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FOREST HILLS EAST CIVIC ASSOCIATION BY-LAWS

ARTICLE 1 - GENERAL

SECTION 1. NAME

a. This organization is incorporated under the laws of the State of Florida and is known as the Forest Hills East Civic Association, Inc. as provided in the Articles of Incorporation dated September 26, 1980.

SECTION 2. PURPOSE

a. Forest Hills East Civic Association, a non-profit, non-partisan and non-sectarian association, is organized to create and promote the general welfare of the residents of Forest Hills East to include but not limited to the following:

1. To assist in the enforcement of restrictions to the properties of Forest Hills East as recorded in the Public Records of Pasco County, Florida.

2. To recommend the addition of deed restrictions as required and initiate action for their implementation.

3. To act as arbiter of disputes between residents of Forest Hills East, if requested by either party. Arbiter's decision will be final.

SECTION 3. AREA

a. The area shall be limited to the properties within the geographical limits of the Forest Hills East subdivision.

ARTICLE 2 - MEMBERSHIP

SECTION 1. ELIGIBILITY

a. Membership in the association is open to all property owners of Forest Hills East.

b. Any property owner who has been accepted for membership, has paid his current dues and has no indebtedness to the association shall be considered a member in good standing.

c. Only a member in good standing shall be considered eligible to hold office, serve on committees or vote on any matters that come before the membership.

d. A membership card shall constitute a receipt and may not be transferred to another person. Each membership card shall constitute one vote.

e. Residents of Forest Hills East who are not property owners may apply for associate membership in the association. An associate membership shall have all the rights of full membership except the right to vote and hold office in the association.

D.R. 3063 PAGE 0290

SECTION 2. ELECTION TO MEMBERSHIP

- a. Applications for new membership shall be accompanied by the dues for one year.
- b. Applications shall be reviewed by the Board of Directors and shall be presented to the membership with the Board's recommendation to accept or reject at the next general meeting. If the application is approved by a majority of members present at the meeting, appropriate membership card/s shall be issued along with a copy of these By-Laws and appropriate Deed Restrictions. If the application for membership is rejected, any funds paid by the applicant shall be returned.
- c. Attendance at the meetings will be limited to members only. Guests will be admitted with the majority consent of the Board. Verbal consent may be obtained from the Board members by the President when the request for attendance is made after the monthly Board of Director's meeting.

SECTION 3. DUES

- a. Membership dues are payable in advance in full by January 31st of each year.
- b. Dues shall be fifteen (\$15.00) per year, and this will entitle each home to no more than two (2) membership cards. Dues may be increased or decreased by vote of the majority of the membership at any regular meeting.
 1. Dues for a one property owner household will be \$7.50 per year. This will entitle the property owner to one membership card.
 2. Dues for a new member joining the association between the periods from July 1, to December 31, will be one-half of the full annual membership dues.
 3. Dues for an associate member will be \$7.50 per year. This will entitle the member to a membership card annotated as an associate member or a card of a different color.

SECTION 4. TERMINATION

- a. Any member may be expelled by a two-thirds majority vote of the Board of Directors for:
 1. Non-payment of dues.
 2. Continued violations of the deed restrictions or the County Zoning Ordinances applicable to the Forest Hills East subdivision.
 3. Any activity that will contribute in any way to the deterioration of the subdivision.
- b. Any member may resign from the Association by written request to the Board of Directors although such request may not be accepted until all legal and just debts to the Association have been paid. No refund will be made of any membership dues paid.
- c. Membership will automatically be terminated on the day following the date a member ceases to own property in Forest Hills East.

O.R. 3063 PAGE 0291

d. Membership in the association may not be sold or assigned or in any other way bequeathed, alienated or transferred either voluntarily or involuntarily.

SECTION 5. VOTING

a. Each member shall be entitled to cast one vote.

SECTION 6. ABSENTEE MEMBERSHIP

a. Any member who does not occupy the property he owns in the subdivision of Forest Hills East for at least six months of a year will be considered an absentee member and such member shall provide the secretary with an address at which he can be reached when not in residence in Forest Hills East.

ARTICLE 3 - MEETINGS

SECTION 1. MEETINGS-MEMBERSHIP

a. Membership meetings will be held during the year in the months designated by the Board of Directors.

b. The meeting time and place will also be as designated by the Board of Directors.

