

# SAND LAKE HILLS HOMEOWNERS ASSOCIATION, INC.

## BY-LAWS

### **ARTICLE I. ORGANIZATION AND MEMBERSHIP**

**A. Purpose** of the Sand Lake Hills Homeowners Association, hereinafter referred to as the "Association". In order to maintain the high standards of the Subdivision and in order to supplement the enforcement provisions as set forth herein in regard to any violations of these Covenants and Restrictions as recorded in the Public Records of Orange County, Florida, and in order to effect the maintenance of all common use areas, the owners of the Lots in the Subdivision have formed a Homeowners Association in the form of a corporation, not for profit, organized and existing under the laws of the State of Florida.

**B. Organization** – The official functions of the Association will be performed by a Board of Directors composed of 9 members: Four (4) officers of the Association: President, Vice-President, Secretary, and Treasurer; and five (5) members-at-large, as specified in the Articles of Incorporation. A minimum of seven (7) members of the Board must be members of the Association in good standing (as defined below). The members of the Board of Directors will perform their responsibilities without remuneration in any form, i.e. gifts, salary, or wages.

**C. Membership** – Any owner of property in Sand Lake Hills, as defined in the Articles of Incorporation and amendments thereto, may become a member of the Association by paying the annual dues set by the Association. To maintain in good standing as a member, the member must pay the annual dues to the Association within a period of sixty (60) days of the due date.

### **ARTICLE II DUTIES OF OFFICERS**

**President** – The President shall preside at meetings of the Board of Directors and of the regular membership and perform such duties as ordinarily pertain to this office.

**Vice-President** – It shall be the duty of the Vice-President to act for the President in his absence, incapacity, resignation or death. In the event the position of President is vacated, the Vice-President shall assume all the duties of the President for the remainder of the term. In addition, the Vice-President is to assure that the functions and duties of committees are complete.

**Secretary** – The responsibilities of the Secretary are as follows: Custodian of the Corporate Seal, Maintain formal and accurate minutes of all meetings; maintain a current Membership List; Maintain correspondence records; Preside in the absence of both President and Vice-President.

**Treasurer** – It shall be the responsibility of the Treasurer to safely keep all monies of the Corporation, which may come into his or her hands from time to time. Withdrawals of funds by check must have the signature of any two of the Officers. Payments of regular and ordinary expenses of the Association will require only one Officer signature, that normally being the Treasurer.

Members-at-large of the Board – Shall act as advisors and or assistants as required.

### **ARTICLE III FUNCTIONS OF THE BOARD OF DIRECTORS**

- A. Conduct official meetings (as specified below) for the purpose of conducting the Association business only.
- B. Prepare amendments to the Articles of Incorporation or By-Laws and present these to the membership for approval as required by the Articles of Incorporation or By-Laws.
- C. As part of the official business, attend to all matters related to the Association by its purpose and the powers invested in the Association through the Covenants and Restrictions recorded in the Official Records of Orange County, Florida.
- D. Take appropriate action or actions to enforce the articles in the Covenants and Restrictions.

### **ARTICLE IV VOTING RIGHTS**

Voting privileges of members in good standing shall be limited to one vote per lot. A vote may be cast in person or by proxy. Only members of the Board of Directors can be designated to act as proxies. Lessees may not vote.

### **ARTICLE V GENERAL MEMBERSHIP MEETINGS**

Meetings shall be held at least semi-annually, but may be held more often as decided by the Board of Directors.

### **ARTICLE VI BOARD OF DIRECTORS MEETINGS**

The Board of Directors shall meet in advance of the General Membership meeting. Special meetings may be called by the President as reasonably necessary to complete unfinished business, or to attend to new matters of the Association that require immediate attention. At least 48 hours advance notice should be given to all Board members for a special meeting.

For matters requiring a vote of the Board, a minimum of five (5) Board members must be present to conduct business. Other meetings of the Board may be held with less than five members present to discuss or prepare for the Board meetings. These meetings shall have no effect in any of the Association business and no action pertaining to the Association can be taken by any Board member as a result of such meetings.

All meetings should be limited to the subject for which the meeting was called, unless a motion to suspend the rules to consider another specific subject is carried by a two-thirds affirmative vote of members present and voting. Rules governing the conducting of all meetings shall be courteous, apply common sense, and comply with Roberts Rules of Order.

## **ARTICLE VII PERIOD OF OFFICE**

The Officers and Board of Directors elected each year will serve a term of one (1) year.

