

BY-LAWS OF CASA HOMEOWNERS ASSOCIATION, INC
Amended 2/26/2019

ARTICLE I. MEMBERS

Section 1. QUALIFICATIONS OF MEMBERS, NUMBERS, AND VOTING RIGHTS. The Members of the Association shall consist of all the fee title owners by record of deed in the Casa Del Sol Subdivisions and must be at least twenty-one (21) years of age. The number of voting members shall be no more than One Hundred Seventy-Two (172).

The owner(s) of each lot shall be entitled to one (1) vote for each lot in which they hold the interest required for membership herein. When more than one person holds such interest in any lot, all such persons shall be members. The vote for such lot owners shall be exercised by as among themselves they determine, but in no event shall more than one (1) vote be cast with respect to any one lot.

Section 2. ANNUAL MEETINGS OF MEMBERS. The annual meeting of members shall be held at 7:00 p.m. on the last Tuesday in February of each year. All meetings shall be held at the clubhouse of Casa Del Sol Subdivision, located in Zephyrhills, Florida, unless for good reason the Board of Directors designates another location for the meeting. In the case where business at the originally-scheduled meeting is not completed, the originally-scheduled meeting can be adjourned to a rescheduled adjourned meeting. The rescheduled meeting must be announced to the members prior to the adjournment of the originally-scheduled meeting. The Annual Meeting shall be held for the purpose of transacting the annual business of the Association, including the election of the Board of Directors and the adoption of the annual budget for the coming year. Association members only per name(s) on deed to lot or per notarized power of attorney on file with the secretary are permitted to attend the annual meeting.

Section 3. SPECIAL MEETINGS OF MEMBERS. Special Meetings of the Members may be called by the Board of Directors or upon request in writing of ten (10%) of the Association membership to the President of the Board of Directors. The purpose of the special meeting must be stated and only that business may be acted upon. Thirty (30) days-notice in writing must be given to all members and appropriate proxies must be sent. The said special meeting cannot be called for a date within seven (7) days before the next annual meeting.

Section 4. NOTICE OF ANNUAL MEETING. Thirty (30) days prior to the date of the annual meeting a notice of the meeting shall be mailed to each member at the address last furnished to the Association. However, a member may waive this requirement and accept a hand delivered notice. A notice will be posted on the bulletin board in the clubhouse, fifteen (15) days prior to the date of the annual meeting. A copy of the proposed budget and end-of-year projected financial statement shall be mailed or hand delivered to the Association members, no less than thirty (30) days prior to the annual meeting.

Section 5. QUORUM. The quorum at any annual meeting or any special meeting shall be thirty (30%) percent of the lot owners (172) in Casa Del Sol Subdivision. The quorum must be 52 lot owners or greater. In computing this quorum, each lot owner or owners present or represented by valid proxy are considered as one (1) person. They have voting rights equal to the number of lots owned. A majority vote of the lot owners present or represented by valid proxy shall prevail.

The President of the Board has the power to ask for a recount of the lot owners and proxies present in the event sufficient lot owners depart prior to the adjournment of the annual or special meeting. If necessary, a member of the Vote Tabulating Committee (ref. Article II, Section 1.c) shall have lot owners sign their name and lot number when departing. It is essential that the quorum be maintained through the annual or special meetings. If this figure becomes less than the

established quorum of 52 lot owners, the Vote Tabulating Committee shall immediately notify the president that the quorum is less than 30% of the lot owners and proxy votes present.

When the quorum falls below 30% of the lot owners and proxy votes, the meeting shall be adjourned until there are sufficient lot owners and proxies present to establish the required minimum number of lot owners and proxies (52 lot owners).

Section 6. PROXY VOTES. Proxies for this Association may be made and supplied by the Secretary or by the member for his own use. The proxy form shall consist of two pages. The first page shall indicate the recorded lot owner's name (s), lot number, signature (s) who is (are) authorizing the proxy and the date on which the proxy shall be voted. The second page shall be set up to be marked with a "FOR" or "OPPOSED" vote for each item that shall be considered at the meeting. The election of new Directors by proxy is not possible since the final slate of candidates will not be known until after the Annual Meeting is convened.

