# **BYLAWS**

OF

CALESA TOWNSHIP MASTER ASSOCIATION, INC.
(A FLORIDA NOT-FOR-PROFIT CORPORATION)

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# BYLAWS OF CALESA TOWNSHIP MASTER ASSOCIATION, INC.

- 1. <u>Name and Location</u>. The name of the corporation is CALESA TOWNSHIP MASTER ASSOCIATION, INC., a Florida not-for-profit corporation (the "<u>Association</u>"). The principal office of the corporation shall be located at 8445 S.W. 80<sup>th</sup> Street, Ocala, Florida 34481, or at such other location determined by the Board of Directors (the "<u>Board</u>") from time to time.
- 2. <u>Definitions</u>. The definitions contained in the MASTER DECLARATION FOR CALESA TOWNSHIP MASTER COMMUNITY (the "<u>Declaration</u>") relating to the residential community known as CALESA TOWNSHIP MASTER COMMUNITY, recorded, or to be recorded, in the Public Records of Marion County, Florida, are incorporated herein by reference and made a part hereof. In addition to the terms defined in the Declaration, the following terms shall have the meanings set forth below:

"Minutes" shall mean the minutes of all member and Board meetings, which shall be in the form required by the Florida Statutes. In the absence of governing Florida Statutes, the Board shall determine the form of the minutes.

"Official Records" shall mean all records required to be maintained by the Association pursuant to Section 720.303(4), Florida Statutes (2020).

## Members.

- Voting Interests. Each Owner, Builder and the Declarant shall be a member of the Association; provided, however, each Builder shall not be deemed a member until after the Turnover. No person who holds an interest in a Lot only as security for the performance of an obligation shall be a member of the Association. Membership shall be appurtenant to, and may not be separated from, ownership of any Lot. There shall be one (1) vote appurtenant to each Lot, except that Builders shall not be considered members until after the Turnover. Prior to the Turnover, the Declarant shall have Voting Interests equal to nine (9) votes per Lot owned; provided, however, as to land which is annexed or added pursuant to the terms of the Declaration, the Declarant shall be entitled to fourteen (14) votes per acre or fraction thereof contained within a Parcel, until such time as the Parcel is platted, whereupon the Declarant shall be entitled to nine (9) votes per Lot in lieu of the votes per acre. Thereafter, the Declarant shall have Voting Interests equal to one (1) vote for each Lot owned. Prior to the Turnover, Builders shall not be deemed members and shall not have any Voting Interests. From and after the Turnover, each Builder shall have Voting Interests equal to one (1) vote for each Lot owned by such Builder. Notwithstanding the foregoing, to the extent a "Builder" is thereafter deemed an "Owner" as provided in Section 3.4 of the Declaration, such former Builder shall no longer be deemed a "Builder" for purposes of these Bylaws, but shall thereafter be deemed an "Owner" for purposes of these Bylaws. For the purposes of determining who may exercise the Voting Interest associated with each Lot, the following rules shall govern:
  - 3.1.1 Neighborhood Voting Representative. With respect to Class A members who own Lots subject to a Neighborhood Association, the votes for any such members shall be cast by the applicable Neighborhood Voting Representative, and such members votes may be divided and exercised as the applicable Neighborhood Voting Representative may determine, but in no event shall more than the allocated number of votes be cast with respect to any member. Notwithstanding the contrary, the votes cast by the Neighborhood Voting Representative either at a duly noticed meeting or by written consent in lieu of a meeting shall be deemed by the Association to be representative of the Neighborhood Associations' elected voting and the Association shall have no obligation to verify the allocation of votes with any party other than the Neighborhood Voting Representative.
  - 3.1.2 <u>Home Owned By Legally Married Couple</u>. Either spouse (but not both) may exercise the Voting Interest with respect to a Lot. In the event the spouses cannot agree, neither may exercise the Voting Interest.

