

**BYLAWS OF  
HAMPTON CHASE HOMEOWNERS ASSOCIATION, INC.,  
A FLORIDA CORPORATION, NOT-FOR-PROFIT**

**ARTICLE I  
NAME**

Section 1.1 The name of the corporation is HAMPTON CHASE HOMEOWNERS ASSOCIATION, INC., a Florida corporation, not-for-profit (hereinafter referred to as the "Association").

**ARTICLE II  
DEFINITIONS**

Section 2.1 For ease of reference, these Bylaws shall be referred to as the "Bylaws". The terms used in these Bylaws shall have the same definition as those set forth in the Declaration of Covenants, Conditions, Restrictions, Easements, and Assessments for HAMPTON CHASE SUBDIVISION, to be recorded in the Public Records of Santa Rosa County, Florida, unless herein provided to the contrary, or unless the context otherwise requires.

**ARTICLE III  
MEETING OF MEMBERS**

Section 3.1 Annual Meetings. The annual meeting of the Members shall be held on a date, time and at a place to be determined by the Board with due and proper notice thereof as provided in Section 3.3 hereof.

Section 3.2 Special Meeting. Special meetings of the Members may be called at any time by the President or by the Board of Directors, or upon written request of a majority of the Members of each class.

Section 3.3 Notice of Meetings. Notices of all board meetings must be posted in a conspicuous place in the community at least forty-eight (48) hours in advance of a meeting, except in an emergency. In the alternative, if notice is not posted in a conspicuous place, written notice of each meeting of 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 seven (7) days before such meeting, to each Member entitled to vote thereat, addressed to the Members' addresses last appearing on the books of the Association, or supplied by such Member to the Association for the purposes of notice. Such notice shall specify the place, day and hour of the meeting, and, in the case of a special meeting, and the purpose of the meeting.

Section 3.4 Quorum. The presence at the meeting of Members of each class entitled to cast votes, or of proxies entitled to cast votes, equal to twenty percent (20%) of each class, shall constitute a quorum for any action except as otherwise provided in the Articles of Incorporation, the Declaration, or these Bylaws. If, however, such quorum shall not be present or represented at

the meeting, the Members of each class entitled to vote shall have power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum as aforesaid shall be present or represented.

Section 3.5 Proxies. At all meetings of Members of each class, each Member of each class may vote in person or by proxy. All proxies shall be in writing and filed with the Secretary. Every proxy shall be revocable and shall automatically cease upon conveyance by the Member of his Lot.

Section 3.6 Vote Required. At every meeting of the Members, the owner or owners of each Lot, either in person or by proxy, shall have the right to cast the number of votes to which he is entitled as set forth in the Declaration. The vote of the majority of the votes cast by those present of each class, in person or by proxy, shall decide any question brought before such meeting, unless the question is one upon which, by express provision of the Declaration, the Articles of Incorporation, or these Bylaws, a different vote is required, in which case such express provisions shall govern and control.

Section 3.7 Order of Business. The order of business at all annual or special meetings of the Members of each class shall be as follows:

- A. Roll Call
- B. Proof of Notice of meeting or waiver of notice
- C. Reading of minutes of previous meeting
- D. Reports of officers
- E. Reports of committees
- F. Election of officers or directors (if election to be held)
- G. Unfinished business
- H. New business
- I. Adjournment

#### **ARTICLE IV BOARD OF DIRECTORS: SELECTION - TERM OF OFFICE**

Section 4.1 Number. The affairs of this Association shall be managed and governed by a Board of Directors composed of not less than three (3) members. The first Board of Directors shall have three (3) members.

Section 4.2 Classes. Each director will be appointed or elected to one (1) of three (3) classes: Class 1, Class 2, or Class 3. Directors will be elected by class to provide for staggered terms. This Section 4.2 shall not apply to Article IV, Section 4.7

Section 4.3 Term of Office. Each member of the Board shall serve for a term of two (2) years until the next annual meeting, or until such time as his successor is chosen. The eligibility of a member to be elected for more than one (1) term shall not be abridged, excluding the initial terms as explained as follows: the initial term for Class 1 director will be for one (1) year, the

initial term for the Class 2 director will be for two (2) years, and the initial term for the Class 3 director will be for three (3) years.

Section 4.4 Removal. Any director may be removed from the Board, with or without cause, by a majority of each class of the Members of the Association entitled to vote. In the event of death, resignation or removal of a director, his/her successor shall be selected by the remaining members of the Board of Directors, and he/she shall serve for the unexpired term of his/her predecessor. This Section 4.4 shall not apply to Board of Directors appointed by Declarant. Only Declarant shall have the right to remove a Board of Director appointed by Declarant.

Section 4.5 Compensation. No director shall receive compensation for any service she/he may render to the Association. However, any director may be reimbursed for his/her actual expenses incurred in performance of his duties.

Section 4.6 Action Taken Without a Meeting. The directors shall have the right to take any action in the absence of a meeting which 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.

Section 4.7 The First Board of Directors. The first Board of Directors shall consist of three (3) persons who shall be appointed by the Declarant and who, subject to the provisions set forth hereinabove with regard to resignation and death, shall be the sole voting members of the Board of Directors of the Association and shall hold office until the termination of Class B Membership as set forth in the Declaration.

