

CERTIFIED RESOLUTION AMENDING BY-LAWS
OF ONE SEAGROVE PLACE, A CONDOMINIUM

State of Florida:
County of Walton:

I, James L. Radtke, Secretary of One Seagrove Place Owners Association, Inc., a Florida Corporation, certify that at the Annual Meeting of the Association on October 26, 1996, upon proper notice, the members of the Association adopted the following resolution, amending various provisions of the By-Laws for One Seagrove Place, a Condominium, that said adoption was approved by:

o Not less than one hundred percent (100%) of the entire membership of the board of directors and by not less than fifty-one percent (51%) of the votes of the entire membership of the association, or

o Not less than seventy-five percent (75%) of the entire membership of the board of directors and by not less than seventy-five percent (75%) of the votes of the entire membership of the association,
all in accordance with the law, the Declaration of Condominium, the articles of Incorporation, and the By-Laws of the Association.

Resolve that:

The provisions of the By-Laws for One Seagrove Place, a Condominium, originally recorded at Official Record Book 346, Page 151 of the records of Walton County, are revised as shown on the attached pages.

AND WITNESS WHEREOF, I have hereunto affixed my name as Secretary of the Association this 17TH day of DECEMBER, 1996.

/s/ James L Radtke
Secretary

Attest:
/s/ Robert A. [Signature]
President

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BY-LAWS OF
ONE SEAGROVE PLACE OWNER'S ASSOCIATION, INC.
A corporation not for profit under the
laws of the State of Florida

1. Identity. These are the By-Laws of ONE SEAGROVE PLACE OWNER'S ASSOCIATION, INC., called "association" in these By-Laws, a corporation not for profit under the laws of the State of Florida, the Articles of Incorporation which were filed in the office of the Secretary of State on the 30th day of May, 1985. The association has been organized for the purpose of administering a condominium pursuant to Chapter 718, Florida Statutes, called the Condominium Act in these By-Laws, which condominium is identified by the name of ONE SEAGROVE PLACE, a condominium, and is located upon the following land in Walton County, Florida:

See Attached Exhibit "A".

1.1 The office of the association shall be 4100 East Scenic Highway 30A, Seagrove Beach, Walton County, Florida.

1.2 The fiscal year of the association shall be the calendar year.

1.3 The seal of the corporation shall bear the name of the corporation, the word, "Florida", the words, "corporation not for profit," and the year of the corporation.

2. Members' Meetings.

2.1 Unless another date is approved by the members at the previous annual meeting, the annual members meeting shall be held at the office of the corporation on the last Saturday in the month of October of each year for the purpose of electing directors and transacting any other business authorized to be transacted by the members; provided, however, that if that day is a legal holiday, the meeting shall be held on the next day that is not a holiday. If an emergency requires a change to the date of the meeting, the Board of Directors may change the date by majority vote and by providing notice to the members in writing as required in section 2.3(a) below.

2.2 Special members' meetings shall be held whenever called by the president or vice president or by a majority of the board of directors, and must be called by such officers upon receipt of a written request from members entitled to cast one-third of the votes of the entire membership, except as provided in F.S. 718.112 (2)(e).

2.3 (a) Notice of all members' meetings stating the time and place and the objects for which the meeting is called shall be given by the president or vice president or secretary unless waived in writing by the member. Such notice shall be in writing to each member at his address as it appears on the books of the association and shall be mailed not less than fourteen days nor more than sixty days prior to the date of the meeting. An officer of the association shall provide an affidavit, to be included in the official records of the association, affirming that notices of the association meeting were mailed or hand delivered in accordance with this provision, to each unit owner at the address last furnished to the association. Notice of meeting may be waived before or after meetings. Adequate notice of members meetings shall also be posted in a conspicuous place on the condominium property at least fourteen days in advance of said meeting.

(b) Notice of any meeting where assessments against unit owners are to be considered for any reason, shall specifically contain the statement that assessments will be considered and the nature of such assessments.

2.4 A quorum at members' meetings shall consist of persons entitled to cast a majority of the votes of the entire membership. In determining whether a quorum is present, proxies may be counted as voting interests present. The acts approved by a majority of the votes present at a meeting at which a quorum is present shall constitute the acts of the members, except when approval by a greater number of members is required by the Declaration of Condominium, the Articles of Incorporation or these By-Laws.

2.5 Voting.

(a) In any meeting of members, the owners of units shall be entitled to one vote for each unit owned in ONE SEAGROVE PLACE, a condominium.

(b) If a unit is owned by one person, his right to vote shall be established by the record title to his unit. If a unit is owned by more than one person, or is under lease, the person entitled to cast the vote for the unit shall be designated by a certificate signed by all of the record owners of the unit and filed with the secretary of the association. If a unit is owned by a corporation, the person entitled to cast the vote for the unit shall be designated by a certificate signed by the president or vice president and attested by the secretary of the corporation and filed with the secretary of the association. Such certificates shall be valid until revoked or until superseded by a subsequent certificate or until a change in the ownership of the unit concerned. A certificate designating the person entitled to cast the vote of a unit may be revoked by any owner of a unit. If such a certificate is not on file, the vote of such owners shall not be considered in determining the requirement for a quorum nor for any other purpose.