- 3.1.3 Trusts. In the event that any trust owns a Lot, the Association shall have no obligation to review the trust agreement with respect to such trust. By way of example, if the Lot is owned by Robert Smith, as Trustee, Robert Smith shall be deemed the Owner of the Lot for all Association purposes. If the Lot is owned by Robert Smith as Trustee for the Laura Jones Trust, then Robert Smith shall be deemed the member with respect to the Lot for all Association purposes. If the Lot is owned by the Laura Jones Trust, and the deed does not reference a trustee, then Laura Jones shall be deemed the member with respect to the Lot for all Association purposes. If the Lot is owned by the Jones Family Trust, the Jones Family Trust may not exercise its Voting Interest unless it presents to the Association, in the form of an attorney opinion letter or affidavit reasonably acceptable to the Association, the identification of the person who should be treated as the member with respect to the Lot for all Association purposes. If Robert Smith and Laura Jones, as Trustees, hold title to a Lot, either trustee may exercise the Voting Interest associated with such Lot. In the event of a conflict between trustees, the Voting Interest for the Lot in question cannot be exercised. In the event that any other form of trust ownership is presented to the Association, the decision of the Board as to who may exercise the Voting Interest with respect to any Lot shall be final. The Association shall have no obligation to obtain an attorney opinion letter in making its decision, which may be made on any reasonable basis whatsoever.
- 3.1.4 <u>Corporations</u>. If a Lot is owned by a corporation, the corporation shall designate a person, an officer, employee, or agent who shall be treated as the member who can exercise the Voting Interest associated with such Lot.
- 3.1.5 <u>Partnerships.</u> If a Lot is owned by a limited partnership, any one of the general partners may exercise the Voting Interest associated with such Lot. By way of example, if the general partner of a limited partnership is a corporation, then the provisions hereof governing corporations shall govern which person can act on behalf of the corporation as general partner of such limited partnership. If a Lot is owned by a general partnership, any one of the general partners may exercise the Voting Interest associated with such Lot. In the event of a conflict among general partners entitled to exercise a Voting Interest, the Voting Interest for such Lot cannot be exercised.
- 3.1.6 <u>Multiple Individuals</u>. If a Lot is owned by more than one individual, any one of such individuals may exercise the Voting Interest with respect to such Lot. In the event that there is a conflict among such individuals, the Voting Interest for such Lot cannot be exercised.
- 3.1.7 <u>Liability of the Association</u>. The Association may act in reliance upon any writing or instrument or signature, whether original or by Electronic Transmission, which the Association, in good faith, believes to be genuine, may assume the validity and accuracy of any statement or assertion contained in such a writing or instrument, and may assume that any person purporting to give any writing, notice, advice or instruction in connection with the provisions hereof has been duly authorized to do so. So long as the Association acts in good faith, the Association shall have no liability or obligation with respect to the exercise of Voting Interests by members or Neighborhood Voting Representatives, and no election shall be invalidated (in the absence of fraud) on the basis that the Association permitted or denied any person the right to exercise a Voting Interest. In addition, the Board may impose additional requirements respecting the exercise of Voting Interests (e.g., the execution of a Voting Certificate) by members and/or Neighborhood Voting Representatives.
- 3.2 <u>Annual Meetings</u>. The annual meeting of the Neighborhood Voting Representatives and/or members (the "<u>Annual Meeting</u>") shall be held at least once each calendar year on a date, at a time, and at a place to be determined by the Board.
- 3.3 <u>Special Meetings of the Members.</u> Special meetings of the Neighborhood Voting Representatives and/or members (a "<u>Special Members Meeting</u>") may be called by the President, a majority of the Board, or upon written request of Neighborhood Voting Representatives and/or members

entitled to cast twenty percent (20%) of the total Voting Interests. The business to be conducted at a Special Members Meeting shall be limited to the extent required by Florida Statutes.

