#### BY-LAWS CONTENTS/REFERENCE

ARTICLE 1 Definitions. All definitions contained in the Declaration of Covenants and Restrictions are hereby, etc...

<u>ARTICLE II</u> - Location. Section 1. The principal office of the Association shall be located at, etc...

#### ARTICLE III - Membership

Section 1. Every person or entity who is a record owner of a fee or undivided fee interest, etc...

Section 2. The rights of membership are subject to the payment of annual and special, etc...

Section 3. The membership rights of any person whose interest in The Properties is, etc...

#### ARTICLE IV - Voting Rights

Section I. Voting Rights of the Members in the Association shall be governed by other, etc...

ARTICLE V - Property Rights and Rights of Enjoyment of Common Property

Section 1. Each member shall be entitled to the use and enjoyment of the common properties, etc. . .

Section 2. Any member may delegate his rights of enjoyment in the Common Properties and, etc...

#### Section 3. Party Walls

- (a) General Rule of Law to Apply.
- (b) Sharing of Repair and Maintenance.
- (c) Destruction by Fire or Other Casualty
- (d) Weatherproofing
- (e) Right to Contribution Runs with Land
- (f) Arbitration

#### ARTICLE VI - Association Purposes and Powers

Section 1. The Association has been organized for the following purposes: To promote, etc. .

(a) own, acquire, build, operate, etc...

24

- (b) maintain unkempt lands and trees...
- (c) fix and collect assessments, etc...
- (d) enforce any and all covenants, etc...
- (e) pay taxes and insurance, if any, etc..
- (f) maintain grounds of the common, etc...
- (g) maintain pool, if applicable, etc...
- (h) maintain air conditioning, etc...
- (i) clean and maintain parking lot, etc...
- (i) clean and maintain parking lot, etc...
- (j) remove waste from common areas;
- (k) maintain perimeter wall, if, etc...
- (l) pay the utilities costs for, etc...
- (m) pay for other miscellaneous, etc...
- (n) maintain a reserve for future, etc.
- (o) insofar as permitted by law, to, etc..
- Section 2. Additions to the Properties describes in Article I may be made only in, etc
- Section 3. Mergers and Consolidation. Subject to the provisions of the recorded, etc...
- Section 4. Mortgages Other Indebtedness. The Corporation shall have power to mortgage, etc...
- Section 5. Dedication of Properties or Transfer of Function to Public Agency or Utility. The

Corporation shall have the power to, etc...

### ARTICLE VII - Board of Directors

- Section 1. Board of Directors. The affairs of the corporation shall be managed by a Board, etc.
- Section 2. Vacancies in the Board of Directors shall be by written ballot as hereinafter, etc..

### Article VIII - Election of Directors: Nominating Committee Election Committee

- Section 1. Election to the Board of Directors shall be by written ballot as hereinafter, etc...
- Section 2. Nominations for election to the Board of Directors shall be made by a Nominating, etc. . .
- Section 3. The Nominating Committee shall consist of a Chairman who <u>must</u> be a member of the, etc.
- Section 4. The Nominating Committee shall make as many nominations for election to the, etc...
- Section 5. All elections to the Board of Directors shall be made on a secret written ballot, etc...Directors shall be made by a Nominating, etc. . .

25

Section 6. Each member shall receive as many ballots as he has votes. Notwithstanding, etc..

#### Section 7. Vacancies and Removal

- (a) Except as to vacancies resulting, etc.
- (b) Any Director may be removed with, etc. .
- (c) Provided, however, that until a. etc--

#### ARTICLE IX - Powers and Duties of the Board of Directors

#### Section 1. The Board of Directors shall have power

- (a) To call special meetings of the members,
- (b) By majority vote to appoint and remove,
- (c) to establish, levy and assess, and collect
- (d) to adopt and publish rules and regulations,
- (e) To exercise for the Association all,
- (f) In the event that any member of the

### Section 2. It shall be the duty of the Board of Directors

- (a) to cause to be kept a complete record, etc...
- (b) to supervise all officers, agents, etc...
- (c) As more fully provided in Article,
  - i. To fix the amount of the assess,
  - ii. To prepare a roster of the, etc.
  - iii. To send written notice of each,
  - iv. To issue, or cause an appropriate

#### ARTICLE X - Directors' Meeting

- Section 1. After "turnover" of control of the, etc.
- Section 2. Notice of such annual meeting is, etc.
- Section 3. Special meetings of the Board of, etc.
- Section 4. The transaction of any business at any,
- Section 5. The majority of the Board of Directors

#### ARTICLE XI - Officers

- Section 1. The officers shall be a president, etc.
- Section 2. The officers shall be chosen by a, etc.