(c) Notwithstanding the provisions of Subparagraph (b) of this Paragraph 2.5, whenever any unit is owned by a husband and wife they may, but shall not be required to, designate a Voting Member. In the event a Voting Certificate designating a Voting Member is not filed by the husband and wife, the following provisions shall govern their right to vote.

(1) Where both husband and wife are present at a meeting, each shall be regarded as the agent and proxy of the other for purposes of casting the vote for each unit owned by them. In the event they are unable to concur in their decision upon any subject requiring a vote, they shall lose their right to vote on that subject at that meeting.

(2) Where only one (1) spouse is present at a meeting, the spouse present may cast their vote without establishing the concurrence of the other spouse, absent any prior written notice to the contrary to the association by the other spouse. In the event of prior written notice to the contrary to the association by the other spouse, their vote shall not be considered.

(3) Where neither spouse is present, the person designated in a proxy or Voting Certificate signed by either spouse may cast the vote, absent any prior written notice to the contrary to the association by the other spouse or the designation of a different Voting Member by the other spouse. In the event of prior written notice to the contrary to the association or the designation of a different Voting Member by the other spouse, the vote shall not be considered.

2.6 Proxies.

(a) Votes may be cast in person or by proxy. Any proxy given shall be effective only for the specific meeting for which originally given and any lawful adjourned meeting thereof.

In no event shall a proxy be valid for a period longer than ninety (90) days after the date of the first meeting for which it was given. Every proxy shall be revocable at any time at the pleasure of the unit owner executing it. A proxy must be filed with the secretary before the appointed time of the meeting or any adjournment of the meeting for that proxy to be valid.

(b) Unit Owners may not vote by general proxy, but may vote by limited proxy in the following instances:

- (1) to waive financial statement requirements,
- (2) to waive or reduce reserves,
- (3) to amend the Declaration, Articles of Incorporation or the By-Laws, and
- (4) for any other matter which requires a vote of the Unit Owners.

(c) Unit Owners may not vote by limited or general proxy in the election of members of the Board of Directors.

(d) General proxies may be used for other matters for which limited proxies are not required and may also be used in voting for non-substantial changes to items for which a limited proxy is required and given.

2.7 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 from time to time until a quorum is present.

2.8 The order of business at annual meetings and as far as practical at other members' meetings, shall be:

- a. Election of chairman of the meeting.
- b. Call of the roll and certifying of proxies.
- c. Proof of notice of meeting or waiver of notice.
- d. Reading and disposal of any unapproved minutes.
- e. Reports of officers.
- f. Reports of committees.
- g. Election of inspectors of election.
- h. Election of directors.
- i. Unfinished business.
- j. New business.
- k. Adjournment.

3. Directors.

3.1 Membership. The affairs of the Association shall be managed by a Board of not less than 3 nor more than 9 Directors, the exact number to be determined by the Board of Directors from time to time. Any change in the number of Directors shall be effective from the date of the Annual Meeting of the membership.

3.2 Election of directors shall be conducted in the following manner:

a. Election of directors shall be held at the annual members' meeting.

b. The election shall be by secret ballot or voting machine and by a plurality of the votes cast, each person voting being entitled to cast his votes for each of as many nominees as there are vacancies to be filled. There shall be no cumulative voting.

c. Except as to vacancies resulting from the removal of a majority of the board of directors by members, vacancies in the board of directors occurring between annual meetings of members shall be filled by the remaining directors.

d. Directors shall hold either a personal ownership interest, be designated by a certificate signed by all of the owners of a unit or, if a unit is owned by a corporation, be designated by a certificate signed by the president or vice president and attested by the secretary of the corporation and filed with the secretary of the association.

e. Not less than sixty (60) days before a scheduled election, the association shall mail or deliver, whether by separate association mailing or included in another association mailing or delivery including regularly published newsletters, to each unit owner entitled to a vote, a first notice of the date of the election. Any unit owner or other eligible person desiring to be a candidate for the board of directors shall give written notice to the association not less than 40 days before a scheduled election. Together with the written notice and agenda as set forth in paragraph 2.3, the Association shall then mail or deliver a second notice of the election meeting to all unit owners entitled to vote therein, together with a ballot which shall list all candidates. Upon request of a candidate, the association shall include an information sheet, no larger than 8 1/2 inches by 11 inches which must be furnished by the candidate not less than 35 days before the election, to be included with the mailing of the ballot, with the costs of mailing or delivery and copying to be borne by the association. However, the association has no liability for the contents of the information sheets prepared by the candidates. In order to reduce costs, the association may print or duplicate the information sheets on both sides of the paper. Elections shall be decided by a plurality of those ballots cast. There shall be no quorum requirement; however, at least 20 percent of the eligible voters must cast a ballot in order to have a valid election of members of the board of directors. No unit owner shall permit any other person to vote his ballot, and any such ballots improperly cast shall be deemed invalid. A unit owner who needs assistance in casting the ballot for the reasons stated in s. 101.051 may obtain assistance in casting the ballot. Any unit owner violating this provision may be fined by the association in accordance with s. 718.303. Notwithstanding the provisions of this Subparagraph, an election and balloting are not required unless more candidates file notices of intent to run or are nominated than vacancies exist on the board of directors.

