

Return TO:

Imperial Southgate Villas Inc. Sec III

R- P.O. Box 5055  
Lakeland FL 33807

BY-LAWS

OF

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IMPERIAL SOUTHGATE VILLAS CONDOMINIUM  
ASSOCIATION (SECTION III), INC.

ARTICLE I

PRINCIPAL OFFICE

The principal office of the Corporation shall be located at Imperial Southgate Villas Condominium Association (Section III), Inc., 601 Imperial Blvd., Lakeland, Polk County, Florida. The address of the principal office may be changed from time to time by the Board of Directors.

ARTICLE II

MEMBERS

Section 1. Initial and Subsequent Members. Those persons or corporations who presently own or hereafter acquire title to Units in Imperial Southgate Villas Condominium Association (Section III), Inc., hereinafter referred to as the "Condominium," shall be members.

Section 2. Voting Rights. There shall only be allowed one (1) vote per unit, said vote, in the event of joint ownership of a Unit, to be divided equally among the joint owners thereof and cast as fractional votes, or by agreement of the joint owners, cast by one of their number.

Section 3. Termination of Membership. Whenever a member ceases to be an owner of a Unit in the Condominium, his membership shall then and there be automatically terminated.

Section 4. Transfer of Membership. Membership in this corporation is not transferable or assignable.

ARTICLE III

MEETING OF MEMBERS

Section 1. Annual Meeting. An annual meeting of the members shall be held in Polk County, Florida, on the second Wednesday of February of each year at the hour of 7 o'clock P.M. for the purpose of electing Directors and for the transaction of such other business as may come before the meeting. If the election of Directors shall not be held on the day designated for any annual meeting, or at any adjournment thereof, for any reason, the Board of Directors shall cause the election to be held at a special meeting of the members as soon thereafter as possible.

Section 2. Special Meetings. Special meetings of the members may be called by the President, the Board of Directors, or upon the request of Owners of not less than one-third (1/3) of the Units.

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Section 3. Place of Meetings. The Board of Directors shall designate the place within Polk County, Florida, where any annual or special meeting shall be held, and if no such designation is made, such meeting shall take place at the office of the corporation, Polk County, Florida.

Section 4. Notice of Meetings. Written or printed notice stating the place, day, and hour of any meeting of members shall be delivered, either personally, or by mail, to each member entitled to vote at such meeting, not less than fourteen (14) days before the day of such meeting, by or at the direction of the President or the Secretary, or the officers or persons calling the meeting. In case of a special meeting, or when required by statute, or by these By-Laws, the purpose or purposes for which the meeting is called shall be stated in the notice. If mailed, the notice of a meeting shall be deemed to be delivered when deposited in the United States mail, addressed to the member at his address as it appears on the records of the corporation, with postage thereon prepaid. Notice of annual meetings shall be mailed unless mailing is waived by a member or unless the member shall have a Lakeland mailing address.

Section 5. Informal Action by Members. Any action allowed by law to be taken at a meeting of the members, or any action which may be taken at a meeting of members may be taken without a meeting, setting forth the action so taken shall be submitted to all of the members to vote with respect to the subject matter thereof. The eligible members participating in such a vote gives his or her consent to the procedure provided that a majority of the members participate.

Section 6. Quorum. The members holding a majority of the votes which may be cast at a meeting shall constitute a quorum at such meeting. If a quorum is present, unless otherwise provided by the Declaration of Condominium, these By-Laws or the Charter of the Corporation, a majority of those present may take action. If a quorum is not present at any meeting of members, a majority of the members present may adjourn the meeting from time to time without further notice.

Section 7. Proxies. Proxies may not be used to vote for Directors of the Association. They may be used for the attaining of a quorum, for the purpose of amending the Articles of Incorporation, the Declaration of Condominium, the By-Laws, Rules and Regulations, and all other business matters as permitted by the governing statutes. Proxies must be filed with the Secretary to be valid.

