

These Bylaws are up to date as of April 1, 2016. In order to maintain the Bylaws continuously current, future additions, deletions, or amendments to them must be added to your copy and all other copies as an addendum sheet(s). This will also avoid the necessity of completely reprinting the Bylaws in order to keep them current.

Throughout these Bylaws, the words "he", "him", or "his" shall be interpreted to mean "he or she", "him or her", or "his or hers" respectively.

Holiday Estates Association, Inc.

BYLAWS

Duly Adopted as of April 1, 2016

1. The name of this organization shall be HOLIDAY ESTATES ASSOCIATION, INCORPORATED, and may hereinafter be referred to as "the Association."
2. PURPOSE: The general nature and objectives of the Association shall be as follows:
 - A. Provide recreation, entertainment and diversion for the members.
 - B. Encourage the members, property owners and all other residents to maintain their properties so that the appearance shall be harmoniously beautiful.
 - C. Strive to eliminate any hazards that might endanger life or limb.
 - D. Where necessary, present and/or correct practices or situations which tend to depreciate property values.
 - E. Promote a spirit of friendly cooperation among the members and extend such spirit towards new residents and property owners.
 - F. Promote and support local charities to be chosen by the members.
 - G. Conduct the affairs of the Association on a fiscal year basis, beginning November 1 and ending October 31 of each year.
3. All deed restrictions shall be complied with.
4. The Association shall conduct its business at meetings of the membership on the first Thursday of each of the months of November, December, January, February and March. The annual meeting shall be on the first Thursday in April. All meetings shall be held at the Community Center Building of the Association unless otherwise agreed to by the membership, and shall commence at 7:00 PM. When such meeting date occurs on a legal holiday, such meeting may be re-scheduled for another date AGREED UPON BY THE MAJORITY OF MEMBERS PRESENT.

A. Special meetings of the Association may be called at any time by a majority of the Directors.

B. Members shall be notified of all meetings by one of the following:

1. Publication in the Newsletter
2. Posting on the bulletin board
3. Mail or telephone

C. Members present at all Association meetings shall constitute a quorum for the transaction of business.

5. A copy of these Bylaws shall be issued to each member, and these Bylaws shall govern the business operations of the Association. Roberts Rules of Order shall govern any question of rules of procedures not specifically provided herein. A proposal to amend the Bylaws shall be made in writing to the Board of Directors for presentation to the Association.

6. A. Membership shall be by written application.

B. Membership in Holiday Estates Association, Inc. requires that the individual(s) be property owner(s) and/or an adult who resides in the subdivision and complies with the provisions of Section 6E.

C. Members in good standing who permanently leave the subdivision and sell or rent their property may continue their membership in the Association on an Associate basis only.

D. Initiation fee shall be \$50.00 per unit for new members. Associate members becoming homeowners must pay the initiation fee. Annual dues shall be \$50.00 per each permanent adult family member of a paid-up mobile home membership who wishes to participate in the Association activities. Family members to be recognized and limited to: Spouse/Partner, Parents, Grandparents, Adult Children 18 years and older, Sisters or Brothers. Annual dues must be paid in full by March 31. For new members, FIRST YEAR ONLY, joining during January, February, or March, the membership dues will be prorated to \$25.00.

E. For residents of the subdivision who seasonally (six months or less) rent/lease property, Associate memberships may be purchased for \$50.00 per individual, per year. Dues must be paid in full, and they will expire on March 31 of each year. Such Associate membership entitles the individual to all facilities and activities of the Association with the exception of the right to hold office in said Association. However, membership on any committee is not construed to mean "holding office".

F. A delinquent member may be reinstated by payment of the current year back dues, and such payment must be received at least fifteen days before the annual meeting.

G. Past Association members who wish to become "non-resident" members must submit a written application to the HEA Board of Directors for approval. Their dues shall be the same as resident members. Such NON-RESIDENT membership entitles the individual to all facilities and activities of the Association with the exception of the right to hold office. However, membership on any committee is not construed to mean "holding office".

H. Definition of Members:

RESIDENT member -- owns and lives in the subdivision
ASSOCIATE member -- rents and lives in the subdivision
NON-RESIDENT member -- former member who moves out of the subdivision

7. The Association shall be governed by the following Officers and Directors, eleven members considered the Board of Directors, each serving for a two year term:

- A. President
- B. First Vice-President
- C. Second Vice-President
- D. Membership Secretary
- E. Recording Secretary
- F. Treasurer
- G. Five Directors
- H. The retiring President of the Association will automatically become an advisory member of the Board of Directors without voting rights unless the retiring President is voted to fill another elected office on the Board. The retiring President's term of office as a member on the Board will be for a period of one year.
- I. No two members from the same household shall serve as Officers and/or Board members simultaneously.

