

**BYLAWS OF**  
**EAST LAKES OF HARMONY COMMUNITY ASSOCIATION. INC.**

**ARTICLE I**  
**NAME AND LOCATION**

The name of the corporation is EAST LAKES OF HARMONY COMMUNITY ASSOCIATION, INC., a Florida not-for-profit corporation (hereinafter referred to as the "Association"). The principal office of the Association shall be located at 1750 W. Broadway, Suite 111, Oviedo, Florida 3276S, but meetings of the Board of Directors of the Association may be held at such other places within the State of Florida, County of Osceola, as may be designated by the Board of Directors.

**ARTICLE 2**  
**DEFINITIONS**

All terms used in these Bylaws shall have the same meaning as defined in the Community Declaration for East lakes of Harmony as the same may be amended and supplemented from time to time (the "Declaration"), unless these Bylaws specifically provide otherwise, or unless the context dictates a contrary meaning.

**ARTICLE 3**  
**MEETINGS OF MEMBERS**

**Section 3.1 Annual Meetings.** The first annual meeting of the Members shall be held within one (1) year from the date of incorporation of the Association and each subsequent regular annual meeting of the Members shall be held on the same day of the same month of each year thereafter at the hour of 7:30 P.M. or on such other day and at such other time and place as the Board may determine. If the day for the annual meeting of the Members is a legal holiday, the meeting will be held at the same hour on the first day following which is not a legal holiday.

**Section 3.2 Special Meetings.** Special meetings of the Members may be called at any time by the President of the Association, by a majority of the Board of Directors, or upon written request of the Members that are entitled to vote one-fourth (1/4) of all of the votes of the Class A Membership.

**Section 3.3 Notice and Quorum.** Written notice of any meeting called for the purpose of taking any action authorized under the Declaration and requiring approval by the Members shall be sent to all Members not less than fourteen (14) days in advance of the meeting. At the first such meeting called, the presence of Members or of proxies entitled to cast thirty percent (30%) or such lesser amount as may be allowed by law, of all the votes of each class of Membership shall constitute a quorum. If the required quorum is not present, another meeting may be called subject to the same notice requirement, and the required quorum at the subsequent meeting shall be one-half (1/2) of the required quorum at the preceding meeting. No such subsequent meeting shall be held more than sixty (60) days following the preceding meeting.

**Section 3.4 Proxies.** At all meetings of Members, each Member may vote in person or by proxy. All proxies shall be in writing and filed with the Secretary of the Association. Every proxy shall be revocable by the Member executing such proxy.

## **ARTICLE 4** **BOARD OF DIRECTORS**

**Section 4.1.** Until Turnover, the affairs of this Association shall be managed by a Board of not less than three (3) Directors, who need not be Members of the Association and who shall be appointed by the Declarant. After Turnover and for so long as Declarant holds any portion of the Property for sale in the ordinary course of business, the Declarant shall be entitled (but not obligated) to appoint at least one member of the Board, unless otherwise required by law. At such time as Declarant no longer owns any real property or Units within the Property, the number of Directors may be increased or decreased by amendment to these Articles, provided there shall never be less than three (3) Directors. All affairs of the Association shall be governed by the affirmative vote of a majority of the Directors in attendance at a duly called meeting unless otherwise specifically provided for in the Declaration.

**Section 4.2 Term.** Directors shall be appointed to serve for three (3) year terms, unless a Director dies sooner, resigns, or is removed. There shall be no limit to the number of terms any one Member may serve as a director.

**Section 4.3 Removal.** After Turnover, any Director may be removed from the Board, with or without cause, by an affirmative vote by a majority of the outstanding votes entitled to be cast by the Members of the Association. Prior to Turnover, the Declarant shall be entitled to remove Directors with or without cause and appoint replacement Directors. In the event of death, resignation, or removal of a Director, his successor shall be selected by the remaining members of the Board and shall serve for the unexpired term of his predecessor.

**Section 4.4 Compensation.** No Director shall receive compensation for any service he may render to the Association. However, any Director may be reimbursed for his actual expenses incurred in the performance of his duties.

**Section 4.5 Action Taken Without a Meeting.** The Board of Directors shall have the right to take any action in the absence of a meeting which they could take at a meeting by obtaining the written approval of all of the Directors. Any action so approved shall have the same effect as though taken at a meeting of the Directors.

## **ARTICLE 5** **MEETINGS OF DIRECTORS**

**Section 5.1 Regular Meetings.** Regular meetings of the Board of Directors shall be held not less frequently than quarterly, at such place and hour as may be fixed from time to time by resolution of the Board. All meetings of the Board shall be open to all Members and Owners except meetings between the Board and its attorney with respect to proposed or pending litigation covering matters which would be governed by the attorney/client privilege. Except as otherwise provided in the Declaration, the Articles of Incorporation of EAST LAKES OF HARMONY COMMUNITY ASSOCIATION, INC., a Florida not-

for-profit corporation (the "Articles" or the "Articles of Incorporation") or these Bylaws, notices of all Board meetings shall be posted in a conspicuous place within the Subdivision at least forty-eight (48) hours prior to any meeting except in an emergency. Notices of any Board meeting at which assessments will be considered and levied shall include a statement to that effect.

