

DuGard

BY-LAWS
of
SPENCER LAKES
PROPERTY OWNERS' ASSOCIATION, INC.

I. DEFINITIONS

All terms used herein which are defined in the Declaration of Protective Covenants, Conditions and Restrictions of Spencer Lakes shall be used herein with the same meaning as defined in said Declaration.

II. LOCATION OF PRINCIPAL OFFICE

The principal office of the Association shall be located at 1716 Carambola Road, West Palm Beach, Florida, 33406, or at such other place as may be established by resolution by the Board of Directors of the Association.

III. VOTING RIGHTS AND ASSESSMENTS

A. Every person or entity who is a record fee simple Owner of a Lot, including the Developer at all times as long as it owns any property subject to this Declaration, shall be a member of the Association, provided that any such person or entity who holds such interest only as a security for the performance of an obligation shall not be a member. Membership shall be appurtenant to, and may not be separated from, ownership of any Lot which is subject to assessment.

B. Assessments and installments thereon not paid when due shall bear interest from the date when due until paid at the rate set forth in the Declaration of Covenants and Restrictions for Spencer Lakes and shall result in the suspension of voting privileges during any period of such non-payment.

IV. BOARD OF DIRECTORS

A. A majority of the Board of Directors shall constitute a quorum to transact business at any meeting of the Board and the action of the majority present at a meeting at which a quorum is present shall constitute the action of the Board of Directors.

B. Any vacancy occurring on the Board of Directors because of death, resignation or other termination of services of any Director, shall be filled by the Board of Directors; except that the Developer, to the exclusion of other members and/or the Board itself, shall fill any vacancy created by the death, resignation, removal or other termination of services of any Director appointed by the Developer. A Director appointed to fill a vacancy shall be appointed for the unexpired term of his predecessor in office and until his successor shall have been elected and/or appointed and qualified.

V. ELECTION OF DIRECTORS: NOMINATING AND ELECTION COMMITTEES

A. Nominations for the election of Board members may be made by a Nominating Committee appointed by the Board.

B. The Developer shall, within fourteen(14) days of the date set for the annual meeting of the Association, notify the Secretary and the Nominating Committee of the names of the Directors the Developer is appointing to the Board of Directors. Within thirty (30) days of such annual meeting date, the Nominating Committee shall notify the Secretary of the names of the candidates nominated for election to the Board of Directors. The Secretary shall, within seven (7) days of receiving such notification from the Nominating Committee, prepare and mail ballots to the members.

C. The Nominating Committee shall make as many nominations for election to the Board of Directors as it shall in its discretion determine. Nominations and notification of the vacancies being filled by the Developer shall be placed on a written ballot as provided in Section D of this Article and shall be made in advance of the time fixed therein for the mailing of such ballots to members.

D. All elections to the Board of Directors shall be made on written ballots which shall (a) describe the vacancies to be filled and (b) set forth the names of those nominated for each vacancy by the Nominating Committee or by petition for such vacancy and the names of those appointed to the Board by the Developer. Upon receipt of such ballots, members may, in respect to each vacancy, cast as many votes for the persons nominated as they are entitled to exercise under the provisions of the Articles of Incorporation and these By-Laws.

E. The completed ballots shall be returned to the Secretary at the address of the Association, or at such other address as designated upon each ballot. Upon receipt of each ballot, the Secretary shall immediately place it in the safe or other locked place until the date of the annual meeting of the Association. On that day, and at the annual meeting, the ballots shall be turned over to an election committee which shall consist of five (5) members appointed by the Board of Directors or be counted by the Secretary if the Board has not appointed an election committee.

F. The members of the Board of Directors elected or appointed in accordance with the procedures set forth in this Article shall be deemed elected or appointed as of the date of the annual meeting of the Board of Directors.

VI. POWERS AND DUTIES OF THE BOARD OF DIRECTORS

A. The Board of Directors shall have power:

1. To call meetings of the members.
2. To appoint and remove at pleasure all officers, agents and employees of the Association, prescribe their duties, fix their compensation, require of them such security or fidelity bond as it may deem expedient. Nothing contained in these By-Laws shall be construed to prohibit the employment of any member, officer or Director of the Association in any capacity whatsoever.
3. To establish, levy and assess, and collect the assessments necessary to operate the Association and carry on its activities and to create such reserves for extraordinary expenditures as may be deemed appropriate by the Board of Directors.
4. To adopt and publish rules and regulations governing the use of the Common Area or any parcels thereof and the personal conduct of the members and

their'guests thereon, including reasonable admission charges if deemed appropriate.

5. To authorize and cause the Association to enter into contracts for the day to day operation of the Association and the discharge of its responsibilities and obligations.

6. To exercise for the Association all powers, duties and authority vested in or delegated to the Association except those reserved to members in the Declaration of Covenants and Restrictions for Spencer Lakes or the Articles of Incorporation of the Association.

B. It shall be the duty of the Board of Directors:

1. To cause to be kept a complete record of all its acts and corporate affairs.

2. To supervise all officers, agents and employees of this Association and to see that their duties are properly performed.