Proxies shall be enclosed in a sealed envelope addressed to Casa Homeowners Association; Attention: Vote Tabulating Committee. The proxy can be handed to a neighbor/friend who is a recorded Casa lot owner to be brought to the meeting or be turned in to the Association via US Mail, or by handing it to a Director. The Vote Tabulating Committee shall open the sealed proxies at the meeting for which they are intended and tabulate the results. No member may accept more than two (2) proxies for any given meeting. Any proxy shall be effective only for the specific meeting for which originally given and lawfully adjourned meeting thereof. Incomplete, unsigned or improper proxies shall be disqualified and not counted.

ARTICLE II. DIRECTORS

Section 1. NUMBER, QUALIFICATIONS, AND ELECTIONS OF DIRECTORS. The Association shall be governed by a Board of Directors who shall be members of the Association and lot owners in good standing. The Board shall be composed of nine (9) members, consisting of President, First Vice-President, Second Vice-President, Secretary, Treasurer, and four (4) other members.

- a. The term of elected Directors of the Board shall begin with the organizational meeting to be held immediately following their election at the annual meeting.
- b. At its January meeting, the Board of Directors shall appoint a nominating committee of three (3) members, and also name one of the appointees to serve as chairperson of the committee. The committee will attempt to slate a minimum of two (2) candidates for each opening. Fifteen (15) days prior to the date of the annual meeting, the committee shall present to the President a list of names of the candidates who are proposed by the nominating committee. On the same day, the chairperson of the nominating committee shall post this same list of candidates on the bulletin board of the clubhouse.
- c. Prior to the Annual or special meeting, the Board of Directors shall appoint a chairperson of a Vote Tabulating Committee. The chairperson shall in turn enlist assistants needed to fulfill the committee's mission. The mission of that committee shall be to register lot owners at the meeting and to tabulate votes cast by the lot owners in person or by proxy during the meeting.
- d. At the annual meeting of the membership, the nominating committee shall present their list of qualified nominees. If the nominating committee is successful in fielding enough nominees to fill the positions being vacated, nominations will not be accepted from the floor. Each nominee must either accept or decline the nomination. If unable to attend this meeting, a letter of intent to accept or decline the nomination must be in the hands of the Secretary before the election is held.

- e. The election procedure shall be as follows: The election shall be by ballot. Each lot owner is entitled to only one (1) vote in the Board of Directors election. No Director shall be eligible for re-election as a Director for a period of one (1) year after his or her three (3) year term has expired. This requirement may be waived if there are not enough candidates to fill the vacant positions or if the current Secretary and/or Treasurer are/is willing to continue to serve.
- f. The President may preside at the election of the Board of Directors or he may appoint another person to preside.

Section 2. MEETING OF DIRECTORS. The Board of Directors shall fix the time of their meeting and all such meetings are to be held at the clubhouse at Casa Del Sol Subdivision, Zephyrhills, Florida, or as designated by the Board. All meetings shall be open to all lot owners only. These meetings of the Board of Directors shall be conducted under the Roberts Rule of Order, except that the presiding officer at all Board meetings shall have a vote. Special meetings of the Board can be called by the President, or upon request of any four (4) board members.

Section 3. NOTICE OF MEETING OF BOARD OF DIRECTORS. Meetings of the Board of Directors shall be posted on the clubhouse bulletin board at least forty-eight (48) hours in advance, except in an emergency.

Section 4. POWERS OF DIRECTORS. The Board of Directors shall manage the entire Association and shall have the power and duty to administer by the Articles of Incorporation and these BY-LAWS of the Association. They are to enforce the Covenants and Restrictions.

- a. The Board of Directors shall hire and set the wages for custodial and maintenance personnel and supervise their work. They shall have the responsibility of the maintenance and repairs of the recreational facilities, clubhouse, and common areas. All personnel hired or contracted with shall have the proper state or county licenses, bonding, and insurance required by existing laws.
- b. The Board of Directors shall purchase insurance policies that may be needed in the best interest of the Association, and they are authorized to have the treasurer make payment of the associated premiums.
- c. The Board of Directors shall establish a "Reserve Fund" that shall consist of three subsets: 1) a General Reserve Fund, 2) an Insurance Deductible Reserve Fund, and 3) a Capital Replacement Reserve Fund.
The General Reserve Fund shall contain excess monies from annual fees and from any other source that are not specifically directed to the Insurance Deductible Reserve Fund or the Capital Replacement Reserve Fund. Authorization to use monies in the General Reserve Fund shall come from the Association members by a majority vote at an annual or specially called meeting, with the exception for emergencies. In an emergency, expenditures from the General Reserve Fund shall be by a majority vote of the Board of Directors, or, as set forth in Article II, Section 6 of these Bylaws, by a designee of the Board when a quorum of the Board is not present.
The Insurance Deductible Reserve Fund shall contain sufficient monies to cover the insurance deductible in case of an insurable claim. Expenditures from the Insurance Deductible Reserve Fund shall be by a majority vote of the Board of Directors.
The Capital Replacement Reserve Fund shall contain monies collected through annual fees or other sources specifically for the purpose of replacing capital equipment. The schedule of payments into the Capital Replacement Reserve Fund shall be set with the help of an annual report that shall be produced by a committee that is charged with identifying the need and timing for replacing essential capital items that are owned by