VBH By-Laws Complete 10-22-03.wps Page 4 of 20

Section 3. All officers shall hold office, etc..

Section 4. The President shall preside at all, etc.

Section 5. The vice-president shall perform, etc.

Section 6. The secretary shall be ex efficio, etc.

Section 7. The treasurer shall receive and, etc.

Section 8. The treasurer shall keep proper, etc.

Section 9. Indemnification of Officers and, etc.

#### ARTICLE XII. Committees

Section 1. After "turnover" of control of the

Section 2. The Nomination Committee shall have,

Section 3. The Recreation Committee shall advise,

Section 4. The Architectural Control Committee,

Section 5. The Publicity Committee shall inform

Section 6. The Audit Committee -shall supervise,

Section 7. Appoint sub-committee.

Section 8. It shall be the duty of each committee to

#### ARTICLE XIII. Meeting of Members

Section 1. Notwithstanding anything to the, etc...

Section 2. Annual Meeting. After the first, etc..

Section 3. Special meetings of the members for any,

Section 4. Notice of any meeting shall be given to

Section 5. Except as otherwise herein provided,

#### ARTICLE XIV. Proxies

Section I. At all corporate meetings of members

VBH By-Laws Complete 10-22-03.wps Page 5 of 20

Section 2. All proxies shall be in writing and

ARTICLE XV. Books and Papers

Section 1. The books, records and papers of the

ARTICLE XVI. Corporate Seal

Section 1. The Association shall have a seal in

ARTICLE XVII. Amendments.

Section 1. These By-laws may be amended, at a regular or special meeting of the members, etc.

Section 2. In the case of any conflict between the Articles of Incorporation and these, etc...

ARTICLE XVIII. Miscellaneous.

Section 1. Leasing Approval. The following shall,

- 1.1 Notice and Information. Any Owner, etc...
- (a) Declaration of Covenants and, etc...
- (b) Articles of Incorporation of the, etc...
- (c) By-Laws of the Vero Beach Highlands, etc.
- (d) Rules and Regulations of the Vero, etc..
- 1.2 Approval. The notice and documentation,
- 1.3 Intention. Except as provided in Section,
- 1.4 Limited Disapproval. Notwithstanding the,
- 1.5 Exceptions. The foregoing provisions of
- 1.5.1 A Lease by an institutional Mortgagee
- 1.5.2 The acquisition of title to a Lot/Unit For purposes of this Section 1.5,
- 1.6 Effective Date. This Amendment shall be, etc...

Section 2. General Owner Responsibility. Owners are strictly responsible to ensure, etc...

Except as otherwise amended hereby, the Articles, etc...

#### BY-LAWS OF

### VERO BEACH HIGHLANDS PROPERTY OWNER'S ASSOCIATION INC.

## ARTICLE I. Definitions

All definitions contained in the Declaration of Covenants and Restrictions are hereby adopted and incorporated herein by reference, and shall have the same meaning in these By-Laws as expressed in the Declaration. Furthermore, Schedule "A" and Schedule "B", attached to these By-Laws shall be deleted in their entirety.

#### ARTICLE II Location

Section 1. The principal office of the Association shall be located at 1111 South Bayshore Drive, Miami, Florida 33131.

## ARTICLE III Membership

Section 1. Every person or entity who is a record owner of a fee or undivided fee interest in any Lot or Living Unit which is subject by covenants of record to assessments by the Association shall be a member of the Association, provided that any such person or entity who holds such interest merely as a security for the performance of an obligation shall not be a member.

Section 2. The rights of membership are subject to the payment of annual and special assessments levied by the Association , the obligation of which assessments is imposed against each owner of and becomes a lien upon the property against which such assessments are made as provided by Article V of the Declaration of Covenants and Restrictions to which The Properties are subject as recorded in O/R Book 611 Page 1494 of the Public Records of Indian River, County, Florida.

Section 3. The membership rights of any person whose interest in The Properties is subject to assessments under Article III, Section 2, whether or not he be personally obligated to pay such assessments, may be suspended by action of the Directors during the period when the assessments remain unpaid including loss of voting rights; but upon payment of such assessments, his rights and privileges shall be automatically restored. If the Directors have adopted and published rules and regulations governing the use of the common properties and facilities, and the personal conduct of any person thereon as provided in Article IX, Section 1, they may, in their discretion, suspend the rights of any such person for violation of such rules and regulations for a period not to exceed thirty (30) days.

#### ARTICLE IV Voting Rights

Section 1. Voting Rights. Voting rights of the Members in the Association shall be governed by other provisions in these By-Laws and in the Declaration of Covenants and Restrictions and the Articles of Incorporation, as same are amended or supplemented from time to time.

