

**2018 BYLAWS OF
HARBOR LAKES RESIDENTS' ASSOCIATION INC
A Not-For-Profit Florida Corporation
3737 El Jobean Road, Port Charlotte Florida 33953
harborlakes@weebly.com**

ARTICLE I: ORGANIZATION

Section 1. Name

The name of this corporation (hereinafter referred to as HLRA) is Harbor Lakes Residents' Association Inc. (Florida State document number N98000006462).

Section 2: Registered Office & Registered Agent

The name and address of the HLRA's registered agent is listed in the HLRA Articles of Incorporation. (Letter Number 617A00009157)

ARTICLE II: PURPOSE AND APPLICATION

Section 1.

To promote liaison between the HLRA and management of Harbor Lakes Encore RV Resort in matters which may be of interest and/or concern to either parties. The Board investigates, reports and recommends actions to improve the quality of life in Harbor Lakes RV Resort

Section 2.

To promote the safety and welfare of all residents, by cooperation with park management, local police, and the oversight of the Neighborhood Watch program.

Section 3.

To comply with Florida Statutes Chapter 617, Florida Not for Profit Corporations Act. (Florida State 617.0301)

Section 4. Non-Profit Purpose

This corporation is organized exclusively for charitable and educational purposes, including but not limited to, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE III: MEMBERSHIP

Section 1.

Membership is open to all residents and guests, including guests renting accommodations for a minimum period of three (3) months. Residents joining the Association shall have ONE vote per site in elections or decisions open to the general membership. Harbor Lakes Encore RV Resort employees are not eligible to become members of the HLRA. (617.0601)

Section 2.

Dues will be collected by the HLRA Board of Directors (BOD), annually. The amount of the dues will be set by the BOD.

Section 3.

HLRA Secretary shall keep a membership book containing, in alphabetical order, the name and address of each member.

ARTICLE IV: MEETINGS

Section 1.

All meetings of the HLRA shall be conducted in accordance with Robert's Rules of Order (RRO). The latest edition of RRO will be available at all meetings and held by the Secretary.

Section 2. Board of Directors Regular Meetings

The Board of Directors shall meet monthly during the active season, as determined by the President of the Board. Minutes will be posted of these meetings on the HLRA information board at the Club House and the Association Web site (harborlakes@weebly.com). The Board may conduct electronic meetings during the off season to conduct business on behalf of the Association. Board Meetings are open to all members of the Association (617.0701/ 617.0820)

Section 3. Annual General Meeting

The annual general meeting is held in February at Harbor Lakes Encore RV Resort. All members will be notified of the meeting by posting a notice on the HLRA information board and on the Association web site.

Section 4. Special Meeting

Any member of the Board of Directors may call a special meeting at any time. Any Association member may request a special meeting by presenting a written request to any Board member. The board will act upon the request in a timely manner.

Section 5. Notice of Meetings

Written notice of all HLRA meetings shall be given by the Secretary, or the person authorized to call the meeting, by posting the notice on the HLRA information board in the clubhouse and the Association web site (harborlakes@weebly.com). This notice shall be posted fourteen (14) days prior to the selected date of the meeting. (617.0822)

ARTICLE V: QUORUM AND VOTING

A majority of the entire Board of Directors shall constitute a quorum for the transaction of business.

A quorum of one third (33%) of the membership of the Association is required at the Annual General Meeting to conduct a meeting. A simple majority of the members present constitutes the quorum for voting purposes.

ARTICLE VI: OFFICERS

Each year after the Annual General Meeting, the BOD shall elect officers from among the Directors. Responsibilities of Officers include:

Section 1. President

The President shall preside at all meetings of the BOD and will be the main point of contact between HLRA and park management. The President shall be accompanied by a minimum of one member of the BOD at all scheduled meetings with Harbor Lakes Park management.

Section 2. Vice President

In the absence/disability of the President, the Vice President will assume the duties of the President.

Section 3. Secretary

Prepare minutes of BOD and annual meetings.

Provide a list of current members with lot numbers to the Elections Chairperson.

Post meeting notices, minutes etc. on the HLRA information board and the Association web site.

Maintain a list of Director Term expiration dates.

Update and provide a copy of current bylaws to BOD.

