

**BY-LAWS
OF
SUNSET COVE HOMEOWNERS ASSOCIATION
AT PORT ORANGE, INC.**

ARTICLE I

IDENTITY AND LOCATION

These are the By-Laws of SUNSET COVE HOMEOWNERS ASSOCIATION AT PORT ORANGE, INC., HEREIN CALLED THE Association, a corporation not for profit organized and existing under Chapter 617, Florida Statutes, for the purpose of administering the Property, as defined in and in accordance with the terms and conditions of that certain Declaration of Covenants, Conditions and Restrictions for Sunset Cove (the Declaration). The principal office of the Association shall be located at 3280 S. Atlantic Ave., Suite A, Daytona Beach Shores, FL 32118, but meetings of the Board of Directors may be held at such places within the State of Florida as may be designed by the Board of Directors.

ARTICLE II

GENERAL

Section 1. **Incorporation of Declaration.** As supplemented herein, the regulation of the business and affairs of the Association shall be governed by certain provisions of the Declaration, as amended time to time, which are incorporated herein by reference as if set forth verbatim.

Section 2. **Definitions.** The definitions set out in the Declaration are incorporated herein by reference.

ARTICLE III

ASSOCIATION PURPOSES AND POWERS

Section 1. Association's Purposes. The Association has been organized for the purpose set forth in the Declaration and Articles, including, without limitation, the following:

- (a) To own, operate, maintain and convey the Common Property and to operate and maintain Areas of Common Responsibility, including but not limited to the Master Surface Water Management System, and any personal property owned by the Association;**
- (b) To clean, clear, trim, remove weeds, limbs, and debris from, and to provide general grounds maintenance for both the Common Property and the Areas of Common Responsibility;**
- (c) To fix assessments to be levied against the Lots in the Property.**
- (d) To enforce any and all covenants and agreements contained in the Declaration; and**
- (e) To pay taxes and insurance, if any, on the Common Property.**

Section 2. Records of the Association. The Association shall maintain each of the following items, when applicable, which constitute for the official records of the Association.

- (a) Copies of any plans, specifications, permits, and warranties related to improvements constructed on the Common Property or Areas of Common Responsibility;**
- (b) A copy of these By-Laws and each amendment thereto;**
- (c) A copy of the Articles of Incorporation of the Association of each amendment thereto;**
- (d) A copy of the Declaration and each amendment thereto;**
- (e) A copy of the current rules of the Association;**
- (f) The minutes of all meeting of the Board of Directors;**
- (g) All of the Association's insurance policies or copies thereof;**

- (h) A current copy of all contracts to which the Association is a party, including, without limitation, any management agreement, lease, or other contract under which the Association has any obligation or responsibility; and
- (i) The financial and accounting records of the Association, kept according to good accounting practices, which financial and accounting records shall be maintained for a period of at least seven (7) years. The financial and accounting records shall include: (1) accurate, itemized, and detailed records of all receipts and expenditures, (2) a current account and periodic statement of Assessments or other charges, the due date and amount of each Assessment or other charge, the date and amount of each payment on the account, and the balance due, (3) all tax returns, financial statements, and financial reports of the Association, and (4) any other records that identify, measure, record, or communicate financial information.

Section 3. Inspection of Records. The official records of the Association shall be maintained within the state and must be open to inspection and available for photocopying by Member or their authorized agents reasonable times and places with ten (10) business days after receipt of written request for access. This section may be complied with by having a copy of the records available for inspection or copying in the community.

ARTICLE IV

MEETING OF MEMBERS

Section 1. Annual Meetings. The first annual meeting of the Association shall be held within one year from the date of incorporation of the Association and each subsequent regular annual meeting of the Members shall be held on the same day of the same month of each year thereafter, unless otherwise modified by the Board of Directors. If the day for the annual meeting of Members is a legal holiday, the meeting will be held at the same hour on the first day following which is not a legal holiday. Business transacted at the Annual Meeting shall include the election of directors.