3. With reference to assessments of the Association:

a. To fix the amount of the Assessment against each member for each assessment period at least thirty (30) days in advance of such date or period;

b. To prepare a roster of the members and assessments applicable thereto which shall be kept in the office of the Association and shall be opened to inspection by any member; and

c. To send written notice of each assessment to every member subject thereto.

4. To issue or cause an appropriate officer to issue, upon demand by any person, a certificate setting forth whether any assessment has been paid. Such certificate shall be prima facie evidence of any assessment therein stated to have been paid.

5. Notwithstanding any provision to the contrary contained in the Declaration of Protective Covenants, Conditions and Restrictions for Spencer Lakes, the Articles of Incorporation of the Association or herein, the Board of Directors may cooperate with any other association or entity of which all Owners of Lots in Spencer Lakes are members and which has the power and authority to levy and enforce maintenance assessments against Lots and the Owners thereof in Spencer Lakes in the collection of assessments. The assessments levied by, and payable to, the Association may be collected for and remitted to the Association by such other association(s) as the Board of Directors may, in its discretion, deem expedient and appropriate.

VII. DIRECTORS AND MEETINGS

A. The annual meeting of the Association shall be held on December 1st at the principal office of the Association, unless some other place is designated by the Board. Regular meetings of the Board of Directors shall be held at such time and place as provided by appropriate resolution of the Board of Directors.

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

C. Special meetings of the Board of Directors shall be held when called by the President or Vice-President of the Association or by any two (2) Directors after not less than three (3) days written notice by certified mail, return receipt requested, to each Director.

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

VIII. OFFICERS

A. The officers shall be a President, a Vice-President, a Secretary and a Treasurer and such other officers as may be determined by the Board in accordance with the Articles of Incorporation to be, from time to time, appropriate. The President shall be a member of the Board of Directors but the other officers need not be.

B. The officers of the Association shall be elected by the Board of Directors at the annual meeting of the Board of Directors which shall be held immediately following the annual meeting of the Association. New officers may be created and filled at any meeting of the Board of Directors. Each officer shall hold office until his successor shall have been duly elected and qualified.

C. A vacancy in any office because of death, resignation or other termination of service may be filled by the Board of Directors for the unexpired portion of the term.

D. All officers shall hold office at the pleasure of the Board of Directors except that if an officer is removed by the Board such removal shall be without prejudice to any contract rights, if any, of the officer so removed.

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

F. The Vice-President or the Vice-President so designated by the Board of Directors if there is more than one (1) Vice-President, shall perform all the duties of the President in his absence. The Vice-President(s) shall perform such other acts and duties as may be assigned by the Board of Directors.

G. The Secretary shall be the ex officio Secretary of the Board of Directors, and shall record the votes and keep the minutes of all proceedings in a book to be kept for that purpose. He shall sign all certificates of membership. He shall keep the records of the Association. He shall record in the book kept for that purpose

all the names of the members of the Association together with their addresses as registered by such member.

H. The Treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors provided, however, that a resolution of the Board of Directors shall not be necessary for disbursements made in the ordinary course of business conducted within the limits of a budget adopted by the Board. The Treasurer may, but need not, be a required signatory on checks and notes of the Association.

I. The Treasurer, or his appointed agent, shall keep proper books of accounts and cause an annual audit of the Association books be made by a certified public accountant at the completion of each fiscal year. He or his appointed agent shall prepare an annual budget and an annual balance sheet statement and the budget and balance sheet statement shall be open for inspection upon reasonable request by a member.

J. The salaries, if any, of the officers and assistant officers of the Association shall be set by the Board of Directors.

IX. COMMITTEES

A. The standing committees of the Association shall be:

The Architectural Review Committee
The Nominating Committee
The Maintenance Committee

Each committee shall consist of a chairman and two (2) or more members and shall include a member of the Board of Directors. The committees shall be appointed by the Board of Directors within thirty (30) days after each annual meeting or the Board of Directors to serve until succeeding committee members have been appointed. The Board of Directors may appoint such other committees as it deems advisable.

B. The Nominating Committee shall have the duties and functions described in the By-Laws.

C. The Maintenance Committee shall advise the Board of Directors on all matters pertaining to the maintenance, repair or improvement of the property in Spencer Lakes and shall perform or seek the performance of such other functions as the Board in its discretion determines.

D. The Maintenance Committee and other committees appointed and so empowered by the Board of Directors (but not the Nominating Committee) shall have the power to appoint subcommittees from among their membership and it may delegate to any subcommittees any of its powers, duties and functions.

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

X. BOOKS AND PAPERS

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

XI. SEAL

The Association shall have a seal in circular form having within its circumference the words: Spencer Lakes Property Owners' Association, Inc., a corporation not-for-profit; 1978.

XII. AMENDMENTS

These By-Laws may be altered, amended or repealed by majority vote of the Directors present at a duly constituted meeting of the Board of Directors, except that no amendment affecting the Developer shall be effective without the Developer's written consent.

CERTIFICATION

The foregoing were adopted as the By-Laws of Spencer Lakes Property Owners' Association, Inc., a corporation not-for-profit under the laws of the State of Florida on January 17, 1978.

Attest:

SPENCER LAKES PROPERTY
OWNERS' ASSOCIATION, INC.

Secretary

(SEAL)

By _____

President
Doyle Irwin