

Bylaws for the Lake Port Square Residents' Council

Revision 12 ratified August 11, 2025

DESCRIPTION

The Lake Port Square Community at Leesburg, FL, is a Continuing Care Retirement Community (CCRC) owned by (Janus) Healthpeak Properties, Inc., a Real Estate Investment Trust (REIT) in Irvine, CA. Lake Port Square (hereinafter referred to as LPS or the facility) is managed for Healthpeak by Life Care Services, located in Des Moines, Iowa. Life Care Services provides an Executive Director on-site at LPS. Lake Port Square LLC, incorporated in Delaware, holds a valid certificate of authority from the Florida Office of Insurance Regulation issued on December 29, 1988, Certificate No. 03 113650789, Facility No. 88140.

1 ORGANIZATION

The Residents of Lake Port Square have established an Operational Residents' Organization. The organization's full name will be "The Lake Port Square Residents' Council," and the short name will be "Residents' Council." In this document, the Residents' Council may be referred to as "the Council." The principal address for the Council is Lake Port Square Residents' Council, 800 Lake Port Blvd, Leesburg, FL 34748.

2 AUTHORITY AND PURPOSE

The Council is organized in accordance with Florida Statutes, Title XXXVII, Insurance, Chapter 651: Continuing Care Contract, Sections 081-091. The Residents of Lake Port Square have the right to self-organize and to be represented by an individual or organization of their choosing to Life Care Services. Residents have the right to engage in concerted activities to stay informed about the operation of the facility that cares for them, or to support their mutual aid and protection, and to ensure that they are treated in accordance with the Residents' Rights as provided for in the referenced Florida Statutes.

Bylaws for the Lake Port Square Residents' Council

Revision 12 ratified August 11, 2025

3 COMPOSITION

The Council comprises 10 Floor Leaders elected by and from the Residents of each of the five floors in the two Independent Living buildings, Lakeside East and Lakeside West.

4 COUNCIL MEMBERS

Each of the ten Floor Leaders is a Council Member elected to represent the Lake Port Square Independent Living community

5 ELECTION GUIDELINES

Each floor will hold annual elections in November for a Floor Leader and an alternate for the following year. Voting procedures will be at the discretion of the Floor Leader. All Residents of the floor are eligible, including current Floor Leaders and Alternates. If no Resident on a floor wishes to serve, a Resident from another floor can be elected. The newly elected Floor Leaders and alternates will be introduced to the Residents at the December Council meeting.

6 ELECTION OF OFFICERS

Prior to the December meeting, the Council Secretary will contact each of the ten newly elected or re-elected Floor Leaders to determine if they wish to serve as an officer in the ensuing year and, if so, which office they are interested in. The Secretary will then prepare a ballot. Those who wish to serve will be nominated as candidates. At the Council's December meeting, the newly elected Council will elect the following officers from among its members: a President, a First Vice President, and a Second Vice President. The Council Officers will appoint a Secretary and a Designated Resident Representative from among the Residents.

Bylaws for the Lake Port Square Residents' Council

Revision 12 ratified August 11, 2025

7 TERMS OF SERVICE

All Council members, officers, and appointees serve a one-year term beginning at midnight December 31st and ending at midnight December 31st a year later.

If the office of the President should become vacant, the First Vice President will assume that office, and the Second Vice President will assume the office of First Vice President. The Council will nominate and elect a new Second Vice President from among its members.

If the office of First Vice President should become vacant, the Second Vice President will assume that office. The Council will nominate and elect a new Second Vice President from among its members.

If the office of Second Vice President should become vacant, the Council will nominate and elect a new Second Vice President from among its members.

If a Floor Leader is unable to complete their term of office, they will be replaced by the duly elected alternate, and a new alternate will be appointed by the Floor Leader.

If an Alternate is unable to complete their term of office, a new alternate will be appointed by the Floor Leader.

If a Secretary or Designated Resident Representative is unable to complete their term of office, the Council Officers will appoint a replacement.

8 DUTIES AND RESPONSIBILITIES

The duties and responsibilities of officers, elected members, alternates, and appointed positions are described in "The Lake Port Square Residents' Council Rules and Regulations," which is related and subordinate to this document.

