

BY-LAWS
ROYALE OAK VILLAGES II OF TIMBER GREENS
HOMEOWNER'S ASSOCIATION, INC.
A NOT-FOR-PROFIT FLORIDA CORPORATION

ARTICLE I

The name of the corporation is ROYALE OAK VILLAGES II OF TIMBER GREENS HOMEOWNER'S ASSOCIATION, INC., a Florida Corporation, not-for-profit (hereinafter referred to as "Association"). The Principal office of the corporation shall be located at 6333 Timber Greens Blvd., New Port Richey, Florida, 34655, County of Pasco. But meetings of members and directors may be held at such places within the State of Florida as may be designated by the Board of Directors from time to time.

ARTICLE II

Definitions

SECTION 1 "Association" shall mean and refer to ROYALE OAK VILLAGES II OF TIMBER GREENS HOMEOWNER'S ASSOCIATION, INC., a Florida corporation, not-for-profit, its successors and assigns.

SECTION 2 "Common Area" shall be as defined in the Declaration of Covenants, Conditions and Restrictions (hereinafter referred to as "Declaration") for TIMBER GREENS PHASE 3-A, UNIT 11, as recorded on 0. R. Book _32_ Page 82--86 Public records of Pasco County, Florida.

SECTION 4 "Lot" shall mean any residential lot with the exception of the Common Area.

SECTION 5 "Golf Course Lot" shall mean any Lot located within TIMBER GREENS PHASE 3-A, UNIT 11, or any portion of which such Lot abuts or is contiguous to the Golf Course property.

SECTION 6 "Maintenance of Common Area" shall mean the exercise of reasonable care to keep buildings, landscaping, lighting and other related improvements and fixtures in a condition comparable to their original condition, normal wear and tear excepted, including but not limited to the maintenance of drainage and conservation easements in accordance with the Southwest Florida Water Management District rules and regulations, if applicable, and entrance amenities. Maintenance of landscaping shall further mean the exercise of generally accepted garden-management practices necessary to promote a healthy, weed-free environment for optimum plant growth.

SECTION 7 "Member" shall mean every person or entity of each class who holds membership in the Association.

SECTION 8 "Owner" shall mean the record Owner, whether one or more persons, or entities, of a fee simple title to any Residential Lot or Residential Unit, which is a part of the property, but shall not include those holding title merely as security for performance of any obligations.

SECTION 9 "Subdivision" shall mean and refer to that portion of the subdivided real property hereinbefore described and such additions thereto as may be brought within the jurisdiction of the Association as hereinafter provided.

ARTICLE III

Meetings of Members

SECTION 1. Annual Meetings. The first annual meeting of the Members shall be held within one (1) year from the date of incorporation of the Association. Each subsequent annual meeting of the Members shall be held on the second Tuesday of November at the hour of 3 o'clock P.M. or on the date and time as determined by the Board of Directors. If the day for the annual meeting for the 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. The first meeting of the Board of Directors of the Association shall be immediately succeeding the annual meeting of the Members.

SECTION 2. Special Meeting. Special meetings of the Members may be called at any time by the President or by the Board of Directors, or upon written request of a majority of the Members.

SECTION 3. Notice of Meetings. Written notice of each meeting of Members shall be given, by or at the direction of the Secretary or person authorized to call the meeting, by mailing a copy of such notice, postage prepaid at least fourteen (14) days before such meeting to each Member entitled to vote thereat, addressed to the members' addresses last appearing on the books of the Association, or supplied by such Member to the Association for the purposes 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. The agenda should include all items to be discussed.

SECTION 4. Quorum. The presence at the meeting of Members entitled to cast votes, or of proxies entitled to cast votes, equal to thirty three percent (33%) constitute a quorum for any action except as otherwise provided in the Articles of Incorporation, the Declaration of Covenants, Conditions and Restrictions, (hereinafter referred to as the "Declaration) or these By-Laws. If, however, such quorum shall not be present or represented at the meeting, the Members entitled to vote shall have power to adjourn the meeting from time to time, without notice other than announcement at the meeting. A second meeting shall be called with a recommended quorum of twenty five percent (25%) to be present.

SECTION 5. Proxies. At all meetings of Members, each Member may vote in person or by proxy. All proxies shall be in writing and filed with the Secretary. Every proxy shall be revocable and shall automatically cease upon conveyance by the Member of his lot.

SECTION 6. Vote Required. At every meeting of the Members, the owner or owners of each lot, either in person or by proxy, shall have the right to cast the number of votes to which he is entitled as set forth in the Declaration. The vote of the majority of the votes cast by those present, in person or by proxy shall decide any question brought before such meeting, unless the question is one upon which, by express provision of the Declaration, the Articles of Incorporation, or of these By-Laws, a different vote is required, in which case such express provisions shall govern control.