Section 2. Special Meeting. Special meetings of the Members may be called at any time by the president or by the Board of Directors, and shall be called upon

written request of Members entitled to vote one-fourth (1/4) of all votes in the Association.

Section 3. Notice of Meeting. Written notice of each meeting of the Members shall be given by, or at the direction of, the secretary or a person authorized to call the meeting, by mailing a copy of such notice, postage prepaid, at least 15 days before such meeting to each Member entitled to vote there at, addressed to the Member's address last appearing on the books of the Association, or supplied by such Member to the Association for the purpose of notice. Such notice shall specify the place, day and hour of the meeting, and, in the case of a special meeting, the purpose of the meeting. An assessment may not be levied at board meeting unless the notice of the meeting includes a statement that assessments will be considered and the nature thereof.

Section 4. Quorum. The presence at the meeting of Members entitled to cast, or of proxies entitled to cast, one-tenth (1/10) of the votes shall constitute a quorum for any action except as otherwise provided in the Articles of Incorporation, the Declaration, or these By-Laws. If such quorum is not present or represented at any meeting, the Members entitled to vote thereat shall have power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum is present or represent.

Section 5. Proxies. At all meetings of members, each Member may vote in person or by proxy. All proxies shall be in writing and filled with the secretary. Every proxy shall be revocable and shall automatically cease upon conveyance by the Member of title to that member's Lot.

ARTICLE V

BOARD OF DIRECTORS

Section 1. Board of Directors; Selection; Terms of Office. The affairs of the Association shall be managed by a Board of Directors consisting of at least three (3) but no more than seven (7) members. Initially the Board of Directors shall consist of three (3) Directors shall consist of three (3) Directors who shall be selected by the Declarant. The Board of Directors may change the number of Directors at any time. The Declarant shall have the sole right to appoint and remove any member or members of the Board of Directors of the Association pursuant to Article II of the Declaration so long as Declarant shall own ten percent (10%) or more of the Lots in Property, the members of the Board shall be determined as forth in Article VI herein. Declarant shall be entitled to elect at least one member of the Board of Directors as

long as Declarant holds for sale in the ordinary course of business at least five percent (5%) of the Lots in all phases of the Property.

Section 2. Vacancies in the Board of Directors. Vacancies in the Board of Directors shall be filled by Declarant until Declarant has no authority to appoint Directors and thereafter by the majority of the remaining Directors, or by a sole remaining Director, and any such appointed Director shall serve for the remaining of his predecessor.

ARTICLE VI

NOMINATION AND ELECTION OF DIRECTORS

Section 1. Nomination. At such time as the Declarant owns than 10% of the lots in the Property (and with the exception of the one (1) Director Declarant is entitled to elect as set forth in Article V, Section 1 above), nomination for election to the Board of Directors shall be made by a Nominating Committee. Nominations may also be made from the floor at the annual meeting. The Nominating Committee shall consist of a Chairman, who shall be a member of the Board of Directors, and two or more Members of the Association. The Nominating Committee shall be appointed by the Board of Directors prior to each annual meeting of the Members, to serve from the close of such annual meeting until the close of the next annual meeting and such appointment shall be announced at each annual meeting. The Nominating Committee shall make as many nominations for election to the Board of Directors as it shall in its discretion determine, but not less than the number of vacancies that are to be filled. Such nominations may be made from among Members or Non-Members.

Section 2. Election. When the nominees for the Board of Directors are chosen by the Nominating Committee, said election to the Board of Directors shall be by secret written ballot. At such election the Members may cast, in respect to each vacancy, as many votes as they are entitled to exercise under the provisions of the Declaration. The persons receiving the largest number of votes shall be elected. Cumulative voting is not permitted and votes must be made in person at a Members' meeting or by ballots the Numbers personally cast.

