause, following these steps:
- a. A written petition requesting the recall and removal will be submitted to the LFE SC President or LFE SC Secretary.
 - b. The petition must include:
 - Name of the LFE SC member initiating the petition.
 - Name and position of the LFE SC Board member in question.
 - Reasons Reason(s) for requesting removal.
 - c. The LFE SC Board will schedule an LFE SC Board meeting to review the petition and meet with the petitioner and ~~officer~~ LFE SC Board member involved within five (5) days of receipt of the petition.
 - d. The LFE SC Board will schedule a special membership meeting to review and vote on the petition within 21 days of receipt of the petition.
 - e. The petition's initiator will receive written notice of the special membership meeting at least seven (7) days in advance.
 - f. Vote on the petition will be by ballot with at least two-thirds (2/3) of LFE SC members present voting in favor of removal.
 - g. Persons removed from office under this provision will be ineligible to hold an elected office for a period of two (2) years.

ARTICLE 11.0 FUNDS AND ASSETS

- 11.1 The funds of the LFE SC will be deposited in a ~~federal financial~~ federally insured bank or institution.
- 11.2 Disbursements up to \$750 must be approved by the LFE SC Board. Disbursements over \$750 must be approved by the LFE SC members.
- 11.3 All disbursements will be made by check and require two (2) signatures. Authorized signers are the President, the Vice President, the Secretary, and the Treasurer. ~~Other LFE SC Board members may be added, as needed.~~ Bank records will be updated to reflect changes.
- 11.4 A quarterly audit will be conducted by the Audit Committee. An annual audit shall be initiated after December 31. An audit report will be presented at or before the April business meeting. A summary of the audit should be presented to the LFE POA BOD. Official audit results should be submitted in writing to the LFE POA President.
- a. If there is a personnel change of Treasurer during the term in office, an audit will be made, and an audit report will be presented to the LFE SC members- and the LFE POA BOD.
 - b. All audits will be handled by the Audit Committee ~~consisting of 2-3 members selected by the LFE SC Board on an annual basis.~~ consisting of 2-3 non-LFE SC Board members.
- 11.5 All property purchased by the LFE SC becomes the property of the LFE POA.
- 11.6 No architectural or structural modifications will be made to any facility LFE POA common areas/buildings without the prior approval of the LFE POA.
- 11.7 All fundraising events shall be in support of the purpose of the LFE SC and be agreed upon by the LFE SC Board. The purpose of the fundraising event shall be announced in advance of the event.
- 11.8 A credit card is approved for use by the Social Club. A debit card will NOT be permitted.

ARTICLE 12.0 AMENDMENTS TO BYLAWS

- 12.1 Amendments to these ~~rules~~ bylaws, in whole or in part, will be made by:

- a. A committee of three (3) LFE SC Board members and LFE SC members appointed by the LFE SC President.
- b. Any changes will be presented to the LFE SC Board to review and to recommend modifications to bring rules bylaws up to date.
- c. Following the LFE SC Board review,
 - A copy of the “proposed” bylaws will be posted on the LFE SC bulletin board for a minimum of one (1) week month prior to voting.
 - The proposed bylaws will be discussed, and questions answered at the next LFE SC business meeting prior to LFE SC members vote.
 - Approval of the proposed changes will be determined by affirmative majority vote of the LFE SC members present at the business meeting.

ARTICLE 13.0 DISSOLUTION OF THE SOCIAL CLUB

- 13.1 In the event the LFE SC dissolves, all assets become the property of the LFE POA.
 - a. An affirmative vote of 75 percent of the LFE SC membership at a duly called meeting will constitute approval of the proposal.

ARTICLE 14.0 EVENTS USING LFE COMMON AREAS AND BUILDINGS

- 14.1 All events using LFE common areas and buildings must adhere to the LFE POA ~~rules and guidelines~~ Policy F-001 Facilities Usage, Clubhouse.

ACCEPTANCE

By signing below, I acknowledge that I have received and read the LFE SC Bylaws and agree to abide by its rules and policies.

~~Amended by Social Club Board on January 6, 2025~~
~~Approved by LFE SC Members on January 15, 2025~~
~~Amended by Social Club Board on November 12, 2025~~
~~Approved by LFE SC Members on December 10, 2025~~
~~Amended by Social Club Board on February 4, 2026~~

 Kathryn Colucci - President

 Sophanavy Bou (Jenny Hedrich) - Member At Large

 Sherry Barkdull - Vice President

 Deborah Huffman - Member At Large

 Melynn C. Hall - Secretary

 Carol Koehler - Member At Large

 Pam Paulson – Treasurer