

STATE OF FLORIDA

Commissioners:
JULIA L. JOHNSON, CHAIRMAN
J. TERRY DEASON
SUSAN F. CLARK
JOE GARCIA
E. LEON JACOBS, JR.



DIVISION OF WATER & WASTEWATER
CHARLES H. HILL
DIRECTOR
(850) 413-6900

Public Service Commission

January 15, 1998

Mr. Andy Broekhuizen
Palm Lakes Estates Condominium Association, Inc.
808 53rd Avenue E
Bradenton, Florida 34203

RE: Docket No. 951235-WS; Resolution of the Board of County Commissioners of Manatee County Declaring Manatee County Subject to the Provisions of Chapter 367, F.S. Request for Exemption for Provision of Water Service by Palm Lakes Estates Condominium Association, Inc.

98 JAN 22 7:54
MAIL ROOM
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DIVISION OF RECORDS & REPORTING

Dear Mr. Broekhuizen:

The application for non-jurisdictional entities exemption you filed for Palm Lakes Estates Condominium Association, Inc. in Bradenton, as a result of the Public Service Commission receiving jurisdiction in Manatee County, is incomplete and appears to be inappropriate for the association. Upon further examination it appears that your system may qualify for exemption as a nonprofit association in accordance with Section 25-30.060(3)(g), Florida Administrative Code.

An Application for Nonprofit Association Exemption is enclosed. When you finish filling out the application, the original and four copies of the application, Articles of Incorporation, and Bylaws should be mailed by January 30, 1998, to Director, Division of Records and Reporting, 2540 Shumard Oak Boulevard, Tallahassee, Florida, 32399-0873. Your cooperation in this matter is greatly appreciated. If you have any questions, please do not hesitate to contact me at (850) 413-6997.

Sincerely,

Stephanie Clapp
Stephanie Clapp
Regulatory Analyst I

Enclosure

cc: Div. Of Records & Reporting
 Alice Crosby, Div. Of Legal Services
 Charles H. Hill

DOCUMENT NUMBER: 00000000
01538 JAN 29 98
PROCESSING UNIT: 0000

SECTION 367.022(7), FLORIDA STATUTES
RULE 25-30.060(3) (g), FLORIDA ADMINISTRATIVE CODE

NAME OF SYSTEM: Palm Lake Estates Condominium Association, Inc.

PHYSICAL ADDRESS OF SYSTEM: 808 53rd Avenue East
Bradenton, Florida, 34203

MAILING ADDRESS (IF DIFFERENT): SAME

COUNTY: Manatee

PRIMARY CONTACT PERSON:

NAME: Harry Graham, President

ADDRESS: 808 53rd Avenue East
Bradenton, Florida 34203

PHONE #: (941) 758-3981

NAMES OF OWNER(S): We have 292 Unit Owners who own
as a Condominium, all common areas, etc.

NATURE OF APPLICANT'S BUSINESS ORGANIZATION: (CORPORATION
PARTNERSHIP, SOLE PROPRIETOR, ETC.) Not-For-Profit Corporation Mobil Home Park.

I believe this system to be exempt from the regulation of the
Florida Public Service Commission pursuant to Section 367.022(7),
Florida Statutes, for the following reasons:

1. The corporation, association, or cooperative is nonprofit.
2. Service will be provided solely to members who own and control it.
3. The utility services provided are:
Water yes (Yes or No) Wastewater YES (Yes or No)
For utility service not provided, state how handled:

4. The billing services will be provided by:
No billing. No services specifically noted in the monthly
maintenance fees.

DOCUMENT NUMBER DATE

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APPLICATION FOR NONPROFIT ASSOCIATION EXEMPTION

5. The service territory is located at: 808 53rd Avenue East,
Bradenton, Florida
6. **Attached** are the articles of incorporation as filed with the Secretary of State and bylaws which clearly show the requirements for membership, that the members' voting rights are one vote per unit of ownership and the circumstances under which control of the corporation passes to the non-developer members.
- Control of the corporation must pass: 1) at 51 percent ownership by the non-developer members or 2) at some greater percentage delimited by a time period not to exceed 5 years from the date of incorporation.
7. **Attached** is proof of ownership of the utility facilities and the land upon which the facilities will be located or other proof of the applicant's right to continued use of the land, such as a 99-year lease. The Commission may consider a written easement or other cost effective alternative.

I am aware that pursuant to Section 837.06, Florida Statutes, whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in Section 775.082, S. 775.083, or S. 775.084.

1-26-98

(Date)

Harry Graham

Applicant's Signature

Harry Graham

Applicant's Name (Typed or Printed)

President, Condominium Board

Applicant's Title

When you finish filling out the application, the original and four copies of the application, Articles of Incorporation, Bylaws and proof of ownership should be mailed to:

Director, Division of Records and Reporting
Florida Public Service Commission
2540 Shumard Oak Boulevard
Tallahassee, Florida 32399-0850

ARTICLES OF INCORPORATION
PALM LAKE ESTATES CONDOMINIUM ASSOCIATION, INC.
TABLE OF CONTENTS

Corporation not for profit	1
Chapter 617, Florida Statutes	1
ARTICLE I.	1
Name	1
ARTICLE II.	1
Purpose	1
ARTICLE III.	2
Powers	2
ARTICLE IV.	4
Members	4
ARTICLE V.	4
Directors	4
ARTICLE VI.	5
Officers	5
ARTICLE VII.	6
Indemnification	6
ARTICLE VIII.	6
By-Laws	6
ARTICLE IX.	6
Amendments	6
ARTICLE X.	7
Term	7
ARTICLE XI.	8
Subscribers	8
AMENDMENT TO ARTICLES January 31, 1983	9
A. AMEND ARTICLE III (B) (6)	9
B. AMEND ARTICLES III (B) (12)	9
C. AMEND ARTICLES VIII "By-Laws"	9
D. AMEND ARTICLE IX (a)	9

ARTICLES OF INCORPORATION
OF
PALM LAKE ESTATES CONDOMINIUM ASSOCIATION, INC.