the Association. Once that report has been reviewed and adopted by both the Board and the Association members at a regularly scheduled or special meeting of each group, expenditures from the Capital Replacement Reserve Fund shall be by a majority vote of the Board of Directors.

- d. The Board of Directors shall prepare a proposed budget for each fiscal year. The proposed budget shall include the estimated funds that will be required to defray the common operating and fixed expenses and to provide and maintain funds for contingencies, emergencies and reserves.
- e. The Board of Directors shall use the monies approved in the annual budget for operation, maintenance, repair, and reserves for replacement of the Association property.

The Board of Directors shall investigate any and all complaints of possible violations of the covenants and restrictions and these BY-LAWS. Upon any resident in the park filing a complaint with the Board under oath which complaint appears on its face to be factual, the Board shall use best efforts to settle all complaints within a reasonable period of time. All possible resolutions should be attempted. If the violation is not corrected within twenty-one (21) days, a fine of \$25.00 per day shall be imposed upon the owner of the lot deemed to be in violation from the twenty second (22) day the Board determines that legal action becomes necessary to enforce the restriction, the Articles of Incorporation or these BY-LAWS. If there is still no resolution after the above efforts are exhausted, the Board may file with the appropriate Court in Dade City, Pasco County, for a temporary injunction requiring correction of the violation within 5 days. If not corrected, within the days, then for a mandatory injunction including eviction from the park in the case of a person living in the park, which is prohibited by the 55 and older provision of the Articles of Incorporation, the Covenants, Rules or By-Laws of Casa del Sol. This injunction may be filed ex-parte and if granted, will provide for a return hearing date providing time when the offending party may show to the Court why the injunction should be dissolved. The status of any pending violations shall be reported to the Association at the next meeting or special meeting. The Board of Directors and Association members shall comply with these BY-LAWS regarding any violations of the Association's other documents.

- f. The Board of Directors shall be responsible for authorizing the treasurer to pay all taxes or fees, and valid verified expenses. Every effort should be made to pay early if discounts are offered or available.
- g. The Board of Directors shall not spend any Association monies without the approval of the Association, except that which is listed in the preceding sections or in the Articles of Incorporation.
- h. The Board of Directors may hire or appoint qualified bookkeeper or other personnel who shall perform the administrative duties of the Secretary or Treasurer.
- i. None of the actions of the Board of Directors shall be in conflict with actions taken by the membership at annual meetings or special meetings, these BY-LAWS, the Covenants and Restrictions, and the Articles of Incorporation.
- j. Contractors who provide services to the Association shall provide proof that they are insured and licensed. Expenditures over \$2,500 on projects, maintenance, repairs and supplies shall be by a bidding process that seeks a minimum of three sealed bids delivered to the Secretary of the Association. It is not necessary for the bidding to be advertised in the media. A quorum of Board members shall be present to open, review and vote to accept or reject the bids. All work shall be limited to Tracts A & B of Casa Del Sol.

Section 5. QUORUM. Quorum of the Board of Directors shall be a majority, five (5) of the Board members. At all the meetings of the Board of Directors each director shall have one (1) vote. There will be no proxy accepted for any Board meeting. A majority vote shall prevail.

Section 6. EMERGENCY BOARD ACTION. An appointee(s) (Board Member) designated by the Board of Directors can act for the Board of Directors in a catastrophic event or bona fide emergency that requires immediate attention. This action is valid when a quorum of the Board is not available. The appointee can authorize expenditure of funds provided he/she is authorized on the bank list. The General Reserve Fund may be used for bona fide emergencies that require immediate attention, but not to exceed the General Reserve Fund balance. The Insurance Deductible Reserve Fund can be used for insurance claims only. If action has been taken under this Section, a written report shall be presented to the Board of Directors at the next monthly meeting or a special meeting of the Board.

