

BY-LAWS OF CHANDLER OAKS
HOME OWNERS ASSOCIATION, INC.,
A NONPROFIT FLORIDA CORPORATION

Article I

Definitions

1.1 Definitions. In these bylaws:

''Association'' means the Chandler Oaks Home Owners Association, Inc., a nonprofit corporation organized and existing under the laws of the State of Florida.

''Indenture'' means any Indenture(s) as may from time to time contain the covenants, liens, and charges established for the benefit of the Association, its Members, and the property and the residents of the communities located on the property.

''Chandler Oaks Property'' means any property subject to the Indenture or the covenants, liens or charges imposed by the Indenture.

Article II

Location

2.1. *Principal office.* The principal office of the Association shall be located at 5215 Highway Avenue, Jacksonville, FL 32254.

Article III

Membership

3.1. *Eligibility.* The Members of the Association are determined by Article V of its Articles of Incorporation. The rights of Members are subject to (a) the payment of the annual charges imposed by the Indenture, and (b) compliance with the

covenants of the Indenture and the rules and regulations of the Board of Directors regarding the use of Chandler Oaks Property and the conduct of Members, their families, their tenants, and the guests of any of them.

3.2. *Suspension.* The voting and other membership rights of any Member may be suspended by action of the Directors during any period when the Member has failed to pay any Annual Charges then due and payable; but, upon payment of all the past due Charges, his rights and privileges shall be automatically restored. If the Directors have adopted and published rules and regulations governing the use of Chandler Oaks Property, or any Common Facilities, or the personal conduct of any person thereon, the voting or other membership rights of any Member may be suspended by action of the Board of Directors, after a hearing before the Board at which the member or any other interested person may be represented by attorney, for a period not to exceed 30 days, if he, any member of his family, his tenants, or the guests of any of them shall have violated such rules and regulations.

3.3. *Rights of membership.* Each Member is entitled to the use and enjoyment of the Chandler Oaks Property and Community Facilities in accordance with the Indenture. Membership rights may be delegated to and exercised by all members of his family who reside upon the Property, any of his tenants who reside there under a lease for a term of one year or more, and the guests of any of them. Each Member shall notify the Secretary of the Association in writing of the name and relationship to the

member of any person who is entitled to exercise membership rights under this Section. The rights and privileges of such person are subject to suspension by the Board in the same manner and for the same reasons as those of any Member under the preceding Section.

Article IV

Meetings of Members

4.1. *Annual meetings.* The Annual Meeting of the Members shall be held at the office of the Association specified in Article II or at any other address specified in the Notice of the Meeting, on the first Thursday in December in each year, at the hour of 7:00 p.m., commencing on the first Thursday in December of the year 1999.

4.2. *Special meetings.* Special meetings of the Members for any purpose may be called at any time by the President, the Vice President, or by any two or more Directors. The Secretary shall call a special meeting upon written request of the members who have a right to vote one-fourth of all of the votes of the entire membership.

4.3. *Notices.* Notice of meetings shall be given to the Members by the Secretary. Notice may be given to the Member either personally, or by mailing a copy of the notice, postage prepaid, to the address appearing on the books of the Corporation. (Each Member shall register his address and any change in address with the Secretary.) Notice of any meeting, regular or special, shall be mailed not less than ten nor more

than 60 days in advance of the meeting and shall set forth the purposes of the meeting.

4.4. *Proxy voting.* At any membership meeting the presence, whether in person or by proxy, of Members entitled to vote not less than 10 percent of the total membership vote, shall constitute a quorum for the transaction of business. All proxies shall be in writing and be filed with the Secretary at the commencement of the meeting. Any proxy given by a person who shall not be a qualified Member at the date of the meeting and any proxy given more than 11 months before the date of the meeting shall be void.

Article V

Board of Directors

5.1. *Membership and powers.* The Association shall be governed by a Board of Directors in accordance with Article VIII of the Articles of Incorporation of the Association. Without limiting the generality of the preceding sentence, or any power vested in it by law, the Board of Directors shall have the power:

a. 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 security or fidelity bonds as it may deem expedient (nothing contained in these Bylaws shall be construed to prohibit the employment of any Member, officer or director of the Association in any capacity whatsoever);

b. to establish, levy, assess and collect the Annual Charges and all other charges referred to in the Indenture;

c. to adopt and publish rules and regulations governing the use of Chandler Oaks Property and Community Facilities, and the personal conduct of Members, their family, their tenants, and their guests with respect thereto;

d. to exercise for the Association all powers, duties and authority vested in or delegated to this Association, except those expressly reserved to the Members; and

e. in the event any member of the Board of Directors of this Association shall be absent from three consecutive regular meetings of the Board of Directors, the Board may by action taken at the meeting in which the third absence occurs declare the office of the absent Director to be vacant.

