
By-Laws

BY-LAWS COBBLESTONE ASSOCIATION, INC.

FILED 1991 FEB 1 1:19 PM

SECRETARY OF STATE TALLAHASSEE, FLORIDA

REVISED MARCH 2012

REVISED MARCH 16, 2017

ARTICLE I

MEMBERSHIP AND DUES

SECTION 1.1.0 MEMBER UNIT DEFINED For purpose of these By-Laws, the term "Member Unit" shall constitute a residence. Member Unit is the legal owner(s) of said residence and are allowed to vote for each question presented (to the floor) as long as their dues are current.

SECTION 1.2.9 ACTIVE MEMBER UNIT (A) A recorded owner whose principal place of residence is Cobblestone and is a due paying member whose membership is not in arrears; or (B) A person who rents and whose primary residence is in Cobblestone and is a due paying member whose residence is not already represented by a member type A, and no one person or entity may represent more than one (1) active member. The right to vote may be transferred by proxy from owner to renter by the approval of the Board of Directors.

SECTION 1.3.0 NON-DUES PAYING RESIDENCE This member unit cannot and shall not vote nor hold office.

SECTION 1.4.0 PRIVILEGES & RIGHTS All members shall have, in addition, all privileges and rights customary to type of membership held, and the By-Laws may alter or amend such rights and privileges.

SECTION 1.5.0 DUES The amount for annual dues shall be \$50 each year. Should circumstances require changes to this amount, it would require a vote from the majority of the paid membership in attendance at the annual meeting and approval of two-thirds vote of the Board. Annual Dues shall be payable in March of each year. Any member whose dues remain unpaid may have their voting rights reinstatement once their dues are made current.

ARTICLE II

MEETINGS

SECTION 2.1.0 REGULAR MEETINGS Regular meetings for the members shall be held on a quarterly basis (4 times) at a date, time and place designated by the Board of Directors to be held on the third Thursday of the month(s) selected upon two weeks' notice.

SECTION 2.2.0 SPECIAL MEETINGS Special meetings may be called by a majority of the Board or one-third voting members.

SECTION 2.3.0 ANNUAL MEETING The annual meeting shall be held in the month of January every year at which time the Board of Directors/Officers for the ensuing year shall be elected. All members shall be notified, in writing by mail, or door-to-door delivery or by any electronic means available of meetings and of the election of officers not less than fourteen days prior to the meeting. The Elected Board of Directors will take office on the first day of April and a report of the corporation's finances and position be given at the first regular meeting

SECTION 2.4.0 ELECTIONS Nomination for the next year Board of Directors/Officers shall be taken from the floor at the last regular meeting before the annual meeting or at the Annual meeting in January before elections proceedings begin.

ARTILE III

VOTING

SECTION 3.1.0 VOTING - Voting shall be conducted orally or by a show of hands for amendments to the By-Laws or other important matters presented except for elections which shall be by ballot. Dues must be current in order to vote. All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place Voting by proxy may be used for those who cannot make the scheduled meeting pertaining to the election of officers providing your vote or proxy is received in writing at least one week prior to and received by any member of the Cobblestone Association's Board.

ARTICLE IV

COMMITTEES

The standing committees shall be as follows:

SECTION 4.1.0 COMMUNITY CONCERNS COMMITTEE shall investigate suggestions; complaints and ideas submitted to it by the members and report to the president their recommendations for hearing by the Board of Directors.

SECTION 4.2.0 MAINTENANCE COMMITTEE shall be responsible for overseeing the current maintenance contract of the Cobblestone common grounds. This committee will be responsible for any solicitation for service requiring a written contract and will require a minimum of three (3) bids and must be by contractors fully licensed and insured for the type of work to be performed

SECTION 4.3.0 ACTIVITY COMMITTEE shall be responsible for providing events which provide for safety and camaraderie of the residents by organizing social, civic or youth activities.