### ARTICLE V. Property Rights and Rights of Enjoyment of Common Property

Section 1. Each member shall be entitled to the use and enjoyment of the common properties and facilities as provided by deed of dedication and Article IV, Declaration of Covenants applicable to The Properties.

Section 2. Any member may delegate his rights of enjoyment in the Common Properties and Facilities to the members of his family who reside upon The Properties or to any of his tenants who reside thereon. Such member shall notify the Secretary in writing of the name of any such person and of the relationship of the member to such person. The rights and privileges of such person are subject to suspension under Article III, Section 3, to the same extent as those of the member.

### Section 3. Party Walls

(a) General Rule of Law to Apply. Each wall which is built as a part of the original construction of the homes upon the Properties and placed on the dividing line between the Lots shall constitute a party wall, and, to the extent not inconsistent with the provisions of this Article, the general rules of law regarding party walls and liability for property damage due to negligence or willful acts or omissions shall apply thereto.

(b) Sharing of Repair and Maintenance. The cost of reasonable repair and maintenance of a party wall shall be shared by the Owners who make use of the wall in proportion to such use.

(c) Destruction by Fire or Other Casualty. If a party wall is destroyed or damaged by fire or other casualty, any Owner who has used the wall may restore it and if the other Owners thereafter make use of the wall, they shall contribute to the cost of restoration thereof in proportion to such use without prejudice, however, to the right of any such Owners to call for a larger contribution from the others under any rule of law regarding liability for negligent or willful acts or omissions.

(d) Weatherproofing. Notwithstanding any other provision of this Article, an Owner who by his negligent or willful act caused the party wall to be exposed to the elements shall bear the whole cost of furnish-in the necessary protection against such

- (e) Right to Contribution Runs With Land. The right of any Owner to contribution from any other Owner under this Article shall be appurtenant to the land and shall pass to such Owner's successors in title.
- (f) Arbitration. In the event of any dispute arising concerning a party wall, or under the provisions of this Article, each party shall choose one (1) arbitrator, and such arbitrators shall choose one (1) additional arbitrator, and the decision shall be by a majority of all the arbitrators.

# ARTICLE VI. Association Purposes and Powers

Section 1. The Association has been organized for the following purposes: To promote the health, safety and welfare of the property owners in Article I and such additions thereto as may hereafter be brought within the jurisdiction of this Corporation by annexation as provided in Article XII of the Articles of Incorporation and herein in Section 2 hereinafter referred to as "The Properties", and for this purpose to:

- (a) own, acquire, build, operate and maintain certain areas for the benefit of property owners, including but not limited to: commons, greenbelts, open spaces, buildings, structures and personal properties incident thereto, hereinafter collectively referred to as "the common properties and facilities";
  - (b) maintain unkempt lands or trees;
  - (c) fix and collect assessments (or charges) to be levied against The Properties;
- (d) enforce any and all covenants, restrictions and agreements applicable to The Properties;
  - (e) pay taxes and insurance, if any, on the common properties and facilities;
- (f) maintain grounds of the common area including mowing, fertilizing, insecticides, etc.;
- (g) maintain pool, if applicable, including cleaning, chemicals, maintenance of pumps, pool heating, including gas and maintenance of heating pumps, etc.;
  - (h) maintain air conditioning of recreation building, if applicable;
  - (i) clean and maintain parking lot, if applicable;
  - (j) remove waste from common areas;
  - (k) maintain perimeter wall, if applicable;
  - (l) pay the utilities costs for common areas including water, sewer and electricity;
- (m) pay for other miscellaneous services which may be required, such as exterminating services, security system maintenance and fire extinguisher services;
  - (n) maintain a reserve for future maintenance and repairs;
- (o) insofar as permitted by law, to do any other thing that in the opinion of the Board of Directors, will promote the common benefit and enjoyment of the residents of The Properties.

Section 2. Additions to the Properties described in Article I may be made only in accordance with the provisions of the Declaration of Covenants and Restrictions, as amended or supplemented from time to time.

Section 3. Mergers and Consolidation Subject to the provisions of the recorded covenants and restrictions applicable to the properties described in Article I, Sections 2 and 3, and to the extent permitted by law, the Corporation may participate in mergers and consolidations with other non-profit corporations organized for the same purposes, provided that any such merger or consolidation shall have the assent of two-thirds (2/3) of the votes of each class of members who are voting in person or by proxy at a meeting duly called for this purpose, written notice of which shall be mailed to all members at least thirty (30) days in advance and which shall be mailed to all members at least thirty (30) days in advance and which written notice shall set forth the purpose of the meeting.