The undersigned, by these Articles, associate themselves for the purpose of forming a corporation not for profit, under Chapter 617, Florida Statutes, and certify as follows:

ARTICLE I.

Name

The name of the Corporation shall be PALM LAKE ESTATES CONDOMINIUM ASSOCIATION, INC., and for convenience the corporation shall be referred to in this instrument as the Association.

ARTICLE II.

Purpose

The purpose for which the Association is organized, is to provide an entity pursuant to Chapter 718, Florida Statutes, the Condominium Act, Section 718.111, for the operation of PALM LAKES ESTATES CONDOMINIUM, located upon the following lands in Manatee County, Florida, to-wit:

SEE ATTACHED EXHIBIT" A

and for the operation of other sections of PALM LAKE ESTATES CONDOMINIUM that may hereafter be created on adjoining or adjacent lands.

The Association shall make no distribution of income to its members, directors or officers.

ARTICLE III.

Powers

The powers of the Association shall include and be governed by the following provisions:

(A) The Association shall have all of the common law and statutory powers of a corporation not for profit not in conflict with the terms of these Articles.

(B) The Association shall have all the powers and duties set forth in the Condominium Act and those set forth in the declaration and by-laws if not inconsistent with the Condominium Act, as it may be amended from time to time including, but not limited to, the following:

(1) To make and collect assessments against members as unit owners to defray the costs, expenses and losses of the condominium.

(2) To use the proceeds of assessments in the exercise of its powers and duties.

(3) The maintenance, repair, replacement and operation of the condominium property.

(4) The purchase of insurance upon the condominium property and insurance for the protection of the Association and its members as unit owners.

(5) The reconstruction of improvements after casualty, and the further improvement of the property.

(6) To make and amend reasonable regulations respecting the use of the property in the condominium; provided however, that all such regulations and their amendments shall be approved by not less than seventy-five (75) percent of the votes of the unit owners of the condominium before such shall become effective.

(7) To approve or disapprove the transfer and ownership of units as may be provided by the Declaration of Condominium and the By-Laws.

(8) To enforce by legal means, the provisions of the Condominium Act, the Declaration of Condominium, these Articles, the By-Laws of the Association, and the regulations for the use of the property of the condominium.

(9) To contract for the management and maintenance of the condominium property and to authorize a management agent to assist the association in carrying out its powers and duties by performing such functions as the submission of proposals, collection of assessments, preparation of records, enforcement of rules and maintenance, repair and replacement of the common elements with funds as shall be made available by the Association for such purposes. The Association and its officers shall, however, retain at all times the powers and duties granted by the condominium documents and the Condominium Act, including but not limited to the making of assessments, promulgation of rules and execution of contracts on behalf of the Association.

(10) To contract for the management or operation of portions of the common elements susceptible to separate management or operation, and to lease such portions.

(11) To employ personnel to perform the services required for proper operation of the condominium.

(12) To purchase any land or recreation lease upon the approval of three-fourths (3/4) of the unit owners.

(C) The Association shall have the power to purchase a unit of the condominium, provided however that at sales in foreclosure of liens for assessments for common expenses, the Association shall bid no more than the amount secured by its lien.

(D) All funds and the title of all properties acquired by the Association and their proceeds, shall be held in trust for the members in accordance with the provisions of the Declaration of Condominium, these Articles of Incorporation, and the By-Laws.

(E) The powers of the Association shall be subject to and shall be exercised in accordance with the provisions of the Declaration of Condominium, and the By-Laws.

ARTICLE IV.

Members

The members of the Association shall consist of all of the record owners of units in the condominium, and after termination of the condominium shall consist of those who are members at the time of such termination, their successors and assigns.

After receiving approval of the Association required by the Declaration of Condominium, change of membership in the Association shall be established by recording in the Public Records of Manatee County, Florida, a Deed or other instrument establishing a record title to a unit in the condominium, and the delivery to the Association of a certified copy of such instrument. The owner designated by such instrument thus becomes a member of the Association, and the membership of the prior owner is terminated.

The share of a member in the funds and assets of the Association cannot be assigned, hypothecated or transferred in any manner except as an appurtenance to his unit.

The owner of each unit shall be entitled to at least one (1) vote, as a member of the Association. The exact number of votes to be cast by owners of a unit, and the manner of exercising voting rights, shall be determined by the By-Laws of the Association.

ARTICLE V.

Directors

The affairs of the Association shall be managed by a Board consisting of the number of Directors determined by the By-Laws, but not less than 3 Directors, and in the absence of such determination, shall consist of 2 Directors. Directors shall be members of the Association.

Directors of the Association shall be elected at the annual meeting of the members, in the manner determined by the By-Laws.

Directors may be removed and vacancies on the Board of Directors shall be filled in the manner provided by the By-Laws.

The first election of Directors shall occur on or before March 15, 1981.

The Directors named in these Articles shall serve until the first election of Directors, in accordance with the foregoing, and any vacancies in their number occurring before the first election shall be filled by the remaining Directors.

The names and addresses of the members of the first Board of Directors who shall hold office until their successors are elected and have qualified, or until removed, are as follows:

ADD ORIGINAL DIRECTORS NAMES

ARTICLE VI.

Officers

The affairs of the Association shall be administered by the officers designated in the By-Laws. The officers shall be elected by the Board of Directors at its first meeting following the annual meeting of the members of the Association, and shall serve at the pleasure of the Board of Directors. The names and addresses of the officers who shall serve until their successors are designated by the Board of Directors, are as follows:

NAME	OFFICE	POST OFFICE ADDRESS
Sydney Adler	President	6016D 14th Street West Bradenton, Florida 33507
Steven P. Adler	Vice President	6016D 14th Street West Bradenton, Florida 33507
Joan Madison	Secretary/ Treasurer	6016D 14th Street West Bradenton, Florida 33507

ARTICLE VII.