f. Subject to the provisions of 718.301, any member of the board of directors may be recalled and removed from office with or without cause by the vote or agreement in writing by a majority of all the voting interests. A special meeting of the unit owners to recall a member or members of the board of directors may be called by ten (10%) percent of the voting interest giving notice of the meeting as required for a meeting of unit owners, and the notice shall state the purpose of the meeting.

(1) If the recall is approved by a majority of all voting interests by a vote at a meeting, the recall shall be effective as provided herein. The board of directors shall duly notice and hold a board of directors meeting within 5 full business days of the adjournment of the unit owner meeting to recall one or more board of directors members. At the meeting, the board of directors shall either certify the recall, in which case such member or members shall be recalled effective immediately and shall turn over to the board of directors within 5 full business days any and all records and property of the association in their possession, or shall proceed as set forth in Subparagraph f(3).

(2) If the proposed recall is by an agreement in writing by a majority of all voting interests, the agreement in writing or a copy thereof shall be served on the association by certified mail or by personal service in the manner authorized by chapter 48 of the Florida Rules of Civil Procedure. The board of directors shall duly notice and hold a meeting of the board of directors within 5 full business days after receipt of the

agreement in writing. At the meeting, the board of directors shall either certify the written agreement to recall a member or members of the board of directors, in which case such member or members shall be recalled effective immediately and shall turn over to the board of directors within 5 full business days any and all records and property of the association in their possession, or proceed as described in Subparagraph f(3).

(3) If the board of directors determines not to certify the written agreement to recall a member or members of the board of directors, or does not certify the recall by a vote at a meeting, the board of directors shall, within 5 business days after the meeting, file with the division a petition for arbitration pursuant to the procedures of Section 718.1255. For purposes of this section, the unit owners who voted at the meeting or who executed the agreement in writing shall constitute one party under the petition for arbitration. If the arbitrator certifies the recall as to any member or members of the board of directors, the recall will be effective upon mailing of the final order of arbitration upon the association. If the association fails to comply with the order of the arbitrator, the division may take action pursuant to s. 718.501. Any member or members so recalled shall deliver to the board of directors any and all records of the association in their possession within 5 full business days of the effective date of the recall.

3.3 The term of each director shall extend until the second Annual Meeting following his election, and until his/her successor is duly elected and qualified, or until he/she is removed in the manner elsewhere provided. A director who has served two or more consecutive terms shall not be eligible for re-election, or appointment, to the board, until the following Annual Meeting.

3.4 The organizational meeting of a newly elected board of directors shall be held within 10 days of their election at such place and time as shall be fixed by the directors at the meeting at which they were elected, and no further notice of the organizational meeting shall be necessary.

3.5 Regular meetings of the board of directors may be held at such time and place as shall be determined, from time to time, by a majority of the directors. Notice of regular meetings shall be given to each director, personally or by mail, telephone or telegraph, at least three days prior to the day named for such meeting.

3.6 Special meetings of the directors may be called by the president and must be called by the secretary at the written request of one-third (1/3) of the directors. Not less than three days' notice of the meeting shall be given personally, or by mail, telephone or telegraph, which notice shall state the time, place and purpose of the meeting.

3.7 Notice of Meetings of the Board of Directors. Adequate notice of all meetings, which notice shall specifically incorporate an identification of agenda items, shall be posted conspicuously on the condominium property at least 48 continuous hours preceding the meeting except in an emergency. Written notice of any meeting at which non-emergency special assessments, or at which an amendment to rules regarding use of units will be proposed, discussed or approved, shall be mailed or delivered to the unit owners and posted conspicuously on the condominium property not less than 14 days prior to the meeting. Evidence of compliance with this 14-day notice shall be made by an affidavit executed by the secretary and filed among the official records of the association. Notice of any meeting in which regular assessments against unit owners are to be considered for any reason shall specifically contain a statement that assessments will be considered and the nature of any such assessment.

3.8 Open Meetings and Records. Meetings of the board of directors shall be open to all unit owners. Minutes of all meetings of the members or the board of directors shall be kept in a book available for inspection by unit owners or their authorized representatives, and board members at any reasonable time. Said minutes shall be retained for a period of not less than seven (7) years.