SECTION 7. Order of Business. The order of business at all annual or special meetings of the members shall be as follows:

- A. Roll all;
- B. Proof of notice of meeting or waiver of notice;
- C. Reading of minutes of previous meeting;
- D. Reports of Officers;
- E. Reports of Committees;
- F. Election of officers or directors (if election to be held);
- G. Unfinished business;
- H. New business; and

I. Adjournment.

ARTICLE IV

Board of Directors: Selection - Term of Office

SECTION 1. Number. The affairs of this Association shall be managed and governed by a Board of Directors composed of not less than three (3) no more than five (5) members.

SECTION 2. Term of Office. Each member of the Board shall serve for a term of one (1) year until the next annual meeting, or until such time as his successor is chosen. The eligibility of a member to be elected for more than one (1) term shall not be abridged.

SECTION 3. Removal. Any director may be removed from the Board with or without cause, by a majority of the Members of the Association entitled to vote. In the event of death, resignation or removal of a director, his successor shall be selected by the remaining members of the Board of Directors and he shall serve for the unexpired term of his predecessor.

SECTION 4. Compensation. No director shall receive compensation for any service he may render to the Association. However, any director may be reimbursed for his actual expenses incurred in performance of his duties.

SECTION 5. Action Taken Without a Meeting. The directors shall have the right to take any action, in the absence of a meeting, which they could take at a meeting by obtaining the written approval of all the directors. Any action so approved shall have the same effect as though taken at a meeting of the directors.

ARTICLE V

Nomination and Election of Directors

SECTION 1. Elections to the Board of Directors shall be by secret written ballot. At such election the members or their proxies may cast, in respect to each such vacancy, as many votes as they are entitled to exercise under the provisions of the Declaration. The persons receiving a majority of the votes cast for that office shall be elected. Cumulative voting is not permitted.

SECTION 2. Nominating Committee. At least sixty (60) days before the annual meeting, the president shall appoint a Nominating Committee consisting of three (3) homeowners. Present Board members are excluded from serving on this committee. The Nominating Committee may not nominate any of its own members as candidates for election; The Nominating Committee shall:

A . Prepare a list of nominees for election to the Board, the number of which shall be equal to the number of openings (3). The list shall be posted at least thirty (30) days prior to the annual meeting.

B. Other nominations of candidates for the Board may submit their names to the Board at least twenty (20) days prior to the annual meeting.

SECTION 3. Nominations for candidates for the Board may also be made from the floor at the annual meeting.

SECTION 4. In the event that a Nominating Committee cannot be formed due to lack of interest or other factors, The Board of Directors shall assume the duties of the Nominating Committee.

ARTICLE VI

Meeting of Directors

SECTION 1. Regular Meetings. Regular meetings of the Board of Directors shall be held quarterly at such time and place as shall be fixed from time to time by majority of the Board. Notice of all meetings of the Board of Directors must be given to all owners no less than forty-eight (48) hours in advance of the meeting, either by mail or individual notice to the address or residence of each owner or by the posting of the meeting notice in an acceptable, conspicuous location within the community.

SECTION 2. Special Meetings. Special meetings of the Board of Directors shall be held when called by the President of the Association, or by any two directors, after not less than three (3) days notice to each director.

SECTION 3. Quorum. A majority of the number of directors shall constitute a quorum of the transaction of business. Every act or decision done or made by a majority of the directors present at a duly held meeting at which a quorum is present shall be regarded as the act of the Board. Nothing herein shall limit any right established by law for a director to attend meetings of the Board by conference telephone call

ARTICLE VII

Powers and Duties of the Board of Directors

SECTION 1. Powers. The Board of Directors shall have the power to:

- A. adopt and publish rules and regulations governing the use of the Common Area and the personal conduct of the Members and their guests thereon, and to establish penalties for the infraction thereof;
- B. suspend the voting rights and right to use of the Common Area by a member during any Period in which such member shall be in default in the payment of any assessment levied by the Association. Such right to use of the Common Area may also be suspended, after notice and hearing, for a period not to exceed sixty (60) days for infraction of published rules and regulations;
- C. exercise for the Association all powers, duties and authority vested in or delegated to this Association and not reserved to the membership by other provisions of these By-Laws, the Articles of Incorporation, or the Declaration;
- D. declare the office of a member of the Board of Directors to be vacant in the event such member shall be absent from three (3) consecutive regular meetings of the Board of Directors without an excused absence;
- E. employ a manager, management company, an independent contractor and/or such other employees as the Board deems necessary and to prescribe the duties to be undertaken and the compensation therefore, and authorize the purchase of necessary supplies and equipment and to enter into contracts with regard to the foregoing items or services;
- F. accept such other functions or duties with respect to the property hereunder, including Architectural Control, in addition to maintenance responsibilities, as are determined from time to time to be proper by the majority of the Board of Directors;
- G. delegate to and contract with a financial institution for collection of the assessments of the Association.