SECTION 2. MEETINGS-NOMINATIONS

a. The General Meeting for nominations shall be held at each November meeting at a time and place to be determined by the Board of Directors. Nominations will be held at the November meeting, elections in December and seating of officers and directors in January of the following year.

b. Nominations for all elective offices must be submitted to the secretary by the Nominating Committee at least one week prior to the November meeting. The Chairman who conducts the November meeting must also call for nominations from the floor. Nominations will be closed by a majority vote of the members present at any time during the November meeting.

c. The officers managing the affairs of the corporation shall be a President, Vice President, Secretary, Treasurer and five (5) elected Directors.

1. No officer, with the exception of the Secretary or Treasurer, or Director may serve in the position for more than two (2) consecutive years.

2. The term of office for the Secretary or Treasurer may be extended with the individual's consent and the election by the members.

SECTION 3. MEETINGS-BOARD OF DIRECTORS

a. The Board of Directors shall meet at least once each month at a location designated by the President. If the President is unable to serve, the Chairperson shall be the next available Officer or Director.

b. Special meetings of the Board may be called at any time by the President. Committee meetings may be called as necessary by the Committee Chairperson or the President.

O.R. 3063 PAGE 0292

SECTION 4. ORDER OF BUSINESS

a. Order of business shall be conducted as follows for General and Board meetings:

1. Call to order and pledge of allegiance.
2. Introduction of speaker and introduction of new members and/or guests.
3. Reading of Correspondence.
4. Reading of the minutes of previous meeting.
5. Report of the Treasurer.
6. Reports of Committees.
7. Unfinished business.
8. New business.
9. Welfare and good of the organization.

SECTION 5. QUORUMS

a. For the purpose of amending the By-Laws, a quorum shall consist of twenty-five (25) members in good standing. A two-thirds (2/3) majority vote in favor of the motion is required for its adoption.

b. At any duly called meeting of the membership, twenty-five (25) voting members in good standing present shall constitute a quorum.

c. Five members of the Board of Directors shall constitute a quorum at any regular or special meeting of the Board providing, however, that at least two (2) of the five (5) shall be directors who are not officers.

d. At committee meetings, a majority shall constitute a quorum except when a committee consists of more than nine (9) members, five (5) shall constitute a quorum.

ARTICLE 4 - BOARD OF DIRECTORS

SECTION 1. RESPONSIBILITY OF THE BOARD

a. The government and policy-making responsibilities of the Association shall be vested in the Board of Directors which shall control its property, be responsible for its finances and direct its affairs.

SECTION 2. COMPOSITION OF THE BOARD

a. Composition of the Board shall be in accordance with Article X of the charter, i.e., the elected officers and five (5) board members will constitute the Board of Directors.

SECTION 3. VACANCIES

a. Any Director, absent without acceptable excuse as determined by the Board of Directors, for three (3) consecutive regular meetings shall be deemed to have resigned his or her position and shall be so advised by the President.

b. Vacancies on the Board shall be filled by the President for the unexpired term with the approval of the Board.

SECTION 4. DUTIES

a. The President shall be the Chief Executive Officer and shall preside at all meetings of the Board of Directors and the General Membership as the Chairperson. He shall have general charge, supervision and control of the business and affairs of this association, subject, however, to the control and direction of the Board of Directors. He shall be an ex-officio member of all committees. The President shall be responsible for all financial transactions completed by the President.

b. The Vice-President shall perform all the duties of the President in the event of the absence or inability to perform by the President.

1. If either the President or Vice-President is unable to preside at meetings, the Chairperson shall be the next available officer or director.

c. The Secretary shall attend all meetings of the Members and of the Board of Directors, record all votes taken and keep minutes of all proceedings. The Secretary shall give or cause to be given notice of all meetings as required by these By-Laws. The Secretary shall maintain a full and complete roster of the association membership. The Secretary shall prepare all correspondence with the assistance of the Board of Directors subject to the approval of the President. The Secretary shall be responsible for the preparation of the annual telephone directory. The Secretary shall also be responsible for the pre-numbering of all membership cards.

d. The Treasurer shall be responsible for all financial transactions of the association completed by the Treasurer.