3.9 Waiver of notice. Any director may waive notice of a meeting before or after the meeting and such waiver shall be deemed equivalent to the giving of notice.

3.10 A quorum at a directors' meeting shall consist of a majority of the entire board of directors. The acts approved by a majority of those present at a meeting at which a quorum is present shall constitute the acts of the board of the directors, except when approval by a greater number of directors is required by the Declaration of Condominium, the Articles of Incorporation or these By-Laws.

3.11 Adjourned meetings. If at any meeting of the board of directors, there is less than a quorum present, the majority of those present may adjourn the meeting from time to time until a quorum is present. At any adjourned meeting, any business that might have been transacted at the meeting as originally called may be transacted without further notice.

3.12 Director Action.

a. Joinder in meeting by approval of minutes. A member of the board of directors may join by written concurrence in any action taken at the meeting of the board, but such concurrence may not be used to create a quorum.

b. Presumption of Consent. A director of the association who is present at a meeting of the board of directors at which action on any corporate matter is taken shall be presumed to have assented to the action taken, unless he votes against such action or abstains from voting in respect thereto because of an asserted conflict of interest. Directors may not vote by proxy or by secret ballot at board of directors meetings. A vote or abstention for each member present shall be recorded in the minutes.

3.13 The presiding officer of directors meetings shall be the chairman of the board if such an officer has been elected; and if none, the president shall preside. In the absence of the presiding officer, the vice-president shall preside; in the absence of the presiding officer and the vice-president, the directors present shall designate one of their number to preside.

3.14 The order of business at directors' meetings shall be:

- a. Calling of roll.
- b. Proof of due notice of meeting.
- c. Reading and disposing of any unapproved minutes.
- d. Reports of officers and committees.
- e. Election of officers.
- f. Unfinished business.
- g. New business.
- h. Adjournment.

3.15 Directors' fees, if any, shall be determined by the members. Directors may be reimbursed for reasonable expenses incurred in the performance of their duties.

4. Powers and Duties of the Board of Directors. All of the powers and duties of the association existing under the Condominium Act, Declaration of Condominium, Articles of Incorporation and these By-Laws shall be exercised exclusively by

the board of directors, its agents, contractors or employees, subject only to approval by unit owners when such is specifically required.

5. Officers.

5.1 The executive officers of the association shall be a President, who shall be a Director, a Vice President, who shall be a Director, a Treasurer and Secretary, all of whom shall be elected annually by the Board of Directors and who may be peremptorily removed by vote of the Directors at any meeting. Any person may hold one or more offices except that the President shall not also be the Secretary. No person shall serve as President for more than two (2) consecutive terms. After one year hiatus, such person may be again eligible to serve as the President. The Board of Directors from time to time shall elect such other officers and designate their powers and duties as the Board shall find to be required to manage the affairs of the Association.

5.2 The president shall be the chief executive officer of the association. He shall have all of the powers and duties usually vested in the office of president of an association, including but not limited to the power to appoint committees from among the members, from time to time, as he, in his discretion, may determine appropriate, to assist in this conduct of the affairs of the corporation.

5.3 The vice president in the absence or disability of the president shall exercise the powers and perform the duties of the president. He also shall assist the president generally and exercise such other powers and perform such other duties as shall be prescribed by the directors.

5.4 The secretary shall keep the minutes of all proceedings of directors and members. He shall attend to the giving and serving of all notices to the members and directors and other notices required by law. He shall have custody of the seal of the association and affix it to instruments requiring a seal when duly signed. He shall keep the records of the association, except those of the treasurer, and shall perform all other duties incident to the office of secretary of an association and as may be required by the directors or the president.

5.5 The treasurer shall have custody of all property of the association, including funds, securities and evidences of indebtedness. He shall keep the books of the association in accordance with good accounting practices; and he shall perform all other duties incident to the office by treasurer.

5.6 The compensation of all officers and employees of the association shall be fixed by the directors. The provision that directors' fees shall be determined by members shall not preclude the board of directors from employing a director as an employee of the association or preclude the contracting with a director for the management of the condominium.

6. Fiscal Management. The provisions for fiscal management of the association set forth in the Declaration of Condominium and Articles of Incorporation shall be supplemented by the following provisions:

6.1 Budget.

a. The board of directors shall adopt a budget for each fiscal year that shall include the estimated funds required to defray the common expense and to provide and maintain funds according to good accounting practices by accounts and expense classifications including, if applicable, but not limited to the following:

(1) Administration of the Association
 (2) Management fee
 (3) Maintenance
 (4) Rent for recreational and other commonly used facilities.