Indemnification

Every Director and every officer of the Association shall be indemnified by the Association against all expenses and all liabilities, including counsel fees reasonably incurred by or imposed upon him in connection with any proceeding or any settlement of any proceeding to which he may be a party, or in which he may become involved by reason of his being or having been a Director or officer of the Association, whether or not he is a Director or officer at the time such expenses are incurred, except when the Director or officer is adjudged guilty of willful misfeasance or malfeasance in the performance of his duties; provided that a settlement of the indemnification shall apply only when the Board of Directors approves such settlement, and reimbursement as being for the best interests of the Association.

The foregoing right of indemnification shall be in addition to and not exclusive of all other rights to which such Director or officer may be entitled.

ARTICLE VIII.

By-Laws

The first By-Laws of the Association shall be adopted by the Board of Directors and may be altered, amended or rescinded in the manner provided by the By-Laws, which requires a 3/4 vote of the membership.

ARTICLE IX.

Amendments

Amendments to the Articles of Incorporation shall be proposed and adopted in the following manner:

Notice of the subject matter of a proposed amendment shall be included in the notice of any meeting at which a proposed amendment is considered.

A Resolution for the adoption of a proposed amendment may be proposed either by the Board of Directors or by the members of the Association. Directors and members not present in person or by proxy at the meeting considering the amendment, may express their approval in writing, providing such approval is delivered to the Secretary at, or prior to the meeting; except as elsewhere provided.

(a) such approvals must be by not less than seventy-five percent (75%) of the entire membership of the Board of Directors and by not less than seventy-five percent (75%) of the votes of the entire membership of the Association; or

(b) by not less than eighty percent (80%) of the votes of the entire membership of the Association.

Provided, however, that no amendment shall make any changes in the qualifications for membership, nor the voting rights of members, without approval in writing of all members and the joinder of all record owners of mortgages upon the condominium. No amendment shall be made that is in conflict with the Condominium Act or the Declaration of Condominium.

A copy of each amendment shall be certified by the Secretary of the State of Florida, and be recorded in the Public Records of Manatee County, Florida.

ARTICLE X.

Term

The term of the Association shall be perpetual.

ARTICLE XI.

Subscribers

The names and addresses of the subscribers of these Articles of incorporation, are as follows:

NAME	POST OFFICE ADDRESS
Steven P. Adler	6016D 14th Street West Bradenton, Florida 33507
Sydney Adler	6016D 14th Street West Bradenton, Florida 33507
Joan Madison	6016D 14th Street West Bradenton, Florida 33507

PALM LAKE ESTATES CONDOMINIUM ASSOCIATION, INC
AMENDMENT TO ARTICLES

BY THIS AMENDMENT to the Articles of Palm Lake Estates Condominium Association, Inc., said association established pursuant to and in accordance with Florida Statutes, Chapter 718, amend those Articles as follows:: (CODING: Words in ~~struck through~~ type are deletions from existing text; words in underscored type are additions):

- A. AMEND ARTICLE III (B) (6) to read: To make and amend reasonable regulations respecting the use of the property in the Condominium; provided however, that all such regulations and their amendments shall be approved by not less than ~~seventyfive-(75)-percent~~ two-thirds (2/3) of the votes of the unit owners of the condominium, before such shall become effective.
- B. AMEND ARTICLES III (B) (12) to read: "To purchase any land or recreation lease upon the approval of ~~three-fourth-(3/4)~~ two-thirds (2/3rds) of the unit owners"
- C. AMEND ARTICLES VIII "ByLaws" to read: "The first by-laws of the Association shall be adopted the Board of Directors and may be altered, amended or rescinded in the manner provided by the By-Laws-" ~~which-requires-a-3/4-vote-of-the-membership.~~
- D. AMEND ARTICLE IX (a) to read: "such approvals must be by not less than ~~seventy-five-percent-(75%)~~ two-thirds (2/3rd) of the votes of the entire membership of the Association;

The foregoing Amendment constituting the action taken by Palm Lake Estates Condominium Association, Inc.,-- upon motion duly made, seconded and carried at the Annual Meeting conducted on the 31 day of January, 1983.

PALM LAKE ESTATES CONDOMINIUM
ASSOCIATION, INC.

Witnesses:

MABEL L. HARKEN

BY: RUSSELL O. MILLER
President

CLEM CUZICK

Witnesses:

MABEL L. HARKENS

BY: D. L. COLEMAN
Secretary

CLEM CUZICK

STATE OF FLORIDA
COUNTY OF MANATEE

I HEREBY CERTIFY that on this day before me an officer duly authorized in this state and, county to take acknowledgments, personally appeared RUSSELL O. MILLER and D. L. COLEMAN as President and Secretary of Palm Lake Estates Condominium Association, Inc. respectively, to me known to be the persons in and who executed the foregoing instrument and acknowledged before me that they executed that instrument.
and acknowledged before me that they executed that instrument.

WITNESS my hand and official seal, in the county and state last aforesaid, this
28 day of APRIL, 1983.

ELIZABETH W. BOWEN
Notary Public

PALM LAKE ESTATES CONDOMINIUM ASSOCIATION, INC.

