

# Lake Heather Oaks Board of Directors Manual



## **Bylaws**

Adopted 1983; Amended 1993

By Kevin A. Wilkins  
December 2001  
updated April 2004

**BYLAWS OF THE  
LAKE HEATHER OAKS HOMEOWNERS' ASSOCIATION, INC.**

ARTICLE I

NAME AND LOCATION

The name of the corporation is Lake Heather Oaks Homeowners' Association, Inc., hereinafter referred to as the "Association". The principal office of the Association shall be located at P.O. Box 340392, ~~3910 Northdale Boulevard~~, Tampa, Florida, 33694-0392 ~~33624~~, but meetings of directors and members may be held at such places within the State of Florida, County of Hillsborough, as may be designated by the Board of Directors.

History - adopted 1983, amended 1993

ARTICLE II

DEFINITIONS

Section 1. "Association" shall mean and refer to Lake Heather Oaks Homeowners Association, Inc., its successors and assigns.

Section 2. "Properties" shall mean and refer to that certain real property described in the Declaration of Covenants, Conditions and Restrictions, and such additions thereto as may hereafter be brought within the jurisdiction of the Association.

Section 3. "Common Area" shall mean all real property owned by the Association for the common use and enjoyment of the Owners.

Section 4. "Lot" shall mean and refer to any plot of land shown upon any recorded subdivision map of the Properties with the exception of the Common area.

Section 5. "Owner" shall mean and refer to the record owner, whether one or more persons or entities, of the fee simple title to any lot which is a part of the Properties, including contract sellers, but excluding those having such interest merely as security for the performance of an obligation.

Section 6. "Declarant" shall mean and refer to National Investors Pension Insurance Company, its successors and assigns if such successors or assigns should acquire more than one undeveloped Lot from the Declarant for the purpose of development.

Section 7. "Declaraton" shall mean and refer to the Declaration of Covenants, Conditions and Restrictions applicable to the Properties recorded in the Office of Clerk of Court of Hillsborough County, Florida.

Section 8. "Member" shall mean and refer to those persons entitled to membership as provided in the Declaration.

### ARTICLE III

#### MEETING OF MEMBERS

Section 1. Annual Meetings. After the first annual meeting of the members shall be held within one (1) year from the date of incorporation of the Association, and each subsequent regular annual meeting of the members shall be held at a time and place to be determined by the Board of Directors, provided that there shall be an annual meeting the first month of every calendar year. ~~on the same day of the same month of each year thereafter, at the hour of two o'clock, P.M. (2:00 P.M.).~~ If the day for the annual meeting of the members is a legal holiday, the meeting will be held at the same hour on the first day following which is not a legal holiday.  
History - adopted 1983, amended 1993

Section 2. Special Meetings. Special meetings of the members may be called at any time by the president or by the Board of Directors, or upon written request of the members who are entitled to vote one-fourth (1/4) of all of the votes of the Class A membership.

Section 3. Notice of Meetings. Written notice of each meeting of the members shall be given by, or at the direction of, the secretary or person authorized to call the meeting, by mailing a copy of such notice, postage prepaid, at least fifteen (15) days before such meeting to each member entitled to vote thereat, addressed to the member's address last appearing on the books of the Association, or supplied by such member to the Association for the purpose of notice. Such notice shall specify the place, day and hour of the meeting, and, in the case of a special meeting, the purpose of the meeting.

Section 4. Quorum. The presence at the meeting of members entitled to cast, or of proxies entitled to cast, one-third (1/3) of the votes of each class of membership shall constitute a quorum for any action except as otherwise provided in the Articles of Incorporation, the Declaration, or these By-Laws. If, however, such quorum shall not be present or represented at any meeting, the members entitled to vote thereat shall have power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum as aforesaid shall be present or be represented.

Section 5. Proxies. At all meetings of members, each member may vote in person or by proxy. All proxies shall be in writing and filed with the secretary. Every proxy shall be revocable and shall automatically cease upon conveyance by the member of his Lot.

## ARTICLE IV

### BOARD OF DIRECTORS: SELECTION: TERM OF OFFICE

Section 1. Number. The affairs of this Association shall be managed by a Board of no less than seven (7) ~~then three (3)~~ and not more than nine (9) directors, who ~~must need not~~ be members in good standing of the Association, **provided, however, that the Board shall consist of an odd number of directors.**

History – adopted 1983, amended 1993

Section 2. Term of Office. At the first annual meeting the members shall elect three (3) directors for a term of one (1) year, three (3) directors for a term of two (2) years, and three (3) directors for a term of three (3) years; and each annual meeting thereafter the members shall elect (3) directors for a term of three (3) years.

