

**BYLAWS**

**OF**

**ROLLING GREENS HOMEOWNERS**

**ASSOCIATION of OCALA, INC.**

As adopted on January 27, 1997  
As amended on February 3, 1998  
As amended on December 5, 2000  
As amended on December 7, 2004  
As amended on December 5, 2006  
As amended on December 7, 2010  
As amended on December 4, 2012  
As amended on December 8, 2015  
As Amended on December 7, 2016  
As Amended on December 5, 2017  
As Amended on December 11, 2018

**BYLAWS  
OF  
ROLLING GREENS HOMEOWNER ASSOCIATION of OCALA, INC.**

**ARTICLE I  
MEMBERSHIP IN THE CORPORATION**

Membership in the Corporation is limited to bona fide mobile homeowners in Rolling Greens Village Mobile Home Park, in Ocala, Marion County, Florida (hereinafter “the Park”). Membership in the Corporation is non-transferable. For purposes of voting, multiple owners of a mobile home shall be defined as a single member. Florida Statute 723.078(2)(d) provides that “the bylaws shall not restrict any member desiring to be a candidate for board membership from being nominated from the floor.” However, due to a possible conflict of interest, any Board Member or related spouse will be required to abstain from any and all voting done on matters which directly deal with the Rolling Greens Village Mobile Home Park owners or their management company.

**ARTICLE II  
ANNUAL MEETING**

The annual meeting of the members shall be held on the Tuesday, following the first Monday of December, at 7:00 P.M., or at such other time and on such other day within such month as shall be fixed by the Board of Directors, for the purpose of electing Directors and for the transaction of such other business as may come before the meeting. If the day fixed for the annual meeting shall be a legal holiday in the State of Florida, such meeting shall be held on the next succeeding business day. If the election of Directors shall not be held on the day designated herein for any annual meeting of the members, or at any adjournment thereof, the Board of Directors shall cause the election to be held at a special meeting of the members as soon thereafter as is convenient.

**ARTICLE III**  
**REGULAR AND SPECIAL MEETINGS REQUIRING A VOTE**

At any time in the interval between annual meetings, special meetings of the members requiring a vote, may be called by the President or by a majority of the Board of Directors or by the President at the request of the holders of not less than ten percent (10%) of all members of the Corporation entitled to vote at the meeting. Regular HOA meetings shall be held on the first Tuesday of each calendar month (with the exception of the months of June, July, August and December at the discretion of the Board), for which the notice requirements of Article V herein below are waived. Meetings shall commence at 7:00 P.M. or at such other time as shall be fixed by the Board of Directors. The Board of Directors meetings shall be held on the Monday preceding the HOA meetings (with the exception of the months of June, July and August which will be the first Monday of the month), for which the notice requirements of Article V herein below are waived. Meetings shall commence at 3:30 P.M. or at such other time as shall be fixed by the Board of Directors. The Corporation shall not sponsor any activities which will conflict with the conduct of any scheduled regular, special or annual membership meeting.

**ARTICLE IV**  
**PLACE OF MEETINGS**

All meetings of members shall be held in the Auditorium building of the Park, except in cases in which the notice thereof designates some other place. In any case, all meetings shall be held within the State of Florida.

**ARTICLE V**  
**NOTICE OF MEETINGS**

Written notice stating the place, day and hour of the annual meeting, and, in case of a special meeting, the purpose or purposes for which the meeting is called, shall, unless otherwise prescribed by statute, be delivered not less than fourteen (14) nor more than sixty (60) days before the date of the meeting, by mail, by or at the direction of the President, or the Secretary, or the officer or other persons calling the meeting, to each member of record. When mailed, such notice shall be deemed to be delivered when deposited in the United States mail, addressed to the member at his/her address as it appears on the membership records of the Corporation, with postage thereon prepaid. A member may waive notice of any annual or special meeting by signing a written notice of waiver either before or after the date of such meeting. A waiver shall be in effect until rescinded. Notice of an annual or special meeting shall be posted in a conspicuous place on the Park property at least fourteen (14) days in advance of said meeting. Notice of

each regular meeting shall be posted in a conspicuous place on the Park property at least seven (7) days in advance of said meeting. The Secretary shall provide an affidavit affirming that the notices were mailed or waived.