5.2. *Duties.* It shall be the duty of the Board of Directors:

a. to cause to be kept a full, true and accurate record of 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 requested in writing by one-fourth of the full membership;

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

c. in accordance with the Indenture, (i) to fix the amount of the Annual Charge against each lot or living unit as soon as may be practicable after the beginning of each calendar year and in any event before April 1; (ii) to prepare a roster of the

properties and Annual Charges applicable to each of the properties which shall be kept in the office of the Association and shall be open to inspection by any Member; and (iii) to send written notice of each assessment to every Owner subject to assessment;

d. to issue or to cause an appropriate officer to issue, upon demand by any person a certificate stating whether any Annual Charge has been paid, which shall be conclusive evidence that any charge stated therein has or has not been paid.

5.3. *Vacancies.* Vacancies in the Board of Directors shall be filled by the affirmative vote of a majority of the remaining Directors though less than a quorum of the Board of Directors. Any such appointed Director shall hold office for the unexpired term of his predecessor in office.

Article VI

Directors' Meetings

6.1. *Annual meetings.* The Annual Meeting of the Board of Directors shall be held immediately following adjournment of the Annual Meeting of the Members in each year.

6.2. *Triannual meetings.* A regular meeting of the Board of Directors shall be held at 5215 Highway Avenue, Jacksonville, FL 32254 on the third Monday of the months of January, April and October at 7:00 p.m.; provided that the Board of Directors may, by resolution, change the day and hour or the place of holding the regular meeting. If the day of the regular meeting shall fall upon a holiday, the meeting shall be held at the same hour on the first day following which is not a holiday.

6.3. *Notices; waiver.* No notice need be given for the Annual or any regular meeting of the Board. Notice of any special meeting shall be sufficient if mailed to each Director, postage prepaid, at his address as it appears on the records of the Association, at least three days before the meeting or given personally or by telephone not later than the day before the meeting. No notice need be given to any Director who attends the meeting, or to any Director who in writing (before or after the meeting) waives such notice.

6.4. *Special meetings.* Special meetings of the Board of Directors shall be called by the Secretary upon request by any officer of the Association or by any two Directors. The action of a majority of the Board, although not at a regularly called meeting, shall be valid and effective in all respects if the record of the meeting shall be assented to in writing by all members of the Board.

6.5. *Quorum.* At all meetings of the Board a majority of the Board of Directors shall constitute a quorum, and, except as otherwise provided by law or by the Bylaws, the act of a majority of the Directors present shall be the act of the Board.

Article VII

Election of Directors.

7.1. *Ballots.* The election of Directors shall be by written ballot. At each Annual Meeting or at any special meeting called for the purpose of electing Directors, the Members or their proxies may cast, in respect of each vacancy, as many votes as

they are entitled to cast under the Articles of Incorporation of the Association. The nominees receiving the largest number of votes shall be elected.

7.2. *Nominations; nominating committee.* Nominations for election to the Board of Directors shall be made by the Nominating Committee, which shall consist of a Director, who shall be the Chairman, and one or more Members of the Association, or an officer of a corporate member. The Nominating Committee shall be appointed by the Board of Directors prior to each Annual Meeting of the Members to serve during such Annual Meeting and until the next Annual Meeting or until its successor shall have been duly designated and qualified. The members of the Nominating Committee shall be announced at each Annual Meeting of the Members.

7.3. *Nominees.* 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 to be filled. Nominations may be made from among Members or nonmembers, as the Committee in its discretion shall determine. Nominations shall be placed on a written ballot and shall be made in advance of the time fixed for the mailing of such ballots to the Members.

7.4. *Procedure.* All elections of the Board of Directors shall be made on written ballots which shall (a) describe the vacancies to be filled; (b) set forth the names of those nominated by the Nominating Committee for the vacancies; and (c) contain a space for a write-in vote by the members for each

vacancy. The ballot shall be prepared and mailed by the Secretary to the Members at least 14 days in advance of the date set forth therein for a return (which shall be a date not later than the day before the Annual Meeting or any special meeting called for the purpose of electing Directors).

7.5. *Voting.* Each Member shall be mailed a ballot on which he may cast the number of votes to which he is entitled. The completed ballot shall be returned in the manner hereinafter outlined. The ballot shall bear on its face the name and signature of the Member, the number of votes being cast and such other information as the Board of Directors may determine will serve to establish his right to cast the vote or votes stated therein. The ballot shall be returned to the Secretary at the address clearly designated by the Secretary.

