

**BYLAWS OF  
BUCK LAKE WOODS PROPERTY OWNERS  
ASSOCIATION, INC.**

**A Nonprofit Corporation**

**ARTICLE I: NAME AND LOCATION**

The name of the corporation is BUCK LAKE WOODS PROPERTY OWNERS ASSOCIATION, INC. The principal office of the corporation shall be located at such address as the Board of Directors shall designate from time to time.

**ARTICLE II: DEFINITIONS**

**Section 1. "Association"** shall mean and refer to BUCK LAKE WOODS PROPERTY OWNERS ASSOCIATION, INC., including its successors and assigns.

**Section 2. "Common Areas"** shall mean all real property and roadways owned by the Association for the common use and enjoyment of the owners.

**Section 3. "Declaration"** shall mean and refer to the Amended and Restated Declaration of Covenants, Conditions, and Restrictions as recorded in the Official Records of Leon County, Florida Book 3777, Page 495.

**Section 4. "Lot"** shall mean and refer to any parcel of land in Buck Lake Woods Subdivision with the exception of Common Areas.

**Section 5. "Member"** shall mean and refer to those persons entitled to membership in the Association as provided in the Declaration.

**Section 6. "Owner"** shall mean and refer to the record owner, whether one or more persons or entities, of the fee simple title to any Lot which is a part of Buck Lake Woods Subdivision, including contract sellers, but excluding those holding title merely as security for the performance of an obligation.

**Section 7. "Subdivision"** shall mean and refer to that certain tract of real property described in the Declaration and referred to as Buck Lake Woods Subdivision (hereinafter "Subdivision"), including both Unit 1 and Unit 2 of the Subdivision, and such other additions thereto as may be brought within the jurisdiction of the Association pursuant to the provisions of the Declarations.

**ARTICLE III: MEETINGS OF MEMBERS**

**Section 1. Annual Meetings.** The annual meeting of the members shall be held each year on the last Saturday in the month of January at a time set by the Board of Directors for the purpose of electing Directors and for the transacting of such other business as may come before the meeting, or on such other date as determined by the Board of Directors.

**Section 2. Special Meetings.** Special meetings of the members, for any purpose or purposes, unless otherwise prescribed by statute, may be called by the Board of Directors or by the President, and shall be called by the President at the request of the members entitled to not less than twenty-five percent of all the votes entitled to be cast at the meeting.

**Section 3. Place of Meeting.** The Board of Directors may designate any place in Leon County as the place of meeting for any annual meeting or for any special meeting. However, the

Board of Directors shall always consider the convenience of the members in setting the place of any meeting.

**Section 4. Notice of Meetings.** Written or printed notice stating the place, day, and hour of the meeting and, in case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered not less than fourteen (14) nor more than thirty (30) days before the date of the meeting, either personally delivered, by mail, or electronically transmitted by or at the direction of the President, the Secretary, or the officer or persons calling the meeting, to each member of record entitled to vote at such meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail, addressed to the member at his or her address as it appears on the membership records of the Association, with postage thereon prepaid. It shall be the responsibility of each member to advise the Secretary of his or her mailing address and changes therein, and any transfer or acquisition of lands entitling him or her to membership.

**Section 5. Membership Voting Lists.** The Secretary shall maintain a list of the owners of interest in land which entitle them to membership in the Association. Such list of the members entitled to vote at each meeting, arranged in alphabetical order, with the last reported address of each member, shall be available for inspection at each meeting.

**Section 6. Quorum.** A quorum for any member meetings shall consist of thirty percent (30%) of the voting power as described in the Declaration represented by persons present, entitled to vote, and owning an interest therein as defined in said Declaration. If less than a quorum of the voting power is represented at a meeting, a majority of the voting power so represented may without further notice call another meeting for a date not sooner than thirty (30) days nor more than sixty (60) days from the failed meeting, and the required quorum at such subsequent meeting shall be only one-half of the required quorum for the preceding meeting. The members and voting power present at a duly organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal of enough members and voting power to leave less than a quorum.

**Section 7. Proxies.** At all meetings of members, each member who is eligible to vote may vote in person or by proxy. All proxies shall be in writing and filed with the Secretary. Proxies shall be revocable, and the proxy of any owner shall automatically terminate on conveyance by the Owner of a lot.

**Section 8. Voting.** Unless otherwise provided by law, at each election for Directors every Member entitled to vote at such election shall have the right to vote, in person or by proxy, the number of votes he/she is entitled to cast as defined in the Declaration for each Directorship position available to be elected and for whose election he/she has a right to vote.