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

- A. to cause to be kept a complete record of all of its acts and corporate affairs and to present a statement thereof to the Members at the annual meeting or at any special meeting when such statement is required in writing by fifty-one percent (51%) of the total membership
- B. to supervise all officers, agents and employees of the Association and to see that their duties are properly performed;
- C. to fix the amount of the annual assessment against each lot at least thirty (30) days in advance of each annual assessment period and to send written notice of each assessment to every Owner subject thereto at least thirty (30) days in advance of each annual assessment period; and in relation thereto, to establish the Annual Budget as provided in the Declaration described hereinabove; provided that the Board of Directors may provide for said assessments to be paid in monthly, quarterly or semi-annual installments;
- D. to foreclose the lien against any property for which assessments are not paid or to bring an action at law against the Owner personally obligated to pay the same, at the election of the Board of Directors;
- E. to issue or cause to be issued by an appropriate officer, 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. If a certificate states an assessment has been paid, such certificate shall be conclusive evidence of such payment;
- F. to procure and maintain adequate liability and hazard insurance on property owned by the Association, and such other insurance which in the opinion of a majority of the directors may be necessary or desirable for the Association. the policies and limits to be reviewed at least annually and increased and decreased at the discretion of the majority of the members of the Board of Director;
- G. to cause all officers or employees having fiscal responsibilities to be bonded, as it may deem appropriate
- H. to cause the Common Area and those portions of Lots and dwellings to be maintained in accordance with the Declaration; and
- I. to fix and determine the amount of special assessments for capital improvements as set forth in the Declaration, to send written notice of each special assessment to every Owner subject thereto at least thirty (30) days in advance of the due date thereof, and to collect or cause to be collected such sum or sums as are deemed to be due by virtue of said special assessment;
- J.. to prepare and file the appropriate governmental tax returns and in compliance with Revere Ruling 70-604, the corporation elects to apply excess assessments to help reduce future years assessments. Therefore, no tax is due on the

ARTICLE VIII

Officers and Their Duties

SECTION 1. Enumeration of Officers. The officers of this Association shall be a president and vice president, who shall at all times be members of the Board of Directors; and secretary and a treasurer, and such other officers as the Board may from time to time by resolution create.

SECTION 2. Election of Officers. The election of officers shall take place at the first meeting of the Board of Directors which shall immediately follow the adjournment of each annual meeting of members.

SECTION 3. Term. The officers of this Association shall be elected annually by the Board and each shall hold office for one (1) year unless he shall sooner resign, or shall be removed or otherwise disqualified to scrvc.

SECTION 4. A. Special Appointments. The Board may elect such other officers as the affairs of the Association may require, each of whom shall hold office of such period, have such authority, and perform such duties as the Board may, from time to time, determine in its discretion.

B. Standing Committees. The Board shall appoint such standing committees as arc required under the Declaration, the Articles or these By-laws, as well as such other committees as are necessar or desirable from time to time, which committees shall exist for such periods of time, have such authority and perform such duties as the Board may, from time to time, determine in its discretion.

SECTION 5. Resignation and Removal. Any officer may be removed from office with or without cause by the Board. Any officer may resign at any time by giving written notice to the Board, the president or the secretary. Such resignation shall take effect on the date of receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

SECTION 6. Vacancies. A vacancy in any office may be filled by appointment by a majority of the Board. The officer appointed to such vacancy shall serve for the remainder of the term of the officer he replaces.

SECTION 7. Multiple Offices. The offices of president and secretary may not be held by the same person.

SECTION 8. Duties. The duties of the officers arc as follows:

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

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 of Directors.

C. Secretary The secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board of Directors 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 of Directors 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 may be required by the Board of Directors.

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 the Board of Directors; shall sign all checks and promissory notes of the Association along with the president; keep proper books of account; cause a financial report of the Association books to be made by a public accountant at the completion of each fiscal year; and, shall prepare an annual budget and a statement of income and expenditures to be presented to the membership at its regular annual meeting, and deliver a copy of each to the members.

ARTICLE IX

Committees

The Board of Directors may, at its discretion, create such committees as it sees fit from time to time.

ARTICLE X

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 of Incorporation, and the By-Laws of the Association shall be available for inspection by any Member at the principal office of the Association, or such other address as the Board of Directors may from time to time designate, and copies may be purchased at a reasonable cost at such address.