- Notice of Members Meetings. Written notice of each meeting of Neighborhood Voting Representatives and/or members shall be given by, or at the direction of, any officer of the Board or any management company retained by the Association. A copy of the notice shall be given to each Neighborhood Voting Representative and/or member entitled to vote, not less than ten (10) days before the meeting (provided, however, in the case of an emergency, two (2) days' notice will be deemed sufficient), unless otherwise required by Florida law. Written notice is effective (i) when mailed, if mailed postpaid and correctly addressed to the members' address last appearing on the books; or (ii) when transmitted by any form of Electronic Transmission. The notice shall specify the place, day, and hour of the meeting and, in the case of a Special Members Meeting, the purpose of the meeting. Alternatively, and to the extent not prohibited by the Florida Statutes, as amended from time to time, the Board may, by majority consent, adopt from time to time, other procedures for giving notice to the Neighborhood Voting Representative and/or members of the Annual Meeting or a Special Members Meeting. By way of example, and not of limitation, such notice may be included in a newsletter sent to each Neighborhood Voting Representative and/or member, as applicable.
- Quorum of Members. Until the Turnover, a quorum shall be established by the 3.5 Declarant's presence, in person or by proxy, at any meeting. After the Turnover, a quorum for purposes of conducting business shall be established by the presence, in person or by proxy, of the Neighborhood Voting Representatives and/or members entitled to cast twenty percent (20%) of the total Voting Interests. To the extent permitted by applicable law, as amended from time to time, Neighborhood Voting Representatives and/or members may attend meetings and vote as if physically present via telephone, real-time videoconferencing, or similar real-time electronic or video communication. A Neighborhood Voting Representative's and/or member's attendance via telephone, real-time videoconferencing, or similar real-time electronic or video communication shall count toward the quorum requirements as if such member was physically present. In the event Neighborhood Voting Representatives and/or members elect not to be physically present at a members' meeting, a speaker must be used so that the conversation of such Neighborhood Voting Representatives and/or members may be heard by the Board or committee members attending in person as well as by any others present at the meeting. Notwithstanding the foregoing or any other provision of these Bylaws to the contrary, Neighborhood Voting Representatives and/or members may attend and participate via telephone, real-time videoconferencing, or similar real-time electronic or video communication only if a majority of the Board approved such manner of attendance.
- 3.6 Adjournment of Members Meetings. If, however, a quorum shall not be present at any meeting of the Neighborhood Voting Representatives and/or members, the meeting may be adjourned as provided in the Florida Statutes. In the absence of a provision in the Florida Statutes, the Neighborhood Voting Representatives and/or members present shall have power to adjourn the meeting and reschedule it on another date.
- 3.7 <u>Action of Members</u>. Decisions that require a vote of the Neighborhood Voting Representatives and/or members must be made by a concurrence of a majority of the Voting Interests present in person or by proxy, represented at a meeting at which a quorum has been obtained unless provided otherwise in the Declaration, the Articles, or these Bylaws.
- 3.8 <u>Proxies.</u> At all meetings, Neighborhood Voting Representatives and/or members may vote their applicable Voting Interests in person or by proxy. In addition, to the extent permitted by the Board and to extent the Association adopted technology that facilitates voting remotely, members may also cast their votes utilizing such technology and participating via telephone, real-time videoconferencing, or similar real-time electronic or video communication. All proxies shall comply with the provisions of Section 720.306(8), Florida Statutes (2020), as amended from time to time, be in writing, and be filed with the Secretary at, or prior to, the meeting. Proxyholders may also attend and/or participate via telephone, real-time videoconferencing, or similar real-time electronic or video communication so long as the proxies are delivered to the Secretary at or prior to the meeting and

otherwise in compliance with this Section 3.8. Every proxy shall be revocable prior to the meeting for which it is given.