**Section 9. Informal Action by Members.** Unless otherwise provided by law, any action required to be taken at a meeting of the members, or any other action which may be taken at a meeting of the members, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the members entitled to vote with respect to the subject matter thereof.

#### **ARTICLE IV. BOARD OF DIRECTORS**

**Section 1. Number, Tenure, and Qualifications.** The Board of Directors shall consist of five (5) members of the corporation who shall be elected for a term of one (1) year. The members of the Board shall be elected at an annual or special meeting of the corporation upon the affirmative vote of two-thirds of a quorum present at such meeting.



**Section 2. Regular Meetings.** Meetings of the Board of Directors shall be called by the President or by a Board member when deemed necessary to conduct business of the Association at such place and hour as may be fixed from time to time by resolution of the Board.

**Section 3. Special Meetings.** Special meetings of the Board of Directors may be called by or at the request of the President or any two directors. The person or persons authorized to call special meetings of the Board of Directors may fix the place of holding any special meeting of the Board of Directors called by them.

**Section 4. Notice.** Notice of each Board meeting shall be given forty-eight hours previously thereto by posting a sign on both sides of the Antler Drive bulletin board indicating date, time and place of meeting.

**Section 5. Quorum.** A majority of the number of Directors fixed by Section 1 of this Article IV shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

**Section 6. Manner of Acting.** The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

**Section 7. Vacancies.** Any vacancy occurring on the Board of Directors may be filled by the affirmative vote of a majority of the remaining Directors though less than a quorum of the Board of Directors, unless otherwise provided by law. A Director elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office.

**Section 8. Removal.** Any Director may be removed from the Board, with or without cause, by a majority vote of the members of the Association. In the event of death, resignation, or removal of a Director, a successor shall be selected by the remaining members of the Board.

**Section 9. Compensation.** No Director shall receive compensation for any services rendered to the Association. However, a Director may be reimbursed for legitimate actual expenses incurred in the performance of duties.

#### **ARTICLE V: POWERS AND DUTIES OF THE BOARD OF DIRECTORS**

**Section 1. Powers.** The Board of Directors shall have the power to:

(a) Exercise on behalf of the Association all powers, duties, and authority vested in or delegated to the Association and not specifically reserved to the membership by the Declaration and any amendments thereto, the Articles of Incorporation, or by other provisions of these Bylaws;

(b) Declare the office of a member of the Board of Directors vacant in the event that such Director is absent from three (3) consecutive meetings of the Board of Directors and such action is declared by the majority of the Board; and

(c) Hire contracted personnel as it may deem necessary, and to prescribe their duties.

**Section 2. Duties.** It shall be the duty of the Board of Directors to:

(a) Perform all responsibilities associated with Assessments pursuant to the Declaration;

(b) Have recorded a claim of lien, which by law is valid for one year, in the public records against any property for which Assessments are not paid, or a payment plan is not in place with a signature by the member and strictly adhered to, for which Assessments are not paid within ninety (90) days after the Assessment date. At thirty (30) days after the lien has been recorded and Assessments have not been paid and a payment plan is not in place with a signature by the member and strictly adhered to, have the power to bring action at law, including foreclosure against the owner personally obligated to pay the same;



(c) Issue, or cause an appropriate officer to issue, on demand by any person, a certificate setting forth whether or not any Assessment has been paid. A statement in a certificate to the effect that an Assessment has been paid shall constitute conclusive evidence of such payment. The Board may impose a reasonable charge for the issuance of these certificates;

(d) Cause all officers having fiscal responsibilities to be bonded, as it may deem appropriate; and

(e) Cause any Common Areas to be maintained.

#### **ARTICLE VI. OFFICERS AND THEIR DUTIES**

**Section 1. Number.** The officers of the Association shall be a President, a Vice-President, a Secretary, and a Treasurer, each of whom shall be elected by the Board of Directors. Such other officers and assistant officers and committees, as may be deemed necessary, may be elected or appointed by the Board of Directors. All officers shall be members of the Association and the same member may serve in multiple offices.

**Section 2. Election and Term of Office.** The officers of the Association to be elected by the Board of Directors shall be elected annually by the Board of Directors at the first meeting of the Board of Directors held after each annual meeting of the members. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. Each officer shall hold office until his/her successor shall have been duly elected and shall have been qualified or until his/her death or until he/she shall resign or shall have been removed in the manner hereinafter provided.