Section 4. Treasurer

The HLRA Treasurer is responsible for maintaining accurate accounting records on behalf of the Association. The fiscal year (FY) shall be from March 01 to February 28.

The Association FY proposed budget shall be presented at the Annual General Meeting, for the general membership approval.

Manage all funds, receipts and disbursement of monies.

The BOD is authorized to expend an amount up to five hundred dollars (\$500.00) for any single purchase of supplies and/or equipment for the benefit of the Association and the welfare of the membership.

Expenditures above \$500.00 require prior approval of the membership at a duly called and convened meeting.

Financial Reports shall be prepared and submitted as follows:

- a) The Association FY-end report, including a balance sheet and financial statement, shall be submitted, at the Annual General Meeting, for the general membership approval
- b) Present a balanced financial statement at regular BOD meetings

Section 5. Compensation

Directors of the HLRA will not be compensated for services rendered in the capacity of such office.

ARTICLE VII: BOARD OF DIRECTORS

Section 1. General

The affairs of the HLRA shall be managed by its Board of Directors and governed by the Florida Statutes Chapter 617, approved Florida Articles of Incorporation and the Association By-Laws. As elected representatives, the Board of Directors will meet on a regular basis and discuss issues and ideas as requested by the general membership. (617.0803)

Section 2. Number of Directors

The minimum number of Board Directors is three (3), the maximum number is nine (9). With the number of Directors at nine, it allows for staggered terms. Therefore, at any annual meeting with a 9-member board, one third of the Directors will be subject to election. Vacancies may be filled by a majority vote of the board. A Director elected to fill a vacancy shall hold office until the next annual meeting. (617.0806/ 617.0803)

Section 3. Vacancies

If a position on the Board of Directors becomes vacant before the person's term has expired, notification of the vacancy will be made known to the membership via the HLRA information board, the Association web site and Tuesday morning 'information meeting'. Members that are interested in the vacant position may submit their application to the Board. The Board will fill the vacancy by voting on the submitted names. The appointed Director will hold office until the next annual meeting and reelected by the general membership if applicable.

Section 4. Election of Directors

Board Directors shall be elected at the annual general meeting by the HRLA membership for a term of three (3) years. In the event the Board has less than nine (9) members, terms of Directors may be staggered in an election year to ensure that the Board has a full complement of 9-members. Only one member per site may be elected to the BOD.

ARTICLE VIII: BYLAWS

Changes, additions and/or amendments to the bylaws will be voted on by the HLRA at the Annual General meeting

ARTICLE IX: ELECTIONS

Section 1. ELECTIONS AND NOMINATING CHAIRPERSON

The BOD shall appoint a chairperson to oversee seeking nominations for the BOD. The chairperson may assemble a committee to assist him/her. The chairperson shall ensure that all perspective nominees are qualified to serve as Director e.g. they must be a member of the HLRA. The chairperson shall post the nominations of the HLRA information board one week prior to the election.

Section 2. ELECTION VOTING/ BALLOTS

Ballots will be secret. One ballot per site/member is allowed. The Elections Chairperson shall maintain a record of all members receiving ballots.

Proxies are allowed, when fully filled in and signed, on a prescribed form provided by the BOD, by the HLRA member and presented to the election chairperson prior to the election date.

If the number of candidates does not exceed the number of open positions, the vote may be taken by voice

ARTICLE X: RECORD RETENTION

The HLRA will keep records of the minutes of all meetings, accurate accounting records, The Articles of Incorporation, current bylaws and the most recent annual report delivered to the Department of State, Florida

Minutes and accounting records shall be retained for three (3) years

Adopted this 05th day of March 2018

President: Sue Craig

Secretary: Sheila Campbell

References:

1. HLRA Bylaws 2/14/2017, 12/14/2017, 04/2006
2. Robert's Rules of Order, Newly Revised 11th Edition, April 2013
3. Harbor Lakes Owners Association Inc, Articles of Incorporation, November 9, 1998, State of Florida, Document # N98000006462.
4. Florida State; Florida Not for Profit Corporations Act, Florida Statutes Chapter 617

The 2017 HLRA Bylaws have been reviewed, revised and amended by the HLRA BOD: Jean Gosselin, Sue Craig, Peggy Yoder, Sheila Campbell, Ed Sterling, Marty Kelnhofer, Donna Wallace