

East Lake Park Homeowners Civic Club, Inc.

(A Nonprofit Corporation)

Bylaws – 10-17-17 – ADOPTED – 4 pages

OBJECT:

The object of East Lake Park Homeowners Civic Club (hereinafter the "Association") is to promote friendship and goodwill in the community, inform the residents of matters concerning areas in close proximity to East Lake Park, suggest improvements regarding community property to the East Lake Park Special Dependent District, report reckless disregard of the Hillsborough County Residential Code, and to conduct the business of the Association regarding: finances social activities Holiday functions rental of the Community Center property to residents, Property & Lake: Rules and Regulations (hereby incorporated), Lake maintenance and cleanliness concerns. This Association will also see to the distribution of a newsletter to all residents (the East Lake Parker)

MANAGEMENT:

The business of the organization shall be conducted according to the Robert's Rules of Order, except as otherwise provided herein, by the Board of Directors and Trustees.

The Board of Directors will consist of a President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer. Officers shall serve without pay for a period of 2 years. The full Board shall consist of the Board of Directors and the Trustees.

Officers of the Board of Directors must be Homeowners residing in East Lake Park. Trustees may be Resident Homeowners OR Renters residing in East Lake Park in a qualifying household. Such nominee can be a family member, 18 or older, residing in a qualifying household who has attended meetings on a regular basis.

A qualifying household is defined as a Homeowner or Renter who has resided in that home for at least one year. Such household has one vote in the election of the full board.

BOARD MEMBERS AND TRUSTEES ARE SUBJECT TO CRIMINAL BACKGROUND CHECKS PRIOR TO SERVING.

DIRECTORS AND TRUSTEES WILL PUT THE BEST INTEREST OF THE COMMUNITY FIRST AND FOREMOST BEFORE THEIR OWN AND ACCOUNT FOR ALL ASSETS. ALL ASSETS WILL BE SIGNED OUT BY A HAND RECEIPT AND HELD AT THE CIVIC CLUB UNLESS BY VOTE OF THE BOARD.

ELECTIONS:

Elections will be held every two years in odd numbered years in the month of **NOVEMBER**. Installation of the new board of Directors and Trustees will occur in the following month (**DECEMBER**). Any Board members (director or trustee) who fails to attend three consecutive meetings without due justification can be removed from the office by a majority vote of the full board.

Nominations for the Board of Directors will be accepted at the regular monthly meeting in **OCTOBER**. Election of the new directors will take place at the regular meeting in **NOVEMBER**.

IF THERE ARE NO NOMINATIONS FOR THE BOARD OF DIRECTORS, THE CURRENT BOARD MEMBERS WILL STAY IN THEIR CURRENT POSITIONS WITHOUT A VOTE FOR ANOTHER 2 (two) YEARS. CURRENT BOARD MEMBERS CAN CHANGE POSITIONS VIA A VOTE OF THE BOARD.

If a husband and wife are both nominated to a position on the Board of Directors, it shall be immediately explained by the presiding officer that this is prohibited by Article III of the Articles of Incorporation, i.e., one Trustee per household.

Whenever a vacancy occurs (by death, accident, resignation, for a situation where a member is unable to perform his or her duties) on the Board of Trustees, the President can appoint a resident in good standing to serve the balance of the term subject to a majority vote of the full board.

Powers of the President: The President shall preside at all meetings of the Association

The President may appoint special committees, subject to approval of the full board, for limited purposes. Such ad hoc committees would be for special occasions. These committees will be disbanded as soon as they have performed their assignment(s). The President will receive all mail of the Association.

Vice President:

During the absence of the President, the Vice President shall exercise the powers of the President. The Vice President will assist the president in performing his / her duties.

Recording Secretary:

The recording secretary will be the custodian of all the records of the Association. It shall be the duty of the recording secretary to files such certificates, records, and reports as may be required by the laws of the State of Florida. In the event of the absence of the President and the Vice President, the Corresponding Secretary will preside.

Corresponding Secretary:

The Correspondence Secretary will be the primary source of communication between the Association and the entities with which the Association interacts.

Treasurer:

The Treasurer shall collect and receive all monies due to the Association, make out receipts for the same, and deposit the monies in the name of the association in such Bank as shall be designated by the Board of Directors.

The Treasurer shall keep proper books of account showing the details of the receipts and disbursements. The Treasurer shall pay out money of the Association in a manner prescribed by the Board of Directors. The Treasurer shall present at the regular meetings a financial statement from the books. All disbursements will be countersigned by the President or Vice president acting in the capacity of the President.

All expenditures of the Association must have approval of the Board of Directors. All committees shall submit anticipated expenses to the board at the regular monthly meetings. Emergency expenditures of the Association will be approved by the President and one other board member.

Trustees:

There shall be a Minimum of **5 BOARD MEMBERS** and a Maximum of 7 Trustees. The Trustees will be the communication networks between the Association and the Residents. A Trustee has one vote in the general business of the Association.

Quorum:

A quorum shall consist of **5 (FIVE)** Officers and or Trustees. In the event of not having 5 (FIVE) at the meeting and **there are** only 3 (THREE) regular daily business may be able conducted and Officers or Trustees may phone in to vote.

Meetings:

A meeting of the full Board shall be held monthly. All meetings are open to all residents. The order of business at all meetings **shall** be as follows:

1. Attendance of a full Board recorded
2. Reading of the Minutes
3. Report from the Treasurer
4. Old business (including Committee Reports)
5. New Business
6. Adjournment

Majority vote of the Board present shall rule at any meetings. The full Board shall have the authority to establish rules and regulations and to otherwise transact business on behalf of the Association except as prohibited by the Articles of Incorporation or the Bylaws. Residents must receive two weeks written notice before voting can take place on proposed amendments to the Bylaws.

Civic Center Property:

The Civic Center and the surrounding grounds are maintained through the management of the East Lake Park Homeowners Civic Club, Inc., for the pleasure and the use of all residents and their guests.

The outside area is on a first come, first serve basis. If a resident wishes to use the outside gazebo/pavilion for a large group (25 or more), such residents are asked to check with a Board member to be sure no one has rented the building and, therefore, a parking problem will not result. Residents are responsible for picking up trash and cleaning BBQs after using the grounds.

PARK HOURS ARE FROM 8:30 AM to 8:30 PM. A resident must accompany his/her guest/s while on the property at all times INCLUDING RENTING OF THE CLUB HOUSE. Association is not responsible for any minor not accompanied by an adult.

THE USE OF ALL EQUIPMENT AND FACILITIES IS AT THE RISK OF ALL **RESIDENTS** AND RENTERS. **AND DAMAGE OF THE SAID PROPERTY BY A RESIDENT OR RENTER, THE ASSOCIATION WILL SEEK REIMBURSEMENT COST TO REPLACE.** EQUIPMENT OR SUPPLIES BELONGING TO THE CIVIC CLUB WILL NOT BE REMOVED WITHOUT BOARD MEMBER VOTE OF THE BOARD.

Climbing on the Fence is prohibited and constitutes trespassing. Violators can be prosecuted. The PEDESTRIAN AND BOAT RAMP GATE is to be closed at all times.

All Residents will apply for and pay for the Pedestrian Front Gate Access / FOB Key and sign the usage agreement – (1 per Household). FOB's will need to be renewed/reactivated every July along with fee.

Use of the boat ramp shall be restricted to those East Lake Park Residents (**residing** in East Lake Park) who have purchased a boat ramp key and signed the yearly boat ramp usage agreement. The Boat Ramp Key changes each year in the month of July. There is a yearly fee for boat ramp usage. When launching a boat at the Civic Center, the resident or member of the household must accompany "**THAT SAID BOAT**" at all times. Absentee Homeowners will not have access to the Boat Ramp / Civic Center. Our Boat Ramp is **PRIVATE** and is **NOT** open to the Public. The Boat Ramp Gate must be LOCKED after launching resident's boat and exiting park.

If a resident buys a Boat Ramp Key they get a FOB at no extra cost. This is subject to change by Board Vote.

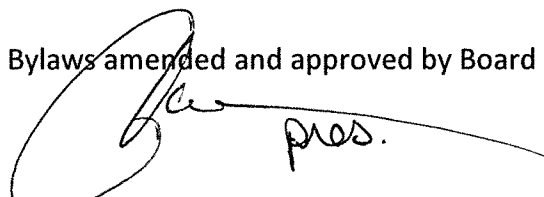
UNDER NO CIRCUMSTANCES WILL THE BOAT RAMP KEY or FOB Key be borrowed, loaned out or duplicated. Each FOB will be assigned specifically to the resident by an ID number.

ABSOLUTELY NO PETS or Glass Containers are permitted on the outside grounds.

NO ONE WILL BE PERMITTED TO RUN A BUSINESS OR NON-PROFIT ON THE GROUNDS WITHOUT THE VOTE OF THE BOARD MEMBERS.

Association will not permit or condone vandalism or abusive language or action to any personnel or property under the care and supervision of the board of the Association. All residents and their guests are expected to abide by the Rules of the Association **AT ALL TIMES.**

THE ASSOCIATION CAN REVOKE THE USE OF THE PREMISES OR LAKE TO ANY HOMEOWNER OR TENANT WHO COMMITS A CRIME AGAINST OR DISOBEYS THE RULES AND REGULATIONS UP TO ONE YEAR.

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