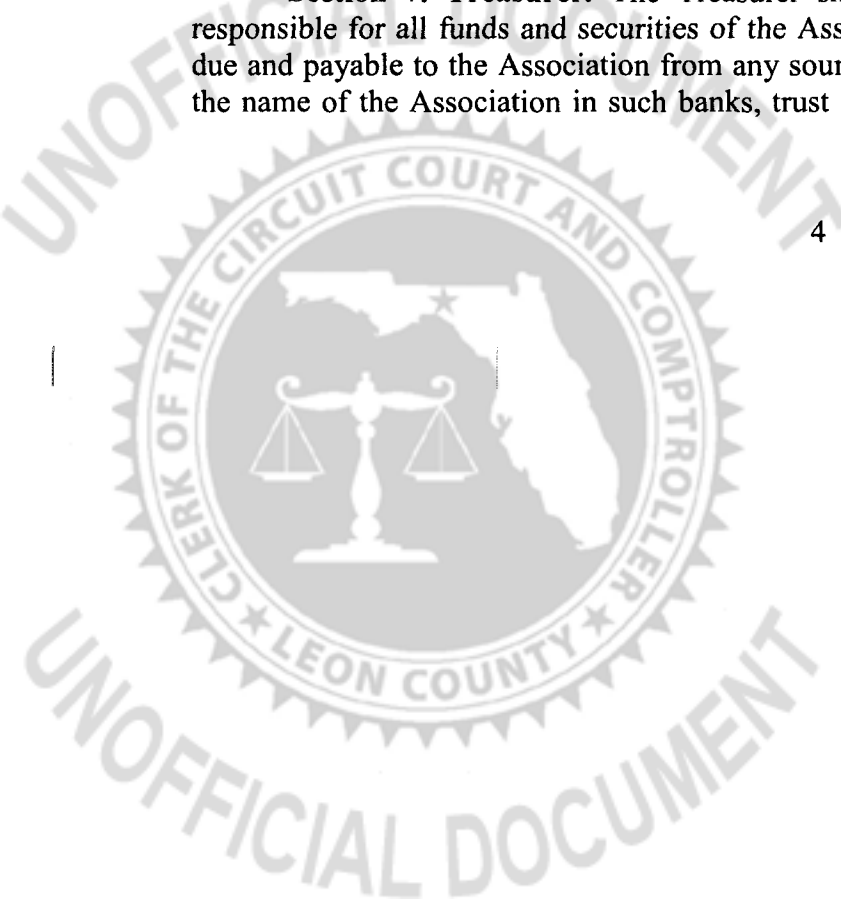
**Section 3. Vacancies.** A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

**Section 4. President.** The President shall be the principal executive officer of the Association and, subject to the control of the Board of Directors, shall in general supervise and control all of the business and affairs of the Association. He/she may sign, as authorized by the Board of Directors, any contracts or other instruments, and, in general, shall perform all duties incident to the office of the President, and such other duties as may be prescribed by the Board of Directors from time to time.

**Section 5. Vice-President.** In the absence of the President or in the event of his/her death, inability, or refusal to act, the Vice-President 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. The Vice-President shall perform such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors.

**Section 6. Secretary.** The Secretary shall (a) keep the minutes of the member meetings and of the Board of Directors meetings in one or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (c) be custodian of the Association records; (d) keep a register of the post office addresses for each member which shall be furnished to the Secretary by such members; and (e) in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors.

**Section 7. Treasurer.** The Treasurer shall (a) have charge and custody of and be responsible for all funds and securities of the Association; receive and give receipts for monies due and payable to the Association from any source whatsoever, and deposit all such monies in the name of the Association in such banks, trust companies, or other depository institutions, as



shall be selected in accordance with the provisions of Article VII of these Bylaws; and (c) in general perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him/her by the President of the Board of Directors.

#### **ARTICLE VII. CONTRACTS, LOANS, CHECKS, AND DEPOSITS**

**Section 1. Contracts.** The Board of Directors may authorize any officer(s) or agent(s), to enter into any contracts or to execute and deliver any instruments in the name of and on behalf to the Association and such authority may be general or confined to specific instances.

**Section 2. Checks, Drafts, etc.** All checks, drafts, or other orders for the payment of money issued in the name of the Association shall be signed by the President and Treasurer of the Association, or as determined by the Board of Directors.

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

#### **ARTICLE VIII. RIGHT TO MEMBERSHIP**

Deeds, Agreements for Deed, or other conveyances of title shall be the best evidence of the right to membership and the voting power of each member. In addition, the Secretary may consult the records of the Leon County Property Appraiser, Leon County Tax Roll, or similar county records to determine a person's right to membership in the Association. If no such record evidence exists the Secretary may require that any member seeking to assert membership and voting rights produce a copy of the document evidencing title to lands in the areas described in the Declaration.