SECTION 4.3.1 WELCOME COMMITTEE shall be responsible for introduction of the association to new residents and promoting the association whenever possible.

SECTION 4.4.0 FINANCE COMMITTEE shall operate with the advice of the Treasurer. The committee shall propose the annual budget and submit it to the membership at the annual meeting. It shall also assume direction for the financial aspects of projects undertaken by the corporation.

SECTION 4.5.0 SPECIAL COMMITTEE shall be formed by the Board of Directors as the needs arise.

ARTICLE V

BOARD OF DIRECTORS; OFFICERS, THEIR DUTIES & ELECTION

SECTION 5.1.0 OFFICERS The officers as described in the Article of Incorporation are President, First Vice President, Second Vice President, Secretary and Treasurer. All officers must act within the best interest of the community.

SECTION 5.2.0 DUTIES OF OFFICERS

President – is the Chair and shall preside at all meeting of the corporation and Board of Director and chair the Concerns committee. He/she shall appoint the chairman of all special and standing committees. He/she shall appoint two (2) members of the corporation, not officers, to audit the Treasurer's books annually prior to election of officers. He/she shall be an ex-officio member of all standing and special committee.

First Vice President – is vice chairman of the Board of Directors and shall assume the duties of the president when required or directed. He/she shall head the Architectural Review Committee and be ready to assume responsibility to lead should the president be absent, resign or dismissed.

Second Vice President - shall head the Maintenance Committee and be ready to assume responsibility to lead should the president or vice president be absent, resign or dismissed.

Secretary – shall be responsible for keeping records of board action including overseeing the taking of minutes at all board meetings, sending out meeting announcements and distributing copies of minutes and the agenda to each board member and assuring the corporate records are maintained. The secretary shall be the board liaison to the Activities and Welcome Committees.

Treasurer – shall make a report at each board meeting. The treasurer shall chair the finance committee, assist in the preparation of the budget. He/she shall receive and disburse all monies belonging to the corporation, subject to approval of at least two (2) or more members of the Board of Directors, providing at least one (1) member approving is the President, First Vice President or Second Vice President. The President shall be kept informed of all expenditures made. All expenditures not provided for in the annual budget shall be approved from the floor. The Treasurer is authorized to expend up to \$100.00 dollars without authorization from the Board of Directors.

SECTION 5.3.0 ELECTIONS - The Officers and Board of Directors shall be elected annually by the majority vote (of current paid member units present) at an annual meeting and shall serve for the ensuing year.

SECTION 5.4.0 BOARD OF DIRECTORS - The Board of Directors as described in the Articles of Incorporation is as follows: President, First Vice President, Second Vice President, Secretary, Treasurer and may include five (5) appointed Members at Large.

SECTION 5.5.0 DUTIES OF BOARD OF DIRECTORS is responsible for the overall policy, direction of the association and the day to day operations. They shall have general supervision of the affairs of the corporation between its business meetings, fix the hour and place of meetings, make recommendations to the corporation and shall perform such other duties as are specified in these By-Laws and none of its acts shall conflict with action taken by the corporation. The board receives no compensation.

SECTION 5.6.0 RESIGNATION- Resignation from the board must be in writing and presented to any Board member of the Cobblestone Association Inc.

ARTICLE VI

SECTION 6.1.0 AMENDMENTS – These bylaws may be amended when necessary by two thirds majority of the board of directors. Changes or addition should be presented at a regular meeting for a vote and approved by the majority of those residents in attendance whose membership dues are current.

ARTICLE VII

PARLIAMENTARY PROCEDURES

SECTION 7.1.0 PARLIAMENTARY PROCEDURES The rules contained in Robert’s Rules of Order shall govern the meetings of the members of the Board to the extent that they are applicable and not in conflict with these By-Laws or the Articles of Incorporation.

CERTIFICATION

These bylaws were approved at a meeting with the board of directors and majority of residents in attendance who membership dues are current, voted on March 16, 2017

Secretary

Date