

**MAYFAIR NEIGHBORHOOD  
ASSOCIATION, INC.**

**BY-LAWS**

Exhibit C

**By-Laws of Mayfair Neighborhood Association, Inc.**

**BY-LAWS OF  
MAYFAIR NEIGHBORHOOD ASSOCIATION, INC.**

**ARTICLE I: NAME AND LOCATION**

The name of the corporation is MAYFAIR NEIGHBORHOOD ASSOCIATION, INC., a Florida corporation not-for-profit, hereinafter referred to as the "Association." The principal office of the corporation shall be located at 1110 Douglas Avenue, Suite 2040, Altamonte Springs, Florida 32714, but meetings of members and directors may be held at such places within the State of Florida, County of Hillsborough, as may be designated by the Board.

**ARTICLE II: DEFINITIONS**

Defined terms in the Declaration referred to in the Articles of Incorporation of this Association (hereinafter referred to as the "Declaration") are herein used as therein defined.

**ARTICLE III: MEETING OF MEMBERS**

3.1 Annual Meetings. The first annual meetings of the members shall be held within one year from the date of incorporation of the Association, and each subsequent regular annual meeting of the members shall be held in the same month of each year thereafter on a day and time to be determined by the Board. If the day for the annual meeting of the members is a legal holiday, the meeting will be held at the same hour on the first day following that which is not a legal holiday. The first meeting of the Board of the Association shall be held immediately succeeding the annual meeting of members.

3.2 Special Meetings. Special meetings of the members may be called at any time by the Board, or upon written request of the members who are entitled to vote 1/4 of all of the votes of the membership, as defined in the Articles of Incorporation. Business conducted at a special meeting is limited to the purposes described in the notice of the meeting.

3.3 Notice of Meeting. Written notice of each meeting of the 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 10 days before such meeting to each member entitled to vote thereat, addressed to the members' address last appearing on the books of the Association, or supplied by such member to the Association for the purpose 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.

3.4 Quorum. The presence at the meeting of members entitled to cast, or of proxies entitled to cast 30% of the votes of the total membership shall constitute a quorum for any action except as otherwise provided in the Articles of Incorporation, the Declaration, or these By-Laws.

3.5 Adjournment. Adjournment of an annual or special meeting to a different date, time, or place must be announced at that meeting before an adjournment is taken, or notice must be given of the new date, time or place as provided in Article VII. Any business that might have been transacted on the original date of the meeting may be transacted at the adjourned meeting.

3.6 Proxies. At all meetings of members, the members have the right to vote in person or by proxy. To be valid, a proxy must be dated, must state the date, time and place of the meeting for which it was given, and must be signed by the authorized person who executed the proxy. A proxy is effective only for the specific meeting for which it was originally given, as the meeting may lawfully be adjourned and reconvened from time to time, and automatically expires 90 days after the date of the meeting for which it was originally given. A proxy is revocable at any time at the pleasure of the person who executes it.

3.7 Action Without a Meeting.

(a) Action that can be taken at an annual or special meeting of members may be taken without a meeting, without prior notice, and without a vote if the action is taken by the members entitled to

vote on such action and having not less than the minimum number of votes necessary to authorize such action at a meeting at which all members entitled to vote on such action were present and voted. In order to be effective, the action must be evidenced by one or more written consents describing the action taken, dated and signed by approving members having the requisite number of votes and entitled to vote on such action, and delivered to the Association by delivery to its principal place of business, the corporate secretary, or another officer or agent of the Association having custody of the book in which proceedings of meetings of members are recorded. Written consent shall not be effective to take the Association action referred to in the consent unless the consent is signed by members having the requisite number of votes necessary to authorize the action within 60 days of the date of the earliest dated consent and is delivered in the manner required by this section.

(b) Any written consent may be revoked prior to the date that the Association receives the required number of consents to authorize the proposed action. A revocation is not effective unless in writing and until received by the Association at its principal office in this state or its principal place of business, or received by the corporate secretary or other officer or agent of the Association having custody of the book in which proceedings of meetings of members are recorded.

(c) Within 10 days after obtaining such authorization by written consent, notice must be given to those members who are entitled to vote on the action but who have not consented in writing. The notice must fairly summarize the material features of the authorized action.

(d) A consent signed under this section has the effect of a meeting vote and may be described as such in any document.