**Section 5.2 Special Meetings.** Special meetings of the Board of Directors shall be held when called by the President of the Association, or by any two (2) Directors, after not less than three (3) days' notice to each Director.

**Section 5.3 Quorum.** A majority of the number of Directors shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the Directors present at a duly held meeting at which a quorum is present shall be regarded as the act of the Board.

**Section 5.4 Voting.** The Directors shall not vote by proxy or secret ballot at Board Meetings, except for purposes of election of officers. The Secretary of the Association shall record in the minutes of each meeting the vote of each Director on each matter brought before the Board.

## **ARTICLE 6** **POWERS AND DUTIES OF THE BOARD OF DIRECTORS**

**Section 6.1 Powers.** The Board of Directors shall have the power to:

A. Adopt and publish rules and regulations governing the use of the Common Property, if any, and the personal conduct of the Owners and their guests thereon, and to establish penalties for the infraction thereof;

B. Suspend the rights of Owners to use the Common Property, if any, and/or impose fines on such Owner during any period in which such Owner shall be in default in the payment of any assessment levied by the Association on the terms set forth in the Declaration. Fines may be levied in an amount of up to ONE HUNDRED AND NO/100 DOLLARS (\$100.00) per violation, or ONE HUNDRED AND NO/100 DOLLARS (\$100.00) per day for a continuing violation, up to a maximum of ONE THOUSAND AND NO/100 DOLLARS (\$1,000.00) after notice and hearing, in accordance with applicable law, for a reasonable period for infraction of published rules and regulations. Any Such fines shall bear interest at ten percent (10%) per annum from the date due until paid and may be the subject of a claim of lien treated as any other assessment under the Declaration. Upon fourteen (14) days' notice to any Owner, tenant, guest, or invitee against whom a fine is to be imposed, a committee of at least three (3) panel members, appointed by the Board who are not officers, directors, or employees of the Association, shall hold a hearing upon any proposal by the Board to levy reasonable fines, not to exceed ONE HUNDRED AND NO/100 (\$100.00) DOLLARS per violation or ONE HUNDRED AND NO/100 (\$100.00) per day for a continuing violation, up to a maximum of ONE HUNDRED AND NO/100 DOLLARS (\$100.00) against any Owner, or Owner's tenant, guest, or invitee for violations of the Declaration or any rules of the Association. This hearing shall not apply with respect to fines against any Owner for failure to pay assessments or other charges when due;

C. Exercise for the Association all powers, duties, and authority vested in or delegated to the Association and not reserved to the Members by other provisions of these Bylaws, the Articles of Incorporation, or the Declaration;

D. Declare the office of a member of the Board of Directors to be vacant in the event such member shall be absent from three (3) consecutive regular meetings of the Board of Directors; and

E. Employ a manager, an independent contractor, or such other employees or consultants as may be deemed appropriate, and to prescribe their duties.

**Section 6.2 Duties.** It shall be the duty of the Board of Directors to:

- A. Cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the Members at the annual meeting of the Members, or at any special meeting when such statement is requested in writing by one-fourth (1/4) of the Class A Members;
- B. Supervise all officers, agents, and employees of the Association, and to see that their duties are properly performed;
- C. Fix, levy, collect, and enforce payment of assessments, as more fully described in the Declaration;
- D. Send written notice of each assessment to every Owner subject thereto at least thirty (30) days in advance of each annual assessment period;
- E. When appropriate file and foreclose a lien against any Unit (including the real property upon which the Unit is located) for which such assessments, fines, or costs to cure violations of the Declaration are not paid within thirty (30) days after due date and/or to bring an action at law against the Owner personally obligated to pay the same.
- F. Issue, or to cause an appropriate officer to issue, upon demand by any person, a certificate setting forth whether or not any assessment has been paid. A reasonable charge may be made by the Board for the issuance of these certificates. If a certificate states an assessment has been paid, such certificate shall be conclusive evidence of such payment;
- G. Cause all officers or employees of the Association having fiscal responsibilities to be hooded, as it may deem appropriate;
- H. Cause the Common Property, if any, to be maintained in accordance with the Declaration; and
- I. Perform all such other duties as may be set forth herein or in the Declaration or as may be required by law.

**Section 6.3 Litigation.** If then required by applicable law, before commencing litigation against any party in the name of the Association involving amounts in controversy in excess of ONE HUNDRED THOUSAND AND NO/100 DOLLARS (\$100,000.00), the Association must obtain the affirmative approval of a majority of all Class A Members, at a meeting of the members duly called for such purpose.

## **ARTICLE 7 OFFICERS AND THEIR DUTIES**

**Section 7.1 Officers.** The officers of the Association shall be a President, Vice-President, Secretary, and Treasurer, and such other officers as the Board may from time to time by resolution create.

