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Beverly Hills Fl
34464

**BYLAWS
OF
The Glen Homeowners Association of Citrus County, Inc.**

A corporation not for profit under the laws of the State of Florida

Article I – Identity

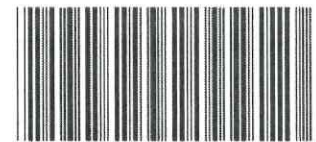
Article I Section 1. These are the Amended and Restated Bylaws of The Glen Homeowners Association of Citrus County, Inc., called (Association).

Article I Section 2. The mailing address of the association shall be PO Box 640482, Beverly Hills, FL 34464.

Article I Section 3. The Association shall operate upon the calendar year beginning on the first day of January and ending on the 31st day of December each year. The Board of Directors is expressly authorized to change from a calendar year basis to a fiscal year basis whenever deemed expedient and for the best interests of the Association.

Article I Section 4. The seal of the Association shall bear the name of the Association, the word "Florida", and the words "Corporation not for profit", and the year of incorporation, an impression of which is as follows:

SEAL IMPRINT



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Article II – Definitions

Article II Section 1. All words, phrases, names and terms used in these Bylaws shall have the same meaning and be used and defined the same as they are in the Declaration of Covenants, Conditions and Restrictions of The Glen Homeowners Association of Citrus County, Inc.

Article III – The Association

Article III Section 1. Members: The members of the Association shall be those individuals or entities as so defined in the Declaration of Covenants, Conditions and Restrictions and Articles of Incorporation, and shall be any legal entity capable of ownership of real property under the Laws of Florida.

OFFICIAL RECORDS
CITRUS COUNTY
BETTY STRIFLER
CLERK OF THE CIRCUIT COURT
RECORDING FEE: \$78.00
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JSOSNICKI, DC Receipt #014883

Article III Section 2. Place of Meetings: Meetings of the membership shall be held at a suitable place convenient to the membership as designated by the Board of Directors.

Article III Section 3. Annual Meetings: The annual meeting of the association shall be held every January, date, time and place to be determined by the Board of Directors. At the annual meeting the members may transact such business of the Association as may properly come before them.

Article III Section 4. Special Meetings: Special meetings of the members may be called by the President and shall be called by the President or Secretary at the request in writing of the Board of Directors or if 20 percent of the total voting interests petition the board to address an item of business, the board shall at its next regular board meeting or at a special meeting of the board, but not later than 60 days after the receipt of the petition, take the petitioned item up on an agenda. The board shall give all members notice of the meeting at which the petitioned item shall be addressed in accordance with the 14-day notice requirement to mail and post in a conspicuous place.

Article III Section 5. Notice of Meetings: It shall be the duty of the Secretary or designee to mail a notice of each annual or special meeting, stating the purpose thereof as well as the time and place where it is to be held, to each member of record, at the member's address as it appears on the membership books of the Association, and if no such address appears, at the last known place of address, at least fifteen (15) days for an annual meeting and (5) five days for a special meeting, prior to such meeting. The mailing of a notice in the manner provided in this section shall be considered notice served. The notice shall specify the day, place, and hour of the meeting, an agenda and, if a special meeting, the purpose.

Article III Section 6. Minutes: Minutes of all meetings shall be kept in businesslike manner and available for inspection by Lot Owners and Board members within 14 days of written request. Minutes and official records of the Association can be found on the Association's website, or copies obtained at a reasonable cost of reproduction.

Article III Section 7. Quorum: The presence in person or by proxy at the meeting of members entitled to cast thirty percent (30%) of all votes, shall constitute a quorum for any action required by the membership, except as otherwise provided in the Articles of Incorporation, the Declaration of Covenants, Conditions and Restrictions or these Bylaws. Decisions that require a vote of the members must be made by the concurrence of at least a majority of the voting interests present, in person or by proxy, at a meeting at which a quorum has been attained.

Article III Section 8. Adjourned Meetings: If any meeting of members cannot be organized because a quorum has not attended, the members who are present, either in person or by proxy, may adjourn the meeting to a time not later than fourteen (14) days from the time the original meeting was called, and hold the meeting adjourned, without additional notice, provided that a quorum can be obtained for such meeting.

Article III Section 9 Voting: Except as otherwise provided in the Declaration of Covenants, Conditions and Restrictions or the Articles of Incorporation, all motions , resolutions and actions of the Association shall be passed by a majority of the votes cast in person or by proxy.

Article III Section 10. Proxies: A member may appoint any ~~other member,~~ any owner of any lot, the manager, or any Board Member as a proxy. Any proxy must be filed with the secretary before the appointed time of the meeting.