## **ARTICLE VIII NOMINATION AND ELECTION OF OFFICERS**

Nomination of all Board members will be made by a nominating committee and also by nominations from the floor at the membership meeting to be held at least thirty (30) days prior to the end of the fiscal year and not later than sixty (60) days from the beginning of the fiscal year. All members should be notified of the election meeting at least seven days prior to the meeting. The notification shall be made by mail or flyer delivered to the member residence.

Board members will be elected by a majority vote cast by hand.

## **ARTICLE IX AMENDMENTS**

Any amendments to the Articles of Incorporation or By-Laws will take a simple majority (50% + 1) of the voting Association members present physically or by proxy. A quorum is considered fifteen percent (15%) of the membership.

## **ARTICLE X MEMBERSHIP FEES**

Effective January 1, 2006, the annual membership fee will be seventy-five dollars (\$75.00). Said annual membership can be increased or decreased from year to year by the Board of Directors of the Association, however, in no event shall the annual membership fee be increased more than twenty-five dollars (\$25.00) over the annual membership fee of the previous year except by a simple majority (50%+1) of the voting Association members present physically or by proxy at a meeting at which a quorum is established. A quorum is considered fifteen percent (15%) of the membership.

In the event a member is obligated to pay assessments pursuant to the Amended and Restated Declaration of Covenants and Restrictions for Sand Lake Hills said member shall receive a credit towards their membership fee in an amount equal to the assessment paid by the member to the Association.

## **ARTICLE XI FUNDS**

Expenditures of up to twenty-five dollars (\$25.00) can be authorized by the President or Vice-President. Expenditures in excess of twenty-five dollars (\$25.00), but not more than one hundred dollars (\$100.00) require approval of the Board of Directors. Expenditures in excess of one hundred dollars (\$100.00) require the approval of the membership, except as to expenditures for legal fees or insurance premiums for the Board and/or the Association, where expenditures of up to three-hundred dollars (\$300.00) can be approved by the Board of Directors.

Presentation, discussion and membership approval of an Annual Budget shall be considered membership approval for purposes of this Article.

All funds of the Association will be deposited in Sun Trust Bank, and will use the Association Post Office Box as an address. All payments made on behalf of the Association shall be made by check.

#### **ARTICLE XII FISCAL YEAR**

The fiscal year for the Association shall begin January 1 and end December 31.

#### **ARTICLE XIII BY-LAWS IN EFFECT**

These By-Laws shall supercede and replace any and all previous By-Laws of this Association. The By-Laws shall be official only when duly signed by the President and Vice-President of the Association. By signing each, to the best of his/her knowledge, asserts that all amendments to these By-Laws have received the required majority vote of members at a general meeting.

#### **XIV ASSESSMENTS**

As more fully provided for in the Declarations of Covenants and Restrictions for Sand Lake Hills, as they may be amended from time to time, and the Amended and Restated Declaration of Covenants and Restrictions for Sand Lake Hills, as it may be amended from time to time, Owners may be obligated to pay Assessments to the Association. Said assessments can be increased or decreased from time to time pursuant to the approval of a majority of Directors of the Board of Directors. Assessments may be collected in installments. If an Owner is obligated to pay Assessments and fails to pay the installment of an Assessment when due, such Assessment shall then become delinquent and the entire balance of the Assessment for the year for which such Assessment was made shall then become immediately due and payable together with interest thereon and cost of collection thereof, and shall become the continuing personal obligation of the Owner against whom the Assessment was levied.

If the Assessment is not paid, the Association may at any time thereafter bring an action and/or a suit on the personal obligation against the Owner. There shall be added to the amount of such Assessment all costs associated with the collection of the Assessment(s), including reasonable attorneys' fees. No Owner may waive or otherwise escape liability for the Assessments provided herein by non-use of the Common Property or abandonment of his Lot.

As amended through this 30th Day of May, 2006

By-Laws of the Sand Lake Hills Homeowners Association, Inc.  
As amended through 30 May 2006

Certified by:

\_\_\_\_\_ President

\_\_\_\_\_ Vice-President

\_\_\_\_\_ Secretary

\_\_\_\_\_ Treasurer

\_\_\_\_\_ Board Member

\_\_\_\_\_ Board Member

\_\_\_\_\_ Board Member

\_\_\_\_\_ Board Member

\_\_\_\_\_ Board Member