Section 3. Removal. Any director may be removed from the Board with or without cause, by a majority vote of the members of the Association. In the event of death, resignation or removal of a director, his successor shall be selected by the remaining members of the Board and shall serve for the unexpired term of his predecessor.

Section 4. Compensation. No director shall receive compensation for any service he may render to the Association. However, any director may be reimbursed for his actual expenses incurred in the performance of his duties.

Section 5. Action Taken Without a Meeting. The directors shall have the right to take any action in the absence of a meeting which they could take at a meeting by obtaining the written approval of all the directors (**excluding vacancies**), or by **obtaining verbal approval of all the directors by telephone or by other means of communication by which all directors may simultaneously hear each other during the meeting.** Any action so approved shall have the same effect as though taken at a meeting of the directors.

History – adopted 1983, amended 1993

## ARTICLE V

### NOMINATION AND ELECTION OF DIRECTORS

Section 1. Nomination. Nomination for election to the Board of Directors shall be made by a Nominating Committee. Nominations may also be made from the floor at the annual meeting. The Nominating Committee shall consist of a Chairman, who shall be a member of the Board of Directors, and two (2) or more members of the Association. The nominating Committee shall be appointed by the Board of Directors prior to each annual meeting of the members, to serve from the close of such annual meeting until the close of the next annual meeting and such appointment shall be announced at each annual meeting. The Nominating Committee shall make as many nominations for election to the Board of Directors as it shall in its discretion determine, but not less than the number of vacancies to be filled. Such nominations may be made from among members ~~or non-members~~ **in good standing only.**

History – adopted 1983, amended 1993

Section 2. Election. Election to the Board of Directors shall be by secret written ballot. At such election the members or their proxies may cast, in respect to each vacancy, as many votes as they are entitled to exercise under the provisions of the Declaration. The persons receiving the largest number of votes shall be elected. Cumulative voting is not permitted.

Section 3. Vacancies. Vacancies in the Board of Directors shall be filled by majority vote of the remaining Directors, any such appointed Director to hold office until his successor is elected by the members, who may make such election at the next annual meeting of the members, or at a special meeting duly called for that purpose.

## ARTICLE VI

### MEETINGS OF DIRECTORS

Section 1. Regular Meetings. Regular meetings of the Board of Directors shall be held monthly without notice, at such a place and hour as may be fixed from time to time by resolution of the Board. Should said meeting fall upon a legal holiday, than that meeting shall be held at the same time on the next day which is not a legal holiday.

Section 2. Special Meetings. Special meetings of the Board of Directors shall be held when called by the president of the Association, or by any two (2) directors, after not less than three (3) days notice to each director.

Section 3. Quorum. A majority of the number of directors (**excluding vacancies**) shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the directors present at a duly held meeting at which a quorum is present shall be regarded as the act of the Board.

History – adopted 1983, amended 1993

## ARTICLE VII

### POWERS AND DUTIES OF THE BOARD OF DIRECTORS

Section 1. Powers. The Board of Directors shall have power to:

- (a) adopt and publish rules and regulations governing the use of the Common Area and facilities, and the personal conduct of the members and their guests thereon, and to establish penalties for the infraction thereof;
- (b) suspend the voting rights and right to use of the recreational facilities of a member during any period in which such member shall be in default in the payment of any assessment levied by the Association. Such rights may also be suspended after notice and hearing, for a period not to exceed sixty (60) days for infraction of published rules and regulations;
- (c) exercise for the Association all powers, duties and authority vested in or delegated to this Association and not reserved to the membership by other provisions of these By-Laws, the Articles of Incorporation, or the Declaration;

- (d) declare the office of a member of the Board of Directors to be vacant in the event such member shall be absent from three (3) consecutive regular meetings of the Board of Directors; and
- (e) employ a manager, an independent contractor, or such other employees as they deem necessary, and to prescribe their duties.

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

- (a) 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 the members, or at any special meeting when such statement is requested in writing by one-fourth (1/4) of the Class A members who are entitled to vote;
- (b) supervise all officers, agents and employees of this Association, and to see that their duties are properly performed;
- (c) as more fully provided in the Declaration, to:
  - (1) fix the amount of the annual assessment against each Lot at least thirty (30) days in advance of each annual assessment period;
  - (2) send written notice of each assessment to every Owner subject thereto at least thirty (30) days in advance of each annual assessment period; and
  - (3) foreclose the lien against any property for which assessments are not paid within thirty (30) days after due date or to bring an action at law against the owner personally obligated to pay the same.
- (a) issue, or to cause an appropriate officer to issue, upon demand by any person, a certificate setting forth whether or not any assessment has been paid. A reasonable charge may be made by the Board for the issuance of these certificates. If a certificate states an assessment has been paid, such certificate shall be conclusive evidence of such payment;
- (b) procure and maintain adequate liability and hazard insurance on property owned by the Association;
- (c) cause all officers or employees having fiscal responsibilities to be bonded, as it may deem appropriate;
- (d) cause the Common Area to be maintained.