TABLE OF CONTENTS

	Page
1. <u>Identity</u>	
1.1 The <u>office</u>	1
1.2 The <u>fiscal year</u>	1
1.3 The <u>Seal</u>	1
2. <u>Members' Meetings</u>	
2.1 The <u>annual members' meeting</u>	1
2.2 <u>Special Members' Meetings</u>	1
2.3 <u>Notice of all members' meetings</u>	1
2.4 A <u>Quorum</u> at members' meetings	1
2.5 <u>Voting</u>	1
one vote for each unit owned	1
person entitled to cast the vote	1
2.6 <u>Proxies</u>	2
2.7 <u>Adjourned Meetings</u>	2
2.8 The <u>Order of Business</u> at annual members' meetings	2
3. <u>Directors</u>	
3.1 <u>Membership</u>	2
3.2 <u>Election of Directors</u>	2
(a) <u>Election of Directors</u>	2
(b) A nominating committee	2
(c) The election shall be by ballot	2
(d) Except as to vacancies	2
(e) Any Director may be removed	3
3.3 The term of each Director's service	3
3.4 The <u>organization meeting</u> of a newly-elected Board	3
3.5 <u>Meetings of the Board of Directors</u>	3
<u>Notice of meeting</u>	3
3.6 <u>Special Meetings</u>	3
3.7 <u>Waiver of Notice</u>	3
3.8 A <u>quorum</u> at Directors meetings	3
3.9 <u>Adjourned meetings</u>	3
3.10 <u>Joinder in meeting by approval of minutes</u>	3
3.11 The <u>presiding officer</u> of Directors' meetings	3
3.12 The <u>Order of Business</u> at Directors' meetings	3
3.13 There shall be no Director's fees	4
4. <u>Powers and Duties of the Board of Directors</u>	
approval by unit owners	4
The Association shall maintain accounting records	4
open to inspection by unit owners	4
(a) A record of all receipts and expenditures	4
(b) An account for each unit	4
5. <u>Officers</u>	
5.1 The <u>executive officers</u> of the Association	4
5.2 The <u>President</u>	4
chief executive officer	4
the power to appoint committees	4
(a) <u>Term of office</u>	4
(b) <u>Quorum</u>	4
(c) <u>Scope and Rules</u>	4
(d) <u>Committee Reports</u>	4
5.3 The <u>Vice-President</u>	4
5.4 The <u>Secretary</u> shall keep the minutes	4
Assistant Secretary	4

5.5	The <u>Treasurer</u>	5
5.6	The <u>compensation</u> of all officers and employees	5
6.	<u>Fiscal Management</u> 5	
6.1	<u>Accounts</u>	5
	(a) <u>Current expenses</u>	5
	(b) <u>Reserve for deferred maintenance</u>	5
	(c) <u>Reserve for replacement</u>	5
	(d) <u>Retirements</u>	5
	(e) <u>Operations</u>	5
	any surplus from such operation shall be used to reduce the assessments for current expense	5
6.2	<u>Budget</u>	5
	(a) <u>Current expense</u>	5
	shall not exceed 115%	5
	(b) <u>Reserve for deferred maintenance</u>	6
	(c) <u>Reserve for capital expenditures</u>	6
	(d) The amount to be reserved	6
	shall be computed by means of a formula	6
	(f) Copies of the budget.	6
	notice of the meeting at which the budget will be considered shall be transmitted to each member at least thirty (30) days	6
	<u>Assessments</u>	6
	exceed the limitations	6
6.4	<u>Acceleration of assessment installments upon default</u>	7
6.5	<u>Assessments for emergencies</u>	7
6.6	The <u>depository</u> of the Association shall be such bank	7
	Withdrawal of monies from such accounts shall be only by checks.	7
6.7	The <u>Audit</u> of the accounts	7
6.8	<u>Fidelity bonds</u> shall be required	7
	all persons handling or responsible for Association funds.	7
6.9	<u>Financial reports</u>	7
	Within sixty (60) days following the end of the fiscal or calendar year	7
	The report shall show	7
7.	<u>Regulations</u>	
	conduct of residents	8
	subject to approval by majority vote of the members	8
8.	<u>Parliamentary rules</u>	
	Roberts Rules of Order (latest edition)	8
9.	<u>Amendments</u>	
9.1	<u>Notice</u> of a proposed amendment	8
9.2	A resolution adopting an amendment	8
	proposed by either the Board	8
	or by the members of the Association	8
9.3	<u>Execution and recording</u>	8
First AMENDMENT TO BY-LAWS		
	Article III, Section 3.2 shall be amended as follows	A1
	Election of Directors	A1
	(a) Election of Directors	A1
	(b) A nominating committee	A1
	(c) The election shall be by ballot	A1
	cumulative voting none	A1
	vacancies in the Board of Directors	A1
	(e) Any Director may be removed	A1

Membership Meeting conducted on the 31 day of January, 1963.

PALM LAKE ESTATES CONDOMINIUM ASSOCIATION, INC

BY-LAWS

1. **Identity.** These are the By-Laws of PALM LAKE ESTATES CONDOMINIUM ASSOCIATION, INC., called, "Association" in these By-Laws, a corporation not for profit, under the laws of the State of Florida, the Articles of Incorporation of which were filed in the office of the Secretary of State on 1980. The Association has been organized for the purpose of administering condominiums pursuant to Chapter 718, Florida Statutes, called the "Condominium Act" in these By-Laws, which condominiums are identified by the name of PALM LAKE ESTATES CONDOMINIUM, to be created on the following described lands:

SEE ATTACHED EXHIBIT "A"

and other sections of PALM LAKE ESTATES CONDOMINIUM that may hereafter be created on adjoining or adjacent lands.

1.1 The office of the Association shall be 808 53rd Avenue East, Bradenton, Florida 33507.

1.2 The fiscal year of the Association shall be the calendar year.

1.3 The Seal of the Corporation shall bear the name of the corporation, the word "FLORIDA," the words "CORPORATION NOT FOR PROFIT" and the year of incorporation.

2. **Members' Meetings.**

2.1 The annual members' meeting shall be held at the office of the corporation at 1:00 o'clock P.M. Eastern Standard Time, on the 31st day of January of each year, for the purpose of electing directors and transacting any other business authorized to be transacted by the members; provided however, that if that day is a legal holiday, the meeting shall be held at the same hour on the next day that is not a holiday.

2.2 Special Members' Meetings shall be held whenever called by the President or Vice President or by a majority of the Board of Directors, and must be called, within 30 days, by such officers upon receipt of a written request from members entitled to cast one-third (1/3) of the votes of the entire membership.

2.3 Notice of all members' meetings stating the time and place and the objects for which the meeting is called, shall be given by the President, Vice President or Secretary, unless waived in writing. Such notice shall be delivered in writing by mail to each member at his address as it appears on the books of the Association, and shall be mailed not less than fourteen (14) days nor more than sixty (60) days prior to the date of the meeting, and additionally, a notice of such meeting shall be posted in a conspicuous place at least fourteen (14) days prior thereto. Proof of such mailing shall be given by the Affidavit of the person giving the notice. Notice of meeting may be waived before or after meetings.

