

# **SERENDIPITY HOMEOWNERS' ASSOCIATION, INC.**

## **Policies/Procedures**

— The Serendipity Homeowners Association, Inc. (hereinafter referred to as the “Homeowners Association”), is a for profit corporation organized pursuant to Chapter 723 of the Florida Statutes (1984), but now operating under the provisions of Chapter 723 of the same Statutes, for the purpose of representing all homeowner’s residing in Serendipity and paying rent to Serendipity Mobile Home Park (MHP).

With a fiscal year ending on December 31<sup>st</sup>; the Administration of this Homeowners Association shall be governed by these Bylaws, the Articles of Incorporation and the administrative procedures promulgated by the Board of Directors pursuant to the authority herein granted.

REVIEWED by Board of Directors on \_\_\_\_\_

APPROVED by Board of Directors on \_\_\_\_\_

PROPOSED for discussion and approval on \_\_\_\_\_

APPROVED by Membership on \_\_\_\_\_

## **ARTICLE I Mission Statement**

The purpose of the Homeowners Association is:

- To represent all homeowners who pay rent to Serendipity MHP and to ensure that their rights and privileges are protected in accordance with the Provisions of Chapter 723 of the Florida Statutes;
- To ensure that rules and regulations, present and future, are fairly and consistently applied and do not interfere with those rights;
- To promote the well-being of all homeowners so that their quality of life is maintained with the privileges and facilities described in the park prospectus, and
- To promote the interest, well-being and happiness of all residents.

## **ARTICLE II Membership and Dues**

### **Section 1 Membership**

All homeowners paying rent are members of the Homeowners Association and are entitled to one (1) vote per coach on any matters related to the affairs of the Homeowners Association provided that their membership dues are paid.

### **Section 2 Dues**

In order to provide sufficient funds for administrative costs, membership dues shall be twenty dollars (\$20) per year, per homeowner.

## **ARTICLE III Directors and Officers**

### **Section 1 Board of Directors**

The affairs of the Homeowners Association shall be managed by a Board of nine (9) Directors. Amongst themselves they shall elect four (4) Officers consisting of President, Vice President, Secretary and Treasurer. These four (4) Officers must be full-time residents of Serendipity MHP and only one person may be on the Board of Directors from the same address. Part-time residents may serve on the HOA Board as a Director only.

## **Section 2 Term of Office**

The term of office for Directors shall be for a period of one (1) to three (3) years. The term of office for Officers shall be for a period of one (1) year commencing in January and terminating in December. Beginning 2023 the term of office for Directors will be (3) Directors for (3) years, (3) Directors for (2) years and (3) Directors for (1) year. Officers and Directors can be re-elected and serve for consecutive terms.

## **Section 3 Duties of Officers**

### **Subsection (1) President**

The President shall preside at all meetings of the Board of Directors, all General Meetings of the Homeowners Association and represent the Homeowners Association at all meetings with the park owners and outside organizations. Any President missing two consecutive meetings, without Board approval, shall be removed from Office with Board approval.

The President is responsible for the general operations of the Homeowners Association and is the official spokesperson of the Homeowners Association, with Board approval.

The President may temporarily appoint committees to assist the Board of Directors in the administration of the Homeowners Association's business. The President may also fill any Director vacancy temporarily but must be approved as soon as possible by the Board of Directors and the general membership. The appointed Director will stay through the end of the fiscal year and may run for a director seat in the January election.

The President shall appoint an independent committee of at least two (2) qualified persons to audit the financial records. The audit must be completed by January 31st of the current year.

After each election each Director shall be sworn in and take an oath. All Directors will be required to sign a confidentiality agreement at that time.

### **Subsection (2) Vice President**

If the President steps down, is removed, or not in attendance the Vice President will assume his/her duties with Board approval. The Vice President shall have all the powers and functions of the President and perform such duties as the board shall prescribe.

### **Subsection (3) Secretary**

The Secretary is responsible for keeping and maintaining hard copy minutes for all meetings of the Board of Directors and General Membership meetings for both regular and specially called meetings.



The Secretary is the custodian of all records of the Homeowners Association including its official correspondence. Records will be kept for a period of at least five (5) years.

Minutes of all meetings shall be made available to all nine (9) Directors prior to the meeting for inspection. Additional copies will be made available to the membership prior to the meeting. Minutes will be posted on the bulletin boards at least one (1) week before all scheduled meetings.

#### **Subsection (4) Treasurer**

The Treasurer is responsible for the custody of the funds and financial records of the Homeowners Association and is required to maintain accounting records and produce a monthly budget report (to be posted in both Clubhouses) at least 1 week before the General Membership meeting.

The Treasurer will work with the Activities Director to close out events within (7) days of an event in order to follow the yearly budget.

#### **Subsection (5) Activities Committee**

The Activities Committee can be made up of full time and seasonal residents of Serendipity MHP. The committee will have at least (1) one active Board of Directors representative.

The Activities Committee will meet a minimum of one time monthly to strategize, plan and schedule events and activities for the upcoming calendar year. The committee will then present these proposed events and activities to the Board of Directors for an expedient approval. Upon approvals, the proposed calendar of events is to be presented to ELS Management for approval.

The Activities Committee will be charged with the responsibility of recruiting volunteers needed to help with plan execution and committees.

The Activities Committee will consist of no less than (5) five department Chair Persons chosen by the Board of Directors. These Chair Persons will be responsible to carry out the duties assigned to the position. The Chair positions are as follows:

- 1) Event, Party and Fundraising Chair
- 2) Volunteer Coordinator
- 3) Government Observance Chair
- 4) Food and Beverage Chair
- 5) Event Communications and Media Chair

The Board of Directors Representative may choose any of the Chair Person positions.

