

TVHOA, INC.

BY-LAWS

As of Mar. 2024

AMENDED AND RESTATED BY-LAWS
OF
TIPPECANOE VILLAGE HOME OWNERS ASSOCIATION
OF
ZEPHYRHILLS, FLORIDA, INC.

ARTICLE I NAME

Section 1 The name of this corporation is Tippecanoe Village Home Owners Association of Zephyrhills, Florida, Inc. (the “Corporation”).

Section 2 This Corporation also may be referred to herein as TVHOA and is a Florida corporation not for profit duly registered under the laws of the State of Florida, incorporated February 15, 1979 as Tippecanoe Village Home Owners Association of Zephyrhills, Florida, Inc., Charter No. 745-918-February 12, 1979.

ARTICLE II PURPOSES

Section 1. The purpose of the Corporation is to provide administrative structure with which to advance the purpose and objectives of the property owners of lots in Tippecanoe Village Homeowners Association of Zephyrhills, Florida, Inc. and to provide for the maintenance and repair of the common areas, common grounds and common facilities and utilities.

Section 2. Tippecanoe Village Home Owners Association is exclusively a 55 + community. This is a community that provides housing for older persons age fifty-five (55) and older in accordance with the provisions of the Federal and Florida Fair Housing Acts. The Corporation reserves the right to deny or refuse residency to any person under the age of fifty-five (55).

(a) Upon purchasing a parcel in the community, the person(s) become a member of TVHOA. Each member and the

member's tenants, guests, and invitees, are governed by, and must comply with, Florida Statute 720.305, the governing documents of the community, and the rules of the association, including the current TVHOA By-Laws and Covenants and Restrictions.

Section 3. Prior to determining approval or disapproval of a prospective owner or renter, the Corporation reserves the right to: (a) require a written application for residency; (b) submit to, at their expense, a criminal history investigation with this exception; If an individual previously owned, rented, or was an occupant in a home in the community and returns to either purchase, rent, or become an occupant again, each time they have been gone for two (2) years or more, they are required to complete another background check regardless is they had one prior (c) be interviewed by two (2) Directors appointed by the President; and (d) sign a statement that they will abide by the By-Laws, Covenants and Restrictions, and Rules and Regulations of Tippecanoe Village.

Section 4. Provided that each prospective purchaser of a lot in TVHOA has been approved by the Board of Directors for residency in TVHOA prior to taking title to a lot in TVHOA, each property owner shall become a Member of the Corporation upon the recording of an instrument of conveyance conveying title to a lot in Tippecanoe Village in the property owner's name. Joint owners shall be considered members of the Corporation, provided, however, that there shall be only one (1) vote per lot.

ARTICLE III BOARD OF DIRECTORS

Section 1. The Corporation shall be managed by a Board of Directors which shall consist of nine duly elected persons who are owners of lots within Tippecanoe Village. Only one person per household may serve on the Board of Directors at a time. If a Board member misses three (3) consecutive meetings, whether Board or Membership, the Board of Directors shall have the authority to name a temporary replacement until such time as that Board member returns. This temporary

Board member shall have the same fiduciary responsibility and authority as any other Board member. To fill this temporary position, the candidate who had the most votes, but was not elected to the Board, at the most recent Annual Election will be offered the vacant position on the Board. If the offer is declined, this process will continue until either the position is filled or there are not more previous candidates. If no candidates who received votes in the previous election accepts, then the Board of Directors may fill the vacancy by appointing a member.

Section 2. All meetings of the Board of Directors shall be conducted under the Roberts Rules of Order, the guidance of Florida Statute 720, and the current TVHOA By-Laws and Covenants and Restrictions, except that if the presiding officer at Board meetings is a Director, then he or she shall have a vote. A meeting of the Board of Directors and the property owners of TVHOA shall be held on the first Monday of each month at the time and place set by the Board.

Section 3. The Board of Directors shall elect from its membership a President, a First Vice-President, a Second Vice-President, a Secretary, and a Treasurer. This election is to take place at the first (1st) meeting of the Board of Directors following the Annual Meeting of the property owners.

Section 4. Newly elected Directors shall assume their active duties on the first (1st) day of March following election to the Board of Directors by the property owners and their terms shall expire the last day of February of the year their term expires.

Maximum term limits for Board members would be two (2) consecutive, three (3) year terms. Board members would be eligible to run again for the Board after having one (1) three (3) year term off the Board. If a Board member does not notify the Board prior to December 1st of their intent to seek reelection, they will not be put on the ballot.

Section 5. The period between the date of the election of new members to the Board of Directors and March first (1st) will afford a transition period during which new Officers and new Board Members will have an opportunity to become acquainted with

their new responsibilities before actually taking over from outgoing Officers and Board Members.

Section 6. Special meetings of the Board of Directors can be called by the President, or upon the request of any four (4) members of the Board of Directors.

Section 7. A quorum of the Board of Directors shall be a majority of the Board.

Section 8. The duties of the Board of Directors shall be to represent the Tippecanoe Village Home Owners Association of Zephyrhills, Florida, Inc.,

(a) Conduct the financial and managerial duties of the Corporation, and to pay regular, current and emergency expenses.

(b) No capital improvements exceeding two thousand five hundred dollars (\$2,500) may be made without the approval of the Corporate Membership.

ARTICLE IV BUDGET

Section 1. The Board of Directors shall prepare a budget for the coming fiscal year to be presented to the property owners at the Annual Business Meeting (as defined hereinbelow), to be held the first (1st) Monday of January, where it will be explained and discussed. It will be voted on in conjunction with the Annual Meeting.

Section 2. Reserve Fund: Financial support to be five dollars (\$5.00) per month per residence deposited quarterly. In addition, all monies in excess of fifteen thousand dollars (\$15,000.00) in the TVHOA checking account at the end of the fiscal year shall be deposited in the Reserve Fund.

ARTICLE V NOMINATING COMMITTEE

Section 1. At a General Membership Meeting of TVHOA four (4) property owners shall be selected as a Nominating Committee, to select at least three (3) nominees to run for three (3) year terms on

the Board of Directors to replace those whose terms have expired.

Section 2. The Nominating Committee shall be selected by the Board of Directors, not less than four (4) months in advance of the Annual Meeting for the purpose of nominating a slate of prospective Directors. No nominations from the floor shall be accepted at the Annual Meeting. Valid write-in ballots shall be accepted. Election of Directors shall be by popular vote of the property owners. The three (3) candidates receiving the most votes shall be elected to the Board of Directors. In case of a tie vote there will be a run-off.

Section 3 Board of Directors may be recalled pursuant to section 720.303(10), Florida Statutes, as amended from time to time.

Section 4 If a vacancy occurs on the Board of Directors, the candidate who had the most votes, but was not elected to the Board at the previous Annual Meeting for Election of Directors will be offered the vacant position on the Board. If the offer is declined, this process will continue until either the position is filled or there are no more previous candidates. If no candidate who received votes in the previous election accepts, then the Board of Directors may then fill the vacancy by appointing a member. A director appointed to fill a vacancy shall serve the remainder of the term for that seat on the Board.

ARTICLE VI MEETINGS OF THE PROPERTY OWNERS

Section 1 The Annual Business Meeting of the Corporation shall be held on the first Monday of January to receive the reports of the Board of Directors and to transact such business as comes before the meeting from the Board of Directors and from the floor. Any business approved at the Annual Business Meeting shall be placed on the ballot for the Annual Meeting.

Section 2 The Annual Meeting of the Corporation shall be held on the first (1st) Monday of February to elect three (3) Directors for the ensuing three (3) years and to vote the proposal(s) on the ballot arising from the Annual Business Meeting. Polls will be

opened at 9:00 a.m. and closed at 12:00 noon. All business on the ballot must receive a majority of the ballots cast of the property owners to be approved, otherwise is rejected. At any Annual Meeting where a matter of business is on the ballot and does not pass, Article XIII, Section 3 will apply.

Section 3 A "Special Meeting" of the property owners may be called any time by the President, or in his/her absence, by the 1st or 2nd Vice-President, or the Secretary at the written request of any four Board Members. All property owners shall be notified in writing not less than fifteen (15) days prior to the Special Meeting. This notice shall state the time, place, and purpose of such meeting. This notice shall, also, include a Ballot and Proxy, stating the Business to be conducted at the Special Meeting. No other business than that so stated in the notice and on the Ballot may be conducted at a Special Meeting. All business presented at a Special Meeting must receive a majority of the ballots cast of the property owners to be approved; otherwise, it is rejected. These Special Meetings will be conducted under the "Roberts Rules of Order".

Section 4 Each property owner or joint owner shall be entitled to one vote per developed lot.

ARTICLE VII DUTIES OF OFFICERS

Section 1. THE PRESIDENT

The President is the chief executive officer of the Corporation. He shall preside at all meetings of the property owners, the Board of Directors and the Executive Committee. He/she shall appoint the chairman of all standing and special committees, except the executive committee shall make temporary appointments in emergency situations. Unless otherwise directed by the Board of Directors, he/she shall represent the Corporation and the Board of Directors at any meeting which representation is requested or considered advisable.

Section 2. THE VICE-PRESIDENT

The 1st and 2nd Vice-President shall preside in the absence of the President and perform the duties of the President in the event of his/her absence or disability.

Section 3. THE SECRETARY

The records of proceedings of the Corporation, Board of Directors, and the executive committee shall be kept by and under the supervision of the Secretary. The Secretary shall preside at any meeting in the absence of the President and Vice-Presidents. The Secretary shall maintain the records of the property owners and shall perform such other duties as the Board of Directors may designate.

Section 4. THE TREASURER

The Treasurer shall:

- (a) Receive and keep in safe custody all money, funds, and property of the Corporation. All monies of this Corporation shall be deposited in a bank designated by the Board of Directors in the name of and to the credit of this Corporation. All legal documents and papers of importance shall be kept in a safety deposit box in a bank designated by the Board of Directors.
- (b) Pay all proper bills and vouchers.
- (c) Establish and maintain the books of accounts of the Corporation including the records of property owners.
- (d) Report to the Board of Directors in writing at the close of each quarter of the year the state of the accounts of the Corporation.
- (e) Present a statement of the accounts of the Corporation for the twelve (12) month period ending the last day of December of each year to the Board of Directors prior to the Annual Business Meeting of the property owners.
- (f) Make the accounts available for inspection and audit at any time.
- (g) Perform such other duties as the Board of Directors may designate. Two signatures are necessary for signing all checks, all CD's, and entrance to the safety deposit box. Persons authorized to sign are: President, 1st Vice-President,

2nd Vice-President, Treasurer, and Secretary. All records, books, accounts, and vouchers shall be the property of the Corporation and subject to the control of the Board of Directors.

Section 5. CERTIFIED PUBLIC ACCOUNTANT

A Certified Public Accountant shall set up the books of the Corporation for the Treasurer and shall approve these books with a twelve (12) month approval and report to the Board of Directors.

Section 6. ATTORNEY

The Board of Directors may retain counsel to represent the Corporation and render advice and legal service as required.

ARTICLE VIII COMMITTEES

Section 1. All committee members shall be property owners of the Corporation and shall be appointed annually. The chairman of all standing committees shall be appointed by the President, except the Activities Committee which is to be voted on by the membership at the Annual Election, providing there is more than one (1) candidate. Each committee chairman shall then nominate two or more property owners for the Board of Directors to approve.

Section 2. EXECUTIVE COMMITTEE

The Executive committee shall consist of the President, the Vice-Presidents, and the Chairman of Development, Finance, Buildings & Grounds committees and the Secretary. The President shall be the chairman of the Executive Committee. The Committee shall meet on call of its chairman or any two of its members. In the interim between regular meetings of the Board of Directors it shall perform the duties of and have the powers vested in the Board of Directors. It shall be the duty of this committee to employ and set the terms of employment, remuneration, and job specifications of the committee chairman or officer to whom each employee is to report. Any

Executive action shall be reported to the Board at its next meeting.

Section 3. FINANCE COMMITTEE

The Chairman of Finance Committee shall be a member of the Board of Directors. It shall be the duty of this committee to:

- (a) Consult with and advise the officers of the Corporation in connection with the budget and financial affairs of the Corporation.
- (b) Prepare the annual expense budget of the Corporation.
- (c) Recommend to the Board any changes to be made in fees for service rendered.

Section 4. DEVELOPMENT COMMITTEE

The chairman of the Development Committee shall be a member of the Board of Directors.

It shall be the duty of this committee to:

- (a) Receive, review and report to the Board of Directors any suggestions, comments or criticisms submitted by the property owners relative to the facilities or rules of the park.
- (b) Formulate and report to the Board of Directors the covenants and restrictions in effect in the park and any changes thereto. And, upon approval of the Board, deliver a printed copy of such rules or changes to the property owners.
- (c) Prepare a long-range program for keeping the homes and facilities of the park in good condition.
- (d) Carry out such other duties and assignments as the Board of Directors may designate.

Section 5. BUILDINGS & GROUNDS COMMITTEE

The chairman of the Buildings & Grounds Committee shall be a member of the Board of Trustees.

It shall be the duty of the committee to:

- (a) Establish standards of maintenance of the Buildings & Grounds of the Corporation.

- (b) Secure volunteers from among residents to serve as wardens when employed personnel are not on duty.
- (c) Perform maintenance duties during working hours when employed personnel are not on duty due to illness, vacations, or emergencies.
- (d) Carry out such duties and assignments as the Board of Directors designates.

Section 6.

ACTIVITIES COMMITTEE

The chairperson of the Activities Committee does not have to be a member of the Board of Directors, but the members of the committee must be approved or appointed by the Board.

It shall be the duty of the committee to:

- (a) Schedule and oversee all activities in the Clubhouse.
- (b) To maintain the Shuffleboard Courts, Petanque area, and Horseshoe Pits.
- (c) To purchase all supplies needed for the Clubhouse.
- (d) All money brought in from various events must be deposited into the financial institution by an officer of the Activities Committee or the TVHOA Treasurer and reconciled monthly by the TVHOA Treasurer.

ARTICLE IX

SEAL

Section 1.

The seal of the Corporation shall have inscribed thereon the name of the Corporation, the year of its organization, and the words "Not-For-Profit". The seal may be used by causing it to be impressed, affixed or otherwise reproduced. The seal of TVHOA, Inc. of Florida shall be used on all necessary papers.

ARTICLE X

BONDING

Section 1.

All officers, employees, and assistants authorized to handle money or funds, at the direction of the Board of Directors, shall be bonded in an amount deemed appropriate by the Board of Directors.

ARTICLE XI COVENANTS and RESTRICTIONS

Section 1. The covenants and restrictions as adopted by the Property Owners shall be in force to the Property Owners until such time as amended by the Property Owners.

ARTICLE XII AMENDMENTS

Section 1. Amendments to these By-Laws require a majority vote of the ballots cast by the property owners at an Annual or Special Meeting at which the amendment is proposed. Any such amendment shall become effective when duly executed and recorded in the Public Records of Pasco County, Florida. Within thirty (30) days after recording an amendment to the governing documents, the association shall provide copies of the amendment to the corporate members.

ARTICLE XIII VOTING

Section 1. Proxy Voting: Any property owner wishing to vote by Proxy may do so by submitting a written proxy to the Secretary, stating the name of the person who will be his/her Proxy and the period of time the Proxy will be in force.

Section 2. The Board of Directors cannot count as valid any ballot not cast by any member of TVHOA, Inc. unless the vote is cast by one of the following methods provided by the Board:

(a) By VOTING IN PERSON at the clubhouse on the first (1st) Monday of February.

(b) By ABSENTEE BALLOT duly executed and returned to TVHOA, Inc. Secretary. Absentee ballots must be requested in writing to the TVHOA Secretary. Once it is confirmed that the requested in from a property owner, it will be mailed to the property owner. After casting your vote(s), place the ballot in an envelope with no lot number or name on it. Then place it in another envelope with your lot number and name on it and mail to: TVHOA, INC., 34521 Iris Blvd., Zephyrhills, FL 33541

Section 3.

After an item has been presented at an Annual or Special Meeting and has been rejected by the property owners, this item cannot again be placed on the ballot without a petition signed by at least 10% of the Property Owners.