ARTICLE XI

Assessments

As more fully provided in the Declaration, except as therein provided, each Member is obligated to pay to the Association general and special assessments and reserves which are secured by a continuing lien upon the property against which the assessment is made and are a personal obligation of the Member. Any assessments, which are not paid when due, shall be delinquent. If the assessment is not paid within thirty (30) days after the due date, the assessment shall bear interest from the due date at the highest amount allowed by law. The Association may also charge an Administrative Late Fee of \$25.00, or five percent (5%) of the past due assessment, whichever is greater, up to the amount as allowed by law. All such past due assessments, interest, Administrative Late Fees, attorney's fees and Court costs, shall be a continuing lien upon the land. The Association may bring an action at law against the owner personally obligated to pay the assessments and the Association shall have the right to foreclose the lien against the lot. In any such action, the Association shall be entitled to all interest, Administrative Late Fees, Court costs and reasonable attorney's fees whether or not litigation is commenced. No owner may waive or otherwise escape liability for the assessment provided for herein by non-use of the common area or by abandonment of his lot.

ARTICLE XII

Corporate seal

The Association shall have a seal in circular form, having within its circumference the words: ROYALE OAK VILLAGES 11 OF TIMBER GREENS HOMEOWNER'S ASSOCIATION, ll a Florida Corporation. not-for-profit, 1994.

ARTICLE XIII

Amendments

SECTION 1. Requirements to Amend. These By-Laws may be amended at a regular or special meeting of the members by a vote of fifty-one percent (51%) of the Members present in person or by proxy except as otherwise provided in the Declaration.

SECTION 2. Control of conflict. In the case of any conflict between the Articles of Incorporation and these By-Laws. the Articles shall control, and in the case of any conflict between the Declaration, the Articles of Incorporation. and/or these By-Laws, the Declaration shall control.

ARTICLE XIV

Miscellaneous

SECTION 1. Fiscal Year. The fiscal year of the Association shall begin on the first day of January and end on the 31st day of December of each, except that the first fiscal year shall begin on the date of incorporation of the Association.

SECTION 2. Indemnification. The Association shall indemnify any officer or director or any former officer or director to the full extent permitted by law.

SECTION 3. Insurance. The board of Directors may, but is not required to, elect to carry a policy of officers and directors liability insurance, insuring the officers and directors against any claims made against them whatsoever, except claims of willful negligence and misfeasance of office

ARTICLE XV

Lease, sale and insurance of units

SECTION 1. Leasing of Unit. Individual units may be leased in writing by owners providing the owners waives his or her right of use and enjoyment to the Common Area and the facilities to his tenant who reside at the owner's lot. Additionally, it should meet the following restrictions

- A. The minimum period of any single lease shall be three (3) months.
- B. The Lessee must be fifty-five (55) years of age and no person residing on the premises shall be under the age of eighteen (18) years.
- C. A copy of the lease and pertinent information concerning the Lessee shall be filed with the Board of Directors, who may request a personal interview with the Lessee.

SECTION 2. Sale of Units. Prior to the sale and/or "closing of sale" of any units the current owner shall first arrange for the following:

- A. A current, updated copy of all "Documents" of both Timber Greens Community Association and Royale Oaks 11 be provided to the prospective buyer.
- B. An interview may be requested by the Board of Directors of the Association with the prospective buyer.

SECTION 3. Insurance. All unit owners shall be required to cover their units with Hazard Insurance equal to or greater than the current "Assessed Market Value" of each unit.

SECTION 4. Yearly termite maintenance and inspection required by all unit owners.

IN WITNESS WHEREOF, we, the directors of ROYALE OAK VILLAGES II OF TIMBER GREENS HOMEOWNER'S ASSOCIATION, INC., have hereunto set our hands this 26 day of November, 2001, for and on behalf of the Association.

SIGNED BY: LOUIS GALLINA, ROBERT HODGE, AND JOAN MILLER.

WITNESSED BY: DONNA DAVIDSON

CERTIFICATION

I, the undersigned, do hereby certify that I am duly elected and acting Secretary of ROYALE OAK VILLAGES II OF TIMBER GREENS HOMEOWNER'S ASSOCIATION, INC., a Florida Corporation, and that the foregoing By-Laws constitute the original By-Laws of the said Association, as duly adopted at the meeting of the Board of Directors thereof held on this 26 day of November, 2001.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of the said Association this 26 day of November , 2001

Joan Miller

QUALIFIED PROPERTY MANAGEMENT, INC

10730 U.S. 19, Su 17 • Port Richey, FL 34666