#### **ARTICLE IX. COMMITTEES**

The Association may appoint committees as it may deem appropriate in the performance of its duties.

#### **ARTICLE X. ASSESSMENTS**

As more fully provided in the Declaration, each member is obligated to pay to the Association annual and special assessments which are secured by a continuing lien on the property against which such assessments are made. Any assessment not paid within ninety (90) days after the date that such assessment is incurred shall be deemed in default and shall bear interest from the due date at the rate of seven percent (7%) per annum. In addition, a member with an assessment in default shall be charged a \$5 per month late fee until such default has been cured, and such member shall be ineligible to vote. The Association may bring an action at law against the owner personally obligated to pay the same, or may foreclose the lien against the property. Interest, costs, and reasonable attorney's fees for any such action shall be added to the amount of any assessment due. No owner may waive or otherwise escape liability for assessments by non-use of the Common Areas or by abandonment of the lot.

The Board of Directors, in its discretion, may permit a member to pay the annual and special assessments through a monthly payment plan. If strictly adhered to, the Board may waive the seven percent per annum fee and the five dollar per month late fee. Notwithstanding the foregoing, until all assessments are paid in full, such member shall be ineligible to vote.



**ARTICLE XI. BOOKS, RECORDS, AND INSPECTION**

The books, records, and papers of the Association shall be subject to inspection by any member during ordinary business hours. The Declaration, Articles of Incorporation, and Bylaws of the Association shall be available for inspection by any member at the principal office of the Association, where copies shall be made available after payment of the reasonable cost for reproduction of such documents.

**ARTICLE XII. FISCAL YEAR**

The fiscal year of the Association shall begin on the 1<sup>st</sup> day of January and end on the 31<sup>st</sup> day of December in each year.

**ARTICLE XIII. WAIVER OF NOTICE**

Unless otherwise provided by law, whenever any notice is required to be given to any member or director of the Association under the provisions of these Bylaws or under the provisions of the Declaration, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

**ARTICLE XIV. AMENDMENTS**

The Bylaws of the Association may be made, altered, or rescinded at any annual meeting of the Association, or at any special meeting duly called for such purpose, on the affirmative vote of a majority of the members existing at the time of, and present at, such meeting.

**ARTICLE XV. CONFLICTS**

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

**ARTICLE XVI. RESOLUTIONS**

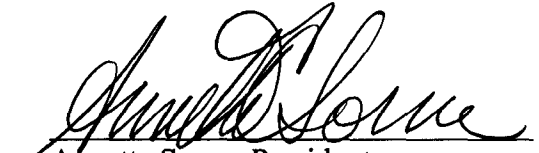
No resolution or motion to commit this Corporation on any matter shall be considered by the Corporation until it has been considered by the Board of Directors. Such resolutions or motions, if offered at a Corporation meeting, shall be referred, without discussion, to the Board, which after given consideration to the matter, shall submit its recommendations to the Corporation. Having received the recommendations of the Board, the Corporation may then proceed to take such action as may seem proper to the majority.

**ARTICLE XVII. RULES OF ORDER**

Parliamentary procedure in all meetings of the Corporation, Board of Directors, and Committees shall be in accordance with the Robert's Rules of Order.



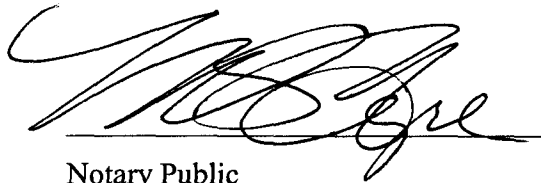
ADOPTED by the Board of Directors of BUCK LAKE WOODS PROPERTY OWNERS ASSOCIATION, INC. on this 9<sup>th</sup> day of June, 2007.

  
Annette Sorne, President

STATE OF FLORIDA  
COUNTY OF LEON

The undersigned hereby certifies that ANNETTE SORNE, personally appeared before me this 4 day of December, 2007, and acknowledged that she is the President of BUCK LAKE WOODS PROPERTY OWNERS ASSOCIATION, INC., a Florida not for profit corporation, and that by authority duly vested in her by said corporation and as an act of the corporation, the foregoing instrument was signed in its name and that said ANNETTE SORNE (is known to me) or produced \_\_\_\_\_ as identification.





Notary Public

My Commission Expires:

(NOTARY SEAL)