Section 4. Mortgages Other Indebtedness.

The Corporation shall have power to mortgage its properties only to the extent authorized under the recorded covenants and restrictions applicable to said properties. The total debts of the Corporation including the principal amount of such mortgages outstanding at any time shall not exceed the total of two year's assessments current at that time, provided that authority to exceed said maximum in any particular case may be given by an affirmative vote of two-thirds (2/3) of the votes of each class of members who are voting in person or by proxy at a meeting duly called for this purpose, written notice of which shall be mailed to all members at least thirty (30) days in advance and which written notice shall set forth the purpose of the meeting.

Section 5. Dedication of Properties or Transfer of Function to Public Agency or Utility.

The Corporation shall have the power to dispose of its real properties only as authorized under the recorded covenants and restrictions applicable to said properties.

### ARTICLE VII Board of Directors

Amended Dec. 05/2002-Recorded Indian River County OR 1565 PG1620

Section 1. The affairs of the corporation will be managed by a Board of A minimum of three (3) Directors and a Maximum of nine (9) Directors. The total number of Directors will be determined by the sitting Board of Directors at the last meeting before the annual election. At each annual meeting a Director that is re-elected will be elected to a term of three (3) years and each Director that is elected for the first time will be elected to a term of one (1) year.

# ARTICLE VIII. ELECTION OF DIRECTORS: NOMINATING COMMITTEE

Amended Dec. 05/2002-Recorded Indian River County OR 1565 PG1621

Section 1. Election to the Board of Directors shall be by written ballot as hereinafter provided. At such election, the members or their proxies may cast, in respect of each vacancy, as many votes as they are entitled to exercise under the provisions of the recorded covenants applicable to The Properties. The names receiving the largest number of votes shall be elected.

Section 2. Nominations for election to the Board of Directors shall be made by a Nominating Committee which shall be one of the Standing Committees of the Association.

Section 3. 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 at its annual meeting held subsequent to each annual meeting of members to serve from the close of such annual meeting until the close of the next annual meeting.

Section 4. Removed by amendment Dec. 05/2002

Section 5. All elections to the Board of Directors shall be made on a secret written ballot which shall (b) set forth the names of those nominated by the Nominating Committee and contain space for a write-in vote by the members and shall be mailed to the members at least fourteen (14) days in advance of the date set forth therein for a return (which shall be a date not later than the day before the annual meeting or special meeting called for elections).

Section 6. Each member shall receive as many ballots as he has votes. Notwithstanding that a member may be entitled to several votes, he shall exercise on any one ballot only one vote for each vacancy shown thereon. There shall be no cumulative voting. All voting shall be by secret ballot.

Section 7. Vacancies and Removal.

- (a) Removed by amendment Dec. 05/2002
- (b) Any Director may be removed with or without cause by concurrence of a majority of the votes of the members at a special meeting called for that purpose. The vacancy in the Board of Directors so created shall be filled by the members at the same meeting,
  - (c) Removed by amendment Dec. 05/2002

### ELECTION OF DIRECTORS: NOMINATING COMMITTEE

Title Amended Dec. 05/2002-Recorded Indian River County OR 1565 PG1622

Section 1. Election to the Board of Directors shall be by written ballot as hereinafter provided. At such election, the members or their proxies may cast, in respect of each vacancy, as many votes as they are entitled to exercise under the provisions of the recorded covenants applicable to The Properties. The names receiving the largest number of votes shall be elected.

Section 2. Nominations for election to the Board of Directors shall be made by a Nominating Committee which shall be one of the Standing Committees of the Association.

Section 3. The Nominating Committee shall consist of a Chairman who <u>must</u> 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 at its annual meeting held subsequent (after) to each annual meeting of members to serve from the close of such annual meeting until the close of the next annual meeting.

Section 4. 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. The Nominating Committee must follow By-Laws Article VII, Section 1. Such nominations may be made from among qualified members as the Committee in its discretion shall determine. Nominations shall be placed on written ballot as provided in Section 5 and shall be made in advance of the time fixed in Section 5 for the mailing of such ballots to members. The Nominating Committee is responsible for the security of Résumé, return ballots, ensuring that sufficient people are present to count and verify the returned ballots.

Section 4 Amended Dec. 05/2002-Recorded Indian River County OR 1565 PG1622

Section 5. All elections to the Board of Directors shall be made on a secret written ballot which shall (a) set forth the names of those nominated by the Nominating Committee and (b) contain space for a write-in vote by the members and shall be mailed to the members at least fourteen (14) days in advance of the date set forth therein for a return (which shall be a date not later than the day before the annual meeting or special meeting called for elections).