8. A. Election of members of the Board of Directors shall be at the regular meeting of the Association, the first Thursday of March of each year. The six Officers are elected in one year and the five Directors are elected in the following year.

B. A Nominating Committee consisting of three Association members shall be appointed by the President in January. The committee shall report its candidates to the Association at the February Association meeting. Their list of candidates for vacancies may include more than one candidate for each vacancy. Nominations may also be made from the floor.

9. All duly elected Officers and Board members shall be installed and assume duties at the first meeting in April.

10. A. All nominations for Officers and Board members of HOLIDAY ESTATES ASSOCIATION are to be made only at the regular membership meeting in February.

B. An official ballot will be made as follows:

HOLIDAY ESTATES ASSOCIATION OFFICIAL BALLOT

Each candidate is to be listed in alphabetical order under the office for which he is running in one column only. Members will mark an "X" beside the name of the person they wish to vote for.

C. The members of the Nominating Committee shall conduct the election, arrange for the printing of the ballots, the tabulating of the ballots, and the reporting of the final results to the Association members. Voting shall be by secret ballot (written) by members in good standing.

D. Any time after all nominations of candidates have been made, any member in good standing, who knows he will be absent or away on voting night, or who may be ill or disabled preventing attendance, may request from the Nominating Committee, an absentee ballot, and the committee shall immediately mail, or when possible, deliver personally to such ill or disabled member, an absentee ballot. Such absentee ballots are to be returned to the Nominating Committee for counting on the night voting takes place.

E. Section 10 D shall be printed in the newsletter prior to the March election with the names and phone numbers of the Nominating Committee.

11 A. Any Officer or member of the Board of Directors may be removed from office for cause by a two-thirds vote of the Association members in good standing at any membership meeting, providing the matter has been introduced at a previous meeting of the Association.

B. In the event of a vacancy in the roster of Officers or in the Board of Directors, such unexpired vacancy shall be appointed by the President for the remainder of the term upon approval of a majority of the remaining board members. In the case of a vacancy of the President's position, the First Vice President shall move up to President and the Second Vice President shall move up to First Vice President. The vacancy shall then become the position of Second Vice President

C. The order of business shall be as follows:

1. Call to order
2. Reading of minutes from last meeting
3. Report of officers
4. Reports of Committees
5. Unfinished business
6. New Business
7. Good of the Association
8. Motion to Adjourn

12. Duties and powers of the Officers:

A. The President shall preside at all meetings of the Association and the Board of Directors, and shall appoint all committees. The President shall be a member ex-officio of all committees excluding the Nominating Committee.

B. The First Vice President shall preside at meetings of the Association and of the Board of Directors in the absence of the President, and shall assist the President in the affairs of the Association.

C. The Second Vice President shall preside at meetings of the Association and of the Board of Directors in the absence of the President and First Vice President, and shall assist the President and First Vice President in discharging the affairs of the Association. The President, First Vice President, and Second

Vice President shall attempt to arrange their absences so that at least one such Executive Officer shall be in attendance at all times.

- D. The Recording Secretary shall conduct all official correspondence of the Association, preserve all books, documents and communications and maintain an accurate record of the proceedings of the Association and of the Board of Directors. In the event of the absence of all three Executive Officers, s/he shall preside at all regular and special meetings of the Association and of the Board of Directors. At the expiration of his/her term of office, s/he shall deliver to the Board of Directors all books and papers.
 - E. The Treasurer shall receive and disburse all funds of the Association. The Board of Directors, the Association and/or the chairperson of the committee shall first approve all disbursements when such chairperson has been authorized to approve such expenditures, except for petty cash disbursements up to \$200.00. The Treasurer shall make all bank deposits and withdrawals and must render an accurate account of the finances of the Association. A member may be designated to make bank deposits. The books and records of the Treasurer and Membership Secretary are subject to an internal audit as of October 1. All monies outstanding in the forms of petty cash funds must be returned to the Treasurer no later than May 1. Said audit report is to be presented to the Board of Directors and the Association. All checks must be signed by one of the following Officers: The President, the Treasurer and/or the Recording Secretary.
 - F. The Membership Secretary shall issue membership cards when a member has paid such dues and fees, keeping an accurate record of the membership roll.
 - G. The members of the Board of Directors shall conduct the business affairs of the Association. The Board may authorize the expenditures of payments for routine supplies or in an emergency situation. New projects exceeding \$2000.00 of a non-emergency nature are to be introduced and fully explained at any Association meeting during November through March. The project shall be presented to the membership at least one meeting prior to a vote being taken.
 - H. The Board of Directors shall meet on the last Thursday of October, November, December, January, February, and March at 2:00 PM in the Community Center unless otherwise specified, and at any other time at the call of the President or the Executive Officer acting in the President's place, or by written request of three or more members of the Board.
 - I. At any meeting of the Board of Directors, a majority of the Directors in office shall be necessary to constitute a quorum for the transaction of business. However, in the event that a majority of the Board members are not present in the subdivision at the time of the Board meeting, the President may put the issue to a vote by e-mail providing six or more Board members are in agreement. Emergency Expenditures may be approved by the vote of three Board members.
 - J. The Board of Directors can, at their discretion, appoint a Director who lives in the subdivision year round to be a signatory on the checking account during the summer months when the Recording Secretary, Treasurer, and/or the President are away.
13. It shall be the function of the committees to conduct the functions of their particular committee and to make recommendations. Such committees shall report directly to the President, and when called upon to do