2.4 A Quorum at members' meetings shall consist of persons entitled to cast a majority of the votes of the entire membership; the acts approved by a majority of the votes present at a meeting at which a quorum is present, shall constitute the acts of the members, except when approval by a greater number of members is required by the Declaration of Condominium, the Articles of Incorporation, or these By-Laws.

2.5 Voting.

(a) In any meeting of members the owners of units shall be entitled to cast one vote for each unit owned.

(b) If a unit is owned by one person, his right to vote shall be established by the record title to his unit. If a unit is owned by more than one person, or is under lease, the person entitled to cast the vote for the unit shall be designated by a certificate signed by all of the record owners of the unit and filed with the Secretary of the Association. If a unit is owned by a corporation, the person entitled to cast the vote for the unit shall be designated by

a certificate signed by the President or Vice President of the corporation and attested by the Secretary or Assistant Secretary and filed with the Secretary of the Association. Such certificates shall be valid until revoked or until superseded by a Subsequent certificate or until a change in the ownership of the unit concerned. A certificate designating the person entitled to cast the vote of a unit may be revoked by any owner of a unit. If such certificate is not on file, the vote of such owners shall not be considered in determining the requirement for a quorum nor for any other purpose. Voting by mail is permissible, provided a quorum is otherwise present.

2.6 Proxies Votes may be cast in person or by proxy. A proxy may be made by any person entitled to vote, and must be filed with the Secretary before the appointed time of the meeting, or any adjournment of the meeting. Any proxy given shall be effective only for the specific meeting for which originally given and any lawfully adjourned meetings thereof. In no event shall any proxy be valid for a period longer than ninety (90) days after the first meeting for which it was given. Every proxy shall be revocable at any time at the pleasure of the unit owner executing it.

2.7 Adjourned Meetings. If any meeting of members cannot be organized because a quorum has not attended, the members who are present, either in person or by proxy, may adjourn the meeting from time to time until a quorum is present.

2.8 The Order of Business at annual members' meetings and as far as practical at other members' meetings, shall be

- (a) Election of Chairman of the meeting.
- (b) Calling of the Roll and certifying of proxies.
- (c) Proof of Notice of Meeting or Waiver of Notice.
- (d) Reading and disposal of any unapproved minutes.
- (e) Report of officers.
- (f) Report of Committees.
- (g) Appointment of inspectors of election.
- (h) Election of Directors.
- (i) Unfinished business.
- (j) New business.
- (k) Adjournment.

Directors.

3.1 Membership. The affairs of the Association shall be managed by a Board of not less than three, nor more than nine Directors, the exact number to be determined at the time of election.

3.2 Election of Directors. The election of Directors shall be conducted in the following manner:

(a) Election of Directors shall be held at the annual members' meetings.

(b) A nominating committee of five (5) members shall be appointed by the Board of Directors not less than sixty days prior to the annual members' meetings and shall deliver the list of nominees thirty (30) days prior to the meeting.

The committee shall nominate one person for each Director whose term is expiring. Nominations for additional directorships created at the meeting may be made from the floor, and other nominations may be made from the floor.

(c) The election shall be by ballot (unless dispensed with by unanimous consent) and by a plurality of the votes cast, each person voting being entitled to cast his vote for each of as many nominees as there are vacancies to be filled. There shall be no cumulative voting.

(d) Except as to vacancies provided by removal of Directors by members, vacancies in the Board of Directors occurring between annual meetings of members may be filled by the remaining Directors.

a certificate signed by the President or Vice President of the corporation and attested by the Secretary or Assistant Secretary and filed with the Secretary of the Association. Such certificates shall be valid until revoked or until superseded by a Subsequent certificate or until a change in the ownership of the unit concerned. A certificate designating the person entitled to cast the vote of a unit may be revoked by any owner of a unit. If such certificate is not on file, the vote of such owners shall not be considered in determining the requirement for a quorum nor for any other purpose. Voting by mail is permissible, provided a quorum is otherwise present.

2.6 Proxies Votes may be cast in person or by proxy. A proxy may be made by any person entitled to vote, and must be filed with the Secretary before the appointed time of the meeting, or any adjournment of the meeting. Any proxy given shall be effective only for the specific meeting for which originally given and any lawfully adjourned meetings thereof. In no event shall any proxy be valid for a period longer than ninety (90) days after the first meeting for which it was given. Every proxy shall be revocable at any time at the pleasure of the unit owner executing it.

2.7 Adjourned Meetings. If any meeting of members cannot be organized because a quorum has not attended, the members who are present, either in person or by proxy, may adjourn the meeting from time to time until a quorum is present.

2.8 The Order of Business at annual members' meetings and as far as practical at other members' meetings, shall be

- (a) Election of Chairman of the meeting.
- (b) Calling of the Roll and certifying of proxies.
- (c) Proof of Notice of Meeting or Waiver of Notice.
- (d) Reading and disposal of any unapproved minutes.
- (e) Report of officers.
- (f) Report of Committees.
- (g) Appointment of inspectors of election.
- (h) Election of Directors.
- (i) Unfinished business.
- (j) New business.
- (k) Adjournment.

Directors.

3.1 Membership. The affairs of the Association shall be managed by a Board of not less than three, nor more than nine Directors, the exact number to be determined at the time of election.

3.2 Election of Directors. The election of Directors shall be conducted in the following manner:

- (a) Election of Directors shall be held at the annual members' meetings.
- (b) A nominating committee of five (5) members shall be appointed by the Board of Directors not less than sixty days prior to the annual members' meetings and shall deliver the list of nominees thirty (30) days prior to the meeting.

The committee shall nominate one person for each Director whose term is expiring. Nominations for additional directorships created at the meeting may be made from the floor, and other nominations may be made from the floor.

(c) The election shall be by ballot (unless dispensed with by unanimous consent) and by a plurality of the votes cast, each person voting being entitled to cast his vote for each of as many nominees as there are vacancies to be filled. There shall be no cumulative voting.