1. The Treasurer shall be responsible for the safeguarding of all funds received by the Treasurer and for their proper disbursement. Such funds shall be kept on deposit in financial institutions named by the Board of Directors, subject to checks signed by the Treasurer and the President, or, in the absence of either or both, by any two officers.

2. No disbursements shall be made until a written instrument has been presented and approved by the President or the next in line officer. Receipts will be issued for all cash received by the Treasurer. All financial records of the Association shall be retained for three (3) years.

3. The Treasurer shall present a monthly financial report to members at the regular monthly meeting.

4. The Treasurer shall initiate action and ascertain that all legally required financial reports are filed with the government agencies as prescribed and approved by the Board of Directors.

5. If the office of the Treasurer is vacated at any time, the financial records shall be audited immediately by the Auditing Committee, with results of the audit reported to the Board of Directors.

O.R. 3063 PAGE 0294

ARTICLE 5 - COMMITTEES

SECTION 1. APPOINTMENT AND AUTHORITY

- a. The President, by and with the approval of the Board of Directors, shall appoint all committee chairpeople. The President may appoint such ad hoc committee chairpeople deemed necessary to carry out the programs of the association.
- b. Committee appointments shall be at the will and pleasure of the President and in no event shall the appointment power or the term of the appointment exceed the term of the appointing President.
- c. Standing committees shall be Audit, Membership, Public Relations, Rules and By-Laws, Social and others deemed necessary by the President. Such chairpeople shall be appointed in January of each year and shall be approved by the Board of Directors.
- d. Special Committees shall be Nominations and Elections and any others deemed necessary by the President. The Nominations and Elections chairpersons shall be appointed in September of each year and both shall be approved by the Board of Directors.
- e. It shall be the function of the committees to make recommendations to the Board of Directors and carry on such activities as may be delegated to it by the Board.
- f. Each chairperson shall account for any and all revenue and disbursement receipts. They shall notify the Treasurer of any anticipated unappropriated expenditures.

SECTION 2. LIMITATION OF AUTHORITY

- a. No action by any member, committee, employee, director or officer shall be binding upon or constitute an expression of the policy of this association until it has been approved by the membership.
- b. Committees shall be discharged by the President when their work has been completed and their reports accepted; or when, in the opinion of the Board, it is deemed wise to discontinue the committee.

SECTION 3. AUDIT COMMITTEE

- a. The Audit Committee shall audit the books and all financial records of the Association and report the finding/s in writing to the Board and the General Membership.
- b. The Auditor-in Charge should obtain a copy of the current By-Laws and ascertain that the financial records have been maintained as prescribed by the By-Laws.

SECTION 4. RULES AND BY-LAWS COMMITTEE

- a. This committee shall review and submit recommended changes for all By-Laws as requested by the President or the Board of Directors.

O.R. 3063 PAGE 0295

SECTION 5. SOCIAL COMMITTEE

a. The Social Committee shall prepare a schedule of planned social events and submit same to the Board of Directors for approval. The Committee will be responsible for any food service or activity in connection with general or special meetings.

SECTION 6. NOMINATING COMMITTEE

a. The Nominating Committee shall consist of a Chairperson and two other members. Only members in good standing should serve on the committee. No officer or director of the Association should be part of the Nominating Committee.

b. At the November meeting, the Nominating Committee shall present to the President and the Elections Committee one or more candidates for each elective office to be filled.

SECTION 7. ELECTION COMMITTEE

a. At the November general meeting each year, the Chairperson of the Nominating Committee shall assume direction of the meeting after "New Business" has been concluded. The Chairperson shall announce the candidates chosen by the Nominating Committee and will open the floor for nominations for the Office of President. Nominations will continue until a motion is made and seconded and received a favorable vote to "close nominations for President". This procedure shall be followed for each of the offices to be filled.

b. Each nominee must either be present to accept the nomination or must have submitted a letter acknowledging his willingness to be a candidate for the office for which nominated.

c. The names of valid nominees shall be given to the Secretary by the Chairperson of the Election Committee. The Secretary shall prepare ballots which the Chairperson of the Election Committee shall distribute to voting members at the December meeting.

d. When so advised by the Chairperson of the Elections Committee, the President shall announce polls closed when balloting has been completed. The Elections Committee shall count the ballots or in the event of a hand vote, simply report the results to the Secretary who shall announce the results to the membership and record such results.

e. In the event that no candidate receives a majority of the vote, additional votes shall be taken until one candidate receives a majority. The five (5) Director candidates receiving the greater number of votes shall be declared elected. In the event that two candidates have an equal number of votes for a vacancy, the candidates so tied shall draw for the office.