(e) If the action to which the members consent is such as would have required the filing of a certificate under any other section of this act if such action had been voted on by members at a meeting thereof, the certificate filed under such other section must state that written consent has been given in accordance with the provisions of this section.

(f) Whenever action is taken pursuant to this section, the written consent of the members consenting to such action or the written reports of inspectors appointed to tabulate such consents must be filed with the minutes of proceedings of members.

#### **ARTICLE IV: VOTING RIGHTS**

The Association shall have two classes of voting membership:

**Class A.** Class A members shall be all Owners with the exception of the Declarant, and shall be entitled to one vote for each Lot owned. When more than one person holds an interest in any Lot, all such persons shall be members. The vote for such Lot shall be exercised as they themselves determine, but in no event shall more than one vote be cast with respect to any Lot.

**Class B.** The Class B voting member shall be the Declarant (as defined in the Declaration),. The Class "B" Voting Member shall be entitled to 3 votes for each vote to which the Class A Members are entitled to cast from time to time, provided that the Class B Membership shall cease and terminate in accordance with the provisions of Section 4.2.2 of the Declaration.

#### **ARTICLE V: BOARD: SELECTION; TERM OF OFFICE**

5.1 **Number.** The affairs of the Association shall be managed by the Board, which shall be composed of not less than 3 nor more than 5 persons. The number of directors on the Board shall always be an odd number. The first Board shall have 3 members, who need not be members of the Association.

5.2 **Term of Office.** At the first annual meeting following the cessation of the Class B membership, the Members shall elect 2 directors for a term of 1 year, 2 directors for a term of 2 years, and one director for a term of 3 years. The candidate receiving the largest number of votes shall serve as director for 3 years; the two candidates receiving the second and third largest vote shall serve as directors for 2 years; and the two candidates receiving the fourth and fifth largest vote shall serve as directors for

one year. At each annual meeting thereafter, the members shall elect the appropriate number of directors for a term of 3 years.

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

5.4 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 the performance of his duties.

5.5 Action Taken Without A Meeting. The directors shall have the right to take any action in the absence of a meeting that 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 VI: NOMINATION AND ELECTION OF DIRECTORS**

6.1 Nomination. All members of the Association shall be eligible to serve on the Board, and a member may nominate himself as a candidate for the Board at the meeting where the election is to be held. Nomination for election to the Board shall be made by a Nominating Committee. Nominations may also be made from the floor at the annual meeting. The Nominating Committee shall consist of a Chairman, who shall be a member of the Board, and two or more members of the Association. The Nominating Committee shall be appointed by the Board prior to each annual meeting of the members, to serve from the close of such annual meeting until the date of the next annual meeting, and such appointment shall be announced at each annual meeting. The Nominating Committee shall make as many nominations for election to the Board as it shall, in its discretion determine, but not less than the number of vacancies that are to be filled. Such nominations may be made from among members or non-members.

6.2 Election. Election to the Board shall be by secret written ballot. At such election the members or their proxies may cast, with respect to each vacancy, as many votes as they are entitled to exercise under the provisions of the Declaration. The persons receiving the largest number of votes shall be elected. Cumulative voting is not permitted.

6.3 Proviso. Notwithstanding the above, during the time that Declarant is in control of the Association, Declarant has the right to appoint the members of the Board, who may or may not be Members of the Association.

#### **ARTICLE VII: MEETINGS OF DIRECTORS**

7.1 Meetings of the Board. A meeting of the Board occurs when a quorum of the Board gathers to conduct Association business. All meetings of the Board must be open to all members except for meetings between the Board and its attorney with respect to proposed or pending litigation where the contents of the discussion would otherwise be governed by the attorney-client privilege. Notices of all Board meetings must be posted in a conspicuous place in the community at least 48 hours in advance of a meeting, except in an emergency. In the alternative, if notice is not posted in a conspicuous place in the community, notice of each Board meeting must be mailed or delivered to each member at least 7 days before the meeting, except in an emergency. An assessment may not be levied at a Board meeting unless the notice of the meeting includes a statement that assessments will be considered and the nature of the assessments. Directors may not vote by proxy or by secret ballot at Board meetings, except that secret ballots may be used in the election of officers. This section also applies to the meetings of any committee or other similar body, including any body vested with the power to approve or disapprove architectural decisions with respect to a specific parcel of residential property in the community owned by a member of the Association.