ARTICLE VII

POWERS AND DUTIES OF THE

BOARD OF DIRECTORS

Section 1. Board of Directors' Powers. The Board of Directors shall have power:

- (a) To call special meetings of the Board;
- (b) Subject to Article IX herein, to appoint and remove at its pleasure all officers, agents and employees of the Association, prescribe their duties, fix their compensation and 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 Officer or Director of the Association in any capacity whatsoever;
- (c) To establish, levy and asses, and collect assessments or charges in accordance with the Declaration;
- (d) To adopt and publish rules and regulations governing the use of the Common Property and Areas of Common Responsibility;
- (e) To exercise for the Association all powers, duties and authority vested in or delegated to the Association;
- (f) To fill vacancies on the Board of Directors pursuant to Article V above;

To appoint and Executive Committee of three (3) Directors and delegate all or any portion of the powers of the Board of Directors to this Executive Committee, subject to the limitations on the authority of the Executive Committee imposed by law, all actions of such Committee shall be reported to the full Board of Directors at their next meeting;

Employ a manager, an independent contractor, or such other employees as they deem necessary, and to prescribe their duties; and

To take such other action as provide in the Declaration.

Section 2. Board of Directors' Duties. It shall be the duty of the Board of Directors:

Cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the members at the annual meeting

of the Members, or at any special meeting when such statement is requested in writing by at least one-fourth (1/4) of the Class "a" Members who are entitled to vote;

Supervise all officers, agents and employees of this Association, and to see that their duties are properly performed;

As more fully provided in the Declaration, to;

Fix the amount of the annual assessment against each Lot;

Send written notice of each assessment every Owner subject thereto in advance of each annual assessment period; and

Foreclose the lien against any Lot for which assessment are not paid or to bring an action at law against the Owner personally obligated to pay same.

Issue, or to cause an appropriate officer to issue, upon demand by any person, a certificate setting forth whether or not any assessment has been paid. A reasonable charge may be made by the Board for the issuance of these certificates evidence of such payment as against third parties relying thereon;

Procure and maintain adequate liability, hazard and other insurance on any Common Property;

Cause all officers or employees having fiscal responsibilities to be bonded, if the Board deems appropriate;

Cause the Common Property, Areas of Common Responsibility, and the Master Surface Water Management System for the Property, to be maintained.

To prepare a roster of the Owners and Lots and the assessments applicable thereto, which roster shall be kept in the office of the Association; and

To send written notice of each assessment to each Owner as Provided in the Declaration.

Section 3. Resignation. A director of the Association may resign at any time by giving a written notice to the Board of Directors of the Association. The resignation of any Director shall take effect upon delivery of the notice thereof or at such later time as shall be specified in such notice; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 4. Removal. So long as Declarant shall own ten percent (10%) or more of the Lots in the Property, and Director may only be removed, with or without cause, by the Declarant. Thereafter, except as otherwise provided in the Declaration, any Director may be removed, with or without cause, by two-thirds (2/3) vote of the members of the Board.

Section 5. Directors' Fees. There shall be no Directors fees paid to members of the Board of Directors, except that Directors shall be entitled to reimbursement of out-of-pocket costs authorized by the Board of Directors.

ARTICLE VIII

DIRECTORS' MEETINGS

Section 1. Directors' Annual Meeting. The annual meeting of the Board of Directors shall be held at the discretion of the Board of Directors with notice given to each member.

Section 2. Notice. Not less than ten (10) days written notice of such annual be given to each Director.

Section 3. Regular Meetings. Regular meetings of the Board of Directors shall be held at such time and at such place and hour as may be fixed from time to time by a majority of the Board. Should said meeting fall upon a legal holiday, then that next meeting shall be held at the same time on the next day which is not legal holiday.

Section 4. Special Meetings. Special meetings of the Board of Directors shall be held when called by any officer of the Association or by any two (2) Directors after not less than three (3) days notice to each Director.