## ARTICLE VIII

### OFFICERS AND THEIR DUTIES

Section 1. Enumeration of Offices. The officers of this Association shall be a president and vice-president, who shall at all times be members of the Board of Directors, a secretary, and a treasurer, and such other officers as the Board may from time to time by resolution create.

Section 2. Election of Officers. The election of officers shall take place at the first meeting of the Board of Directors following each annual meeting of the members.

Section 3. Term. The Officers of this Association shall be elected annually by the Board and each shall hold office for one (1) year unless he shall sooner resign, or shall be removed, or otherwise disqualified to serve.

Section 4. Special Appointments. The Board may elect such other officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Board may, from time to time, determine.

Section 5. Resignation and Removal. Any officer may be removed from office with or without cause by the Board. Any officer may resign at any time giving written notice to the Board, the president or the secretary. Such resignation shall take effect on the date of receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 6. Vacancies. A vacancy in any office may be filled by appointment by the Board. The officer appointed to such vacancy shall serve for the remainder of the term of the officer he replaces.

Section 7. Multiple Offices. The offices of secretary and treasurer may be held by the same person. No person shall simultaneously hold more than one of any of the other offices except in the case of special offices created pursuant to Section 4 of the Article.

Section 8. Duties. The duties of the officers are as follows:

President

(a) The president shall preside at all meetings of the Board of Directors; shall see that orders and resolutions of the Board are carried out; shall sign all leases, mortgages, deeds and other written instruments and shall co-sign all checks over \$1,000.00 and promissory notes.

History – adopted 1983, amended 1993

Vice-President

(b) The vice-president shall act in the place and stead of the president in the event of his absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required of him by the Board.

(c) The secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the members; keep the corporate seal of the Association and affix it on all papers requiring said seal; serve notice of meetings of the Board and of the members; keep appropriate current records showing the members of the Association together with their addresses, and shall perform such other duties as required by the Board.

Treasurer

(d) 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;

shall sign checks and promissory notes of the Association; keep proper books of account; cause an annual audit of the Association books to be made by a public accountant at the completion of each fiscal year; and shall prepare an annual budget and a statement of income and expenditures to be presented to the membership at its regular annual meeting, and deliver a copy of each to the members.

History – adopted 1983, amended 1993

## ARTICLE IX

### COMMITTEES

~~The Association shall appoint an Architectural Control Committee, as provided in the Declaration, and a Nominating Committee, as provided in these By-Laws. In addition, the Board of Directors shall appoint other committees as deemed appropriate in carrying out its purpose.~~

**Section 1. Architectural Control Committee.** The Association shall appoint an Architectural Control Committee, as provided in the Declaration. This committee shall have the power and right to provide to the Board, for the Board to adopt and publish, regulations and guidelines which are intended to provide for uniform, objective and fair enforcement of the architectural control and other restrictions found in the Declaration of Restrictions.

History – adopted 1983, amended 1993

**Section 2. Nominating and Other Committees.** The Association shall appoint a Nominating Committee, as provided in these By-Laws. In addition, the Board of Directors shall appoint other committees as deemed appropriate in carrying out its purpose.

History – adopted 1983, amended 1993

## ARTICLE X

### BOOKS AND RECORDS

The books, records and papers of the Association shall at all times, during reasonable business hours, be subject to inspection by any member. The Declaration, the Articles of Incorporation and the By-Laws of the Association shall be available for inspection by any member at the principal office of the association, where copies may be purchased at reasonable cost.

## ARTICLE XI

### ASSESSMENTS

As more fully provided in the Declaration, each member is obligated to pay to the Association annual and special assessments which are secured by a continuing lien upon the property against which the assessment is made. Any assessments which are not paid when due shall be delinquent. If the assessment is not paid within thirty (30) days after the due date, the assessment shall bear interest from the date of delinquency at the rate of six (6) ~~±~~ percent per annum, and the Association may bring an action at law against the Owner personally obligated to

pay the same or foreclose the lien against the property, and interest, costs, and reasonable attorney's fees of any such action shall be added to the amount of such assessment. No Owner may waiver or otherwise escape liability for the assessments provided for herein by nonuse of the Common Area or abandonment of his Lot.