Section 7. RESIGNATION OR REMOVAL Any director of the Association may resign at any time by written notice to the Board of Directors, the President or Secretary.

- a. Members of the Board may be removed from office for the following reasons: dereliction of duty, criminal behavior, or absence from three (3) consecutive Board meetings without a valid excuse.

The removal of a board member from his or her office shall be by majority vote of the membership at the Annual Meeting or Special Meeting called for that purpose. By a majority vote of the Board of Directors, a member of the Board may be suspended, pending convening a Special Meeting or waiting for the Annual Meeting. This event shall occur only when the removal is for dereliction of duty or criminal behavior.

- b. The Association members at any meeting called for that purpose by a majority vote of the members may remove from office any officer elected or appointed by the Board of Directors.
- c. In the event that an elected member or members or appointed member(s) of the Board of Directors cannot serve, is removed, or resigns, the Board of Directors shall declare that the vacancy exists and shall replace the member(s) by appointment.

Each board member shall have the option of recommending an individual to occupy the vacancy. A majority vote of approval by the Board is required for any appointee(s) until approved or disapproved by the Association at the next annual meeting or special meeting.

ARTICLE III. OFFICERS

Section 1. ELECTION AND QUALIFICATIONS. The Board of Directors shall elect from the Board a President, a First Vice-President, a Second Vice-President, Secretary and a Treasurer for a one (1) year term. The President, First Vice-President and Second Vice-President shall be elected from those Board members who have completed one (1) year previously as a member of the Board of Directors. Such election shall take place at the organizational meeting of the Directors to be held immediately following the annual meeting.

Section 2. PRESIDENT. This person is the chief executive officer of the Association. He or she shall have all the powers and duties usually vested in the office of President of a Non-Profit Corporation. He or she shall preside at all meetings of the Association and the Board of Directors at any meeting at which representation is requested or considered advisable. The President shall not hold any other office in any other organization in Casa Del Sol Subdivision.

Section 3. VICE PRESIDENTS.

First Vice-President. The First Vice-President shall be known as the executive Vice-President. He or she shall in the absence or inability of the President exercise and perform all the duties of the President. He or she shall, also, assume such powers and duties usually vested with the office of Vice-President. He or she shall chair the Finance Committee.

Second Vice-President. The Second Vice-President shall in the absence of the President and the First Vice-President also exercise and perform all duties of the President and/or First Vice-President. He or she shall chair the Building and Grounds Committee.

Section 4. SECRETARY. The Secretary shall keep the minutes of all Association and Board of Directors meetings. The Secretary shall provide a draft copy of all meeting minutes to each Director and post them on the Association's bulletin board and on the Association's website within five (5) working days. The Secretary shall receive comments on the draft minutes over the next five (5) working days, incorporate any comments or corrections received and report the minutes final and approved at the next meeting. At the next meeting, the Secretary shall move that the reading of the minutes of the prior meeting be suspended and approved as final. The Secretary shall give and serve all notices of the Association. The Secretary shall have custody and charge of all books, papers and records of the Association that are not specially assigned to others, such as, treasurer or various committee chairpersons. The Secretary's records are to be open to any member in good standing at reasonable times. The Secretary shall attend to all correspondence and perform all such duties as may pertain to the office of Secretary. An audio recording of all meetings shall be the norm, which should enhance the collection of data for the minutes unless there is objection by a majority present.

Section 5. TREASURER. The Treasurer shall receive and keep in safe custody all monies, funds, and related property of the Association. All monies of the Association shall be deposited in a bank designated by the Board of Directors, in the name of and to the credit of the Association. All legal documents and papers of importance shall be kept in a safe deposit box in a bank designated by the Board of Directors, with the Treasurer and the President each having access to this safe deposit box. He or she shall pay all properly valid bills and vouchers. He or she shall establish and maintain the books of accounts of the Association, including fee or assessment records of lot Owners. He or she shall report to the Board of Directors in writing at the close of each quarter of the fiscal year, the state of accounts of the Association. He or she must make accounts and records available for inspection and audit at any reasonable time. There will be two (2) signatures necessary for signing any Association checks written for operating expenses in excess of \$1200. Those qualified to sign, besides the Treasurer, are the President, First Vice-President, Second Vice-President, Secretary and any other person(s) preapproved by the Board of Directors. All records, books, accounts, vouchers, and other related equipment and supplies shall be the property of the Association and subject to control by the Board of Directors.