# 4. Board of Directors.

- 4.1 Number. The affairs of the Association shall be managed by a Board consisting of an odd number of no less than three (3) persons and no more than nine (9) persons. After the Turnover, the Board shall consist of all Neighborhood Voting Representatives and in addition, at least one (1) but no more than two (2) "at-large" Directors, and such number of "at large" Directors shall be determined based upon the number of Neighborhood Voting Representatives which then-exist in order to have an odd number of total Directors on the Board of the Association. Board members appointed by the Declarant need not be members of the Association. Neighborhood Voting Representatives or any Board members elected by Owners must be members of the Association. Pursuant to Section 720.307(2), Florida Statutes (2020) Owners are entitled to elect one (1) member of the Board (the "Pre-Turnover Director") when fifty percent (50%) of all the Lots ultimately planned for CALESA TOWNSHIP MASTER COMMUNITY are conveyed to Owners, provided the Owners exercise such right. In the event the Owners do not exercise the right to elect the Pre-Turnover Director, then a vacancy on the Board shall occur and the remaining members of the Board may fill such vacancy.
- Term of Office. The term of office for the Pre-Turnover Director shall end at the next Annual Meeting after the Pre-Turnover Director's election, or on the date the Turnover election takes place (the "Turnover Date"), whichever occurs first. In the event that the Pre-Turnover Director's term expires at the Annual Meeting, a new Pre-Turnover Director shall be elected by the Owners at the next Annual Meeting or on the Turnover Date, whichever occurs first, with the election process repeated thereafter until Turnover. Except with respect to the Pre-Turnover Director, the election of the "at large" Director(s) shall take place after the Declarant no longer has the authority to appoint a majority Board and shall take place on the Turnover Date. On the Turnover Date, the Neighborhood Voting Representatives shall be automatically appointed to the Board, and the members of the Association (not the Neighborhood Voting Representatives) shall vote to elect the "at large" Director(s) who shall serve for a term of two (2) years. The candidate(s) receiving the most votes shall be elected to office for the "at large" Director(s) position(s). At every other Annual Meeting thereafter, the members shall elect the appropriate number of "at large" Director(s) for a term of two (2) years. Each Director's respective term shall end upon such time as the Neighborhood Voting Representative is replaced or the election of the new "at large" Director(s) at the next applicable Annual Meeting (except that the term of any Director appointed by the Declarant shall extend until the date designated by the Declarant, or until the Turnover Date).
- 4.3 <u>Removal</u>. Any vacancy created by the resignation or removal of a Board member appointed by the Declarant may be replaced by the Declarant. The Declarant may replace or remove any Board member appointed by the Declarant in the Declarant's sole and absolute discretion. In the event of death or resignation of any "at large" Director(s) elected by the members, the remaining Directors may fill such vacancy. The "at large" Director(s) may be removed with or without cause by the vote or agreement in writing of members holding a majority of the Voting Interests.
- 4.4 <u>Compensation</u>. No Director shall receive compensation for any service rendered as a Director to the Association; provided, however, any Director may be reimbursed for actual expenses incurred as a Director.
- 4.5 Action Taken Without a Meeting. Except to the extent prohibited by law, the Board shall have the right to take any action without a meeting by obtaining the written approval of the required number of Directors. Any action so approved shall have the same effect as though taken at a meeting of Directors.
- 4.6 Appointment and Election of Directors. Until the Turnover, the Declarant shall have the unrestricted power to appoint a majority of the Directors of the Association. Subject to Declarant's right to appoint a Director as permitted by Section 720.307(3), Florida Statutes (2020), from and after the expiration of the Turnover, or such earlier date determined by the Declarant in its sole and absolute discretion, the Neighborhood Voting Representatives shall serve as Directors, and the members shall

elect any "at large" Director(s) of the Association at or in conjunction with the next applicable Annual Meeting.

- 4.7 <u>Nomination</u>. Prior to each election at which members are entitled to elect any of Directors, the Board shall prescribe (and communicate to the members) the opening date and the closing date of a reasonable filing period ("<u>Candidate Filing Period</u>") in which every eligible person who has an interest in serving as a Director may file as a candidate for such Director position. The Board may also appoint a Nominating Committee to make nominations for election of Directors to the Board. A Nominating Committee, if appointed, shall consist of a Chairman, who shall be a member of the Board of Directors, and two (2) or more members of the Association. Any Nominating Committee shall serve for a term of one (1) year or until its successors are appointed. In preparation for each election, the Nominating Committee, if appointed, shall meet and make as many nominations for election to the Board as it shall in its discretion determine, but in no event less than the number of Directors' positions to be filled at such election. Any member may nominate himself or herself as a candidate by notice to the Nominating Committee (or to the Secretary if there is no Nominating Committee) within the Candidate Filing Period.
- 4.8 <u>Election</u>. The "at large" Director(s) of the Association shall be elected by the members, not the Neighborhood Voting Representatives. Each member may cast as many votes in the election as the member has under the provisions of the Declaration, for each vacancy on which such member is entitled to vote. If the number of candidates nominated is equal to or less than the number of positions to be filled, then those candidates shall be deemed elected without the necessity of a vote. If the number of candidates nominated exceeds the number of positions to be filled, an election shall be held, and the person receiving the largest number of votes cast by the members (for each vacancy on which such members are entitled to vote) is elected. Cumulative voting is not permitted. So long as required by Section 720.306(9), Florida Statutes (2020), any election dispute between a member and the Association shall be resolved by mandatory binding arbitration with the Division of Florida Condominiums, Timeshares, and Mobile Homes in the Department of Business and Professional Regulation. Any challenge to the election process must be commenced within sixty (60) days after the election results are announced.