Article III Section 11. Order of Business: The order of business at all annual or special meetings of the members shall be as follows:

- A. Roll call.
- B. Proof of notice of meeting or waiver of notice.
- C. Reading of the minutes of the preceding meeting.
- D. Reports of officers.
- E. Reports of committees
- F. Election of Board of Directors (if election is to be held)
- G. Unfinished business
- H. New Business

Article IV - Administration

Article IV Section 1.

- A. **Number and Qualification**. The affairs of the Association shall be governed by a Board of Directors. The number of directors which shall constitute the Board shall be not less than three (3) or more than nine (9). The number of directors may be increased or decreased within the above limits by affirmative vote of a majority of the Board of Directors. All directors shall be members of the Association. The Directors shall be elected at the annual meeting of the members. The term of the Directors shall be 3 years from the date of election.
- B. **Removal**: Directors may be removed for cause by an affirmative vote of a majority of the owners. The vacancy so created shall be filled by the members of the Association. No Director shall continue to serve on the Board if, during his term of office, his membership in the Association has been terminated for any reason whatsoever.
- C. **Vacancies**: Except as to vacancies provided by removal of Directors by members, vacancies in the Board of Directors occurring between annual meetings of members shall be appointed by the remaining Directors.

Article IV Section 2. Powers and Duties: The Board of Directors shall have the powers and duties necessary for the administration of the affairs of the Association, and may do all such acts and things as are not by the Declaration, the Articles of Incorporation of the

Association, or these Bylaws directed to be exercised and done by the members or officers. The powers and duties of the Board shall include, but not be limited to, the following:

- A. All powers and duties of the Association as set forth in the Articles of Incorporation of the Association, except as limited as above provided.
- B. To prepare and adopt an annual operating budget, which budget shall be sufficient in amount to pay for all necessary expenses and expenditures to be shared in common by the respective owners of units, and including a reasonable reserve for repairs, upkeep and replacement of the common area and for contingencies.
- C. To prepare a detailed report of the acts, accounts, and statements of income and expense for the previous year, and present same at the annual meeting of the members.
- D. To determine who shall act as legal counsel for the Association whenever necessary.
- E. To determine the depository for the funds of the Association.
- F. To acquire the necessary personnel needed for the maintenance, care, and upkeep of the Common Parcels and Access Ways, and set the salaries of said personnel.
- G. Assess and collect all assessments pursuant to the Declaration.
- H. Establishment of reserves or making assessments for betterments to the development property.
- I. Within sixty (60) days following the end of the fiscal year or calendar year of the Association, the Board of Directors shall mail or furnish by personal delivery to each owner of a Lot a complete financial report of actual receipts and expenditures for the previous twelve (12) months. The reports shall show the amounts of receipts by accounts and expense classifications, and shall show the amounts of expenses by accounts and expense classifications, including, if applicable, but not limited to the following:
 - 1. Cost for security
 - 2. Professional and management fees and expenses;
 - 3. Taxes
 - 4. Cost for recreational facilities;
 - 5. Expenses for refuse collection and utility services;

6. Expense for lawn care;
7. Cost for building maintenance and repair;
8. Insurance costs;
9. Administrative and Salary expenses; and
10. General reserves, maintenance reserves and depreciation reserves.

The report, upon written request, shall be sent to holders, insurers or guarantors of any first mortgage on a Unit-Lot and, if required, the report shall be in the form of a compiled financial statement.

- J. The Board shall make available for inspection, during reasonable business hours or circumstances, to Unit-Lot Owners and holders, insurers or guarantors of first mortgages current copies of the Declaration of Covenants, Conditions and Restrictions, the Bylaws and other rules concerning the operation of the Association, and the books, records and financial statements of the Association.
- K. The Board of Directors may levy reasonable fines or penalty for violations of the Covenants and Restrictions, in accordance with Chapter 720 of the Florida Statute.
- L. The Association shall require a \$20.00 administrative fee for transfer of property, to be paid at the time of closing.

Article IV Section 3.

- A. **Nomination of Directors**: Nomination for election to the Board of Directors shall be made by a Nominating Committee. Nominations may also be made from the floor at the annual meeting. The Nominating Committee shall consist of a Chairman, who shall be a member of the Board of Directors, and two or more members of the Association. The Nominating Committee shall be appointed by the Board of Directors prior to each annual meeting of the members, to serve from the close of each annual meeting to the close of the next annual meeting and such appointment shall be announced at each annual meeting. The Nominating Committee shall make as many nominations for election to the Board of Directors as it shall in its discretion determine, but not less than the number of vacancies that are to be filled.
- B. **Election of Directors**: Election to the Board of Directors shall be by secret written ballot. At such election the members or their proxies may cast, in respect to each vacancy, as many votes as they are entitled to exercise under the provisions of the Declaration. The persons receiving the largest number of votes shall be elected. Cumulative voting is not permitted.