The Secretary shall assume the duties of the Treasurer in the absence of the Treasurer on a temporary basis. The Treasurer shall post a copy of the monthly statement of receipts and expenditures, and balances in each account or funds on the Association bulletin board after the monthly Directors meeting. After five (5) days, the statement shall be placed in the Association notebook. Any Association fees or assessments in arrears shall be reported to the Board monthly and legal action taken to collect monies due. Accurate account and fund records will expedite the budget process. The Treasurer shall perform such duties as the Board of Directors may designate.

The retiring Treasurer will be responsible for closing the books and for completing any or all of his/her annual reports for his/her terms in office no later than the last day of the first month of the new fiscal year. The retiring treasurer will provide any required assistance to the incoming treasurer during a transition period covering the first month of the new treasurer's fiscal year.

Section 6. COMMITTEES. There shall be a permanent Finance Committee and a permanent Building and Grounds Committee, each consisting of three (3) members, a chairperson

and two (2) non-officer members of the Board of Directors. There shall also be a permanent Application Approval Committee consisting of a minimum of two (2) Association members, at least one of which shall be a Director.

a. FINANCE COMMITTEE. The chairperson of the Finance Committee shall be the First Vice-President. They shall consult with and advise the Board of Directors in connection with the budget and financial affairs of the Association and prepare the annual operating budget of the Association. The Treasurer shall meet with this Committee when preparing this budget. They shall be responsible for conducting a quarterly audit of the Treasurer's books and reporting in writing to the Board. No member who is authorized to sign checks shall serve on the audit committee. The quarterly audit, after review by the Board shall be placed on the Association bulletin board for five (5) days. In addition to the operating budget, they shall make provisions for oversight of the reserve funds. The amount of the insurance deductible shall be included for deposit in the Insurance Deductible Reserve Fund. The amount of deposit to these funds shall be set at each annual meeting or at a special meeting called for this purpose only.

b. BUILDING AND GROUNDS COMMITTEE. The Chairperson of the Building and Grounds Committee shall be the Second Vice-President. They shall establish standards of maintenance of all buildings, shuffleboard court, swimming pool and filter system, the solar heating system and heat pump system, and all common area of Tracts A&B of the Association. They shall be responsible for all maintenance and repairs of all buildings, equipment, and common areas of the Association. They shall be responsible for the purchase of all necessary supplies for all the above buildings, equipment, and common areas. They shall be responsible for the hiring of contracting personnel to perform the necessary maintenance, repairs, construction, or replacement of components of the Association's structures. The committee shall recommend to the Board those components of the clubhouse building (appliances, floors, roof, etc.) pool and system (filter, pumps, solar heater, heater, etc.) recreational facilities (shelter, courts, lighting, etc.), which will require replacement in the future. The land, buildings, and equipment of the association shall be inspected by this committee monthly and status reported to the Board of Directors at the next monthly meeting.

c. APPLICATION APPROVAL COMMITTEE. This Committee, which shall consist of two or more members of the Association, at least one of which shall also be a member of the Board of Directors, shall contact the seller or their agent as soon as the Committee becomes aware that a home is for sale. The Committee shall also meet with prospective new homeowner(s) prior to the closing on a home in Casa del Sol. The mission of this Committee shall be: First, the Committee shall have the prospective homeowner(s) fill out a HUD compliance form and furnish a document such as a birth certificate or driver's license that verifies that at least one of the prospective homeowners is 55 years of age or older. Secondly, the Committee shall verify that the prospective purchasers have received a Disclosure Summary Notice from the seller or their agent. Thirdly, the Committee shall make sure that the prospective homeowner(s) have read the Association's governing documents and understand their obligation and agree to abide by those documents. It shall be the responsibility of the seller or their agent to schedule the meeting between the prospective homeowners and this Committee prior to the closing on the property. The Board authorizes this Committee to approve the sale provided the foregoing three provisions of this Section are satisfied.

d. SPECIAL COMMITTEES. From time to time as the need arises, the President shall appoint an ad hoc (special) committee for the purpose of addressing a particular issue, or perform a particular function, under the direction of the President in consultation with the Board. At the time an ad hoc committee is created by the President, she/he shall in writing, (1) state the purpose for the committee; (2) specify the size of the committee, which shall consist of at least three members including the Chairperson (Chair); (3) name the Chair who shall be a Director; (4) name the other members of the committee who must

all be members of the Casa Homeowners Association, but need not be Directors, and; (5) specify a date after which the committee shall dissolve.