(d) Except as to vacancies provided by removal of Directors by members, vacancies in the Board of Directors occurring between annual meetings of members may be filled by the remaining Directors.

entire membership at a special meeting of the members called for that purpose.

The vacancy in the Board of Directors so created shall be filled by the members of the Association at the same meeting, subject however, to the rights of the Developer to the control of the Board of Directors of the Association as established by Section 718.301 Florida Statutes, and as reiterated in the Declaration of Condominium and the Articles of Incorporation.

3.3 The term of each Director's service shall be for a two year period or until he is removed in the manner elsewhere provided. The terms shall be so staggered so that at any annual membership meeting, no more than one-half of the Directors plus one, shall be serving the last year of their two-year term.

3.4 The organization meeting of a newly-elected Board of Directors shall be held within ten (10) days of the election at such place and time as shall be fixed by the Directors at the meeting at which they were elected, and no further notice of the organization meeting shall be necessary.

3.5 Meetings of the Board of Directors may be held at such time and place as shall be determined from time to time, by a majority of the directors. Notice of meeting shall be given to each Director personally or by mail, telephone or telegraph, and posted conspicuously forty-eight (48) hours in advance for the attention of the unit owners, prior to the day named for such meetings, except as in the case of an emergency. Notice of any meeting where assessments against unit owners are to be considered for any reason shall specifically contain a statement that assessments will be considered and the nature of any such assessments.

3.6 Special Meetings of the Directors may be called in the same manner as provided in Paragraph 3.5 above.

3.7 Waiver of Notice. Any Director may waive notice of a meeting before or after the meeting, and such Waiver shall be deemed equivalent to the giving of notice.

Page 5

3.8 A quorum at Directors meetings shall consist of a majority of the Board of Directors. The acts approved by a majority of the votes present at a meeting at which a quorum is present, shall constitute the acts of the Board of Directors, except when approval by a greater number of directors is required by the Declaration of Condominium, the Articles of Incorporation or these By-Laws.

3.9 Adjourned meetings. If at any meeting of the Board of Directors there be less than a quorum present, the majority of those present may adjourn the meeting from time to time, until a quorum is present. At any adjourned meeting, any business that might have been transacted at the meeting as originally called, may be transacted without further notice.

3.10 Joinder in meeting by approval of minutes. The joinder of a director in the action of a meeting by signing and concurring in the minutes of that meeting shall constitute his approval thereto, but shall not be considered in determining a quorum.

3.11 The presiding officer of Directors' meetings shall be the President of the Association. In the absence of the President, the Vice President shall preside.

3.12 The Order of Business at Directors' meetings shall be:

- (a) Calling of Roll.
- (b) Proof of due notice of meeting.
- (c) Reading and disposal of any unapproved minutes.
- (d) Reports of officers and committees.
- (e) Election of Officers.
- (f) Unfinished business.
- (g) New business.
- (h) Adjournment.

Page 3

3.13 There shall be no Director's fees.

4. Powers and Duties of the Board of Directors. All of the powers and duties of the

Association existing under the Condominium Act, Declaration of Condominium, Articles of Incorporation, and these By-Laws, shall be exercised exclusively by the Board of Directors, its agents, contractors or employees, subject only to approval by unit owners when such is specifically required.

The Association shall maintain accounting records according to good accounting practices, and such accounting records shall be open to inspection by unit owners or their authorized representatives at reasonable times, and written summaries of same shall be supplied at least annually to unit owners or their authorized representatives. Such records shall include:

- (a) A record of all receipts and expenditures.
- (b) An account for each unit, which shall designate the name and address of the unit owner, the amount of each assessment, the dates and amounts in which the assessments came due, the amounts paid upon the account, and the balance due.

5. Officers.

5.1 The executive officers of the Association shall be a President who shall be a Director, a Vice President who shall be a Director, a Treasurer, a Secretary and an Assistant Secretary, all of whom shall be elected annually by the Board of Directors, and who may be peremptorily removed by vote of the directors at any meeting. Any person may hold two or more offices, except that the President shall not also be the Secretary or an Assistant Secretary. The Board of Directors from time to time shall elect such other officers and designate their powers and duties as the Board shall find to be required, to manage the affairs of the Association.

5.2 The President shall be the chief executive officer of the Association. He shall have all the powers and duties usually vested in the office of President of an Association, including but not limited to the power to appoint committees from among members of the Association from time to time, as he in his discretion, may determine appropriate to assist in the conduct of the affairs of the Association.

(a) Term of office. Each member of a committee shall continue as such until the next annual meeting of the members of the Corporation and until his successor is appointed, unless the committee be terminated sooner, or unless such member be removed from such committee by the person or persons authorized to appoint such member, or unless such member shall cease to qualify as a member thereof.

(b) Quorum. A committee may act only when a quorum (a simple majority) is present. The act of a majority of the members present at a meeting, at which a quorum is present shall be the act of the committee.

(c) Scope and Rules. Each committee shall abide by the scope of the committee as defined by the Board of Directors, and may adopt rules for its operation not inconsistent with these Bylaws and with rules adopted by the Board of Directors.

(d) Committee Reports. The Secretary will inform each Chairman as to the proper procedure.

5.3 The Vice-President in the absence or disability of the President, shall exercise the powers and perform the duties of the President. He also shall assist the President generally and exercise such other powers and perform such other duties, as shall be prescribed by the Directors.

5.4 The Secretary shall keep the minutes of all proceedings of the directors and the members. He shall attend to the giving and serving of all notices to the members and directors and other notices required by law.

He shall have custody of the seal when duly signed. He shall keep the records of the Association, except those of the Treasurer and shall perform all other duties incident to the office of Secretary of an Association, and as may be required by the Directors or the President. The Assistant Secretary shall perform the duties of the Secretary when the Secretary is absent.

5.5 The Treasurer shall have custody of all property of the Association, including funds, securities and evidences of indebtedness. He shall keep the books of the Association in accordance with good accounting practices; and he shall perform all other duties incident to the office of Treasurer.