Article IV Section 4. Management Agent: The Board of Directors may employ for the Association a management agent at a compensation established by the Board to perform such duties, services and powers as the Board shall authorize, including, but not limited to, the duties, services and powers listed in Section 2 of this paragraph.

Article IV Section 5. Compensation: No compensation shall be paid to directors for their services as directors. No remuneration shall be paid a director for services performed by him for the Association in any other capacity, unless a resolution authorizing such remuneration shall have been unanimously adapted by the Board of Directors before the services are undertaken.

Article IV Section 6. Organization Meeting: The first meeting of the Board of Directors shall be held within ten (10) days after the annual members' meeting, at such place as shall be fixed by the Board and no notice shall be necessary to the newly elected directors in order legally to constitute such meeting, providing all of the Board of Directors shall be present.

Article IV Section 7. Regular Meetings: Regular meetings of the directors may be held at such time and place as shall be determined, from time to time, by a majority of the directors, but at least two such meetings shall be held during each fiscal year. Notice of regular meetings of the Board of Directors shall be given to each director, personally or by mail, telephone or telegraph, at least 3 days prior to the day named for such meeting. A schedule of Board of Director meetings will be set in February each year.

Article IV Section 8. Special Meetings: Special meetings of the Board of Directors may be called by the President on three (3) days' notice to each director, given personally or by mail, telephone or telegraph, which notice shall state the time, place (as hereinabove provided) and purpose of the meeting. Special meetings of the Board of Directors shall be called by the President or Secretary, in like manner and on like notice, on written request of at least two directors.

Article IV Section 9. Notice of Meetings to Lot Owners: Meetings of the Board of Directors shall be open to all Lot owners and notices of meetings shall be posted conspicuously forty-eight (48) hours in advance for the attention of the unit owners, except in an emergency.

Article IV Section 10. Waiver of Notice: Before or at any meeting of the Board of Directors, any director may, in writing, waive notice of such meeting, and such waiver shall be deemed equivalent to the giving of such notice. Attendance by a director at any meeting of the Board of Directors shall be a waiver of notice by him of the time and place thereof. If all directors are present at any meeting of the Board, no notice shall be required and any business may be transacted at such meeting.

Article IV Section 11. Minutes: Minutes of all meetings of the Board of Directors and of the Lot owners shall be kept in businesslike manor and available for inspection by unit owners and Board members at all reasonable times.

Article IV Section 12. Quorum: At all meetings of the Board of Directors a majority of the directors shall constitute a quorum for the transaction of business, and the acts of the majority of directors present at a meeting at which a quorum is present shall be the acts of the Board of Directors. If at any meeting of the Board of Directors there be less than a quorum present, the majority of those present may adjourn the meeting.

Article IV Section 13. Fidelity Bonds: The Board of Directors may require that all officers and employees of the Association handling or responsible for Association funds shall furnish adequate fidelity bonds. The premiums of such bonds shall be paid by the Association.

Article IV Section 14. Designation of Officer: The principal officers of the Association shall be President, a Vice President, a Secretary and a Treasurer, all of whom shall be elected by the Board of Directors. The Board of Directors may appoint an Assistant Treasurer and an Assistant Secretary, and such other officers, as in their judgment may be necessary.

Article IV Section 15. Election of Officers: The officers of the Association shall be elected annually by the Board of Directors, at the organization meeting of each new Board, and shall hold office at the pleasure of the Board.

Article IV Section 16. Removal of Officers: Upon an affirmative vote of a majority of the members of the Board of Directors, any officer may be removed, either with or without cause, and his successor elected at any regular meeting of the Board of Directors, or at any special meeting of the Board called for such purpose.

Article IV Section 17. President: The President shall be the chief executive officer of the Association. He shall preside at all meetings of the Association and of the Board of Directors. He shall have all of the general powers and duties which are usually vested in the office of president of the Association.

Article IV Section 18. Vice President: The vice president shall take the place of the president and perform his duties whenever the president shall be absent or unable to act. If neither the president nor the vice president is able to act, the Board of Directors shall appoint some other member of the Board to do so on an interim basis. The vice president shall also perform such other duties as shall from time to time be imposed on him by the Board of Directors.

Article IV Section 19. Secretary: The secretary shall keep the minutes of all meetings of the Board of Directors, and the minutes of all meetings of the Association; he shall have charge of such books and papers as the Board of Directors may direct; and he shall, in general, perform all the duties incidental to the office of secretary.

Article IV Section 20. Treasurer: The treasurer shall have responsibility for Association funds and securities, and shall be responsible for keeping full and accurate accounts of all receipts and disbursements in books belonging to the Association. He shall be responsible for the deposit of all monies and other valuable effects in the name, and to the credit, of the Association in such depositories as may from time to time be designated by the Board of Directors.

Article V – Assessment and Collection of Common Expenses

As more fully provided in the Declaration of Covenants, Conditions and Restrictions, each Owner is obligated to pay to the Association annual and special assessments which are secured by a continuing lien against the Lot against which is made, which lien is in favor of the Association and shall come into effect upon recordation of the Declaration of Covenants, Conditions and Restrictions. Said lien shall secure not only unpaid, delinquent assessments, but also reasonable attorney's fees and other costs of collecting assessments and interest at the highest lawful rate. Said lien shall date back to the date of recording of the Declaration of Covenants, Conditions and Restrictions and shall be prior to the creation of any homestead status or any subsequent lien or encumbrance, except that said lien shall be subordinate and inferior to that of any institutional first mortgage lender.

Article VI – Annual Budget

Pursuant to Article IV, Section 2, paragraph b of these Bylaws, the Board of Directors shall have the power and duty of preparing and adapting an annual operating budget for the Association. Each Lot owner shall be given written notice of the time and place at which the meeting at which the budget will be considered shall be held, and such meeting shall be open to the Lot owners. If a budget is adopted by the Board of Directors which requires assessment against the Lot owners in any fiscal or calendar year exceeding one hundred fifteen percent (115%) of such assessments for the preceding year, upon written application of ten percent (10%) of the Lot owners, a special meeting of the Lot owners shall be held upon not less than ten (10) days written notice to each Lot owner, but within 30 days of the delivery of such application to the Board of Directors or any member thereof, at which special meeting Lot owners may consider and enact a revision of the budget, or recall any and all members of the Board of Directors and elect their successors. In either case, the revision of the budget or the recall of any and all members of the Board of Directors shall require a vote of not less than two thirds (2/3) of members of the Association. In determining whether assessments exceed one hundred fifteen per cent (115%) of similar assessments in prior years, there shall be excluded in the computation any provision for reasonable reserves made by the Board of Directors in respect of repair or replacement of the property or in respect of anticipated expenses by the Association which were not anticipated to be incurred on a regular or annual basis. There shall also be excluded from such computation assessments for betterments to the property. An example of this procedure is if a previous years' assessments for a Lot were

\$100.00 a month, then the assessment may increase to \$115.00 per month by Board of Directors action alone.

The proposed annual budget shall be detailed and shall show the amounts budgeted by accounts and expense classifications.

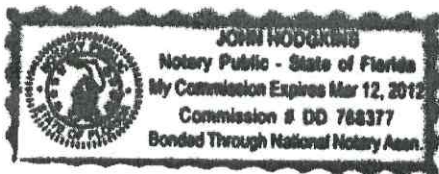
Article VII – Amendment of Bylaws

The Bylaws of the Association may be modified, amended or revoked, unless specifically prohibited elsewhere herein, at any regular or special meeting of the members of the Association by not less than sixty five percent of the votes of members present, either in person or by proxy; provided that not less than (14) days' notice of said meeting has been given to the members of the association, which notice contains a full statement of the proposed modification, change or revocation. Provided however, in order to be effective, a majority of the members must be in attendance, either in person or by proxy, at said meeting. Any amendment to these Bylaws shall become effective upon its recordation among the Public Records of Citrus County, Florida.

The foregoing were Adopted as the Amended and Restated Bylaws of THE GLEN HOMEOWNERS ASSOCIATION OF CITRUS COUNTY, INC., at a members meeting held on 3RD of JUNE, 2008

PAUL J HOFFMAN PRODUCED A FLORIDA
DRIVERS LICENSE ON THE 3RD OF JUNE
2008.

J. Hoffman 6/3/2008



The Glen Homeowners Association
of Citrus County, Inc.

By *Paul J Hoffman*
Paul Hoffman, President

Attest: *Florence Demcovitz*

Florence Demcovitz, Secretary

Reviewed by Peter T. Hofstra, P.A.