SECTION 8. MEMBERSHIP COMMITTEE

a. The Membership Committee shall be responsible for recording members in a membership register and issuing membership cards. All membership cards should be pre-numbered prior to the receipt of the cards by the Membership Secretary.

O.R. 3063 PAGE 0296

b. The Membership Committee shall be responsible for coordinating the receipt of membership monies with the Treasurer.

ARTICLE 6 - FINANCES

SECTION 1. FUNDS

a. All monies paid in to the Association shall be placed in a general operating fund in a local financial institution named by the Board of Directors.

b. No member except an Officer or Director may incur an expense or liability of any amount against the Forest Hills East Civic Association at any time.

c. No Officer or Director can spend more than (\$50.00) without the approval of the Board of Directors and the general membership except for the payment of legal fees and printing costs.

SECTION 2. CALENDAR YEAR

a. The accounting year for the Association will be from January 1, to December 31.

SECTION 3. ANNUAL AUDIT

a. The accounts of the Association shall be audited annually as of the close of business on December 31st by the incoming Audit Committee. The audit shall be reported in writing to the Membership and the Board of Directors.

SECTION 4. BONDING

a. The Treasurer and such other officers and members as the Board may designate shall be bonded by a sufficient fidelity bond set by the Board and paid for by the association.

ARTICLE 7 - DISSOLUTION

SECTION 1. PROCEDURES

a. The Association shall use its assets only to accomplish the objectives and purposes specified in these By-Laws and no part of said assets shall inure, or be distributed to members of the Association.

b. In dissolution of the Association, any assets remaining shall be distributed to one or more regularly organized non-profit charitable, educational, scientific or philanthropic organization in accordance with statutes of the State of Florida.

O.R. 3063 PAGE 0297

ARTICLE 8 - PARLIAMENTARY AUTHORITY

SECTION 1. ROBERTS RULES

a. The current edition of Roberts Rules of Order shall be the final source of authority in all questions of Parliamentary procedure provided the Rules are not inconsistent with the Articles of Incorporation or By-Laws of the Association.

ARTICLE 9 - AMENDMENTS

SECTION 1. REVISIONS, CHANGES. & AMENDMENTS

a. A motion and a second to revise, change, or amend a By-Law or By-Laws may take place at any regular scheduled meeting of the Membership. A special meeting to revise, change, or amend the By-Law/s may be called at any time by the Board of Directors.

b. The revisions, changes, or amendments of the By-Law/s must be put in writing by the Secretary and presented to the Membership within 25 - 90 days after the original motion and second was presented to the Membership.

c. The written information should also state the date of the meeting on which the vote on the revisions, changes, or amendments will be brought to the floor.

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RECORDING/INDEXING	37.00
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TOTAL:	42.00

Mickey Ritter
5743 Catskill Road
Holiday, FL 34690

<i>Raymond J. Guerin</i>	CHECK # 1008	42.00
Raymond J. Guerin	President	42.00

Marguerite S. Ritter
Marguerite S. Ritter, Treasurer

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CLK. CIR. CT. PASCO COUNTY, FL
STATE OF FLORIDA
COUNTY OF PASCO

APPEARED RAYMOND J. GUERIN AND MARGUERITE S. RITTER AND PRESENTED FLORIDA DRIVER'S LICENSE THIS 8TH DAY OF SEPTEMBER, 1992.

Janet W. Schebor
JANET W. SCHEBOR, NOTARY PUBLIC

GRANAL NOTARY SEAL
JANET W. SCHEBOR
NOTARY PUBLIC STATE OF FLORIDA
COMMISSION NO. CC156865
MY COMMISSION EXP. APR. 15, 1996

O.R. 3063 PAGE 0298

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