(5) Taxes upon Association Property
 (6) Taxes upon leased area
 (7) Insurance
 (8) Security provisions
 (9) Other expenses
 (10) Operating Capital
 (11) Reserves - In addition to annual operating expenses, the budget shall include reserve accounts for capital expenditures and deferred maintenance. These accounts shall include, but not be limited to, roof replacement, building painting and pavement resurfacing regardless of the amount of deferred maintenance expense or replacement cost, and for any other item for which deferred maintenance expense or replacement cost exceeds Ten Thousand Dollars (\$10,000). The amount to be reserved shall be computed by means of a formula which is based upon estimated remaining useful life and estimated replacement cost or deferred maintenance expense of each reserve item. The association may adjust replacement reserve assessments annually to take into account any changes in estimates or extension of the useful life of a reserve item caused by deferred maintenance. This subsection shall not apply to budgets in which the members of the association have, by a majority vote at a duly called meeting of the association, determined for a fiscal year to provide no reserves or reserves less adequate than required by this subsection. Reserves may only be waived or reduced upon vote of a majority of the voting interests present at a duly called meeting of the association. If a meeting of the unit owners has been called to determine to provide no reserves or reserves less adequate than required, and no such result is attained or a quorum is not attained, the reserves as included in the budget shall go into effect.

Reserve funds and any interest accruing thereon shall remain in the reserve account or accounts, and shall be used only for authorized reserve expenditures, unless their use for other purposes is approved in advance by a vote of the majority of the voting interests, voting in person or by limited proxy at a duly called meeting of the association.

(12) Fees payable to Division
 (13) Betterments (Betterments shall include the funds to be used for capital expenditures for additional improvements or additional personal property that will be a part of the common elements of the condominium or the property of the association.)

(14) Operations (Operations shall include the gross revenues, if any, from the use of the common elements or other property owned by the association and only the additional direct expense required by the revenue producing operation. Any surplus from such operations shall be used to reduce the assessments in the year following the year in which the surplus is realized. Any losses from such operation shall be met by assessments in the year following the year in which the loss is realized, unless funds cannot be adequately and timely raised in such fashion, in which event the required funds shall be provided by special assessment.)

b. Adoption of Budget. A copy of the proposed annual budget of common expenses shall be mailed to the owners not less than fourteen (14) days prior to the meeting at which the budget will be considered, together with a notice of that meeting. The owner shall be given written notice of the time and place at which such meeting of the board of directors to consider the budget shall be held, and such meeting shall be open to the owners. If an adopted budget requires assessment against the unit owners in any fiscal or calendar year exceeding One Hundred-fifteen percent (115%) of the assessments for the preceding year, the board, upon written application of Ten percent (10%) of the voting interests to the board, shall call a special meeting of the owners within thirty

(30) days, upon not less than ten (10) days' written notice to each owner. At the special meeting, owners shall consider and enact a budget upon vote of two-thirds (2/3) of the voting interests.

In any event, the board of directors may propose a budget to the owners at a meeting of the members or in writing, and if the budget or proposed budget is approved by the voting interests at the meeting or by a majority of all voting interests in writing, the budget shall be adopted. If a meeting of the unit owners has been called and a quorum is not attained or a substitute budget is not adopted by the unit owners, the budget adopted by the board of directors shall go into effect as scheduled.

In determining whether assessments exceed One Hundred-fifteen percent (115%) of similar assessments in prior years, any authorized provisions for reasonable reserves for repair or replacement of the condominium property, anticipated expenses by the condominium Association which are not anticipated to be incurred on a regular or annual basis, or assessments for betterments to the condominium property shall be excluded from the computation.

6.2 Assessments. Assessments against the unit owners for their shares of the items of the budget shall be made for the calendar year annually in advance on or before December 20 preceding the year for which the assessments are made. Such assessments shall be due in quarterly or monthly installments or in such other installments and at such time as may be determined by the board of directors of the association. In the event the annual assessment shall be insufficient in the judgment of the board of directors, the board of directors shall amend the budget and shall make amended assessments for the balance of the year in sufficient amounts to meet the expenses for the year; provided, however, that any account of the amended budget that exceeds the limit upon increases shall be subject to approval of membership of the Association as previously required in these By-Laws.

6.3 Acceleration of assessment installments upon default. If a unit owner shall be in default in the payment of an installment upon an assessment, the board of directors may accelerate the remaining installments of the assessment upon notice to the unit owner, and then the unpaid balance of the annual assessment shall come due upon the date stated in the notice, but not less than ten days after delivery of the notice to the unit owner, or not less than twenty days after the mailing of such notice to him by registered or certified mail, whichever shall first occur.

6.4 Special Assessments. Assessments for common expenses that cannot be paid from the annual assessments for common expenses shall be made only after notice of the need for such is given to the unit owners concerned. After such notice and upon approval in writing by persons entitled to cast more than one-half of the votes of the unit owners concerned, the assessment shall become effective, and it shall be paid in such manner as the board of directors of the association may require in the notice of assessment; provided, however, that special assessments not in excess of an aggregate of \$500 per unit per year may be approved by majority vote of the board of directors without the approval of the unit owners.