**Section 7.2 Election of Officers.** The election of officers shall take place at the first meeting of the Board of Directors following each annual meeting of the Members.

**Section 7.3 Term.** The officers of the Association shall be elected annually by the Board and each shall hold office for one (1) year unless such officer sooner dies, resigns, or is removed.

**Section 7.4 Special Appointments.** The Board may elect such other officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Board may, from time to time, determine.

**Section 7.5 Resignation and Removal.** Any officer may be removed from office with or without cause by the Board. Any officer may resign at any time by giving written notice to the Board, the President, or the Secretary. Such resignation shall take effect on the date of receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

**Section 7.6 Vacancies.** A vacancy in any office may be filled by appointment by the Board. The officer appointed to such vacancy shall serve for the remainder of the term of the officer he replaces.

**Section 7.7 Multiple Offices and Positions.** The offices of President, Vice President, Secretary, and Treasurer may be held by the same person. Any officer may also serve on the Board.

**Section 7.8 Duties.** The duties of the officers are as follows:

**A. President:**

(i) The President shall preside at all meetings of the Board of Directors; shall see that orders and resolutions of the Board are carried out; shall sign all leases, mortgages, deeds and other written instruments and shall co-sign all checks and promissory notes.

**B. Vice-President:**

(i) The Vice-President shall act in the place and stead of the President in the event of his or her absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required by the Board.

**C. Secretary:**

(i) The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the Members; keep the corporate seal of the Association and affix it on all papers requiring said seal; serve notice of meetings of the Board and of the Members; keep appropriate

current records showing the Members of the Association together with their addresses, and shall perform such other duties as required by the Board.

**D. Treasurer:**

(i) The Treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors; shall sign all checks and promissory notes of the Association; keep proper books of account; cause to be made such audits of the Association books as may be required by applicable law; and shall prepare an annual budget and a statement of income and expenditures to be presented to the membership at its regular annual meeting, and deliver a copy of each to the Members.

**Section 7.9 Delegation of Duties.** Notwithstanding anything in this Section to the contrary, the Board of Directors may delegate any of the duties specified herein or permitted hereby to such persons or entities, including without limitation, the representative(s) of a property management company, as the Board may deem appropriate from time to time, to the extent permitted by law.

**ARTICLE 8**  
**BOOKS AND RECORDS**

The Association shall maintain all official records (including but not limited to, current copies of the Declaration, Articles of Incorporation, and these Bylaws) as required by Section 720.303(4) of the Florida Statutes. These records shall be made available for inspection and photocopying by Members or their authorized agents at reasonable times and places within ten (10) business days after receipt of a written request for access from a Member. The Board may adopt reasonable written rules governing access to inspection and copying of Association records and may impose reasonable fees for such services as published by the Board from time to time to cover the costs of providing copies of Association records.

**ARTICLE 9**  
**ASSESSMENTS**

As more fully provided in the Declaration, the Association shall levy annual, special, and individual assessments which are secured by a continuing lien upon the property against which the assessment is made. Any assessments which are not paid when due shall be delinquent. If the assessment is not paid within fifteen (15) days after the due date, a late charge not greater than FIFTY AND NO/100 DOLLARS (\$50.00) per installment may be imposed at the option of the Association, and the Association may bring an action at law against the Owner or Member personally obligated to pay the same and/or file and foreclose a lien against the Unit (including the real property upon which the Unit is located) and the improvements thereon, together with interest, costs, and reasonable attorney's fees of any such action which shall be added to the amount of such assessment. No Owner or Member may waive or otherwise escape liability for the assessments provided for herein by nonuse of any Common Property or abandonment of a Unit or for any other reason.

**ARTICLE 10**  
**CORPORATE SEAL**

The Association shall have a seal in circular form having within its circumference the words: EAST LAKES OF HARMONY COMMUNITY ASSOCIATION, INC.

**ARTICLE 11**  
**AMENDMENTS**

These Bylaws may be amended at a regular or special meeting of the Members, by a vote of a majority of a quorum of Members present in person or by proxy; except that Declarant may require (but shall not be obligated to require) that the Federal Housing Administration or the Veterans Administration approve such amendments while there is a Class B membership. Such amendment shall be recorded in the Public Records of Osceola County, Florida.

**ARTICLE 12**  
**MISCELLANEOUS**

The fiscal year of the Association shall begin on the 1st day of January and end on the 31st day of December of every year, except that the first fiscal year shall begin on the date of incorporation of the Association.

In the case of any conflict between the Articles of Incorporation and these Bylaws, the Article shall control; and in the case of any conflict between the Declaration and these Bylaws, the Declaration shall control.

**CERTIFICATION**

THAT I am the duly elected and acting Secretary of the EAST LAKES OF HARMONY COMMUNITY ASSOCIATION, INC., a Florida not-for-profit corporation, and,

THAT the foregoing Bylaws constitute the original Bylaws of said Association, as duly adopted at a meeting of the Board of Directors thereof, held on the 18th day of September, 2018.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of the said association as of the \_\_\_ day of September, 2018.

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Richard Jerman, Secretary