Section 5 Amended Dec. 05/2002-Recorded Indian River County OR 1565 PG1622

Section 6 Amended Dec. 05/2002-Recorded Indian River County OR 1565 PG1622 (Removed entirely)

Section 7. Vacancies and Removal.

(a) Any vacancy occurring on the Board of Directors may be filled by the affirmative vote of the majority of the remaining directors, even though the remaining directors constitute less than a quorum. A director appointed to fill a vacancy should be appointed for the un-expired term of his or her predecessor in office.

Section 7(a) Amended Dec. 05/2002-Recorded Indian River County OR 1565 PG1622

(b) Any Director may be removed with or without cause by concurrence of a majority of the votes of the members at a special meeting called for that purpose. The vacancy in the Board of Directors so created shall be filled by the members at the same meeting. The Notice of a meeting of the members to remove a member or members of the Board of Directors shall state the specific director sought to be removed. A proposed removal of a director at a meeting shall require a separate vote for each board member sought to be removed. Any director who is removed from the board shall not be eligible to stand for re-election until the next annual meeting of the members. Any directors removed from office shall turn over to the Board of Directors within 72 hours any and all records of the Association in his or her possession.

Section 7(b) Amended Dec. 05/2002-Recorded Indian River County OR 1565 PG1622

#### ARTICLE IX. Powers and Duties of the Board of Directors

Section 1. The Board of Directors shall have power:

- (a) To call special meetings of the members whenever it deems necessary and it shall call a meeting at any time upon written request of one-fourth (1/4) of the voting membership as provided in Article XIII,
- By majority vote to appoint and remove at pleasure all officers, agents and employees of the Association, prescribe their duties, fix their compensation, and require of them such security or fidelity bond as it may deem expedient. Nothing contained in these By-Laws shall be construed to prohibit the employment of any Member, Officer or Director of the Association in any capacity whatsoever.
- (c) To establish, levy and assess, and collect the assessments or charges referred to in Article III. Section 2, in Article VI and elsewhere in the By-Laws and Declaration of Covenants and Restrictions.
- (d) To adopt and publish rules and regulations governing the use of the common properties and facilities and the Lots and Units and the personal conduct of the members and their guests thereon. Proviso. Said rules and regulations shall not be volatile of the Declaration of Covenants and Restrictions; Articles of Incorporation and By-Laws; as amended and supplemented from time to time; and the applicable law."
  - (e) To exercise for the Association all powers, duties and authorities vested in or 35

delegated to this Association, except those reserved to the meeting or to members in the covenants.

(f) In the event that any member of the Board of Directors of this Association shall be absent from three (3) consecutive regular meetings of the Board of Directors, the Board may by action taken at the meeting during which said absence occurs, declare the office of said absent Director to be vacant.

#### Section 2. It shall be the duty of the Board of Directors:

- (a) To cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the members at the annual meeting of members or at any special meeting when such is requested in writing by one-fourth (1/4) of the voting membership.
- (b) To supervise all officers, agents and employees of this Association, and to see that their duties are properly performed.
- (c) As more fully provided in Article V of the Declaration of Covenants applicable to The Properties;
- i. To fix the amount of the assessment against each Lot, (property) for each assessment period at least thirty (30) days in advance of such date or period and, at the same time:
- ii. To prepare a roster of the properties and assessments applicable thereto kept in the office of the Association and shall open to inspection by which shall be any member, and, at the same time;
- iii. To send written notice of each assessment to every owner subject thereto.
- iv. To issue, or cause an appropriate officer to issue upon demand by any person, a certificate setting forth whether any assessment has been paid. Such certificate shall be conclusive evidence of any assessment therein stated to have been paid.

#### ARTICLE X. Directors' Meeting

Section 1. After "turnover" of control of the Association by the Developer, the annual meeting of the Board of Directors shall be held as soon after the Annual meeting of members as is feasible. Provided that the Board of Directors may, by resolution, change the day and hour of holding such annual meeting. This meeting should be held on a day other than the annual meeting but within seven (7) days of the annual meeting. At this meeting the Election of Officers, Appointment of Committees and such other business as may come before the board should be transacted. Under the Secretary's supervision or instruction the Nominating Committee is responsible for the security of résumé, return 36 ballots, ensuring that sufficient people are present to count and verify the returned ballots.

Section 1 Amended Dec. 05/2002-Recorded Indian River County OR 1565 PG1623

Section 2. Notice of such annual meeting is hereby dispensed with. If the day for the annual meeting shall fall upon a holiday, the meeting shall be held at the same hour on the first day following which is not a holiday, and no notice thereof need be given.