6.5 Depository. The depository of the association shall be such bank or banks as shall be designated from time to time by the directors and in which the moneys of the association shall be deposited. Withdrawal of moneys from such accounts shall only be by checks signed by such persons as are authorized by the directors.

7. Parliamentary Rules. "Roberts' Rules of Order" (latest edition) shall govern the conduct of association meetings when not in conflict with the Declaration of Condominium, Articles of Incorporation or these By-Laws.

8. Amendments. These By-Laws may be amended in the following manner:

8.1 Notice of the subject matter of a proposed amendment, shall be included in the notice of the Regular Annual, or any Special Membership Meeting, (including membership convention) at which a proposed amendment is considered.

8.2 An Amendment may be proposed by:

1) A resolution by the Board of Directors adopting such proposed amendment.

2) A resolution by a Membership convention, consisting of not less than 20% of the entire membership, adopting such proposed amendment.

8.3 Except as elsewhere provided, approval of such amendment must be either by:

a) Not less than sixty-six and two-thirds percent (66-2/3%) of the entire Board of Directors, and 51% of the entire membership; or

b) Not less than 75% of the votes of the entire membership of the Association.

Directors and members not present in person, or by proxy, at the meeting considering the amendment, may express their approval in writing, providing such approval is delivered to the Secretary of the Association at, or prior to the Meeting.

8.4. No By-Law shall be revised or amended by reference to its title or number only. Proposals to amend existing By-Laws shall contain the full text of the By-Laws to be amended; new words shall be inserted in the text underlined, and the words to be deleted shall be lined through with hyphens. However, if the proposed change is so extensive that this procedure would hinder, rather than assist, the understanding of the proposed amendment, it is not necessary to use underlying and hyphens as indicators of words added or deleted, but, instead, a notation must be inserted immediately preceding the proposed amendment in substantially the following language:

"Substantial rewording of By-Law. See By-Law _____ for present text."

Non-material errors or omissions in the By-Law process shall not invalidate an otherwise promulgated amendment.

9. Fines.

9.1 In addition to all remedies provided in the Declaration of Condominium, the Articles or these By-Laws, the board of directors of the association may, upon reasonable notice of not less than 14 days and an opportunity for hearing, fine and charge any offending member, his tenant, guest or invitee, a sum not to exceed Fifty Dollars \$50.00 for each infraction of the provisions of the Declaration of Condominium, Articles of Incorporation, By-Laws or reasonable rules and regulations of the Association. However, a fine may be levied on the basis of each day of a continuing violation, with a single notice and opportunity for hearing, provided that no such fine shall in the aggregate exceed \$1,000.00. No fine may be levied except after giving reasonable notice and opportunity for a hearing to the owner and, if applicable, his tenant, guest or invitee. The hearing must be held before a committee of at least three (3) members appointed by the Board who are not officers, directors, or employees of the Association, or the spouse, parent, child, brother, or sister of an officer, director, or employee. If the committee, by majority

vote, does not approve a proposed fine, it may not be imposed. The Notice shall include the following:

- a. Statement of date, time and place of hearing.
- b. Statement of provisions allegedly violated (Declaration of Condominium, Articles, By-Laws, Rules) and
- c. Short and plain statement of the matters asserted by the Association.

9.2 The party against whom the fine may be levied shall have an opportunity to respond, to present evidence and to provide written or oral argument on all issues involved and shall have an opportunity at the hearing to review, challenge and respond to any material considered by the committee. If the committee approves the proposed fine, the Board of Directors shall receive the report of the committee and if the Board approves the recommendation of the committee, the Board may levy the fine. Fines shall be the personal obligation of the person or entity fined.

10. Official Records:

a. From the inception of the association, the association shall maintain a copy of each of the following, where applicable, which shall constitute the official records of the association:

- (1) The plans, permits, warranties, and other items provided by the Developer pursuant to Section 718.301(4);
- (2) A photocopy of the recorded Declaration of each condominium operated by the Association and all amendments thereto;
- (3) A photocopy of the recorded By-Laws of the association and all amendments thereto;
- (4) A certified copy of the Articles of Incorporation of the association or other documents creating the association and all amendments thereto;
- (5) A copy of the current rules of the association;
- (6) A book or books containing the minutes of all meetings of the association, of the board of directors, and of unit owners, which minutes shall be retained for a period of not less than seven (7) years;
- (7) A current roster of all unit owners, their mailing addresses, Unit identifications, voting certifications and if known, telephone numbers;
- (8) All current insurance policies of the association and condominiums operated by the association;
- (9) A current copy of any management agreement, lease, or other contract to which the association is a party or under which the association or the unit owners have an obligation or responsibility;
- (10) Bills of sale or transfer for all property owned by the association;
- (11) Accounting records for the association and separate accounting records for each condominium it operates, according to good accounting practices. All accounting records shall be maintained for a period of not less than seven (7) years. The accounting records shall include, but are not limited to:
 - (i) Accurate, itemized, and detailed records of all receipts and expenditures.
 - (ii) A current account and a monthly, bimonthly, or quarterly statement of the account for each Unit designating the name of the unit owner, the due date and amount of each assessment, the amount paid upon the account, and the balance due.
 - (iii) All audits, reviews, accounting statements, and financial reports of the association or condominium.
 - (iv) All contracts for work to be performed. Bids for work to be performed shall also be considered official records and shall be maintained for a period of one (1) year.