# Meeting of Directors.

- 5.1 <u>Regular Meetings</u>. Regular meetings of the Board shall be held on a schedule adopted by the Board from time to time. Meetings shall be held at such place and hour as may be fixed, from time to time, by resolution of the Board.
- 5.2 <u>Special Meetings</u>. Special meetings of the Board shall be held when called by the President, or by any two (2) Directors. Each Director shall be given not less than two (2) days' notice except in the event of an emergency. Notice may be waived. Attendance shall be a waiver of notice. Telephone conference meetings are permitted.
- 5.3 <u>Emergencies.</u> In the event of an emergency involving immediate danger of injury or death to any person or damage to property, if a meeting of the Board cannot be immediately convened to determine a course of action, the President or, in his absence, any other officer or director, shall be authorized to take such action on behalf of the Association as shall be reasonably required to appropriately respond to the emergency situation, including the expenditure of the Association funds in the minimum amount as may be reasonably required under the circumstances. The authority of officers to act in accordance herewith shall remain in effect until the first to occur of the resolution of the emergency situation or a meeting of the Board convened to act in response thereto.
- 5.4 Quorum. A majority of the number of Directors 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, or in writing in lieu thereof, shall be an action of the Board. Directors may attend meetings via telephone, real-time videoconferencing, or similar real-time electronic or video communication. A Director's participation in a meeting via telephone, real-time videoconferencing, or similar real-time electronic or video communication counts toward a quorum, and

such Director may vote as if physically present. A speaker must be used so that the conversation of Directors not physically present may be heard by the Board, as well as by any members present at the meeting. Members may not attend Board meetings via telephone, real-time videoconferencing, or similar real-time electronic or video communication.

- 5.5 <u>Open Meetings</u>. Meetings of the Board, and of any Committee of the Board, shall be open to all Neighborhood Voting Representatives and members.
- 5.6 <u>Voting</u>. Board members shall cast votes in the manner provided in the Florida Statutes. In the absence of a statutory provision, the Board shall establish the manner in which votes shall be cast.
- 5.7 <u>Notice of Board Meetings.</u> Notices of meetings of the Board shall be posted in a conspicuous place on the Common Areas at least 48 hours in advance, except in an event of an emergency. Alternatively, notice may be given to members in any other manner provided by Florida Statute, as amended from time to time. By way of example, and not of limitation, notice may be given in any newsletter distributed to the members. Written notice of Board meetings also may be provided when transmitted by any form of Electronic Transmission. For the purposes of giving notice, the area for notices to be posted selected by the Board shall be deemed a conspicuous place. Notwithstanding anything to the contrary herein, notice of any meeting of the Board at which an Assessment will be levied must be provided to all Neighborhood Voting Representatives and members at least fourteen (14) days before the meeting, which notice shall include a statement that Assessments will be considered at the meeting and the nature of the Assessments.
- 5.8 <u>Electronic or Video Attendance</u>. The Board may, by majority consent, permit any directors to participate in a regular or special meeting by, or conduct the meeting through the use of, any means of communication by which all Directors participating may simultaneously hear each other during the meeting, such as telephone, real-time videoconferencing, or similar real-time electronic or video communication. A Director participating in a meeting by this means is deemed to be present in person at the meeting. Notwithstanding any provision herein to the contrary, the meeting must be held at a location that is accessible to a physically handicapped person if requested by a physically handicapped person who has a right to attend the meeting.