Section 3. Special meetings of the Board of Directors will be held when called by any officer of the association or by any two directors after not less than three (3) days notice to each director.

Section 4. The transaction of any business at any meeting of the Board of Directors, however called and noticed, or wherever held, shall be as valid as though made at a meeting duly held after regular call and notice if a quorum is present and, if either before or after the meeting, each of the directors not present signs a written waiver of notice, or a consent to the holding of such meeting, or an approval of the minutes thereof. All such waivers, consents or approvals shall be filed with the corporate records and made a part of the minutes of the meeting.

Section 5. The majority of the Board of Directors shall constitute a quorum thereof.

#### ARTICLE XI Officers

Section 1. The officers shall be a President, a Vice-President, a Secretary and a Treasurer. The President and Vice-President must be members of the Board of Directors. The position of Treasurer and Secretary may be filled a non director member in good standing. The officers will be chosen by majority vote of the directors. All officers shall hold office at the pleasure of the Board of Directors.

Section 1 Amended Dec. 05/2002-Recorded Indian River County OR 1565 PG1623

Section 2. The officers shall be chosen by a majority vote of the directors.

Section 3. All officers shall hold office during the pleasure of The Board of Directors.

Section 4. The president shall preside at all meetings of the Board of Directors, shall see that orders and resolutions of the Board of Directors are carried out and shall sign all notes, checks, leases, mortgages, deeds and all other written instruments.

Section 5. The vice-president shall perform all the duties of the president in his absence.

Section 6. The secretary shall be <u>ex officio</u> the secretary of the Board of Directors, shall record the votes and keep the minutes of all proceedings in a book to be kept for that

purpose. He shall sign all certificates of membership. He shall keep the records of the Association. He shall record in a book kept for that purpose the names of all members of the Association together with their addresses as registered by such members. (See Article XIII, Section 3.) An assistant secretary may be appointed by the Board of Directors to perform the duties of the Secretary in his absence.

Section 7. The treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors, provided however, that a resolution of the Board of Directors shall not be necessary for disbursements made in the ordinary course of business conducted within the limits of a budget adopted by the Board. The treasurer shall sign all checks and notes of the Association, provided that such checks and notes shall also be signed by the president or the vice-president.

Section 8. The treasurer shall keep proper books of account for the Association and shall prepare an annual statement of cash receipts and disbursements as of the end of each fiscal year, such statement to be presented to the membership at its regular annual meeting. The Board of Directors will ensure that an annual review of the books of account is conducted through a committee comprised of three members of the Association who will be appointed by the Board of Directors, except that the treasurer cannot be a member of the committee. A written report on the results of the review will be submitted to the Board of Directors within sixty days of the end of the fiscal year.

Section 9. Indemnification of Officers and Directors. Every Director and every officer of the corporation will be indemnified by the corporation against all expenses and liabilities, including legal fees reasonably incurred by or imposed upon him in connection with any proceeding or any settlement of any proceeding to which he may be a party or in which he may become involved by reason of his being or having been a Director or officer of the corporation, whether or not he is a Director or officer at the time such expenses are incurred, except when the Director or officer is adjudged guilty of willful misfeasance or malfeasance in the performance of his duties. Provided that in the event of a settlement, indemnification will apply only in the event that the Board of Directors approves such settlement and reimbursement as being in the best interests of the corporation. The foregoing right of indemnification will be in addition to and not exclusive of all other rights to which such Director or officer may be entitled.

## Article XII. Committees

Section 1. After "turn-over" of control of the Association by the Developer, the Standing Committees of the association shall be: The Election Committee, The Recreation Committee, The Maintenance Committee, The Architectural Control Committee, The Publicity Committee, The Audit Committee unless otherwise provided herein, each committee shall consist of a Chairman and two or more members and shall include a member of the Board of Directors for board contact. The committees shall be

appointed by the Board of Directors subsequent to each annual meeting to serve from the close of such annual meeting until the close of the next annual meeting and such appointment shall be announced at each such annually meeting. The Board of Directors may appoint such other committees as it deems desirable.

Section 2. The Nominations Committee shall have the duties and functions described in Article VIII.

Section 3. The Recreation Committee shall advise the Board of Directors on all matters pertaining to the recreational program and activities of the Association and shall perform such other functions as the Board, in its discretion, determines.

Section 4. The Architectural Control Committee shall have the duties and functions described in Article VI of the Declaration of Covenants and Restrictions applicable to The Properties. It shall watch for any proposals, programs, or activities which may adversely affect the residential value of The Properties and shall advise the Board Of Directors regarding Association action on such matters.

Section 5. The Publicity Committee shall inform the members of all activities and functions of the Association and shall, after consulting with the Board of Directors, make such public releases and announcements as are in the best interests of the Association.