(12) Ballots, sign-in sheets, voting proxies, and all other papers relating to elections, which shall be maintained for a period of one (1) year from the date of the election, vote, or meeting to which the document relates.

(13) All rental records when the association is acting as agent for the rental of condominium Units.

(14) A copy of the current Question and Answer Sheet as described in 718.504, Florida Statutes.

(15) All other records of the association not specifically included in the foregoing which are related to the operation of the association.

b. The official records of the association shall be maintained in the county in which the condominium is located or within twenty-five (25) miles of the property if maintained in another county.

c. The official records of the association are open to inspection by any association member or the authorized representative of such member at all reasonable times. The right to inspect the records includes the right to make or obtain copies at the reasonable expense, if any, of the association member. The association may adopt reasonable rules regarding the frequency, time, location, notice and manner of record inspection and copying. The failure of an association to provide the records within ten (10) working days after receipt of a written request shall create a rebuttable presumption that the association willfully failed to comply with this paragraph. A unit owner who is denied access to official records is entitled to the actual damages or minimum damages for the association's willful failure to comply with this paragraph. The minimum damages shall be \$50 per calendar day up to ten (10) days, the calculation to begin on the eleventh working day after receipt of the written request. Failure to permit inspection of the association records as provided herein entitles any person prevailing in an enforcement action to recover reasonable attorneys' fees from the person in control of the records who, directly or indirectly, knowingly denied access to the records for inspection. The association shall maintain an adequate number of copies of the Declaration, Articles of Incorporation, By-Laws, and rules, and all amendments to each of the foregoing, as well as the Question and Answer Sheet provided for in 718.504, Florida Statutes, on the condominium property to ensure their availability to unit owners and prospective purchasers, and may charge its actual costs for preparing and furnishing these documents to those requesting the same.

d. The association shall prepare a Question and Answer Sheet as described in 718.504, Florida Statutes, and shall update it annually.

11. Annual Financial Report. Within sixty (60) days following the end of the previous fiscal year of the association, the board of directors shall mail or furnish by personal delivery to each unit owner a complete financial report of actual receipts and expenditures for the previous twelve (12) months, or a complete set of financial statements for the preceding fiscal year prepared in accordance with generally accepted accounting principles. The report shall show the amounts of receipts by accounts and receipt classifications and shall show the amounts of expenses by accounts and expense classifications, including, if applicable, but not limited to, the following:

- a. Costs for security;
- b. Professional and management fees and expenses;
- c. Taxes;
- d. Costs for recreational facilities;
- e. Expenses for refuse collection and utility services;
- f. Expenses for lawn care;
- g. Costs for building maintenance and repair;
- h. Insurance costs;

- i. Administrative and salary expenses; and
- j. Reserves for capital expenditures, deferred maintenance, and any other category for which the Association maintains a reserve account or accounts.

12. Fidelity Bonds. The association shall obtain and maintain Fidelity bonding of all persons who control or disburse funds of the Association in the principal sum of not less than \$10,000 for each such person; provided, however, if the association's annual gross receipts exceeds \$100,000 but do not exceed \$300,000, then the amount of such fidelity bonding shall be in the principal sum of not less than \$30,000; and further provided, that if the association's annual gross receipts exceeds \$300,000, then the amount of such fidelity bonding shall be in the principal sum of not less than \$50,000. The association shall bear the cost of bonding. However, in the case of a person providing management services to the association and required to be licensed pursuant to 468.432, Florida Statutes, the cost of bonding may be reimbursed by the association; all such persons providing management services to an association shall provide the association with a certificate of insurance evidencing compliance with this paragraph.

13. Transfer Fee. No fee shall be charged by the Association in connection with a transfer, lease, sale or sublease of an apartment which is subject to approval of the association or its board of directors, in excess of the expenditures reasonably required for the transfer or sale, and this expense shall not exceed \$50.00. No charge shall be made in connection with an extension or renewal of a lease.

14. Alternate Dispute Resolution; Voluntary Mediation; Mandatory Nonbinding Arbitration, Voluntary Arbitration.

a. Definitions. As used in this section, the term "dispute" means any disagreement between two or more parties that involves:

(1) The authority of the board of directors, under any law or association document to:

- (i) Require any owner to take any action, or not to take any action, involving that owner's Unit.
- (ii) Alter or add to a common area or element.