The Activities Committee may request to spend up to \$100 per month for needed replenishment of Pantry supplies and for smaller events or activities. This expense must be verified by the Treasurer.

The Activities Committee will meet as needed to prepare/review for an upcoming event or activity. Monthly reports on events and activities are required to be presented to the HOA General Membership at each monthly membership meeting. This report is to include details on planned events, progress and needs.

A yearly calendar of events is to be created and presented to the Treasurer for the purpose of completing an annual budget. Closing out completed events and activities must be done within (7) days of that event or activity. The Board of Directors may request further reports to reflect expenses vs revenue as it relates to events and activities.

The Homeowners Association's current property insurance requires that any gathering with 30 or more people in attendance requires HOA board approval, ELS management approval and an active board member present at said function in order to be compliant.

## **ARTICLE IV ELECTIONS**

### **Section 1 Nominating Committee**

At the November meeting, the President shall appoint a Nominating Committee consisting of three (3) members of the Homeowners Association. The Nominating Committee will vet volunteers interested in filling one of any number of vacancies of the Board of Directors. No current board member may serve on this committee.

The Nominating Committee shall submit its report at the December General Membership meeting. Nominations from the floor shall be accepted following the Nominating Committee report.

### **Section 2 Registration of Homeowner**

Homeowners attending the November General Membership Meeting shall sign a register maintained by the Secretary. Dues will be collected when each household receives their new membership card. At the January General Membership meeting (providing your dues are up-to-date) you will receive a ballot to cast your vote for the election of Directors or to vote on any other issues related to the affairs of the Homeowners Association.

### **Section 3 Tabulation of Votes**

Directors shall be elected by a plurality of votes by the membership.

Each Member in good standing shall be entitled to one vote per coach and results of the vote tabulated by the Nominating Committee shall be announced at the meeting by the President.

#### **Section 4 Organizational Meeting**

No organizational changes will be made the night the new Board of Directors is elected. Within ten (10) days after the election, the Directors will meet to elect Officers of the Board of Directors. Notices of the composition of the Board of Directors shall be sent to the management of Serendipity MHP and will be posted in both clubhouses.

### **ARTICLE V MEETINGS**

#### **Section 1 Board of Directors**

The Board of Directors and General Membership shall meet every third Tuesday of the month from January to December, inclusively, at seven thirty (7:30) p.m. in the East Clubhouse. Additional meetings shall be open to the general membership and notices shall be posted in both clubhouses at least forty-eight (48) hours in advance.

The agenda shall provide for input from the membership. The quorum for these meetings shall be five (5) Directors.

#### **Section 2 Annual General Membership Meeting**

The Annual General Membership Meeting shall be held on the third Tuesday of January to provide for the election of Directors whose terms of Office expires every one (1) to three (3) years and to discuss and resolve any other issues related to the affairs of the Homeowners Association.

The President shall also present an overview of the accomplishments of the Board of Directors and also ask for input and feedback from members attending the meeting.

A quorum for an Annual/General Meeting shall be Thirty Percent (30%) of Paid Membership.

#### **Section 3 Procedures**

Robert's Rules of Order shall govern the conduct of all Homeowners Association meetings.

### **ARTICLE VI TRAINING**

Within ninety (90) days after being elected or appointed to the board, the newly elected or appointed



director must submit a certificate of having satisfactorily completed the educational curriculum approved by the division. The education certificate is valid and does not have to be resubmitted as long as the director serves on the board without interruption. The President is required to be an active member of Federation of Manufactured Home Owners of Florida (FMO).

This training shall be paid for through the General Fund of the Homeowners Association.

## **ARTICLE VII BYLAWS**

Any additions, deletions and or changes to these Bylaws may be proposed to the attention of the Board of Directors by any member of the Association, whose membership dues are paid.

Any additions, deletions and or changes to these Bylaws, approved by the Board of Directors, shall be approved by a quorum present at a General Meeting provided that such proposals were tabled at the previous General Meeting.

## **ARTICLE VIII SIGNING AUTHORITY**

1. All checks shall be signed by two (2) Officers who have been duly authorized to do so by the Board of Directors.

2. The Secretary may spend up to one hundred dollars (\$100) per month for copying and regular office supplies. Anything above the \$100.00 must be approved by the Board of Directors.

3. Any requirement for expenses above seven hundred dollars (\$700) shall be referred to the General Membership along with pertinent information for approval.

### **Indicates changes to this Section in BOLD**

1. Definition: A proxy is a document signed by a member of an organization authorizing another member or an officer of this organization to vote on his behalf on any matters affecting the affairs of the organization.

2. Use: The proxy shall be effective for a specific meeting for which originally given and only lawfully adjourned meetings thereof. Proxies shall **not** be used for the Annual General Membership Meeting and special meetings called by the President.

3. Revocation: Every proxy shall be revocable at any time at the pleasure of the member executing it.

4. Filing: Every proxy shall be filed at the time of registration of members before the start of the meeting it is intended for and shall be kept for a period of one (1) year.

## SIGNATURE PAGE

The following pages were adopted as the Bylaws of the Serendipity Homeowners Association, Inc. at a meeting of the Board of Directors. These pages were also approved by a majority vote of the members at a special meeting held on \_\_\_\_\_.

President Michelle Butcher

Vice President Cindy Shantz

Secretary Margaret Fisher

Treasurer Dan Howard

Activities Director Debi Tress

Director Earl Mathis

Director Rebecca Mark

Director Debi Tress

Director \_\_\_\_\_

Date: \_\_\_\_\_