Section 8. Conduct of Meetings. The order of business at annual members' meetings and as far as is practical at other members' meetings shall be:

- (a) Calling the roll and certifying of proxies
- (b) Proof of notice of meeting or waiver of notice
- (c) Election of Directors
- (d) Reading and disposal of any unapproved minutes
- (e) Reports of Officers
- (f) Reports of Committees
- (g) Unfinished business
- (h) New business
- (i) Adjournment

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ARTICLE IV

BOARD OF DIRECTORS

Section 1. General Powers. The affairs of the corporation shall be managed by its Board of Directors. (Directors need not be members of the Corporation.)

Section 2. Number, Tenure & Qualifications. The Board shall consist of nine (9) Directors. Each year at the Annual Meeting three (3) Directors shall be elected for a term of three (3) years. Any Director may be removed by a majority of the members for misfeasance or malfeasance at a special meeting of the members called for that purpose.

Section 3. Regular Meetings. A regular annual meeting of the Board of Directors shall be held without other notice than this By-Law, immediately after and at the same place as the annual meeting of members, and election of officers shall be accomplished together with other necessary business of the Association.

Section 4. Special Meetings. Special meetings of the Board may be called by or at the request of the President or any two (2) Directors. The person authorized to call special meetings of the Board may fix any place within Polk County, Florida, as the place for holding any special meeting of the Board called by them.

Section 5. Notice. Notice of any special meeting of the Board shall be given at least seven (7) days previous thereto, including the day of notice is given, either orally or by written notice delivered personally, or sent by mail or telegram to each Director at his address as shown by the records of the corporation. IF mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. IF notice be given by telegram, such notice shall be deemed to be delivered when the telegram is delivered to the telegraph company. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. The business to be transacted at the meeting need not be specified in the notice or waiver of notice of such meeting, unless specifically required by the law or by these By-Laws.

Section 6. Election of Directors. Election of Directors shall be Conducted as follows:

Not less than 60 days before a scheduled election, a notice shall be mailed or delivered to each unit owner stating the date of the election. Any member desiring to be a member of the Board of Directors shall give written notice to the Association not less than 40 days before the scheduled election. Any unit owner, or other eligible person, may nominate himself or may nominate another unit owner or other eligible person, if he has permission in writing to nominate the other person. Not less than thirty (30) days before

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the election date, the association shall mail or deliver a second notice of the meeting to all members, together with a ballot which shall list the candidates. Elections shall be decided by a plurality of ballots cast. There is no quorum requirement but at least twenty (20) percent of the eligible voters must cast a ballot in order to have a valid election. No owner shall permit any other person to vote his ballot.

Section 7. Quorum. A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board. If less than a quorum is present at any meeting of the Board, a majority of the Directors present may adjourn the meeting from time to time without further notice.

Section 8. Manner of Action. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these By-Laws.

Section 9. Vacancies. Any vacancy on the Board of Directors to be filled by reason of death, disability, resignation, or removal shall be filled by appointment of a majority vote of the remaining members of the Board of Directors. This appointment shall be effective only until the next annual meeting of the Association.

Section 10. Compensation. Directors shall not receive any compensation for acting as such, but nothing herein contained shall be construed to preclude any Director from serving the corporation in any other capacity and receiving compensation therefor..

## ARTICLE V

### OFFICERS

Section 1. Officers. The officers of the corporation shall be a President, Vice President, a Secretary, and a Treasurer, and such other officers may be elected in accordance with the provisions of this Article. The Board of Directors may elect or appoint such other officers, including one or more Vice Presidents, one or more Assistant Secretaries, and one or more Assistant Treasurers, as it shall deem desirable, such officers to have the authority and perform the duties prescribed, from time to time, by the Board of Directors. Any two or more offices may be held by the same person, except the President may not at the same time serve as Secretary or Treasurer.

Section 2. Election and term of Office. The present officers of the corporation or their successors as elected by the Board of Directors of the Corporation in the event of resignation or disability shall serve until the next annual meeting of the Board of Directors of the corporation. Thereafter, the officers of the corporation shall be elected from among the Directors by the Board at each regular annual meeting of the Board. If the election of officers shall not be held at such meeting for any reason, such election shall be held as soon thereafter as possible. New offices may be created and filled at any meeting of the Board of Directors. Each officer shall hold office until his successor shall have been duly elected and shall have qualified.

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Section 3. Removal. Any officer elected or appointed by the Board of Directors may be removed by the Board whenever in its judgement the best interests of the corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the officer so removed.

Section 4. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

Section 5. President. The President shall be the principal executive officer of the corporation and shall in general supervise and control all of the business and affairs of the corporation. He shall preside at all meetings of the members and of the Board of Directors and shall execute any deeds, mortgages, bonds, contracts or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these By-Laws or by statute to some other officer or agent of the corporation; and, in general, he shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

Section 6. Vice President. In the absence of the President, or in the event of his inability or refusal to act, the Vice President (or, in the event there be more than one Vice President, the Vice Presidents in the order of their election) shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. Any Vice President shall perform such other duties as, from time to time, may be assigned to him by the President or by the Board of Directors.

Section 7. Treasurer. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his duties in such sum and with such surety or sureties as the Board shall determine. He shall have charge and custody of and be responsible for all funds and securities of the corporation; receive and give receipts for monies due and payable to the corporation from any source whatsoever, and deposit all such monies in the name of the corporation in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of Article VII of these By-Laws; and in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him by the President or by the Board.

Section 8. Secretary. The Secretary shall keep the minutes of the meetings of the members and of the Board in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these By-Laws or as required on behalf of the corporation and documents attested under its seal duly authorized in accordance with the provisions of these By-Laws; keep a register of the post office address of each member which shall be furnished to the Secretary and such other duties as from time to time may be assigned to him by the President or by the Board.

Section 9. Assistant Treasurers, and Assistant Secretaries. If required by the Board of Directors, the Assistant Treasurers shall give bonds for the

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faithful discharge of their duties in such sums and with such sureties as the Board shall determine. The Assistant Treasurers and Assistant Secretaries, in general, shall perform such duties as shall be assigned to them by the treasurer or the Secretary, or by the President or the Board.

Section 10. Compensation. Officers of the corporation shall not receive any compensation for acting as such, but nothing herein contained shall be construed to preclude any officer from serving the corporation in any other capacity and receiving compensation therefor.

## ARTICLE VI

### COMMITTEES

Section 1. Committees of Directors. The Board of Directors, by resolution adopted by a majority of the Directors in office, may designate one or more committees, each of which shall consist of two or more Directors, which committees, to the extent provided in said resolution, shall have and exercise the authority of the Board in the management of the corporation; but the designation of such committees and delegation thereto of authority shall not operate to relieve the Board, or any individual Director, of any responsibility imposed upon it or him by law.

Section 2. Other Committees. Not more than thirty (30) days after the annual meeting of the members, the President of the corporation shall appoint an Auditing Committee consisting of not less than three (3) members. Other committees not having and exercising the authority of the Board of Directors in the management of the corporation may be designated by a resolution adopted by a majority of the Directors present at a meeting at which a quorum is present. Except as otherwise provided in such resolution, members of each such committee shall be members of the corporation, and the President of the corporation shall appoint the members thereof.

Section 3. Term of Office. Each member of a committee shall continue as such until the next annual meeting of the members of the corporation and until his successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee by the person or persons authorized to appoint such member, or unless such member shall cease to qualify as a member thereof.

Section 4. Chairman. One member of each committee shall be appointed chairman by the person or persons authorized to appoint the members thereof.

Section 5. Vacancies. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

Section 6. Quorum. Unless otherwise provided in the resolution of the Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

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Section 7. Rules. Each committee may adopt rules for its own government not inconsistent with these By-Laws or with rules adopted by the Board of Directors.

ARTICLE VII

CONTRACTS, CHECKS, DEPOSITS, AND FUNDS

Section 1. Contracts. The Board of Directors may authorize any officer or officers, agent or agents of the corporation, in addition to the officers so authorized by these By-Laws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

Section 2. Checks, Drafts, etc. All checks, drafts or order for the payment of money, notes, or other evidence of indebtedness issued in the name of the corporation shall be signed by at least two such officers or agents of the corporation, and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Treasurer or an Assistant Treasurer, and countersigned by the President or a Vice President of the corporation.

Section 3. Deposits. All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

Section 4. Gifts. The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the corporation.

ARTICLE VIII

CERTIFICATE OF MEMBERSHIP

Section 1. Certificates of Membership. The Board of Directors may provide for the issuance of certificates evidencing membership in the corporation, which shall be in such form as may be determined by the Board. Such certificates shall be signed by the President or a Vice President and by the Secretary or an Assistant Secretary, and shall be sealed with the seal of the corporation. All certificates shall be consecutively numbered. One certificate shall be issued for each unit and shall contain the names of the owner or owners thereof. The name or names appearing on such certificate and unit number shall be entered in the records of the corporation.

Section 2. Issuance of Certificates. When a person or corporation has become a member, a certificate of membership shall be delivered to such member or members, as described above, by the Secretary, if the Board of Directors has provided for the issuance of certificates under the provision of Section 1 of this Article.

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ARTICLE IXBOOKS AND RECORDS

The corporation shall keep correct and complete books and records of account according to good accounting practices and shall also keep minutes of the meetings of its members, Board of Directors and committees having any of the authority of the Board of Directors, and shall keep at the registered or principal office a record giving the names and addresses of the members entitled to vote. All books and records of the corporation may be inspected by any member, or his agent or attorney, for any proper purpose at any reasonable time and the Association shall supply a written summary of the records of account to each member no later than the annual meeting of the members. The Auditing Committee shall cause an audit to be performed on the books of the corporation following their closing at the end of the fiscal year, and shall report on the same at the annual meeting of the members.

ARTICLE XFISCAL YEAR

The fiscal year of the corporation shall begin on the first day of January and end on the last day of December in each year.

ARTICLE XIDUES, FEES, CHARGES, ASSESSMENTS

Section 1. Dues and Assessments. The Board of Directors may determine from time to time the dues, charges, fees or assessments to be paid by the members. Said dues, charges, fees and assessments are to be levied in an amount and manner so as to provide the corporation with sufficient funds to meet the obligations of the corporation and furnish the facilities and services to the Units of the Condominium which the corporation is obliged to furnish, all on a non-profit basis and each Unit to bear only its pro-rata share of same, as provided in the Declaration of Condominium. Unit owners shall be given written notice of the meeting of the Board which will consider any budget or special assessment or such budget or special assessment shall be submitted to the membership in writing at least thirty (30) days prior to a membership meeting to approve the budget or assessment.

Section 2. Services. The services and facilities that the Association is to furnish for the benefit of the Condominium, in addition to those services and facilities hereinafter added by vote of the members and subject to subsequent deletion of services or facilities pursuant to vote of the members, shall be: to maintain the common elements of the Condominium, including lawns, grounds, roads, walkways, and street lighting; to maintain and paint outside walls and roofs of the units of members (subject to the assessment program for tile roof replacement), including the exterior walls of the carport and storage rooms; provide garbage and trash removal for the Condominium and all units thereof; to provide fire and extended coverage insurance to the value thereof on the



common elements and each unit structure, to provide public liability insurance on the common elements; to provide management; to provide a central antenna distribution service to each unit; to pay on behalf of each unit each unit's monthly fees to the Villa Club; to provide water and sewer service for the benefit of each unit; to provide fire protection at the most reasonable rates available.

Replacement of tiled roofs will be funded by a special assessment of each villa owner on the occasion of each need of such replacement. Such assessment will be based on the relative replacement cost of each villa owner's size roof, i.e., small, medium, and large. (Currently the rates are large villa \$90.00; medium \$55.00, and small \$50.00.) This will vary based on changing costs.

Section 3. Default. When any member shall be in default of the fees, dues, charges, or assessments levied pursuant to Section 1 of this Article, he shall be subject to the liability for collection of same provided under the Condominium Act of the State of Florida, together with all costs of collection, including a reasonable attorney's fee.

Section 4. Fines. In accordance with the provisions of Florida Statutes 61B-23.005, the Association may levy a fine against a unit or unit owner for failure of the owner, the lessee, or any occupant of the unit to comply with any provision of the Articles of Incorporation, the Declaration of Condominium, the By-Laws, or Rules and Regulations or as the same may be amended from time to time. Fines shall be ten dollars (\$10) per violation; however, fines shall be to ten dollars (\$10) per day or per violation for a continuing violation, not to exceed a total of one thousand dollars (\$1,000).

The following procedure will be followed in the application of this Article of the By-Laws:

- 1) The Board of Directors, on an approved motion, may initiate the action to levy a fine against a unit or Unit Owner. Prior to initiating any action to levy a fine, The President of the Board of Directors, at the direction of the Board of Directors by an approved motion, must, in writing, inform the Unit Owner, or occupant, of the alleged violation citing the Condominium document and Article or Section of sub-section that allegedly is being violated. After this notice, the Unit Owner or occupant will have fourteen (14) days to cease the violation or take corrective or remedial action. Unless the alleged violation is corrected during this fourteen (14) day period, the Board of Directors must proceed to final settlement of the matter.
- 2) The Party against whom the fine is sought to be levied shall be afforded an opportunity for a hearing before a committee of at least three Unit Owners.
- 3) A notice of the hearing shall be mailed to the Party against whom the fine is sought to be levied, by Certified Mail, return receipt requested, no less than fourteen (14) days prior to the hearing date.
- 4) Said notice of hearing shall include the following:
  - a) A statement of time, date and place of hearing.

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- b) A statement of the provisions of the Declaration, Association By-Laws, or Association Rules and Regulations which have allegedly been violated.
- c) A short plain statement of the matters asserted by the Association .
- d) The party against whom the fine may be levied shall have an opportunity to respond, to present evidence, and to provide written and oral argument on all issues involved and shall have an opportunity at the hearing to review, challenge, and respond to any material considered by the Association.
- e) Collection of any fine shall be in accordance with 61B-23.003.

## ARTICLE XII

### RESTRICTIONS

The following restrictions, in addition to those set forth in paragraph X of the Declaration of Condominium, shall apply to and bind the Condominium, Condominium property, Unit, Units and Unit parcels to wit:

Section 1. Parking. Vehicles of any type may not be parked on the grass at any time, but must be parked in a driveway, or on the street, or in a designated parking area. IF parked on the street, they must be located so as to permit an unimpeded flow of traffic around the vehicle.

### Section 2. Parking: Types of Vehicles Permitted and Prohibited.

The following types of vehicles may be parked in the residential areas of Section III (including, without limitation, carports, driveways and streets): passenger automobiles; and passenger vans, "mini-vans" or station wagon-type vehicles (for example, Suburbans or Explorers) with side windows and with passenger seating behind the driver's and front passenger's seats or, in the absence of rear passenger seats, specifically modified for the transportation of wheelchairs or motorized mobility devices for handicapped persons. Pick-up trucks may also be parked in the residential areas of Section III, provided the truck does not exceed 3/4-ton capacity, is not equipped with either tandem rear axles, double rear wheels, oversized or off-road tires, or any of them and does not have ground clearance in excess of 18 inches between the lower edge of the rocker panel and the ground. Since permitted pick-up trucks, by their design, can also be used for work or utility purposes, permitted pick-up trucks shall not be parked for more than four (4) hours at any one time with truck beds filled with trash, debris, building materials, yard refuse, or other items unless the truck is equipped with an enclosed camper or bed top and said top is fully closed. Commercial or service vehicles engaged in providing services to a unit or picking up or delivering to a unit may park in the residential areas while actually engaged in the service, pickup or delivery.