7.2 Quorum. A majority of the number of directors shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the directors present at duly held meetings at which a quorum is present shall be regarded as the act of the Board.

**ARTICLE VIII: POWERS AND DUTIES OF THE BOARD**

8.1 Powers. The Board shall have power to:

(a) Adopt and publish rules and regulations governing the use of the Private Drives and Common Open Spaces, and the personal conduct of the members and their guests, thereon and to establish penalties for the infraction thereof;

(b) Suspend the voting rights of, and the right to use of, the Common Areas of a Member during any period in which such member shall be in default in the payment of any Assessment levied by the Association. Such rights may also be suspended, after notice and hearing, for a period not to exceed 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 any other provisions of these By-Laws, the Articles or the Declaration;

(d) Declare the office of a member of the Board to be vacant in the event such member shall be absent from 3 consecutive regular meetings of the Board;

(e) Employ a manager, an independent contractor, or such other employees as they deem necessary, and to prescribe their duties;

(f) Accept such other functions or duties with respect to, including architectural control, in addition to maintenance responsibilities, as are determined from time to time to be proper by the majority of the Board; and

(g) Delegate to, and contract with, a mortgage company or financial institution, responsibility for collection of Assessments.

8.2 Duties. It shall be the duty of the Board to:

(a) 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 of members, or at any special meeting when such statement is requested in writing by 1/4 of the Class A members who are entitled to vote;

(b) Supervise all officers, agents and employees of this Association and to see that their duties are properly performed;

(c) As provided in the Declaration to:

(i) fix the amount of the General Assessment against each Lot at least 30 days in advance of each General Assessment period;

(ii) send written notice of each General Assessment to every owner subject thereto at least 30 days in advance of each General Assessment period; and

(iii) foreclose the lien against any property for which Assessments are not paid within 30 days after the due date or to bring an action at law against the owner personally obligated to pay the same;

(d) Issue or to cause an appropriate officer to issue, upon demand by any person, a certificate setting forth whether or not any assessment has been paid. The Board may make a reasonable

charge for the issuance of these certificates. If a certificate states an assessment has been paid, such certificates shall be conclusive evidence of such payment;

(e) Procure and maintain adequate liability and hazard insurance on property owned or controlled by the Association, or for which, in the opinion of a majority of the directors, it may be liable and should provide coverage;

(f) Cause all officers or employees having fiscal responsibilities to be bonded, as it may deem appropriate; and

(g) Cause the Common Areas and other property of the Association as set forth in the Declaration to be maintained.

Notwithstanding any provision hereinabove to the contrary, any power that the Board is permitted or authorized to take pursuant to the provisions of the Declaration, the Articles or these By-Laws shall not be exercised without a vote of the Board as required by the Declaration, the Articles or these By-Laws, and if no voting requirements are specifically described, the stated power can be exercised upon a vote of a majority of the members of the Board.

**ARTICLE IX: OFFICERS AND THEIR DUTIES**

9.1 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; a Secretary and a Treasurer, and such other officers as the Board may from time to time by resolution create.

9.2 Election of Officers. The election of officers shall take place at the first meeting of the Board which shall follow each annual meeting of the members.

9.3 Term. The officers of this Association shall be elected annually by the Board and each shall hold office for one year unless he shall sooner resign, or shall be removed, or otherwise be disqualified to serve.

9.4 Special Appointment. The Board may elect such other officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Board may, from time to time, determine.

9.5 Resignation and Removal. The Board may remove any officer from office with or without cause. 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.

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

9.7 Multiple Offices. The same person may hold the offices of Secretary and Treasurer. No person shall simultaneously hold more than one of any of the other offices except in the case of special offices created pursuant to Section 9.4 of this Article.

9.8 Duties. The duties of the officers are as follows:

(a) President. The President shall preside at all meetings of the Board; see that resolutions and orders 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.

(c) Secretary. The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of members; keep the corporate seal of the Association and affix it on all papers requiring said seal; serve notice of meetings of the Board and of members; keep appropriate current records showing the members of the Association together with their addresses; and shall perform such other duties as required by the Board.

(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 resolution of the Board; shall sign all checks and promissory notes of the Association; keep proper books of account; 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 X: COMMITTEES**

The Association shall appoint a Nominating Committee. In addition, the Board shall appoint other committees as deemed appropriate in carrying out its purposes, including, but not limited to, the Committee as described in Article 7 of the Declaration.