Section 5. Waiver of Notice. A director may waive notice of a meetings of the Directors before or after the date and time stated in the notice. Except as otherwise provided in this Section 4, the waiver must be in writing, signed by the Director entitled to the notice and filed with the minutes or corporate records. Attendance of a Director at any meeting shall constitute waiver of notice of such meeting except where the Director attends for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened and does not thereafter vote for or assent to action taken at the meeting. If a meeting otherwise valid of the Board of Directors is held without notice where such is required, any action taken and at such meeting shall be deemed ratified by a Director who did not attended, unless after learning of the action taken and of impropriety of the meeting, he makes prompt objection thereto. Objection by a Director shall be Effective only if written objection to the holding of the meeting or to any specific action so taken is filed with the Secretary of the Association.

Section 6. Action Upon Written Consent Without a Meeting. Action of the Board of Directors may be taken without a meeting upon the written consent signed by all members of the Board. Any such action without a meeting shall be effective on the date the last Board member signs the consent or on such date is specified in the consent. Any such action by written consent shall have the same effect as a vote taken at a meeting of the Board of Directors.

Section 7. Board Quorum and Voting. The Majority of the Board of Directors shall constitute a quorum thereof. Every act of decision done or make by a majority of the director present at a duly held meetings at which a quorum is present shall be regarded as an act of the Board. Directors msy not vote by proxy or by secret ballot at board meetings, except that secret ballots may be used in the election of officers.

ARTICLE IX

OFFICERS

Section 1. Association Officers. The Officers shall be a President, a Vice-President, a Secretary and a Treasurer. The officers may be, but shall not

be required to be, members of the Board of Directors. However, each officer must be either a Member of the Association or an officer, director or agent either of Declarant or of a general partner of Declarant.

Section 2. Election of Officers. The Declarant shall have the sole right to appoint and remove any officer of the Association so long as Declarant shall own ten percent (10%) or more of the total number of Lots in the Property. Thereafter, all officers shall hold officer at the pleasure of the Board of Directors.

Section 3. Removal of Officer. Upon an affirmative vote of a majority of the members of the Board of Directors, any officer may be removed, either with or without cause, and his successor elected at any regular meeting of the Board of Directors, or at any special meeting of the Board called for such purpose.

Section 4. Special Appointment. The Board may elect such other officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Board may from time to time determine. When a final decision regarding an expenditure of Association funds is to be made by such special appointment, no vote may be made by proxy or secret ballot.

Section 5. Multiple Officers. The holding of multiple officers shall be permitted.

Section 6. Duties. The duties of the officers are as follows:

- (a) President.** The president shall be the chief executive officer of the Association. The president shall preside at all meetings of the Members and of the Board of Directors. Except where otherwise provided by law or these Bylaws, the president shall have general powers and duties of supervision and management of the Association, shall see that orders and resolutions of the Board are carried out, shall sign all leases, mortgages, deeds and other written instruments, shall co-sign all promissory notes, and shall perform all such other duties as are incidental to his or her office of as are required by the Board.

- (b) **Vice President.** The vice president shall act in the place and stead of the president in the event of his absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required of him by the Board or president.
- (c) **Secretary.** The secretary shall record the voted and keep minutes of all meetings and proceedings of the Board and of the Members; keep the corporate seal of the Association and affix it on all papers requiring said seal; serve notice of meetings of the Board and of the Members; keep appropriate current records showing the Members of the Association together with their addresses, and shall perform such other duties as required by the Board.
- (d) **Treasurer.** 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; shall sign all check promissory notes of the Association; cause an annual review of the Association books to be made by a public accountant at the completion of each fiscal year, keep proper books account; and shall prepare an annual budget and a statement of income and expenditures to be presented to the membership at its regular annual meetings, and deliver a copy of each to the Members.

ARTICLE X

LIABILITY AND INDEMNIFICATION

Section 1. **Liability of Board Member.** No Board Member or Officer of the Association shall be liable to any Owner for any decision, action or omission made or performed by such Board Member or Officer in the course of his duties unless such Board Member or Officer acted in bad faith or in reckless disregard of the rights of any person or of the terms of the Declaration of these By-Laws.