Section 6. The Audit Committee shall supervise the annual audit of the Association's books and approve the annual budget and balance sheet statement to be presented to the membership at its regular annual meeting as provided in Article XI. The treasurer shall be ex-officio a member of the Committee.

Section 7. With the exception of the Nominations Committee and the Architectural Control Committee (but then only as to those functions that are governed by Article VI, Declaration of Covenants and Restrictions applicable to The Properties) each committee shall have power to appoint a subcommittee from among its membership and may delegate to any such subcommittee any of its powers, duties and functions.

Section 8. It shall be the duty of each committee to receive complaints from members on any matter involving Association functions, duties, and activities within its field of responsibility. It shall dispose of such complaints as it deems appropriate or refer them to such other committee, director or officer of the association as is further concerned with the matter presented.

#### ARTICLE XIII. Meeting of Members

Section 1. Notwithstanding anything to the contrary herein stated, no meeting of members shall be held until the first meeting for the election of Directors which may be called only by the Developer and notice thereof shall be given by the Developer not later 39 than such time as the Developer owns fewer than 25% of the Lots, as defined in the Declaration.

Section 2. Annual Meeting. After the first meeting of members called by the Developer, the annual members' meeting shall be held on the date, at the place and at the time determined by the Board of Directors from time to time, provided that there shall be an annual meeting every calendar year and, to the extent possible, no later than thirteen (13)

months after the last preceding annual meeting. The purpose of the meeting shall be, except as provided herein to the contrary, to elect Directors and to transact any other business authorized to be transacted by the members, or as stated in the notice of the meeting sent to members in advance thereof.

Section 3. Special meetings of the members for any purpose may be called at any time by the President, Vice-President, the Secretary or Treasurer, or by any two or more members of the Board of Directors, or upon written request of the members who have a right to vote one-fourth of the votes of the Class A membership.

Section 4. Notice of any meeting shall be given to the members by the Secretary. Notice may be given to the member either personally, or by sending a copy of the notice through the mail, postage thereon fully prepaid to his address appearing on the books of the corporation. Each member shall register his address with the Secretary, and notice of meetings shall be mailed to him at such address. Notice of any meeting regular or special shall be mailed at least six (6) days in advance of the meeting and shall set forth in general the nature of the business to be transacted, provided however, that if the business of any meeting shall involve an election governed by Article VIII or any action governed by the Articles of Incorporation or by the Covenants applicable to The Properties, notice of such meeting shall be given or sent as therein provided.

Section 5. Except as otherwise herein provided, the presence at the meeting of members entitled to cast, or of proxies entitled to cast, thirty percent (30%) of the eligible votes of members shall constitute a quorum for any action governed by these By-Laws. An action governed by the Articles of Incorporation or by the Covenants applicable to The Properties shall require a quorum as therein provided.

Section 5 Amended Dec. 05/2002-Recorded Indian River County OR 1565 PG1624

## ARTICLE XIV. Proxies

Section 1. At all corporate meetings of members, each member may vote in person or by proxy.

Section 2. All proxies shall be in writing and filed with the Secretary. No proxy shall extend beyond a period of eleven (11) months, and every proxy shall automatically cease

upon sale by the member of his home or other interest in The Properties.

#### ARTICLE XV. Books and Papers

Section 1. The books, records and papers of the Association shall at all times, during reasonable business hours, be subject to the inspection of any members.

### ARTICLE XVI. Corporate Seal

Section 1. The Association shall have a seal in circular form having within its circumference the words: VERO BEACH HIGHLANDS PROPERTY OWNERS' ASSOCIATION, INC. a nonprofit corporation, incorporated Florida, 1980.

## ARTICLE XVII. Amendments

Section 1. These By-Laws may be amended, at a regular or special meeting of the members, by a vote of two-thirds of those members present in person or by proxy, provided that such amendments shall not be in conflict with the Declaration of Covenants and Restrictions and the Articles of Incorporation as same are amended from time to time.

Section 2. In the case of any conflict between the Articles of Incorporation and these by-laws, the Articles shall control; and in the case of any conflict between the Covenants and Restrictions applicable to The Properties referred to in Section 2 of these By-Laws, the Covenants and Restrictions shall control.

## ARTICLE XVIII Miscellaneous

Section 1. Leasing Approval. The following shall apply to leasing and subleasing of Units. Any reference herein to lease and lessee shall also include sublease and sublessees.