# Powers and Duties of the Board.

- 6.1 <u>Powers</u>. The Board shall have, subject to the limitations and reservations set forth in the Declaration and Articles, the powers reasonably necessary to manage, operate, maintain and discharge the duties of the Association, including, but not limited to, the power to cause the Association to do the following:
  - 6.1.1 <u>General</u>. Exercise all powers, duties and authority vested in or delegated to the Association by law and in these Bylaws, the Articles, and the Declaration, including without limitation, adopt budgets, levy Assessments, enter into contracts with Telecommunications Providers for Telecommunications Services.
  - 6.1.2 <u>Rules and Regulations</u>. Adopt, publish, promulgate and enforce rules and regulations governing the use of CALESA TOWNSHIP MASTER COMMUNITY by the members, tenants and their guests and invitees, and to establish penalties and/or fines for the infraction thereof subject only to the requirements of the Florida Statutes, if any.
  - 6.1.3 <u>Enforcement</u>. Suspend the right of use of the Common Areas (other than for vehicular and pedestrian ingress and egress and for utilities) of a member during any period in which such member shall be in default in the payment of any Assessment or charge levied, or collected, by the Association.
  - 6.1.4 <u>Declare Vacancies</u>. Declare the office of a member of the Board to be vacant in the event such member shall be absent from three (3) consecutive regular Board meetings.

- 6.1.5 <u>Hire Employees</u>. Employ, on behalf of the Association, managers, independent contractors, or such other employees as it deems necessary, to prescribe their duties and delegate to such manager, contractor, etc., any or all of the duties and functions of the Association and/or its officers.
- 6.1.6 <u>Common Areas</u>. Acquire, sell, operate, lease, manage and otherwise trade and deal with property, real and personal, including the Common Areas, as provided in the Declaration, and with any other matters involving the Association or its members, on behalf of the Association or the discharge of its duties, as may be necessary or convenient for the operation and management of the Association and in accomplishing the purposes set forth in the Declaration.
- 6.1.7 <u>Granting of Interest</u>. Grant licenses, easements, permits, leases, or privileges to any individual or entity, which affect Common Areas and to alter, add to, relocate or improve the Common Areas as provided in the Declaration.
- 6.1.8 <u>Financial Reports</u>. Prepare all financial reports required by the Florida Statutes.
- 6.2 <u>Vote</u>. The Board shall exercise all powers so granted, except where the Declaration, Articles or these Bylaws specifically require a vote of the Neighborhood Voting Representatives and/or members.
- 6.3 <u>Limitations</u>. Until the Turnover, the Declarant shall have and is hereby granted a right to disapprove or veto any such action, policy, or program proposed or authorized by the Association, the Board, the ACC, any committee of the Association, or the vote of the Neighborhood Voting Representatives and/or members. This right may be exercised by the Declarant at any time within sixty (60) days following a meeting held pursuant to the terms and provisions hereof. This right to disapprove may be used to veto proposed actions but shall not extend to the requiring of any action or counteraction on behalf of the Association, the Board, the ACC or any committee of the Association.
- 7. <u>Obligations of the Association</u>. The Association, subject to the provisions of the Declaration, Articles, and these Bylaws shall discharge such duties as necessary to operate the Association pursuant to the Declaration, including, but not limited to, the following:
  - 7.1 Official Records. Maintain and make available all Official Records;
- 7.2 <u>Supervision</u>. Supervise all officers, agents and employees of the Association, and to see that their duties are properly performed;
- 7.3 <u>Assessments and Fines</u>. Fix and collect the amount of the Assessments and fines; take all necessary legal action; and pay, or cause to be paid, all obligations of the Association or where the Association has agreed to do so, of the members; and
- 7.4 <u>Enforcement.</u> Enforce the provisions of the Declaration, Articles, these Bylaws, and Rules and Regulations.

## 8. Officers and Their Duties.

- 8.1 <u>Officers</u>. The officers of this Association shall be a President, a Vice President, a Secretary, and a Treasurer.
- 8.2 <u>Election of Officers</u>. After the Turnover, and except as set forth herein, the election of officers shall be by the Board and shall take place at the first meeting of the Board following each Annual Meeting.