5.6 The compensation of all officers and employees of the Association shall be fixed by the Directors. The provisions that there shall be no directors fees, shall not preclude the Board of Directors from employing a director as an employee of the Association, nor preclude the contracting with a director for the management of the condominium.

6. Fiscal Management. The provisions for fiscal management of the Association set forth in the Declaration of Condominium, and Articles of Incorporation, shall be supplemented by the following provisions:

6.1 Accounts. The receipts and expenditures of the Association shall be credited and charged to accounts under the following classifications as shall be appropriate, all of which expenditures shall be common expenses:

(a) Current expenses which shall include all expenditures for the year for which the budget is made, including a reasonable allowance for contingencies and working funds, except expenditures chargeable to reserves, to additional improvements or to operations. The balance in this fund at the end of each year shall be applied to reduce the assessments for current expenses for the succeeding year.

(b) Reserve for deferred maintenance, which shall include funds for maintenance items that occur less frequently than annually.

(c) Reserve for replacement, which shall include funds for repair or replacement required because of damage, depreciation or obsolescence.

(d) Betterments, which shall include the funds to be used for capital expenditures for additional improvements or additional personal property that will be part of the common elements.

(e) Operations, which shall include the gross revenues from the use of the common elements. Only the additional direct expense required by the revenue-producing operation will be charged to this account, and any surplus from such operation shall be used to reduce the assessments for current expense in the year following the year in which the surplus is realized. Losses from operations shall be met by special assessments against unit owners, which assessments may be made in advance in order to provide a working fund.

6.2 Budget. The Board of Directors shall adopt a budget for each calendar year that shall include the estimated funds required to defray the common expenses and to provide and maintain funds for the foregoing accounts and reserves according to good accounting practices, as follows:

(a) Current expense, the amount for which shall not exceed 115% of the budget for this account for the prior year, which account, if applicable, shall include, but not be limited to the following items:

1. Administration of the Association
2. Management fees.
3. Maintenance.
4. Rent for recreational and other commonly used facilities.
5. Taxes upon Association properties.

6. Taxes upon leased areas.
7. Insurance.
8. Security provisions.
9. Other expenses.
10. Operating capital.
11. Fees payable to the Division.

(b) Reserve for deferred maintenance, the amount of which shall not exceed 115% of the budget for this account for the prior year; this account shall include, but not be limited to building painting.

(c) Reserve for capital expenditures, the amount for which shall not exceed 115% of the budget for this account for the prior year; this account shall include, but not be limited to, roof replacement and pavement resurfacing.

(d) The amount to be reserved in the accounts set forth in subparagraphs (b) and (c) above, shall be computed by means of a formula which is based upon estimated life and estimated replacement costs for each reserve item.

(e) Provided however, that the amount for each budgeted item may be increased over the foregoing limitations in accordance with the provisions contained in Chapter 718.112 (2) (f), which is as follows:

If an adopted budget requires assessment against the unit owners in any fiscal or calendar year exceeding 115 percent of the assessments for the preceding year, the board, upon written application of 10 percent of the unit owners to the board, shall call a special meeting of the unit owners within 30 days, upon not less than 10 days' written notice to each unit owner. At the special meeting, unit owners shall consider and enact a budget. Unless the by-laws require a larger vote, the adoption of the budget shall require a vote of not less than a majority vote of all unit owners. The board of administration may propose a budget to the unit owners at a meeting of members or in writing, and if the budget or proposed budget is approved by the unit owners at the meeting or by a majority of all unit owners in writing, the budget shall be adopted. In determining whether assessments exceed 115 percent of similar assessments in prior years, any authorized provisions for reasonable reserves for repair or replacement of the condominium property, anticipated expenses by the condominium association which are not anticipated to be incurred on a regular or annual basis, or assessments for betterments to the condominium property shall be excluded from the computation.

(f) Copies of the budget, proposed assessments and notice of the meeting at which the budget will be considered shall be transmitted to each member at least thirty (30) days prior to the date established for the budgetary meeting.

6.3 Assessments. Assessments against the unit owners for their share of the items of the budget shall be made for the calendar year annually in advance, preceding the year for which the assessments are made. Such assessments shall be due not less frequently than quarterly, on the first day of each quarter of the year for which the assessments are made. If an annual assessment is not made as required, an assessment shall be presumed to have been made in the amount of the last prior assessment, and quarterly installments on such assessment shall be due upon each installment payment date until changed by an amended assessment.

In the event the annual assessment proves to be insufficient, the budget and assessments may be amended at any time by the Board of Directors if the accounts of the amended budget do not exceed the limitations for that year. Any account that does exceed such limitation shall be subject to the approval of the membership of the Association, as previously required in these By-Laws.

The unpaid assessment for the remaining portion of the calendar year for which the amended assessment is made, shall be due upon the date of the assessment if made on or after July 1; and if made prior to July 1, one-half (1/2) the increase shall be due upon the date of the assessment, and the balance of the assessment upon the next July. The date of the first assessment shall be determined by the Board of Directors of the Association.

6.4 Acceleration of assessment installments upon default.

If a unit owner shall be in default in the payment of an installment upon an assessment, the Board of Directors may accelerate the remaining installments of the assessment upon notice to the unit owner, and then the unpaid balance of the assessment shall come due upon the date stated in the notice, but not less than ten (10) days after delivery of the notice to the unit owner, or not less than twenty (20) days after the mailing of such notice to him by registered or certified mail, whichever shall first occur.

6.5 Assessments for emergencies. Assessments for common expenses of emergencies that cannot be paid from the annual assessments for common expenses shall be made only after notice of the need for such is given to the unit owners concerned. After such notice and upon approval in writing by persons entitled to cast more than one-half the votes of the unit owners concerned, the assessment shall become effective, and it shall be due after thirty (30) days' notice in such manner as the Board of Directors of the Association may require in the notice of assessment.

6.6 The depository of the Association shall be such bank or banks as shall be designated from time to time by the Directors and in which the monies of the Association shall be deposited. Withdrawal of monies from such accounts shall be only by checks, signed by such persons as are authorized by the Directors.

