

Leisure Acres Mobile Home Owners Association Inc.
of Highlands County
By-Laws
(as amended December 9, 1999)

Article I. Name

1. The name of this organization shall be: Leisure Acres Mobile Home Owners Association Inc. of Highlands County.
2. Address shall be: (Secretary's Name)
3651 U S 27 South (Secretary's Lot Number)
Sebring, FL 33870

Article II. Objective

1. The objective of the Association shall be:
 - a. To promote general welfare and protect the rights and interest of the homeowners.
 - b. If Leisure Acres is offered for sale by the owners, the Association will be in proper position to negotiate with owners at a fair and equitable price.

Article III. Membership

1. All owners of mobiles homes are eligible for membership. Upon applying for membership and payment of dues, all owners of such mobile homes will become members of the Association and each household will have a vote.
2. Members shall abide by the Association By-Laws.

Article IV. Dues

1. Initial dues for membership in the Association shall be five dollars (\$5.00) per household.
2. Additional dues shall be set by a majority vote of the members of the Association as needed.

Article V. Meetings and Quorums

1. The Leisure Acres Mobile Home Owners Association Inc. shall hold an Annual meeting on the second Thursday of December of each year.

2. All meetings shall be governed by these By-Laws, Robert's Rules of Order shall prevail.
3. The members will be notified of each meeting at least four (4) days prior to such meeting.
4. Notification of meetings shall be posted on the bulletin board, stating the subject matter and purpose of the meeting with date, time and place of the meeting
5. Fifteen (15) members shall constitute a quorum.
6. Executive Committee meetings shall be open to all members. Three (3) members shall constitute a quorum
7. Additional meetings of the Association may be called by the President. Or upon request of at least fifteen (15) members.

Article VI. Officers

1. Elected officers shall consist of a President, Vice-President, Secretary, Treasurer, and Board of Six (6) Directors, elected at the December meeting and taking office on January 1st.
2. The Board of Directors shall elect its own chairperson.
3. Terms of office shall coincide with the fiscal year.
4. Employees of Park management shall not serve on the executive committee.

Article VII. Duties of Officers

1. **President.**
 - a. Shall preside at, and conduct all meetings of the Leisure Acres Mobile Home Owners Association Inc.
 - b. Shall assist the Board of Director in the fulfillment of all rules and regulations that are adopted and passed by the membership.
 - c. Shall appoint all chairpersons of committees listed in the By-Laws.
 - d. Shall appoint a temporary Secretary if needed

e. Shall fill vacancies of officers and directors for unexpired terms of office.

2. **Vice-President.**

a. Shall perform the duties of the president in his or her absence and shall advance automatically to the office of President if for any reason the incumbent President cannot finish her or her term of office.

3. **Secretary.**

a. Shall keep minutes of all general and special meetings.

b. Shall take care of all the Association's Correspondence as directed by the membership or the President.

c. Shall keep all records in proper order.

4. **Treasurer.**

a. Shall maintain an accurate general fund accounting record of all receipts and expenditures.

b. Shall deposit all monies in the bank within a reasonable time of receipt

c. Shall sign all checks. In the absence of the Treasurer, checks may be sign by the President.

d. Shall pay all bills approved by the membership.

e. Shall give a detailed financial statement at each meeting of the Association.

f. Shall submit all records for auditing.

5. **Board of Directors.**

a. Shall recommend to the membership business or suggestions brought to its attention which will enhance the welfare of the association.

b. Shall review and attempt to resolve members' bonafide complaints to the best of their abilities. If complaint is not resolved, shall make a recommendation at the next meeting of the membership or shall call a special meeting. The complainant must be a member of FMO to have the complaint forwarded to the FMO.

- c. In the event of the absence of the Chairman, the Board will appoint a temporary chairman who will act as chairman and assume all the duties and responsibilities of the chairman.

6. **Executive Committee.**

- a. The elected officers and directors shall serve as the executive committee.
- b. They shall meet two (2) weeks prior to the annual meeting and whenever deemed necessary by the president.

7. **Nominating Committee.**

- a. The president shall appoint a nominating committee of three (3) members at least thirty (30) days prior to the December meeting.
- b. The nominating committee shall endeavor to submit a slate of one (1) or more nominations for each office. This slate of nominees shall be posted at least seven (7) days prior to the annual meeting. Further nominations shall be accepted from the floor at the December meeting.
- c. When more than one member is nominated for an office, the election must be by secret ballot.
- d. The nominating committee and two (2) members appointed by the President shall handle the balloting and report the results.
- e. Elections shall be held at the December meeting.

8. Auditing Committee

- a. Shall consist of two (2) members appointed by the President.
- b. There shall be a general audit at the end of each year and whenever it is necessary to replace the Treasurer.

9. Membership Committee

- a. The president shall appoint a membership committee chairman.
- b. The chairman shall be responsible for contacting all new homeowners and solicit their membership.
- c. the chairman shall keep records of all paid up members and a separate record of those owners who have chosen not to join.

- d. All membership monies (dues) shall be deposited with the association treasurer.

Article VIII. Fiscal Year

1. The fiscal year shall be from January 1st to December 31st.

Article IX. Compensation for Service

1. There shall be no compensation for services rendered by members or officers of the association.

Article X. Amendments To The By-Laws

1. Amendments to the By-Laws shall be proposed and adopted in the following manner.
 - a. Notice of the subject matter of a proposed amendment shall be included in the notice of the annual meeting at which time the proposed amendment is to be considered.
 - b. Amendments to the By-Laws may be submitted by any member to the Executive Committee at least sixty (60) days prior to the annual meeting in December. The Executive Committee shall ascertain the legality of the change. The Executive Committee shall place it in proper force for a vote at the annual meeting.
 - c. For the purpose of the adoption of amendments to these By-Laws a quorum of thirty (30%) percent of the members shall be required.
 - d. A two thirds (2/3) majority of those voting shall be required for the adoption of an amendment.
 - e. Members not in residence shall be notified by mail, at the address as listed in the park directory. Their ballot must be returned and received by the Executive Committee prior to the meeting date.
 - f. Returned ballots shall be included as a part of the quorum.
 - g. Any and all By-Laws not included herein as required by Chapter 723 of the Florida Statutes shall be deemed to be included as part of these By-Laws.

The following motion was presented at the December 9, 1999 meeting.

The club officers shall be empowered to pay all normal operating expenses.

Motion was seconded and passed.