#### **ARTICLE XI: OFFICIAL RECORDS OF THE ASSOCIATION**

11.1 The Association shall maintain each of the following items, when applicable, which constitute the official records of the Association:

(a) Copies of any plans, specifications, permits, and warranties related to improvements constructed on the Common Areas or other property that the Association is obligated to maintain, repair or replace;

(b) A copy of the By-Laws and each amendment thereto;

(c) A copy of the Articles and each amendment thereto;

(d) A copy of the Declaration and each amendment thereto;

(e) A copy of the current rules of the Association;

(f) The minutes of all meetings of the Board and of the Members, which minutes must be retained for at least 7 years;

(g) A current roster of all Members and their mailing addresses and parcel identifications.

(h) All of the Association's insurance policies or a copy thereof, which policies must be retained for at least 7 years;

(i) A current copy of all contracts to which the Association is a party, including, without limitation, any management agreement, lease, or other contract under which the Association has any obligation or responsibility. Bids received by the Association for work to be performed must also be considered official records and must be kept for a period of one year.

(j) The financial and accounting records of the Association, kept according to good accounting practices. All financial and accounting records must be maintained for a period of at least 7 years. The financial and accounting records must include:

(i) Accurate, itemized, and detailed records of all receipts and expenditures;

(ii) A current account and a periodic statement of the account for each member, designating the name and current address of each member who is obligated to pay



assessments, the due date and amount of each assessment or other charge against the member, the date and amount of each payment on the account, and the balance due;

(iii) All tax returns, financial statements, and financial reports of the Association; and

(iv) Any other records that identify, measure, record, or communicate financial information.

11.2 Inspection and Copying of Records. The official records shall be maintained within the State and must be open to inspection and available for photocopying by members or their authorized agents at reasonable times and places within 10 business days after receipt of a written request for access.

**ARTICLE XII: ASSESSMENTS**

As more fully described in the Declaration, each member is obligated to pay to the Association Assessments which are secured by a continuing lien upon the Lot against which the Assessment is made, and which are the personal obligation of the Owner of such Lot.

**ARTICLE XIII: CORPORATE SEAL**

The Association shall have a seal in circular form having within its circumference the words: MAYFAIR NEIGHBORHOOD ASSOCIATION, INC., a Florida corporation not-for-profit 1999.

**ARTICLE XIV: AMENDMENTS**

14.1 These By-Laws may be amended, at a regular or special meeting of the members, by a vote of a majority of a quorum of members present, in person or by proxy, except that the Federal Housing Administration and the Veterans Administration, while either of such entities has mortgage interest against any home in the neighborhood they shall have the right to veto any of the above while there is Class B Membership.

14.2 Notwithstanding the above, as long as Declarant is in control of the Association, these By-Laws may be amended by Declarant without the consent of the Members.

14.3 In the case of any conflict between the Articles and these By-Laws, the Articles shall control; and in the case of any conflict between the Declaration and these By-Laws, the Declaration shall control.

**ARTICLE XV: MINUTES**

Minutes of all meetings of the membership and of the Board must be maintained in written form or in another form that can be converted into written form within a reasonable time. A vote or abstention from voting on each matter voted upon for each director present at a Board meeting must be recorded in the minutes.

**ARTICLE XVI: BUDGETS**

The Association shall prepare an annual budget. The budget must reflect the estimated revenues and expenses for that year and the estimated surplus or deficit as of the end of the current year. The Association shall provide each member with a copy of the annual budget or a written notice that a copy of the budget is available upon request at no charge to the members. The copy must be provided to the member within the time limit set forth in Article XI hereof.

**ARTICLE XVII: FINANCIAL REPORTING**

The Association shall prepare an annual financial report within 60 days after the close of the fiscal year. The Association shall, within the time limits set forth in Article XI, provide each member with a copy of the annual financial report or a written notice that a copy of the financial report is available upon request at no charge to the member. The financial report must consist of either:

- 17.1 Financial statements presented in conformity with generally accepted accounting principles; or
- 17.2 A financial report of actual receipts and expenditures, cash basis, which report must show:
  - (a) The amount of receipts and expenditures by classification; and
  - (b) The beginning and ending cash balances of the Association.

**ARTICLE XVIII: MISCELLANEOUS**

The fiscal year of the Association shall begin on the first day of January and end of the 31st day of December of every year, except that the first fiscal year shall begin on the date of incorporation.