6.7 The Audit of the accounts of the Association shall be made annually by a certified public accountant, and a copy of the audit report shall be furnished to each member not later than April 1 of the year following the year for which the audit is made.

6.8 Fidelity bonds shall be required by the Board of Directors from all persons handling or responsible for Association funds. The amount of such bonds shall be determined by the Directors but shall be not less than one-fourth the amount of the total annual assessments against members for common expenses. The premiums on such bonds shall be paid by the Association.

6.9 Financial reports. Within sixty (60) days following the end of the fiscal or calendar year of the Association, the Board of Directors shall mail or furnish by personal delivery to each unit owner a complete financial report of actual receipts and expenditures for the previous twelve months. The report shall show the amounts of receipts by accounts and receipt classifications, and shall show the amounts of expenses by accounts and expense classifications, including, if applicable, but not limited to the following:

- (a) Cost for securities;
- (b) Professional management fees and expenses;
- (c) Taxes;
- (d) Costs for recreation facilities;
- (e) Expenses for refuse collection and utility services;
- (f) Expenses for lawn care;
- (g) Costs for building maintenance and repair;
- (h) Insurance costs;
- (i) Administrative and salary expenses; and
- (j) General reserves, maintenance reserves and depreciation reserves.

7. **Regulations.** In accordance with the provisions of the Articles of Incorporation reasonable rules and regulations for the conduct of residents and the use of common elements may be promulgated by the Board of Directors, subject to approval by majority vote of the members of the Association at a membership meeting at which a quorum is present.

8. **Parliamentary rules.** Roberts Rules of Order (latest edition) shall govern the conduct of the Association meetings when not in conflict with the Declaration of Condominium, the Articles of Incorporation or By-Laws.

9. **Amendments.** These By-Laws may be amended in the following manner:

9.1 **Notice** of a proposed amendment shall be included in the notice of any meeting at which a proposed amendment is considered and such notice shall contain the full text of the By-Laws to be amended; new words shall be inserted in the text underlined, and words to be deleted shall be lined through with hyphens. However, if the proposed change is so extensive that this procedure would hinder, rather than assist, the understanding of the proposed amendment, it is not necessary to use underlining and hyphens as indicators of words added or deleted, but, instead, a notation must be inserted immediately preceding the proposed amendment in substantially the following language:

"Substantial rewording of By-Law. See By-Law ... for present text."

Non-material errors or omissions in the By-Law process shall not invalidate an otherwise properly promulgated amendment.

9.2 A resolution adopting an amendment may be proposed by either the Board of directors of the Association, or by the members of the Association. Directors and members not present in person or by proxy at the meeting considering the amendment, may express their approval in writing, provided such approval is delivered to the Secretary at or prior to the meeting. Unless otherwise provided herein, such approvals must be by two-thirds vote of the members present and voting.

9.3 **Execution and recording.** A copy of each amendment shall be attached to a certificate certifying that the amendment was duly adopted as an amendment of the Declaration and By-Laws, which certificate shall be executed by the officers of the Association, with the formalities of a Deed. The amendment shall be effective when such certificate and copy of the amendment are recorded in the Public Records of Manatee County, Florida.

PALM LAKE ESTATES CONDOMINIUM ASSOCIATION, INC.

AMENDMENT TO BY-LAWS

Record No 89952

BY THIS AMENDMENT to the By-Laws of PALM LAKE ESTATES CONDOMINIUM ASSOCIATION, INC., said Association established pursuant to and in accordance with Florida Statutes Chapter 718, amend those By-Laws, and correspondingly the Declaration of Condominium filings for this Condominium recorded at O.R. Book 1000 page 2417 and as amended at O.R. Book 1001, Page 432 of the official records of Manatee County, Florida, as follows: (CODING: Words in ~~struck through~~ type are deletions from existing text; words in underscored type are additions):

Article III, Section 3.2 shall be amended as follows:

ARTICLE III - DIRECTORS - Section 3.2

Election of Directors. The election of Directors shall be conducted in the following manner:

(a) Election of Directors shall be held at the annual members' meetings.

(b) A nominating committee of five (5) members shall be appointed by the Board of Directors not less than sixty (60) days prior to the annual members' meetings and shall deliver the list of nominees thirty (30) days prior to the meeting.

The committee shall nominate one person ~~or more~~ for each Director whose term is expiring. Nominations for additional directorships created at the meeting may be made from the floor, and other nominations may be made from the floor.

(c) The election shall be by ballot (unless dispensed with by unanimous consent) and by a plurality of the votes cast, each person voting being entitled to cast his vote for each of as many nominees as there are vacancies to be filled. There shall be no cumulative voting.

(d) Except as to vacancies provided by removal of Directors by members, vacancies in the Board of Directors occurring between annual meetings of members may be filled by the remaining Directors.

(e) Any Director may be removed by concurrence of a majority of the votes of the entire membership at a special meeting of the members called for that purpose. The vacancy in the Board of Directors so created shall be filled by the members of the Association at the same meeting, subject however to the rights of the Developer to the control of the Board of Directors of the Association as established by Section 718.301 Florida Statutes, and as reiterated in the Declaration of Condominium and the Articles of Incorporation.

The foregoing Amendment constituting the action taken by PALM LAKE ESTATES CONDOMINIUM ASSOCIATION, INC., upon motion duly made, seconded and carried at the special Membership Meeting conducted on the 31 day of January, 1983.

In all other respects, the By-Laws of PALM LAKE ESTATES CONDOMINIUM ASSOCIATION, INC., remain in full force and effect.

Executed in the Presence of:

PALM LAKE ESTATES CONDOMINIUM
ASSOCIATION, INC.

(s) Ervin J. Buehler

Witness

By: (s) Russel O. Miller

President

(s) Clem J. Cuzick

Witness

Executed in the Presence of:

(s) John D. Calebwood

Witness

By: (s) D. L. Coleman

Secretary

(s) Thomas C. MacCalla

Witness

STATE OF FLORIDA

COUNTY OF MANATEE (Recorded May 23, 1983 89952 & 89953 Manatee County) Pg A1