so, also to the Association. Committees shall meet whenever called upon to do so by the committee chairperson and/or the President. The President shall define the powers and duties of all committees.

14. Any amendment or deletion to the Bylaws shall be made in the following manner: such amendment, addition, or deletion shall be read to the membership at a regular meeting with the announcement that the vote will be taken at the next regular meeting after publication of such proposed amendment, addition, or deletion in the Newsletter. Disposition of such amendment, addition, or deletion will be decided by vote of a majority of the members present and in good standing.

15. All bank accounts and security boxes shall be in the name of Holiday Estates Association, Incorporated.

16. A. Activities – It shall become the responsibility of the Association to provide a list of current activities for MEMBERS ONLY and a list of activities provided for NON-MEMBERS ACCOMPANIED BY A MEMBER and activities provided for the PUBLIC. These activities shall be posted in a prominent place each October, and may be revised by the membership at any time.

B. NON-MEMBERS, who must be accompanied by a member, will be charged a \$2.00 fee each time they participate in an activity except attendance at dinners when the Association provides meat (ie: Christmas and Thanksgiving) the charge will be \$5.00. It will be the responsibility of the sponsoring member to turn in the money to the activity chairperson. The activity chairperson is responsible for collecting the fee and reporting it. Activities are events such as, but not limited to: yoga, poker, trivia, game night, shuffleboard, pickleball, and dinners.

17. The Officers and Directors of the Association shall receive no salary or compensation from the Association.

18. The Holiday Estates I and II Homeowners Corporation may use the Community Center for Board and membership meetings provided they do not conflict with Association activities.

19. A. Upon the dissolution of the Corporation, assets shall be distributed for one of more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code. Our hall will be open to other charitable organizations at their request, but is not to interfere with the function of our scheduled events. Programs scheduled by other charitable organizations will be open to the public and not just to our members. Events scheduled by our Association shall be open to the public.

B. The Holiday Estates Association presently owns lots, 1, 2, 3, 26, 27, and 28 in block 12 of Holiday Mobile Estates 2nd Addition, (1445 Seagull Dr.) a boat basin in Block 4 of Holiday Estates 1st Addition (1247 Kingfisher Dr.) and a boat basin in Block 9 of Holiday Estates 2nd Addition (1246 Seagull Dr.)

C. If for any reason it becomes necessary to sell any of the Association's Property, then all members in good standing shall be notified of same by letter and given an opportunity to vote by same means, for or against the proposal.

20. Community Center Building Rental subject to Board approval

- A. By members and non-members who are residents of the subdivision and their invited guests for social gatherings, memorial services and non-denominational religious services.
- B. By Holiday Estates I & II Homeowners Corporation for Board and membership meetings.
- C. By the County for Federal, State, and County voting.
- D. By Monday Bingo
- E. By charitable non-profit organizations open to the public.

21. Community Center Building Rental Fees (Due to Board of Health regulations, Kitchen Excluded, with the exception of the use of the refrigerator and sink. ABSOLUTELY NO COOKING!)

- A. Social gatherings by members--\$50.00 per day plus a \$300.00 refundable security deposit.
- B. Social gatherings by non-member residents--\$200.00 per day plus a \$300.00 security deposit.
- C. Holiday Estates I & II Homeowners Corporation meetings, memorial services, and religious services -- free of charge.
- D. Federal, State, and County voting -- \$200.00 per day.
- E. Monday Bingo -- \$200.00 per day.
- F. Charitable non-profit organizations -- \$200.00 per day plus a \$300.00 refundable security deposit.

Note: The original Bylaws duly adopted November 29, 1971; the amended Bylaws duly adopted December 12, 1974; January 25, 1975; April 2, 1976; December 1, 1977; March 31, 1982; January 7, 1988; January 1, 1991; February 1992; April 2, 1992; February 1995; April 4, 1996; March 6, 1997; April 1, 1999; April 3, 2003; March 4, 2004; February 3, 2005; January 5, 2006; January 8, 2009; December 2, 2010; February 3, 2011 and April 1, 2016 are on file with the Recording Secretary, and may be examined upon request.