Bylaws for the Lake Port Square Residents' Council

Revision 12 ratified August 11, 2025

9 COMMITTEES & LIAISONS

The President will appoint ad hoc committees as the need may arise, and will be an ex officio member of all committees. The Residents' Council has nine permanent liaisons. Each Council Member, except the President, serves as a liaison between the Council and nine of the LPS Directors, Managers, or Supervisors, having the following responsibilities:

- Housekeeping
- Transportation, Security, and Concierge
- Dining
- Human Resources
- Resident Services
- Home Health
- Sales and Marketing
- Grounds
- Maintenance

The assigned liaisons may enlist assistant(s) from the Resident body. Each liaison will meet regularly with the appropriate Director, Manager, or Supervisor for their area of responsibility and will present a written report on their activities to the President prior to each Residents' Council Meeting, with a copy to the Secretary for inclusion in the meeting minutes.

10 EXECUTIVE COMMITTEE

The Executive Committee of the Residents' Council consists of three elected officers: the President and two Vice Presidents. It meets with the facility's Executive Director at scheduled times and as needed.

11 COUNCIL MEETINGS

The Council will hold regular and special meetings as defined in the Rules and Regulations. Council minutes shall be posted publicly for all Council meetings. The Secretary will attend and record all Council Meetings.

Bylaws for the Lake Port Square Residents' Council

Revision 12 ratified August 11, 2025

12 QUORUM

A majority of the council members present will constitute the quorum required to conduct business. If a Council member is absent, their alternate will count in the quorum and vote in their place. If a quorum is not present, the meeting may be recessed to locate the missing Council Member or their alternate or rescheduled. No business can be conducted without a quorum. **A simple majority of votes present will carry a motion.**

13 PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of "Robert's Rules of Order" will be used as a guideline for the Council in all cases to which they apply, if they are consistent with the current version of the Residents' Council Bylaws and any special rules the Council may adopt, with the absolute understanding that Roberts Rules of Order are subordinate to these bylaws.

14 INDEMNIFICATION

No officer, member, or appointee of this Residents' Council shall serve as a confidential advocate/ombudsman for any resident of Lake Port Square in accordance with Florida Statutes. If a resident needs such services, they will be referred to the proper authorities to engage the services of a Certified Ombudsman at no charge.

Officers, Members, and Appointees of this Residents' Council shall incur no civil liability and have immunity from suit as defined in Florida Statutes 768.1355 (Florida Volunteer Protection Act) and 768.28 (Waiver of Sovereign Immunity in Tort Actions).

15 AMENDMENTS

These Bylaws may be amended by a two-thirds affirmative vote, provided that the proposed revisions are presented to all Council members for review at least one month before the meeting at which the vote to ratify is to be taken.

Bylaws for the Lake Port Square Residents' Council

Revision 12 ratified August 11, 2025

16 GLOSSARY OF TERMS

“Alternate”	A Resident who has been elected similarly to the Floor Leader to stand in if the Floor Leader is unable to meet their obligations. The Alternate is not a member of the Residents' Council, but will vote as such when standing in for the Floor Leader.
“CCRC”	(Continuing Care Retirement Community) is a type of Retirement Community that provides a continuum of care on the same campus. Lake Port Square is a “CCRC”
“Council Officers”	The President and the First and Second Vice-Presidents of the Residents' Council.
“Council Secretary”	Appointed by the Council Officers from among the Residents having administrative skills.
“Executive Committee”	Another name for the Council Officers.
“Executive Director”	An employee of Life Care Services (LCS) who manages Lake Port Square.
“Designated Resident Representative”	A Resident having financial skills appointed by the Council Officers, in accordance with Florida Statutes 651.081 (d) and 651.081(2), (3), and (4).
“Floor Leader”	A “Resident” elected to represent them by the Residents of each of the five floors in the two buildings, Lakeside East and Lakeside West. The “Floor Leader” is a member of the Residents' Council.
“Management Company”	Life Care Services of Des Moines, IA, manages LPS for the Provider.
“Provider”	Healthpeak Properties of Irvine, CA. (Janus)

Bylaws for the Lake Port Square Residents' Council

Revision 12 ratified August 11, 2025

- “Resident” An individual who resides in the Independent Living Facilities at Lake Port Square.
- “Residents’ Council” The ten Floor Leaders representing the Residents of the Independent Living Facility of Lake Port Square.

The Lake Port Square Residents' Council ratified these Residents' Council Bylaws with revisions R1, R2, R3, R4, R5, R6, R7, R8, R9, R10, and R11 on November 10, 2025.