History – adopted 1983, amended 1993

## ARTICLE XII XH

### CORPORATE SEAL

The Association shall have a seal in circular form having within its circumference the words: LAKE HEATHER OAKS HOMEOWNERS' ASSOCIATION, FLORIDA

History – adopted 1983, amended 1993

## ARTICLE XIII

### AMENDMENTS

Section 1. These By-Laws may be amended, at a regular or special meeting of the members, by a vote of a majority of a quorum of members present in person or by proxy, except that the Federal Housing Administration or the Veterans Administration shall have the right to veto amendments while there is Class B membership.

Section 2. In case of any conflict between the ~~Articles Of Incorporation~~ **Declaration of Restrictions** and these By-Laws, the Declaration shall control.

History – adopted 1983, amended 1993

## ARTICLE XIV

### MISCELLANEOUS

The fiscal year of the Association shall begin on the first day of January and end on the 31<sup>st</sup> day of December of every year, except that the first fiscal year shall begin on the date of incorporation.

**If any portion of these By-Laws is deemed void and unenforceable, then the balance of the By-Laws shall remain in full force and effect. Also, when used in these By-Laws, the singular shall include the plural, and the masculine shall include the feminine.**

History – adopted 1983, amended 1993

## ARTICLE XV

### REIMBURSEMENT OF LEGAL FEES

**As more fully provided in the Declaration, each member is obligated to comply with Architectural Control regulations, guidelines and other restrictions as stated in Sections V and VII of the Declaration, and regulations and guidelines adopted by the Directors. If a member does not comply with these regulations, guidelines and restrictions, after reasonable notice and opportunity to cure, and the Association brings an action at law or in**

equity against any member of the Association and a final order is entered in the Associations' favor, the Owner shall be obligated to pay reasonable attorney's fees and other costs associated with this action. If these fees and costs are not paid in a mutually agreed upon time period, after reasonable notice and opportunity to make payment, the Association may file and foreclose a lien against the property, and interest, costs and reasonable attorney's fees of such action shall be added to the amount due. No Owner may waive or otherwise escape liability for this compliance by abandonment of his Lot.

History - adopted 1994

IN WITNESS WHEREOF, we, being all of the directors of the LAKE HEATHER OAKS HOMEOWNERS' ASSOCIATION, have hereunto set our hands this \_\_\_\_\_ day of \_\_\_\_\_, 1983.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH

I, the undersigned, a Notary Public in the State of Florida, do hereby certify that on this day personally appeared the following persons, who, after being first duly sworn, depose and say that they executed same as the original incorporators of Lake Heather Oaks Homeowners' Association, for the purpose set forth therein:

\_\_\_\_\_  
\_\_\_\_\_

WITNESS my hand and official seal in the City of Tampa, state and county aforesaid this \_\_\_\_\_ day of \_\_\_\_\_, 1983.

\_\_\_\_\_  
Notary Public

My Commission Expires:

[ORIGINAL] CERTIFICATION

I, the undersigned, do hereby certify that I am the duly elected and acting secretary of the LAKE HEATHER OAKS HOMEOWNERS' ASSOCIATION, a Florida corporation, and that the foregoing By-Laws constitute the original By-Laws of said Association, as duly adopted at a meeting of the Board of Directors thereof, held on the \_\_\_\_\_ day of \_\_\_\_\_, 1983

IN WITNESWS WHEREOF, I have hereunto subscribed my name and affixed the seal of said Association this \_\_\_\_\_ day of February, 1983.

\_\_\_\_\_, Secretary  
CERTIFICATION

I, the undersigned, do hereby certify that I am the duly elected and acting secretary of the LAKE HEATHER OAKS HOMEOWNERS' ASSOCIATION, a Florida corporation, and that the foregoing By-Laws constitute the original By-Laws of said Association as contained in the official records of the Association and as amended at the annual meeting of members of January 28, 1993 and as duly adopted at a meeting of the Board of Directors thereof, held on the 4<sup>th</sup> day of December 1993.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 5th day of December 1993.

LAKE HEATHER OAKS HOMEOWNERS'  
ASSOCIATION, INC.

By: Kevin A. Wilkins, Secretary

CERTIFICATION

I, the undersigned, do hereby certify that I am the duly elected and acting secretary of the LAKE HEATHER OAKS HOMEOWNERS' ASSOCIATION, a Florida corporation, and that the foregoing By-Laws constitute the original By-Laws of said Association as contained in the official records of the Association and as amended at the annual meeting of members of January 20, 1994 and as duly adopted at a meeting of the Board of Directors thereof, held on the \_\_\_ day of February, 1994.

IN WITNESS WHEREOF, I have hereunto subscribed my name this \_\_\_ day of February, 1994.

LAKE HEATHER OAKS HOMEOWNERS'  
ASSOCIATION, INC.

By: \_\_\_\_\_, Secretary