(2) The failure of a governing body, when required by law or an association document to:

- (i) Properly conduct elections.
- (ii) Give adequate notice of meetings or other actions.

- (iii) Properly conduct meetings.
- (iv) Allow inspection of books and records.

"Dispute" does not include any disagreement that primarily involves title to any unit or common element; the interpretation or enforcement of any warranty; or the levy of a fee or assessment, or the collection of any assessment levied against a party.

b. Voluntary Mediation. Voluntary mediation through Citizen Dispute Settlement Centers as provided for in s. 44.201 is encouraged.

c. Mandatory Nonbinding Arbitration Of Disputes. The Division of Florida Land Sales, Condominiums, and Mobile Homes of the Department of Business and Professional Regulation shall employ full-time arbitrators to conduct the arbitration hearings provided by this chapter. No person may be employed by the department as a full-time arbitrator unless he is a member in good standing of The Florida Bar. The department shall promulgate rules of procedure to govern such arbitration hearings. The decision of an arbitrator shall be final; however, such a decision shall not be deemed final agency action. Nothing in this provision shall be

construed to foreclose parties from proceeding in a trial de novo. If such judicial proceedings are initiated, the final decision of the arbitrator shall be admissible in evidence.

(1) Prior to the institution of court litigation, the parties to a dispute shall petition the division for nonbinding arbitration. Arbitration shall be conducted according to rules promulgated by the division. The filing of a petition for arbitration shall toll the applicable statute of limitations.

(2) At the request of any party to the arbitration, such arbitrator shall issue subpoenas for the attendance of witnesses and the production of books, records, documents, and other evidence and any party on whose behalf a subpoena is issued may apply to the court for orders compelling such attendance and production. Subpoenas shall be served and shall be enforceable in the manner provided by law.

(3) The arbitration decision shall be presented to the parties in writing. An arbitration decision shall be final if a complaint for a trial de novo is not filed in a court of competent jurisdiction within 30 days. The right to file for a trial de novo entitles the parties to file a complaint in the appropriate trial court for a judicial resolution of the dispute. The prevailing party may be awarded reasonable attorney's fees.

(4) The party who files a complaint for a trial de novo shall be assessed the other party's arbitration costs, court costs, and other reasonable costs, including attorney's fees, investigation expenses, and expenses for expert or other testimony or evidence incurred after the arbitration hearing if the judgment upon the trial de novo is not more favorable than the arbitration decision. If the judgment is more favorable, the party who filed a complaint for trial de novo shall be awarded reasonable court costs and attorney's fees.

(5) Any party to an arbitration proceeding may enforce an arbitration award by filing a petition in the circuit court for the circuit in which the arbitration took place. A petition may not be granted unless the time for appeal by the filing of complaint for trial de novo has expired. If a complaint for trial de novo has been filed, a petition may not be granted with respect to an arbitration award that has been stayed.

15. Execution and Recording. A copy of each amendment shall be attached to or incorporated in a certificate certifying that the amendment was duly adopted as an amendment of the Declaration and By-Laws, which certificate shall be executed by the officers of the association with the formalities of a deed. The amendment shall be valid and effective when such certificate, with a copy of the amendment attached thereto or incorporated therein, is recorded in the public records of Walton County, Florida.

EXHIBIT "A"
ATTACHED TO EXHIBIT "E"

A PORTION OF LOT 20 AND ALL OF LOT 21, UNITED STATES GOVERNMENT SUBDIVISION OF SECTION 24, TOWNSHIP 3 SOUTH, RANGE 19 WEST, WALTON COUNTY, FLORIDA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE NORTHWEST CORNER OF LOT 21, UNITED STATES GOVERNMENT SUBDIVISION OF SECTION 24, TOWNSHIP 3 SOUTH, RANGE 19 WEST, WALTON COUNTY, FLORIDA; THENCE GO NORTH 1°02'00" EAST, A DISTANCE OF 91.41 FEET TO THE SOUTHERLY RIGHT OF WAY LINE OF WALTON COUNTY ROAD C-30A (70'R/W); THENCE GO SOUTH 71°03'15" EAST ALONG THE AFORESAID RIGHT OF WAY LINE, A DISTANCE OF 336.95 FEET TO THE EAST LINE OF GOVERNMENT LOT 21; THENCE GO SOUTH 1°02'00" WEST ALONG THE AFORESAID LINE, A DISTANCE OF 315.71, FEET TO THE SOUTH LINE OF GOVERNMENT LOT 21; THENCE GO NORTH 89°18'00" WEST ALONG THE AFORESAID LINE, A DISTANCE OF 320.59 FEET TO THE WEST LINE OF GOVERNMENT LOT 21; THENCE GO NORTH 1°02'00" EAST ALONG THE AFORESAID LINE, A DISTANCE OF 330.00 FEET TO THE POINT OF BEGINNING.