## **ARTICLE VI** **QUORUM**

The presence in person or by proxy of 25% of the members entitled to vote shall constitute a quorum at member meetings requiring a vote on any business of the Corporation except that related to the exercise of the rights provided in Florida Statutes (F.S.) Chapter 723.071.

For all meetings of the members relating to the exercise of the rights provided in F.S. Chapter 723.071, which deals with the sale of the Park by the owner. The presence in person or by proxy of a majority (50%+1) of the members entitled to vote shall constitute a quorum. All decisions or actions taken shall be made by a majority (50%+1) of the quorum in attendance; and the affirmative vote of those members present shall be the act of the Association.

In those instances where there is a quorum present at the beginning of any duly organized meeting, the members present can continue to do business until adjournment even though members have withdrawn from the meeting leaving less than a quorum present.

Meetings of members for information, reporting and discussion purposes may be held without the presence of a quorum. No action or other business requiring the vote of members may be taken without the presence of a quorum.

## **ARTICLE VII** **PROXIES**

At all meetings of members, a duly qualified voter may vote in person or by a proxy executed in writing by the voting member or by his duly authorized attorney-in-fact. Such proxy shall be filed with the Secretary of the Corporation before or at the time of the meeting. No proxy shall be valid after ninety (90) days from the date of its execution.

**ARTICLE VIII**  
**VOTES REQUIRED**

A majority of the votes cast at any duly called and convened meeting of the members shall be sufficient to take or authorize action upon any matter which may properly come before the meeting, unless more than a majority of votes cast is required by statute, the Articles of Incorporation or these Bylaws.

**ARTICLE IX**  
**LIST OF MEMBERS**

At each meeting where a vote on an action or decision is required a list of all members entitled to vote at such meeting shall be furnished by the Secretary. The list shall be composed of members as of the date notices of such meeting are delivered. The method employed in determining the names and addresses of members entitled to vote shall be in accordance with the provisions of the Bylaws and as may be amplified by resolution(s) of the Board of Directors.

**ARTICLE X**  
**VOTING MEMBERSHIP**

With the exception of the election of the negotiating committees, no member shall be entitled to vote if any dues and/or assessments established by the Corporation and payable by such member are past due more than thirty (30) days at the time of such meeting or if any special assessment established by the Corporation and payable by the member is past due more than thirty (30) days at the time of such meeting. Voting by the Corporation's members in good standing shall be conducted on a "one vote per household" basis.

The vote of the owners of a mobile home owned by more than one person (other than a husband and wife) or by a corporation or other entity shall be cast by the person named in a certificate signed by all of the owners of the mobile home, and filed with the Secretary of the Corporation. Such certificate shall be valid until revoked by a subsequent certificate. If such certificate is not on file, the vote of such owners may not, at the discretion of the Board, be considered in determining the requirements for a quorum nor for other purposes.

**ARTICLE XI**  
**CONDUCT OF MEETINGS**

The Board of Directors may promulgate such regulations as it deems advisable for any meeting of the members in regard to the order of business, proof of membership in the Corporation, evidence of the right to vote, appointment and duties of inspectors of votes, and any other matters concerning the conduct of meetings not specifically addressed elsewhere in these Bylaws. Such regulations shall be binding upon the Corporation and its members.

All meetings between management, and the Board, shall be attended by a minimum of two (2), preferably three (3), Board Members at any given time.

**ARTICLE XII**  
**PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Roberts Rules of Order, Newly Revised shall govern the Corporation in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Board of Directors may adopt.

**ARTICLE XIII**  
**BOARD OF DIRECTORS**

SECTION 1. POWER: The business and affairs of the Corporation shall be managed by its Board of Directors. The Board of Directors may exercise all the powers of the Corporation, except such as are by statute or Articles of Incorporation or Bylaws conferred upon or reserved to the members. The Board of Directors shall also be conferred with all the powers and duties as set forth in Florida Statutes Section 723.078. The Board of Directors shall keep full and fair accounts of its transactions.

SECTION 2. NUMBER OF DIRECTORS: The initial number of Directors of the Corporation shall be nine (9), until such number be changed as herein provided. By a vote of two-thirds (2/3rds) of the entire Board of Directors, the number of directors may be changed from time to time to not exceed nine (9) or less than five (5) directors.

SECTION 3. ELECTION OF DIRECTORS: Both Area Directors and At Large Directors shall be elected in alternate years at the annual meeting. Each for a term of two (2) years in the following manner: In each odd numbered year, three (3) At Large Directors and two (2) Area Directors, one (1) from Area One and one (1) from Area

Three. In each even numbered years, two (2) At Large Directors and two (2) Area Directors, one (1) from Area Two and one (1) from Area Four. Five (5) At Large Directors shall be elected by a general vote of the membership. Four (4) Area Directors shall be elected by the constituent members of each of the four (4) areas of the Park, with one Director representing each area. The boundaries of the areas may be changed by recommendation of the Board of Directors and ratified by the membership at a regular or special meeting.

In order to qualify for election to the position of Director, a nominee must be a member of the Corporation in good standing.

**SECTION 4. ELECTION OF OFFICERS:** Immediately after election, the Board of Directors (Area Directors and At Large Directors) will meet to elect the Officers of the Corporation to serve at the pleasure of the Board. These officers, President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary and Treasurer shall be elected from the At Large Directors and serve a term of one (1) year.

**SECTION 5. REMOVAL – VACANCY:**

A. Any Director may be removed from the Board, with or without cause, by a majority vote of the Board of Directors or of the members of the Association. At that time, all records and materials should be transferred to the elected Board Members.

B. In the event that the members of the Association request the removal of a Board member or members, a special meeting may be called by ten (10%) per cent of the members giving notice of the meeting. In the event of death, resignation, removal of a Director or any vacancy created by reason of an increase in the number of Directors, the vacancy may be filled by the affirmative vote of a majority of the remaining members of the Board of Directors. The term of a director elected or appointed to fill a vacancy expires at the next annual meeting at which directors are elected.

**SECTION 6. REGULAR MEETINGS:** Regular meetings of the Board of Directors shall be held on such dates and at such places within the State of Florida as may be designated from time to time by the Board of directors.

**SECTION 7. SPECIAL MEETINGS:** Special meetings of the Board of Directors shall be called at any time by the President of the Board or by a majority of the Board of Directors by a vote at a meeting, or in writing with or without a meeting.

**SECTION 8. WORKSHOPS:** Workshops of the Board of Directors shall be called at any time by the President of the Board or by a majority of the Board of Directors by a vote at a meeting, or in writing with or without a meeting.

**SECTION 9. TENURE:** Each Director shall take office immediately after election, or immediately upon appointment, respectively, until such time as a successor may be duly elected or appointed and qualified in accordance with the Bylaws of the Corporation.

**SECTION 10. NOTICE OF MEETINGS:** Unless otherwise required by a resolution of the Board of Directors, notice of any meeting or workshop of the Board of Directors shall be provided by posting a notice on the bulletin boards in all club houses on the Park property and Rolling Greens Homeowners Association email alert system at least forty eight (48) hours in advance of said meeting; notice of a special meeting shall include the purpose for which the meeting or workshop is (are) called.

**SECTION 11. QUORUM:** At all meetings of the Board of Directors, a majority of the entire Board of Directors shall constitute a quorum for the transaction of business. A vote of a majority of such quorum at a duly constituted meeting shall be sufficient to elect and pass any measure. In the absence of a quorum, the Directors present by a majority vote and without notice may adjourn the meeting from time to time until a quorum shall attend.

**SECTION 12. MEETINGS BY TELECOMMUNICATIONS:** The Board of Directors may permit any or all directors to participate in a regular or special board meeting by, or conduct the meeting through the use of, any means of communication by which all directors participating may simultaneously hear each other during the meeting. A director participating in a meeting by this means is deemed to be present in person at the meeting.

**SECTION 13. COMPENSATION:** Directors shall not receive any compensation for their services as Directors. A Director who serves the Corporation in another capacity; however, may receive compensation thereof. Notwithstanding the foregoing, a Director may be reimbursed for expenses incurred in connection with his/her duties as Director.

**SECTION 14. INFORMAL ACTION BY DIRECTORS:** Any action required or permitted to be taken at any meeting of the Board of Directors or of any committees thereof may be taken without a formal meeting if a written consent to such action is



signed by all members of the Board or such committee, as the case may be, and such written consent is filed with the minutes of the proceedings of the Board or committee.

**SECTION 15. TRANSITION PERIOD:** Within ten (10) days after the election of the Board of Directors, the newly elected Board shall meet with the outgoing Board members to ensure a smooth transition and explanation of duties and assignments of duties for the incoming Board.

**SECTION 16. NOTICE OF LEAVING TOWN:** In the event that any Board member leaves town, he or she will notify the other Board members by email or phone with their contact information should it be necessary for the Board to contact them during their absence.

**ARTICLE XIV**  
**COMMITTEES**

**SECTION 1. COMMITTEES ESTABLISHED BY BOARD:** The Board of Directors may by resolution provide for standing or special committees as it deems desirable and discontinue the same at the Board's pleasure, with the exception of the negotiating committees. Each such committee shall have such powers and perform such duties, not inconsistent with the law, as may be assigned to it by these Bylaws and the Board of Directors. Said committees need not be composed of members of the Board of Directors, unless otherwise specified by these Bylaws. The Board of Directors may appoint and designate other officers and grant them those duties it deems appropriate.

**SECTION 2. NEGOTIATING COMMITTEES:**

**A. LEASEHOLDERS NEGOTIATING COMMITTEE.** It is the policy of the Corporation to protect and defend the contractual rights and privileges of the leaseholders in the Park, which rights and privileges the leaseholders do not relinquish by their membership in the Corporation. The Board of Directors shall designate the Committee Chairperson. The Chairperson will pick the membership of the committee, which will not exceed five (5) in number and all of whom shall be leaseholders in the Park. On issues which affect the common interests of all Park residents, the leaseholders negotiating committee shall select two members from the committee to serve on the common interest negotiating committee as prescribed in Section 2 B.

The purpose of the negotiating committee is to meet with the Park owner to discuss lot rental amount increases and/or reductions in utilities and/or services and/or changes in the Park rules and regulations which uniquely affect the leaseholders in the Park. The

report of the leaseholders negotiating committee shall be filed forthwith with the Board of Directors for further action, if required by F.S. Chapter 723.038.

**B. COMMON INTEREST NEGOTIATING COMMITTEE:** The Board of Directors shall designate the Common Interest Negotiating Committee as the homeowners' common interest committee pursuant to F.S. Chapter 723.037(4). The Board of Directors shall designate the Committee Chairperson. The Chairperson will pick the membership of the committee, which will not exceed five (5) in number. The common interest negotiating committee shall conduct the negotiations with the Park owner on behalf of the Rolling Greens Homeowners Association of Ocala, Inc., on, all matters affecting the common interests of all Park residents. The report of the common interest negotiating committee shall be filed forthwith with the Board of Directors for further action, if required, by F.S. Chapter 723.038.

**SECTION 3. PARK PURCHASE COMMITTEE:** The Board of Directors is authorized to designate a standing committee as the Park Purchase Committee. The Board of Directors shall designate the Committee Chairperson. The Chairperson will pick the membership of the committee, which will not be less than five (5) in number nor more than nine (9). The said Committee shall be responsible for establishing the procedures to be undertaken in the event the Park in which the members reside becomes available for purchase. The Park Purchase Committee shall be directly responsible to the Board of Directors. The Committee shall have the power to negotiate for the purchase of the mobile home park and to make recommendations to the Board of Directors on the matter of the Park purchase.

**SECTION 4. GENERAL WELFARE COMMITTEE:** While Rolling Greens Homeowners Association of Ocala, Inc. was formed to comply with Florida Chapter 723, it is, never the less, the policy of the Corporation to promote the general welfare, safety, communication and enjoyment of and among the Homeowners of Rolling Greens. To this end the Board of Directors shall appoint one or more committees to deal with promoting the general welfare, safety, communication and enjoyment among Rolling Greens Village homeowners and to engage in any and all activities which are necessary, suitable and incidental to such policy including but not restricted to various social activities authorized by the Board of Directors. The Board of Directors shall designate the Committee Chairpersons, as applicable. The Chairpersons will pick the membership of their committees. The size of the committees will be at the discretion of the Board of Directors.

**SECTION 5. BENEVOLENT FUND:** The Benevolent Fund shall be independent of the Board. It will handle the scheduling and running of the Food Pantry. Also, it will follow the best practices in dealing with Rolling Greens Village residents, contract workers and volunteers.

It shall report to the RGHOA membership at monthly meetings at least three times a year – January, April and October regarding any activity pertaining to the good of the Rolling Greens Village residents.

**SECTION 6. BINGO:** Bingo shall be independent of the Board. It will handle the scheduling and running of Bingo according to Florida and Marion County laws. Also, it will follow the best practices in dealing with Rolling Greens Village residents, contract workers and volunteers.

It shall report to the RGHOA membership at monthly meetings at least three times a year – January, April and October regarding any activity pertaining to the good of the Rolling Greens Village residents.

**SECTION 7. TERM OF COMMITTEE MEMBERSHIP:** The term of office of standing committees shall coincide with the term of the Corporation’s officers, unless otherwise specified by these Bylaws. Chairpersons of standing committees shall be appointed by the Board of Directors.

## **ARTICLE XV** **OFFICERS**

**SECTION 1. PRESIDENT:** The President shall act as Chairperson of the Board; be chief executive officer of this Corporation; preside at all meetings of the Board of Directors and the members; issue the call for regular and special meetings of the Board of Directors and the membership. The President will cooperate with the committee chairpersons to effect regular functioning and reporting of such committees. The President will see that regular elections are duly called, noticed and held. Cooperate with the Area Directors in performing and reporting on their duties and shall exercise such additional powers and duties as are from time to time assigned to him/her by the Board of Directors.

**SECTION 2. FIRST VICE PRESIDENT:** If the President is unable to perform the duties of his/her office for any reason, the First Vice President shall occupy his/her position and perform his/her duties with the same authority as the President and perform such duties as may be required of him/her by the Board. Also, the First Vice President

will assist, where needed, and communicate on a regular basis with all Committee Chairpersons, as approved by the HOA Board.

SECTION 3. SECOND VICE PRESIDENT: If the President or the First Vice President are unable to perform their duties for any reason, the Second Vice President shall occupy their position and perform his/her duties with the same authority as may be required of him/her by the Board. Also, the Second Vice President will assist where needed and communicate on a regular basis with all four Area Directors in their elected duties listed in these Bylaws for the general welfare of all RGHOA members.

SECTION 4. SECRETARY: He/she shall be under the supervision of the Board of Directors and shall:

A. Have custody and keep and maintain general records of this Corporation, including records of minutes of Board of Directors and membership meetings and attendance; committee appointments; elections; and lists of current and past members including classifications, addresses, and dues records. Minutes of all meetings of members and of the Board of Directors shall be kept in a business like manner and shall be available for inspection by members, or their authorized representatives, and Board members at reasonable times. The association shall retain these minutes for a period of not less than 7 years.

B. See that all notices are duly given in accordance with the provisions of these Bylaws or as may be required by law.

C. See that the corporate seal of the Corporation is affixed to documents requiring said seal which documents have been duly authorized for execution, and when so affixed by the Secretary may attest to the same.

D. Prepare and distribute proxies and ballots as necessary for meetings, and ballots for elections.

E. And in general shall perform all duties incidental to the office of Secretary of the Corporation.

SECTION 5. TREASURER: He/she shall be under the supervision and direction of the Board of Directors. In fulfillment of his/her duties he/she shall:

A. Receive all monies from the Area Directors and otherwise, and deposit the same in a bank or banks approved by the Board of Directors.

B. Pay out monies in payment of the Corporation obligations only on authority of the Board of Directors.

C. Have custody and keep and maintain general records of the Corporation receipts and disbursements.

D. Prepare and submit monthly and annual financial reports to the Board of Directors.

E. Prepare and submit to the Board of Directors a budget for the forthcoming year.

F. Prepare and file the Florida Department of State annual corporation report and ensure the preparation and filing of all taxes.

G. In general, shall perform all the duties incidental to the office of a Treasurer of the Corporation.

SECTION 6. COMPENSATION: None of the officers of the Corporation shall be compensated by the Corporation for services rendered in the capacity of such office. An officer may be reimbursed for expenses incurred incidental to his/her performance of the duties of said office.

SECTION 7. GOOD STANDING: Only members of the Corporation in good standing may serve as officers.

**ARTICLE XVI**  
**AREA DIRECTORS**

SECTION 1. AREA DIRECTORS: List of duties of an Area Director:

A. Obtain from President, and keep current, the Area Director list of residents – addresses, phone numbers and email information within your area, including a record for the past and current year of dues paid. Upon collection of the dues, forward to the Treasurer the Dues Receipt form filled out as completely as possible. The money you give to the Treasurer should equal the number of names of the form(s) in your possession. After you have registered the information on your Area Director List, and made copies if applicable, turn the form(s) over to the President for update of the AREA DIRECTORS MASTER LIST. .

B. Area Directors should realize that it is totally permissible for them to have as many assistants from their area as they deem necessary. Those assistants will report directly to that Area Director.

C. Contact new residents in your area promptly to explain and encourage membership in the Association.

D. Contact delinquent members (dues not paid by February 1 of each year) as soon as practical, and promote reinstatement. Any delinquent member is not in “good standing” and may not vote or hold office.

E Twice a year the Area Directors should have an information meeting with the HOA residents from their areas. This will be just one more platform given to the residents to air any concerns or grievances.

F. Any HOA resident in your area should first file their complaints in writing with management on the appropriate form, retaining a copy for themselves. If there is no response within a reasonable amount of time from management they should seek assistance from their Area Director. In turn, if the Area Director cannot help resolve the problem, it should be taken to the Board.

G. On some regular basis, inspect your area to check for any evident violations of Park Rules & Regulations such as – failure to perform proper maintenance, trash or excess vehicles in yards, trash in carports, parking in other than their driveways, etc. and report such violations to management, including Rolling Greens homes and vacant lots. Keep record and check for action.

H. Ask for ideas and suggestions from the HOA residents in your area, and present to the Board of Directors, if there is any possible merit.

I. Areas 1 & 2 with the Auditorium and Areas 3 & 4 with the West Clubhouse, on some regular basis, need to check the bulletin boards in their respective clubhouses for wanted or for sale ads over a month old and remove them. Any ads not dated should be removed. Also, remove any group announcements that are out of date. A check for general maintenance should be done as well. .

**SECTION 2. COMPENSATION:** None of the Area Directors of the Corporation shall be compensated by the Corporation for services rendered in the capacity of such office. An Area Director may be reimbursed for expenses incurred incidental to his/her performance of the duties of said office. .

SECTION 3. GOOD STANDING: Only members of the Corporation in good standing may serve as Area Directors.

**ARTICLE XVII**  
**BOARD MEMBER TRAINING**

Within ninety (90) days after being elected or appointed to the Board, a newly elected or appointed Director shall certify by an affidavit in writing to the Secretary of the HOA that he or she has read the current Articles of Incorporation, rental agreements, rules and regulations, and written policies that he or she will work to uphold such documents and policies to the best of his or her ability; and that he or she will faithfully discharge his or her fiduciary responsibility to the HOA members.

The Secretary of the HOA shall retain a Board Member's written certification for inspection by the members for five (5) years after the Board Member's election or the duration of the Board Member's uninterrupted tenure, whichever is longer.

**ARTICLE XVIII**  
**ELECTIONS**

SECTION 1. NOMINATING COMMITTEE: Not less than one hundred eighty (180) days before an annual meeting the Board of Directors shall select a Chairperson for the Nominating Committee, which committee shall consist of the Chairperson and four (4) other members selected by the chairperson. None of the committee members appointed by the chairperson shall be members of the current Board of Directors.

SECTION 2. NOMINATIONS: The Nominating Committee shall contact each person whom it wishes to nominate in order to obtain their acceptance of nomination so as to be assured that the nominees shall serve as Directors (and officers as applicable) if elected. It is preferable that the Area Directors live within their areas. The Nominating Committee shall submit its report at the monthly meeting prior to the annual meeting. Additional nominations may be made from the floor at the monthly meeting prior to the annual meeting. No member of the Nominating Committee shall be eligible to run for office during the current election cycle.

SECTION 3. ELECTIONS COMMITTEE: Not later than one hundred twenty (120) days before the annual meeting, the Board of Directors shall appoint an Election Committee Chairperson to conduct the election of Directors. The Chairperson will pick the membership of the committee, which will not be less than four (4) in number. The

chairperson shall be responsible for conducting the election and shall rule on all questions pertaining to the election.

SECTION 4. BALLOTS: The Secretary shall provide the chairperson of the Election Committee with a list of eligible voters, and an election ballot for each such voting member. The Election Committee shall be responsible to ensure that each voting member receives a copy of this ballot. All records pertaining to the election shall be kept for a period of three (3) years. No proxy, limited or general, shall be used in the election of board members.

SECTION 5. ELECTION: All vacant positions of the Board of Directors shall be elected at the annual meeting. Voting for Directors shall be held between 8:30 AM and 4:30 PM on the first Tuesday in December of each year. After the ballots have been counted, the chairperson of the Election Committee shall announce the results to the membership at the annual meeting. Newly elected Directors shall be installed at the annual meeting.

## **ARTICLE XIX** **FINANCE**

SECTION 1. CHECKS, DRAFTS, ETC.: All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Corporation, shall be signed by one of the following officers of the Corporation, President, First Vice President or Treasurer, and in such manner as shall from time to time be determined by resolution of the Board of Directors.

SECTION 2. ANNUAL REPORTS: There shall be prepared annually by the Treasurer a full and correct statement of affairs of the Corporation, including a balance sheet and financial statement of operations for the preceding fiscal year, which shall be presented to the membership at the annual meeting, and shall be filed with the official records of the Corporation.

SECTION 3. FINANCE REVIEW COMMITTEE: The Board of Directors shall appoint a Finance Review Committee of two members, none of whom shall be members of the Board of Directors, to review the books of the Treasurer and the books of any committee(s) as the President shall designate. The Finance Review Committee shall make its report to the membership at the annual meeting. The Treasurer shall be responsible for insuring the preparation and filing of the annual State of Florida and Federal Internal Revenue Service income tax returns and the Florida Department of State annual corporation report.



SECTION 4. FISCAL YEAR: The fiscal year of the Corporation shall be a twelve (12) month period ending on the 31<sup>st</sup> day of October, unless otherwise provided by the Board of Directors.

SECTION 5. FIDELITY BONDING: All Directors and officers, who control or disburse funds of the Corporation, may be covered by fidelity bonds during their terms of office. The Corporation shall pay the cost of all such bonding.

SECTION 6. LIMITATION ON EXPENDITURES: The Board of Directors is authorized to expend an amount not in excess of one thousand dollars (\$1,000.00) for any expenditure approved by the majority of the Board of Directors with the exception of office supplies and HOA functions. Expenditures over one thousand dollars (\$1,000.00) must be approved by the membership at a duly called and convened meeting. The Board of Directors is authorized to expend corporate funds for the payment of all professional services without the prior approval of the membership.