- 8.3 Term. The officers named in the Articles shall serve until their replacement by the Board. The officers of the Association shall hold office until their successors are appointed or elected unless such officer shall sooner resign, be removed, or otherwise disqualified to serve.
- 8.4 <u>Special Appointment</u>. 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.
- 8.5 <u>Resignation and Removal</u>. Any officer may be removed from office, with or without cause, by the Board. Any officer may resign at any time by giving written notice to the Board. Such resignation shall take effect on the date of receipt of such notice or at any later time specified therein. Acceptance of such resignation shall not be necessary to make it effective.
- 8.6 <u>Vacancies</u>. A vacancy in any office shall be filled by appointment by the Board. The officer appointed to such vacancy shall serve for the remainder of the term of the replaced officer.
- 8.7 <u>Multiple Offices</u>. The office of President and Vice-President shall not be held by the same person. All other offices may be held by the same person.
  - 8.8 <u>Duties</u>. The duties of the officers are as follows:
  - 8.8.1 <u>President</u>. The President shall preside at all meetings of the Association and Board, sign all leases, mortgages, deeds and other written instruments and perform such other duties as may be required by the Board. The President shall be a member of the Board.
  - 8.8.2 <u>Vice President</u>. The Vice President shall act in the place and stead of the President in the event of the absence, inability or refusal to act of the President, and perform such other duties as may be required by the Board.
  - 8.8.3 <u>Secretary</u>. The Secretary shall record the votes and keep the Minutes of all meetings and proceedings of the Association and the Board; keep the corporate seal of the Association and affix it on all papers required to be sealed; serve notice of meetings of the Board and of the Association; keep appropriate current records showing the names of the members of the Association and all Neighborhood Voting Representatives, together with their addresses; and perform such other duties as required by the Board.
  - 8.8.4 <u>Treasurer</u>. The Treasurer shall cause to be received and deposited in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by the Board; sign, or cause to be signed, all checks, and promissory notes of the Association; cause to be kept proper books of account and accounting records required pursuant to the provisions of Section 720.303, Florida Statutes (2020), cause to be prepared in accordance with generally accepted accounting principles all financial reports required by the Florida Statutes; and perform such other duties as required by the Board.

## 9. Committees.

- 9.1 <u>General</u>. The Board may appoint such committees as deemed appropriate. The Board may fill any vacancies on all committees.
- 9.2 <u>ACC</u>. The Declarant shall have the sole right to appoint the members of the ACC until the Community Completion Date. Upon expiration of the right of the Declarant to appoint members of the ACC, the Board shall appoint the members of the ACC. As provided under the Declaration, the Association shall have the authority and standing to seek enforcement in courts of competent jurisdiction any decisions of the ACC.
- 10. <u>Records</u>. The official records of the Association shall be available for inspection by any member at the principal office of the Association. Copies may be purchased, by a member, at a reasonable cost.

The Association may comply with an official records request by making the records available to a member electronically via the Internet or by allowing the records to be viewed in electronic format on a computer screen and printed upon request. The Association must allow a member to use a portable device, including a smartphone, tablet, portable scanner, or any other technology capable of scanning or taking photographs, to make an electronic copy of the official records in lieu of the Association providing the member with a copy of such records. The Association may not charge a fee to a member for the use of a portable device.

Corporate Seal. The Association may have an impression seal in circular form.