The following vehicles shall not be parked or stored in the residential areas of Section III (including, without limitation, carports, driveways, streets and adjacent lawns) under any circumstances: boats, trailers; motorized vehicles or cycles designed or converted primarily for off-road sport or utility use, including with limitation, "dune buggies" or three or wheel motorized cycles; recreational or "camper" type vehicles or motor homes, or commercial trucks or buses converted for camping or residential use; buses, trucks or pick-up trucks not otherwise permitted by the preceding paragraph; any vehicles with

permanent institutional, commercial or governmental marking or advertising thereon (except police agency and emergency vehicles), panel type or delivery vans, unlicensed, inoperable or "junk" vehicles of any type: however, with the exception of unlicensed inoperable or "junk" vehicles, the foregoing types of vehicles may be parked in the residential areas of Section III for the sole purpose of loading or unloading for a period not to exceed four hours.

Section 3. Pets. Large pets are not permitted. All small pets (less than 20 pounds each) must be kept under control and observation when out of doors. Dogs and cats must always be closely attended and kept on a leash not longer than six (6) feet. All leavings must be picked up and properly disposed of. No unit may have more than two such pets each.

Section 4. Grassed Areas. Grassed areas may not be converted to other uses nor trees planted without prior approval of the Board of Directors, in order to minimize maintenance costs and prevent damage to underground lines. No flagpoles may be erected in the yard areas, but may be attached to outside walls of Units with prior approval of the Board of Directors

Section 5. Articles Outdoors. All articles such as lawn furniture (folding or stationary), grills, tools, fire extinguishers, hoses, etc., must not be left on the common elements when not in use. Carports should be reserved for their intended purpose and not be used for extensive and lengthy repair jobs or other unsightly tasks.

Section 6. Soliciting. No house-to-house soliciting of any nature is permitted on condominium property.

#### ARTICLE XIII

##### SEAL

The Board of Directors shall provide a corporate seal, which shall be in the form of a circle and shall have inscribed thereon the name of the corporation and the words "Corporate seal."

#### ARTICLE XIV

##### AMENDMENTS TO BY-LAWS

These By-Laws may be altered, amended, or repealed and new By-laws may be adopted by a majority vote of the members present and voting at a regular annual meeting, or a special meeting of members called for that purpose if at least fifteen (15) days written notice is given in advance of such meeting of intention to alter, amend or repeal, or to adopt new By-Laws at such meeting.

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STATE OF FLORIDA  
COUNTY OF POLK

I HEREBY CERTIFY that on this day before me, an officer duly  
qualified to take acknowledgments, personally appeared

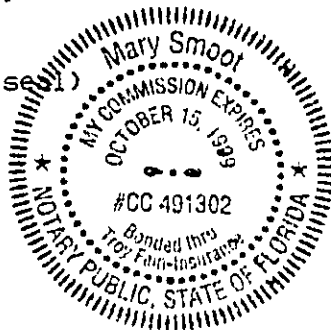
James H. Backstrom as President of Imperial Southgate Villas  
JAMES H. BACKSTROM  
Association (Section III), Inc. a Florida Corporation, known to me to be  
person described in and who executed the foregoing Instrument as such  
officer and he acknowledged before me that he executed the same on  
behalf of such corporation.

Witness my hand and official seal in the County and State named  
above, this 28<sup>th</sup> day of October 1996.

Mary Smoot  
NOTARY PUBLIC MARY Smoot

My commission expires: 10-15-99

(Affix notarial seal)



*Florida Drivers License  
presented as ID.*

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