Section 2. **Indemnification.** To the fullest extent allowed by Section 617.0831, Florida Statutes, as same may be amended, and subject to any limitations set forth in

the Declaration or Articles, the Association shall indemnify the Directors, Officers, employees, agents and other persons specifically designated from time to time by the Board of Directors whom it may indemnify pursuant to law. In this connection, the Association is authorized to take out such insurance as it may deem necessary or desirable consistent with such indemnification.

ARTICLE XI

INSURANCE

The Board of Directors or its duly authorized agent shall obtain hazard insurance for improvements to the Common Property and Areas of Common Responsibility and a broad form public liability policy covering all Common Property and Areas of Common Responsibility and all damage or injury caused by negligence of the Association or any of its agents as more fully described in the Declaration.

ARTICLE XII

AMENDMENTS

These By-Laws may be amended or repealed and new By-Laws adopted by the Directors so long as Declarant has the authority to appoint the Directors and thereafter by a majority vote of the Board of Directors present, in person or proxy, and entitled to vote at a regular or special meeting of the Board; provided that any manner which is in fact governed by the Declaration may not be amended except as provided in the Declaration. Notwithstanding anything herein to the contrary, HUD, FHA, and VA shall have the right to veto any amendments to these By-Laws as long as "Class B" membership exists.

ARTICLE XIII

COMMITTEES

The Board of Directors shall appoint a Nominating Committee, as provided in these By-Laws. In addition, the Board of Directors shall appoint other committees as deemed appropriate in carrying out its purpose.

ARTICLE XIV

BOOKS AND RECORDS

The books, records and papers of the Association shall at all times, during reasonable business hours, be subject to inspection by any Member. The Declaration, the Articles and the By-laws of the Association shall be available from inspection by any member at the principal office of the Association, where copies may be purchased at reasonable cost.

ARTICLE XV

ASSESSMENTS

As more fully provided in the Declaration, each Member is obligated to pay the Association annual, special and individual assessments which are secured by a lien upon the property against which the assessments is made.

ARTICLE XVI

CORPORATE SEAL

The Association shall have a seal in circular form having within its circumference the words: "Sunset Cove Homeowners Association At Port Orange, Inc., a Florida not for profit corporation", and the year of incorporation in the center of that circle.

ARTICLE XVII

GENERAL

Section 1. **Conflicts.** It is intended that the provisions of the Declaration which apply to the governance of the Association, as supplemented by the provisions in these By-Laws which are not contained in the Declaration, shall operate as the By-Laws of the Association. In case of any conflict between such provisions set forth in the Declaration and these By- Laws, the Declaration shall control.

Section 2. **Waiver.** No provision of these By-Laws or may any regulation promulgated by the Board of Directors pursuant hereto shall be deemed to have been abrogated or waived by reason of any failure to enforce the same, regardless of the number of violations or breaches which may have occurred

Section 3. **Severability.** The provisions of these By-Laws are severable, and the individuality of one or more provisions hereof shall not be deemed to impair or affect in any manner the enforceability or effect of the remainder.

Section 4. Captions. Captions are inserted herein only as a matter of convenience and for reference and in no way define, limit, or describe the scope of these By-Laws or intent of any provision.

Section 5. Gender and Number. All nouns and pronouns used herein shall be deemed to include the masculine, the feminine, and the neuter, and the singular shall include the plural and the plural shall include the singular whenever the context requires or permits.

Section 6. Roberts Rules. All meetings of the membership of the Board of Directors shall be conducted with *Roberts Rules of Orders Revised*.

Section 7. Fiscal Year. The fiscal year of the Association shall be the calendar year or such other period as shall subsequently be determined by the Board of Directors.

IN WITNESS WHEREOF, the directors of Sunset Cove Homeowners Association At Port Orange, Inc., duly adopted these By-Laws as the By-Laws of the Association this ____ day of _____ 2004.