# 12. Amendments.

- 12.1 <u>General Restrictions on Amendments</u>. Notwithstanding any other provision herein to the contrary, no amendment to these Bylaws shall affect the rights of the Declarant unless such amendment receives the prior written consent of the Declarant which may be withheld for any reason whatsoever. If the prior written approval of any governmental entity or agency having jurisdiction is required by applicable law or governmental regulation for any amendment to these Bylaws, then the prior written consent of such entity or agency must also be obtained. No amendment shall be effective until it is recorded in the Public Records.
- Amendments Prior to the Turnover. Prior to the Turnover, the Declarant shall have the right to amend these Bylaws as it deems appropriate, without the joinder or consent of any person or entity whatsoever, except as limited by applicable law as it exists and is effective on the date the Declaration is recorded in the Public Records or except as expressly set forth herein. The Declarant's right to amend under this provision is to be construed as broadly as possible. In the event the Association shall desire to amend these Bylaws prior to the Turnover, the Association must first obtain the Declarant's prior written consent to any proposed amendment. An amendment identical to that approved by the Declarant may be adopted by the Association pursuant to the requirements for amendments from and after the Turnover. Thereafter, the Declarant shall join in such identical amendment so that its consent to the same will be reflected in the Public Records.
- 12.3 Amendments From and After the Turnover. After the Turnover, but subject to the general restrictions on amendments set forth above, these Bylaws may be amended with the approval of (i) a majority of the Board; and (ii) the vote of the Neighborhood Voting Representatives, at a duly noticed meeting of the members at which a quorum has been attained, casting affirmative votes equal to at least fifty-one percent (51%) of the Voting Interests represented at a duly noticed meeting of the members of the Association at which there is a quorum. A quorum for any meeting for the purpose of adopting amendments after the Turnover shall be established by the presence, in person or by proxy, of the Neighborhood Voting Representatives and/or members entitled to cast twenty percent (20%) of the total Voting Interests. Notwithstanding the foregoing, these Bylaws may be amended after the Turnover by a majority of the Board acting alone to change the number of Directors on the Board and their respective terms. Such change shall not require the approval of the Neighborhood Voting Representatives and/or members. Any change in the number of Directors shall not take effect until the next Annual Meeting.
- 12.4 Compliance with HUD, FHA, VA, FNMA, GNMA and SWFWMD. Prior to the Turnover, the Declarant shall have the right to amend these Bylaws, from time to time, to make such changes, modifications and additions therein and thereto as may be requested or required by HUD, FHA, VA, FNMA, GNMA, SWFWMD, or any other governmental agency or body as a condition to, or in connection with such agency's or body's regulatory requirements or agreement to make, purchase, accept, insure, guaranty or otherwise approve loans secured by mortgages on Lots. No approval or joinder of the Association, Neighborhood Voting Representatives or other Owners, or any other party shall be required or necessary to such amendment. After the Turnover Date, but subject to the general restrictions on amendments set forth above, the Board shall have the right to amend these Bylaws, from time to time, to make such changes, modifications and additions therein and thereto as may be requested or required by HUD, FHA, VA, FNMA, GNMA, SWFWMD or any other governmental agency or body as a condition to, or in connection with such agency's or body's regulatory requirements or agreement to make, purchase, accept, insure, guaranty or otherwise approve loans secured by mortgages on Lots. No approval or

joinder of the Neighborhood Voting Representatives and/or Owners, or any other party, shall be required or necessary to any such amendments by the Board. Any such amendments by the Board shall require the approval of a majority of the Board.

- 13. <u>Conflict</u>. In the case of any conflict between the Articles and these Bylaws, the Articles shall control. In the case of any conflict between the Declaration and these Bylaws, the Declaration shall control.
- 14. <u>Fiscal Year</u>. The first fiscal year shall begin on the date of incorporation and end on December 31<sup>st</sup> of that year. Thereafter, 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.

# 15. <u>Miscellaneous</u>.

- 15.1 <u>Florida Statutes</u>. Whenever these Bylaws refers to the Florida Statutes, it shall be deemed to refer to the Florida Statutes as they exist and are effective on the date these Bylaws are recorded in the Public Records except to the extent provided otherwise as to any particular provision of the Florida Statutes.
- 15.2 <u>Severability</u>. Invalidation of any of the provisions of these Bylaws by judgment or court order shall in no way affect any other provision, and the remainder of these Bylaws shall remain in full force and effect.

## **CERTIFICATION**

I, Kenneth D. Colen, do hereby certify that:

I am the duly elected and acting President of CALESA TOWNSHIP MASTER ASSOCIATION, INC., a Florida not-for-profit corporation; and,

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of said Association this 27th day of October, 2020.

Kenneth D. Colen, President

(CORPORATE SEAL)