SECTION 7. RESERVE ACCOUNT: The Corporation, by and through the Board of Directors, is authorized to maintain a reserve account for legal contingencies. Expenditures from the reserve account shall be limited to matters of dispute with the Park owner or management concerning those subjects described in F.S. Section 723.037, which specifically include an objectionable increase in the lot rental amount, diminishment of service provided either by the Park owner or on the Park owner's behalf, or a change to the Park's rules and regulations. The minimum legal reserve account shall be five thousand (\$5,000) dollars.

SECTION 8. MEMBERSHIP FEES: Membership fees shall be payable by the first day of January of each year for the forthcoming year, in the amount determined by the Board of Directors and approved by the membership. A member shall be delinquent if the membership fee is not paid within thirty (30) days following its due date, and a delinquent member shall be described as "not in good standing" in the records of the Corporation. A delinquent member shall be required to pay the full annual fee for the then current year as a condition of redeeming the member's "good standing" status with the Corporation.

**ARTICLE XX**  
**BYLAWS**

These Bylaws shall govern all members of the Corporation, including the members of the Board of Directors. These Bylaws shall be deemed to include those provisions of F.S. Sections 723.078-079, not inconsistent herewith.

**ARTICLE XXI**  
**INDEMNIFICATION OF OFFICERS AND DIRECTORS**

To the extent permitted by law, the Corporation shall indemnify and hold harmless each Director and officer of the Corporation from any liability, loss, claim, action or suit, including but not limited to attorneys' fees and costs arising from or by virtue of any action, except willful or gross malfeasance, taken or failed to be taken, with respect to their service as such Director or officer.

**ARTICLE XXII**  
**BOOKS AND RECORDS**

The books, records, and papers of the Corporation shall, during reasonable business hours and upon written request, be subject to the inspection of any member of the Corporation.

**ARTICLE XXIII**  
**INSURANCE**

The Board of Directors is authorized to obtain insurance for Directors and officers and for other purposes, the terms and amount of which shall be determined at the Board's discretion. Insurance premiums shall be borne by the membership.

**ARTICLE XXIV**  
**AMENDMENTS TO THE BYLAWS**

Subject to the provisions of the Articles of Incorporation and except as otherwise restricted by the provisions of these Bylaws, the Bylaws may be altered, amended or added to, only at the annual meeting or by proxy and done so by a majority vote of all members either in person or represented by proxy; provided, however, that the proposed amendment or addition shall have been read into the minutes of the previous duly called and convened meeting and posted on the Park property along with the notice of the current meeting.

**ARTICLE XXV**  
**CONSTRUCTION**

Whenever the masculine singular form of the pronoun is used in these Bylaws, it shall be construed to mean the masculine, feminine or neuter, singular or plural, whenever the context so requires.

Should any of the covenants herein imposed be void or be or become unenforceable at law or in equity, the remaining provisions of this instrument shall, nevertheless, be and remain in full force and effect.

**ARTICLE XXVI**  
**HOA MEMBERSHIP PROTOCOL**

All persons wishing to be heard at an RGHOA meeting must stand at the microphone (when able) and give their name and area number before addressing the RGHOA membership.

Everyone present must conduct themselves in a civil manner, or they will be asked to vacate said meeting.

## HISTORY

Bylaws adopted January 1997

President: Millard D. Grell  
Secretary: Margaret Carr

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Bylaws amended February 1998

President: Millard D. Grell  
Secretary: Ermine Payne

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Bylaws amended December 2000

President: Roger H. Agamaite  
Secretary: Ellen Meyer

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Bylaws amended December 2006

President: Robert Krebs  
Secretary: Carol Roschlau

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Bylaws amended December 2010

President: Robert Gehan  
Secretary: James Gillespie

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Bylaws amended December 2012

President: Harry Wiggins  
Secretary: Robert Senge

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Bylaws amended December 7, 2015

President: Robert Senge  
Secretary: Sandra Leach

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Bylaws amended December 6, 2016

President: Gary Ackerman  
Secretary: Bonnie Locke

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Bylaws amended December 12, 2017

President: Kathleen Allen  
Secretary: Sandra Leach

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Bylaws amended December 11, 2018

President: Sandra Leach  
Secretary: Robert Senge

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