Section 7. GENERAL STANDARDS FOR DIRECTORS.

- a. Directors shall discharge their duties as a director, including their duties as a member of a committee:
 - 1. In good faith,
 - 2. With the care an ordinarily prudent person in a like position would exercise under similar circumstances, and
 - 3. In a manner they reasonably believe to be in the best interests of the corporation or Association.
- b. In discharging their duties, a director may rely on information, opinions, reports, or statements, including financial statements and other financial data, if prepared or presented by:
 - 1. One or more officers or members of the corporation or Association whom the director believes to be reliable and competent in the matters presented;
 - 2. Legal counsel, public accountants, or other persons as to matters the directors reasonably believes are within the person's professional or expert competency; or
 - 3. A committee of the Board of Directors of which they are not a member if the director reasonably believes the committee merits confidence.
- c. Directors are not acting in good faith if they have knowledge concerning the matters in question that makes reliance otherwise permitted by subsection (b) unwarranted.
- d. Directors are not liable for any action taken as a director, or any failure to take action, if they performed the duties of their office in compliance with the BY-LAWS and Articles of Incorporation.

ARTICLE IV. SEAL

The Corporate Seal of the Corporation shall bear the words, Casa Homeowners Association, Inc., and the word Florida, which shall be between two concentric circles, and on the inside of the inner circle shall be the words Corporation Not for Profit and the figure 1981, an impression of the said seal appearing on the margin hereof.

ARTICLE V. AMENDMENTS

A proposal to amend these BY-LAWS may be initiated by either the Board of Directors or upon a written request signed by ten (10%) percent of the lot owners and presented to the Board of Directors no later than forty-five (45) days prior to the meeting at which the amendment shall be considered. These BY-LAWS may be altered, amended, or rescinded at the annual meeting or at a special meeting called for such purpose, provided that thirty (30) days written notice of the proposed change(s) is furnished to every recorded lot owner and provided there is a quorum of thirty (30%) percent of the lot owners, whether present or represented by valid proxies. A sixty (60%) percent affirmative vote is required to approve changes. Any lot owner not present at the meeting at which the change(s) will be voted or who does not submit a valid proxy vote for that meeting shall not be counted in the sixty (60%) percent. The quorum must be maintained during the entire length of the meeting for passage of any business. Reference, Article I, Section 5.

ARTICLE VI. ASSESSMENTS

Section 1. METHOD OF PAYMENT AND OBLIGATION. Assessments against the lot owners for their share of the items of the budget shall be made for the fiscal year at the Annual or Special Meeting by vote of the membership. In the event that a proposed budget/assessment is not accepted by a majority of the homeowners present or represented by a valid proxy, the assessment will be set at the same level as for the prior year until such time as the homeowners accept a new budget/assessment. Such assessment shall be due and payable, in advance, either annually or semi-annually. Assessments shall be paid to the Treasurer or in his/her absence, to a person designated by the Board of Directors. The members understand and agree that the amount of the assessment is a legal obligation (debt) and that it is collectible according to the Articles of Incorporation, Article III, Section 3.2.h. Assessments in the minimum amount of six (6) months fees are due March 1 of each year. If a semi-annual payment schedule is selected, the second payment is due September 1. Members are encouraged to pay for the entire year after the annual membership meeting and before March 1.

Section 2. FISCAL YEAR. The fiscal year will begin March 1st and end on the last day of February of the following year.

ARTICLE VII. ACCOUNTANT

An accountant can assist setting up the books of the Association in accordance with the Corporation Laws of the State of Florida for a corporation not for profit.

ARTICLE VIII. MISCELLANEOUS

The Board of Directors shall forward change or amended copies of the Homeowners' documents to Reddge, Inc. and Interstate MH sales office. This is essential because of the deed restrictions contained in the Covenants and Restrictions and any requirements in these BY-LAWS.

All Association documents posted on the Association bulletin board shall be removed after 5 days and placed in the Association notebook. The Board will provide a space for the notebook and inform the members of its location.

Approved by the membership 2/04/97
Amended by the membership 2/06/01
Retyped 2/05/02
Amended by the membership 2/03/04
Amended by the membership 2/12/08
Amended by the membership 2/14/12
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Amended by the membership 2/24/15
Amended by the membership 2/23/16
Amended by the membership 2/26/19