7.6. *Processing.* Upon the receipt of each return, the Secretary shall immediately place it in a safe place. Not more than 21 days prior to the day set for the meeting at which the elections are to be held, the envelopes shall be turned over, unopened, to an Election Committee which shall consist of three persons appointed by the Board of Directors. All returns thereafter received by the Secretary on or before the date set for a return shall accordingly be turned over to the Election Committee. The Election Committee shall adopt a procedure which shall (a) establish that the Member is entitled to cast either personally or by proxy, the number of votes indicated on the ballot; and (b) that the signature of the Member on the ballot is genuine; and (c) if the vote is by proxy, that the proxy has

been filed with the Secretary as provided in Section 4.4, and that the proxy is valid. After the procedure has been completed for a ballot the count of the vote shall be taken. All ballots and proxies as well as any continuing tally of the votes shall be kept by the Election Committee, when not being processed, in a safe place. The ballots shall be retained for 90 days after the meeting and then destroyed.

Article VIII

Officers

8.1. *Offices.* The officers of the Association shall be a President, Vice President, Secretary, and a Treasurer. The President and the Vice President shall be members of the Board of Directors.

8.2. *Election by board of directors.* All officers shall be elected at the Annual Meeting of the Board, and each officer shall hold office until the next Annual Meeting of the Board and until his successor shall have been duly elected and qualified or until his earlier death, resignation, or removal in accordance with the Bylaws. The officers shall be chosen by a majority vote of the Directors.

8.3. *President; duties.* The President shall be the chief executive officer of the Association and as such shall have general supervision of the affairs and property of the Association and over its several officers, subject to the direction of the Board of Directors. The President shall, if present, preside over all meetings of the Board of Directors, and shall generally do and perform all acts incident to the

conducted within the limits of a budget adopted by the Board. The Treasurer shall sign all checks and notes of the Association

office of President. He may sign in the name and on behalf of the Association all notes, leases, mortgages, deeds and all other written instruments authorized by the Board, except where the Board shall delegate the execution thereof to some other officer or agent of the Association.

8.4. *Vice President; duties.* The Vice President shall perform all of the duties of the President in the event of his absence or disability, and when so acting shall have all of the powers and be subject to all restrictions placed upon the President.

8.5. *Secretary; duties.* The Secretary shall act as Secretary of the Board of Directors and shall record the votes and keep the minutes of all proceedings in a book to be kept for the purpose. He shall sign all certificates of membership. He shall keep the records of the Association. He shall record the names and addresses of all Members of the Association, shall see that all notices are duly given as required by the Bylaws or applicable law, and shall be the custodian of the corporate seal.

8.6. *Treasurer; duties.* The Treasurer shall receive and deposit in bank accounts approved by the Board all moneys of the Association and shall disburse such funds as directed by a resolution of the Board of Directors; provided, however, that a resolution of the Board of Directors shall not be necessary for the disbursements made in the ordinary course of business

9.3. *Recreation committee.* The Recreation Committee shall advise the Board of Directors on all matters pertaining to the recreational program and facilities of the Association and shall perform such other functions as the Board, in its discretion, determines.

9.4. *Maintenance committee.* The Maintenance Committee shall advise the Board of Directors on all matters pertaining to the maintenance, repair or improvement of any Chandler Oaks Property and Community Facilities of the Association, and shall perform such other functions as the Board, in its discretion, determines.

9.5. *Publicity committee.* The Publicity Committee shall inform the Members of all activities and functions of the Association and shall, after consulting with the Board of Directors, make such public releases and announcements as are in the best interests of the Association.

9.6. *Audit committee.* The Audit Committee shall supervise the annual audit of the Association's books and approve the annual budget and balance sheet statement to be presented to the Members at their Annual Meetings. The Treasurer shall be an ex officio member of the committee.

9.7. *Subcommittees.* With the exception of the Nominating Committee, each committee shall have the power to appoint a subcommittee from among its membership and may delegate to any subcommittee any of its powers, duties and functions.

9.8. *General duties.* It shall be the duty of each committee to receive complaints from the Members on any matter involving

Association functions, duties and activities within the field of its responsibility. It shall dispose of complaints as it deems appropriate or refer them to such other committee, director or officer of the Association as is further concerned with the matter presented.

Article X

Books and Records

10.1. *Inspection.* The books; records and papers of the Association shall at all times, during reasonable business hours, be subject to inspection by any Member.

Article XI

Corporate Seal

11.1. *Association seal.* The Association shall have a seal in circular form having within its circumference the words: Chandler Oaks Home Owners Association, Inc., a Florida nonprofit corporation incorporated 1998.

Article XII

Amendments

12.1. *Amendment procedure.* These Bylaws may be amended, at a regular or special meeting of the Members, by a vote of the majority of a quorum of the Members present in person or by proxy, provided that those provisions of these Bylaws which are covered by the Articles of Incorporation of this Association may not be amended except as provided in the Articles of Incorporation or applicable law; and provided further that any matter stated herein to be or which is in fact covered by the

Indentures may not be amended except as provided in the Indentures.

12.2. *Controlling documents.* In the case of any conflict between the Articles of Incorporation and these Bylaws, the Articles shall control; and in the case of any conflict between the Indentures and these Bylaws, the Indentures shall control.