1.1 Notice and information. Any Owner intending to lease his or her Unit must give the Board of Directors of the Association (or its designated committee) notice of such intention, together with the name and address of the proposed lessee(s) and such other information concerning the proposed lessee(s) and intended occupants as the Association may reasonably require and an executed copy of the Lease. All Leases must include a covenant that the Lessee(s) are subject in all respects to the terms and provisions of the following and that any failure by the Lessee(s) and other occupant(s) under the Lease to comply with such terms and conditions shall be a material default and breach of the Lease:

- (a) Declaration of covenants and Restrictions as recorded in Official Record Book 0611, Page 1494, Public Records of Indian River County, Florida, as amended and supplemented from time to time.
- (b) Articles of Incorporation of the Vero Beach Highlands Property Owner's Association, Inc., as amended and supplemented from time to time.
- (c) By-Laws of the Vero Beach Highlands Property Owners' Association, Inc., as amended and supplemented from time to time.
- (d) Rules and Regulations of the Vero Beach Highlands Property Owner's Association, Inc., as amended and supplemented from time to time.
- 1.2 Approval. The notice and documentation, fully executed as above referenced, must be provided to the Board of Directors or its designated Committee, no less than one (1) business day prior to the occupancy or storage of personal belongings under the Lease. The Lease shall be deemed automatically approved unless within said one (1) business day period, the Board of Directors (or its designated Committee) disapproves of the Lease for the limited grounds contained in Section 1.4 below.
- 1.3 Intention. Except as provided in Section 1.4 below, it is not the intention of this Section 1 to grant to the Association a right of approval disapproval of Leases and lessees. It is, however the intent of this Section 1. to impose and affirmative duty on the Owners to keep the Association fully advised of any changes in occupancy for the purposes of facilitating the management of the Association's membership records. As this Section 1. is a portion of the By-Laws which run with the land, any lease transaction which is conducted without compliance with this Section 1. may be void able by the Association.
- 1.4 Limited Disapproval. Notwithstanding the provisions of Section 1.1 above, in the event that a Owner is delinquent in paying any assessment; or the Owner or Lessee fails to comply with the requirements of this Section 1.; or the Lessee in taking possession would be in non-compliance with any vehicle parking restrictions contained within any of the documents or Rules and Regulations referred to in Section 1.1 above, as such restrictions may be amended or created from time to time; then and only then the Association has the right to disapprove of and to void any lease at any time prior to or during the leasehold tenancy until any delinquent assessment is paid and/or until the non-compliance is fully eliminated. The Association's remedy herein shall include injunctive relief to remove lessees and other occupants and/or personal belongings.
- 1.5 Exceptions. The foregoing provisions of this Section 1. shall not apply in the following instances:

- 1.5.1 A Lease by an institutional Mortgagee that acquires its title as the result of owning a mortgage upon the Lot/Unit concerned, and this shall be so whether the title is acquired by deed from the mortgagor, his successor or assigns, or through foreclosure proceedings;
- 1.5.2 The acquisition of title to a Lot/Unit at a duly advertised public sale with open bidding provided by law, such as, but not limited to, execution sale, foreclosure sale, judicial sale or tax sale.

For purposes of this Section 1.5, "Institutional Mortgagee" shall mean a bank, savings and loan association, Insurance company, real estate or mortgage investment trust, pension fund, and agency of the United States Government, the Federal Home Loan Mortgage Corporation (FHLMC), Department of Housing and Urban Development (HUD), the Federal Housing Administration (FHA), Federal National Mortgage Association (FNMA), and Veterans Administration (VA), mortgage banker, or any other lender generally recognized as an institutional type lender, holding a mortgage on Unit(s)/Lot(s), or a guarantor or Insurer of same. The mortgage may be placed through a mortgage or title company.

1.6 Effective date. This Amendment shall be effective upon recordation in the Public Records of Indian River County, Florida. Any lease made on or after the effective date shall be bound by the provisions of this Section 1."

Section 2. General Owner Responsibility. Owners are strictly responsible to ensure that their lessees guests and family members, or any occupants of their Living Units/Lots comply with the Declaration of Covenants and Restrictions as recorded in Official Record Book 611, Page 1494, Public Records of Indian River County, Florida; the Articles of Incorporation of the Vero Beach Highlands Property Owner's Association, Inc.; the Bylaws of the Vero Beach Highlands Property Owners' Association, Inc.; and the reasonable Rules and Regulations of the Vero Beach Highlands Property Owners' Association, Inc., as same have been heretofore amended and as same are amended and supplemented from time to time; and the Law. As such Owners are responsible and liable to the Association for violation of same by their lessees, guests and family members, or any occupants of their Living Units/Lots. Except as otherwise amended hereby, the Articles of Incorporation and By-Laws of the Association shall remain unchanged and in full force and effect. Bylaws

End of By-Laws: