

Woodland Estates Homeowners' Association, Inc.
P.O. Box 1603
Crystal River, FL 34423

The name of the organization shall be "Woodland Estates Homeowners' Association, Inc.", a nonprofit corporation, herein referred to as the "Association."

Vision: A friendly and mutually supportive neighborhood environment offering an enjoyable lifestyle and the ability to maximize the benefits of nature, family, friends, amenities and community.

Mission: To enhance and preserve the quality of life and sense of community through effective and efficient stewardship of the Association and its Bylaws.

Bylaws
Woodland Estates Homeowners' Association, Inc.

Article I
General Membership

General membership shall be open to all homeowners in Woodland Estates who are current in the payment of all assessments and dues as specified in Article VI. "Homeowner" shall be defined as the legally recorded owner (single or joint ownership) of either a completed home, or a home under construction for residence or rent, for which the footings have been poured, either being located on a parcel of land in Woodland Estates, Citrus County, Florida. "Homeowner" shall not include any property owner who is building a home on speculation, meaning for sale to an unspecified buyer.

Each "homeowner," single or joint, shall be entitled to one (1) general membership, regardless of how many homes he or she owns in Woodland Estates.

Each general membership carries one vote. If necessary, general members can vote by absentee ballot. Each member voting a general membership shall be uniquely identified during the voting process.

General membership requirements may be waived in special circumstances or conditions by action of the Board. A request in writing stating the reason for the request shall be presented to the Board by the prospective member. Unanimous approval of the Board and a majority of the general membership is required for approval.

Note: The purpose of this section is intended to be utilized only in special unique circumstances, and not as a routine means to circumvent the membership requirements.

No corporation may become a general member.

General members are entitled to:

- Serve as officers and board members
- Serve on any standing committee
- Participate in all Association social and community activities
- Attend general membership meetings and be heard from the floor
- Nominate and elect officers and board members
- Join the Boat Ramp Club

Article II
Associate Membership

Associate membership shall be open to all "lot owners" or non property owner residents in Woodland Estates who are current in the payment of all assessments and dues as specified in Article VI. "Lot owner" shall be defined as the legally recorded owner (single or joint ownership) of a lot or parcel in Woodland Estates, Citrus County, Florida on which no home exists, or on which a home under construction has not progressed to the point specified in Article I.

Each "lot owner," single or joint, shall be entitled to only one (1) associate membership, regardless of how many lots he or she owns in Woodland Estates.

Associate members are entitled to:

- Serve on any standing committee
- Participate in all Association social and community activities
- Attend general membership meetings and be heard from the floor
- Join the Boat Ramp Club
- Associate members are not allowed to vote unless they are lot owners. Each member voting an Associate membership shall be uniquely identified during the voting process.

Associate members are not entitled to serve as officers or board members. Associate members may not vote by absentee ballot.

No corporation may become an associate member.

Article III Boat Ramp Club Membership

Section I:

Boat Ramp Club membership shall be open to all general and associate members of the Association who are current in the payment of all assessments and dues as specified in Article VI. Boat Ramp Club memberships are non-transferable and non-assignable.

Section II:

The boat ramp facility and property is owned solely by the Association. Payments to the Association for membership in the Boat Ramp Club shall not be construed to represent any ownership interest in the boat ramp facility or property.

Funds from the Boat Ramp Club assessments and dues shall be recorded separately from the Association funds, and shall be generally utilized for expenses relating to the boat ramp facility unless otherwise authorized by the Board.

Section III:

Each Boat Ramp Club member assumes full responsibility for him/herself and his/her family, relatives, and guests while using the boat ramp facility, and shall in no way hold the Association liable for any injuries and/or property losses incurred. (See Boat Ramp Club Rules & Responsibilities published separately.). Members will sign a yearly statement of understanding and acceptance of ramp rules and regulations, submitted with the yearly dues.

Section IV:

Requests for replacement boat ramp gate keys must be in writing and signed by either the President or Treasurer. Requests are made to the current Boat Ramp Committee Chairperson. The cost for key replacement is established by the Board.

A new lock will be placed on the boat dock gate on March 1. Keys to the new lock will be distributed prior to March 1 upon receipt of dues and signed acceptance of Boat Ramp Rules. Current members not paying dues as of February 1 will be required to pay a new \$50.00 boat ramp fee to reapply for boat ramp membership.

Section V:

Changes in the Boat Ramp Club rules shall be instituted in accordance with Article V.

Section VI:

Violation of Boat Ramp Club rules can be cause for revocation of Boat Ramp Club membership and key in accordance with Article V.

Article IV Officers

Section I:

The officers of the Association shall include:

- President
- First Vice President
- Second Vice President

- Treasurer
- Secretary

The Executive Board shall consist of the officers of the Association. The “Board” will consist of all officers and general board members. The term of office shall be two years for officers and general board members. All officers and general board members will serve without compensation.

Section II:

The President:

- Shall be the executive officer of the Association.
- Shall supervise the day-to-day business of the Association.
- Shall preside at all Association meetings.
- Upon completion of a full term as President, shall remain as a Board member until relieved by the next outgoing President.
- May serve for two consecutive terms if nominated and elected.

Section III:

The Vice Presidents:

- Shall assist the President in the day-to-day operation of the Association and any other duties the President may direct.
- Shall oversee and assist all committees in the performance of their duties.
- Shall perform the duties of the President should the President be unable to act.
- Order of responsibility is 1st Vice President and then 2nd Vice President.
- Shall perform any other duties as directed by the President.
- May serve for two consecutive terms if nominated and elected.

Section IV:

The Secretary:

- Shall record the minutes of all Association meetings.
- Shall have charge of the Association seal and all documents and other materials pertinent to the office of Secretary.
- Shall handle any correspondence of the Association as directed by the President.
- Shall have no limit on the number of terms served.

Section V:

The Treasurer:

- Shall have custody of the funds of the Association and keep all financial records.
- Shall prepare a financial statement to include all income and expenses and shall present this statement to the membership at annual meetings and at other times deemed necessary by the President.
- Shall prepare and send the annual Association renewal to the proper Florida State Department.
- Shall prepare the Association books for annual audit by the Audit Committee for presentation to the general membership at the April meeting.
- Shall prepare and send the annual I.R.S. Income Tax Statement each year.
- Shall sign each Association check. In the absence of the Treasurer, checks will be signed by a designated Board member appointed by the Board.
- Shall have no limit on the number of terms served.

**Article V
Board**

The Board:

- The Board shall consist of an odd number of members, not less than eleven (11) and not more than fifteen (15). One seat on the Board is reserved for outgoing presidents. The outgoing president of the Association will serve as a member of the Board until relieved by the next outgoing president.
- The other board members will serve two year terms, subject to reelection by the general membership. With the exception of the seat reserved for outgoing presidents, there is no limit on the number of terms a board member may serve.
- The Board shall review all recommended changes to the Association Bylaws and Boat Ramp Club rules. The Board shall then report their recommendations for changes to the membership. The membership will be required to vote to approve, disapprove, or table the recommended changes.
- The Board shall review and recommend disposition of all written allegations of violations of the Association Bylaws and Boat Ramp Club rules. The Board shall then report their recommendations for disposition to the membership. The membership will be required to vote to approve, disapprove, or table the recommended disposition.
- The Board shall bi-annually appoint a nominating committee for the purpose of generating a slate of

officers and general board members for presentation to the general membership.

Article VI Assessments and Dues

Assessments and Dues:

- Annual dues for general membership shall be established by recommendation of the Board and approved by the general membership.
- Annual dues for associate membership shall be established by recommendation of the Board and approved by the general membership.
- An initial assessment and annual dues shall be paid to the Association for each Boat Ramp Club membership. Annual dues for Boat Ramp Club membership shall be established by recommendation of the Board and approved by the general membership.
- Annual dues for all memberships (general, associate and Boat Ramp Club) are payable on or before February 1. Non-payment of dues as of February 1 constitutes a lapse in membership.
- Reinstatement of Boat Ramp Club membership requires another initial assessment after February 1.
- All dues are non-refundable and non-transferable.

Article VII Standing Committees

Appointments to standing committees shall be made by the incoming president. The committees shall include, but not be limited to, the following:

- Membership/Boat Ramp
- Social (Refreshment)
- Program
- Government Affairs
- Telephone Committee
- Audit

Article VIII Meetings

Section I:

General membership meetings shall be held at a time and place determined by the Board. A quorum for the conducting of business shall consist of ten (10) percent of the voting membership.

Section II:

Board meetings shall be held at a time and place determined by the President. A quorum for the conducting of business shall consist of seven (7) Board members.

Special meetings of the Board may be called by any two board members or the President on twenty-four (24) hours notice, given personally or by telephone. A quorum of seven (7) Board members is required to conduct a special meeting.

Section III:

The President shall conduct regular meetings of the Board and committee chairpersons.

The President and Vice Presidents shall meet as soon as possible following the annual installment of new officers for the purpose of establishing committee responsibilities.

Section IV

In the event a public emergency or natural disaster makes the holding of an in-person meeting of the association unlawful or impossible, the organization may conduct its meetings by electronic or other remote access means as reasonably necessary for the duration of the emergency or disaster; provided that the organization shall use its best efforts to implement any such virtual meetings with full regard for the need to maintain as much as possible accessibility for all members. Any action that could be taken at an in-person meeting, including bylaws amendments, may also be taken at a virtual meeting. Any action taken at any such virtual meeting shall be subject to ratification at the first regular meeting of the association held after such virtual meeting or meetings. During a virtual meeting, all reasonable technology must be used to authenticate each individual who attends. Determination to hold a given meeting as virtual is by the President or an officer acting on the President's behalf.

**Article IX
Nominations and Elections**

A nominating committee, appointed by the Board, shall nominate a slate of officers and general board members bi-annually. Consideration should be given for upward succession in the offices of President, First Vice President and Second Vice President.

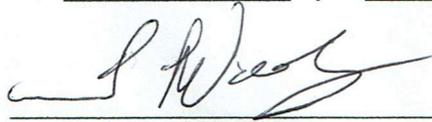
The Board shall present nominations for officers and board members to the membership at the September meeting. At that time, the general membership may submit additional nominations from the floor.

The election of officers and general board members will be conducted at the November meeting. Installation of new officers will be at the conclusion of business and just prior to adjournment at the December meeting.

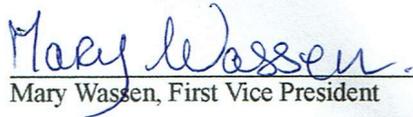
**Article X
Validation**

These are the bylaws of the Woodland Estates Homeowners' Association, Inc. as amended by the Officers and Board and adopted by a two-thirds favorable vote of members present, in accordance with the Articles of Incorporation

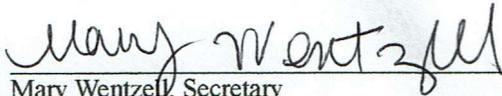
This 21st day of September 2020



Tom Voelz, President



Mary Wassen, First Vice President



Mary Wentzell, Secretary

Association Seal
(Seal on File Copy)