## **ARTICLE V ELECTION OF DIRECTORS**

Section 5.1 Elections to the Board of Directors shall be by secret written ballot. At such election the members or their proxies may cast, in respect to each such vacancy, as many votes as they are entitled to exercise under the provisions of the Declaration. The persons receiving a majority of the votes cast for that office shall be elected. Cumulative voting is not permitted.

## **ARTICLE VI MEETING OF DIRECTORS**

Section 6.1 Regular Meetings. Regular meetings of the Board of Directors shall be held annually, at such place and hour as may be fixed from time to time by resolution of the Board. Should said meeting fall upon a legal holiday, then that meeting shall be held at the same time on the next day which is not a legal holiday.

Section 6.2 Special Meetings. Special meetings of the Board of Directors shall be held when called by the President of the Association, or by any two directors, after not less than three (3) days' notice to each director.

Section 6.3 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 a duly held meeting at which a quorum is present shall be regarded as the act of the Board.

**ARTICLE VII  
POWERS AND DUTIES OF THE BOARD OF DIRECTORS**

Section 7.1 Powers. The Board of Directors shall have the power to:

A. Adopt and publish rules and regulations governing the use of the Common Areas and Areas of Common Responsibility as well as the personal conduct of the Members and their guests thereon, and to establish penalties for the infraction thereof;

B. Suspend the voting rights and right to use of the Common Area or Areas of Common Responsibility by a member during any period in which such member shall be in default in the payment of any Assessment levied by the Association. Such right to use of the Common Areas or Areas of Common Responsibility may also be suspended, after notice and hearing, for a period not to exceed sixty (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 other provisions of these Bylaws, the Articles of Incorporation, or the Declaration;

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

E. Employ a manager, management company, an independent contractor and/or such other employees as the Board deems necessary and to prescribe the duties to be undertaken and the compensation therefor, and authorize the purchase of necessary supplies and equipment and to enter into contracts with regard to the foregoing items or services;

F. Accept such other functions or duties with respect to the Property hereunder, including Architectural Control, in addition to maintenance responsibilities, as are determined from time to time to be proper by the majority of the Board of Directors;

G. Delegate to and contract with a financial institution for collection of the Assessments of the Association;

H. To procure and maintain adequate liability insurance on property owned by the Association, and such other insurance which in the opinion of a majority of the directors may be necessary or desirable for the Association, the policies and limits to be reviewed at least annually and increased and decreased at the discretion of the majority of the members of the Board of Directors;

I. To cause the Common Areas, Areas of Common Responsibility, and those portions of lots and dwellings to be maintained in accordance with the Declaration;

J. To prepare and file the appropriate governmental tax returns and in compliance with Revenue Ruling 70-604, the corporation elects to apply excess assessments to help reduce future years Assessments. Therefore, no tax is due on the excess payment.

Section 7.2 Duties. It shall be the duty of the Board of Directors:

A. To 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 the Members of each class, or at any special meeting when such statement is requirement in writing by fifty-one percent (51%) of each class;

B. To supervise all officers, agents and employees of the Association and to see that their duties are property performed;

C. To fix the amount of the annual Assessment against each Lot and to send written notice of each Assessment to every Owner subject thereto and in relation thereto, to establish the Annual Budget as provided in the Declaration described hereinabove;

D. To foreclose the lien against any Property for which Assessments are not paid or to bring an action at law against the Owner personally obligated to pay the same, at the election of the Board of Directors;

E. To issue or cause to be issued by an appropriate officer, upon demand by any person, a certificate setting forth whether or not any Assessment has been paid. A reasonable charge may be made by the Board for the issuance of these certificates. If a certificate states an Assessment has been paid, such certificate shall be conclusive evidence of such payment;

F. To fix and determine the amount of special Assessments for capital improvements as set forth in the Declaration, to send written notice of each special Assessment to every Owner subject thereto at least thirty (30) days in advance of the due date thereof, and to collect or cause to be collected such sum or sums as are deemed to be due by virtue of said special Assessment.

## **ARTICLE VIII OFFICERS AND THEIR DUTIES**

Section 8.1 Enumeration of Officers. The officers of this Association shall be a President, Secretary, and Treasurer who shall at all times be members of the Board of Directors.

Section 8.2 Election of Officers. The election of officers shall take place at the meeting of the Board of Directors which shall immediately follow the adjournment of each annual meeting of Members.

Section 8.3 Term. The Officers of this Association shall be elected annually by the Board and each shall hold office for one (1) year unless said member shall sooner resign, or shall be removed or otherwise disqualified to serve.

Section 8.4 Special Appointments. 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 in its discretion.

Section 8.5 Standing Committees. The Board shall appoint such standing committees as are required under the Declaration, the Articles, or these Bylaws, as well as such other committees as are necessary or desirable from time to time, which committees shall exist for such periods of time, have such authority, and perform such duties as the Board may, from time to time, determine in its discretion.

Section 8.6 Resignation and Removal. Any Officer may be removed from office with or without cause by the Board. 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.

Section 8.7 Vacancies. A vacancy in any office may be filled by appointment by a majority vote of the Board. The officer appointed to such vacancy shall serve for the remainder of the term of the officer he replaces.

Section 8.8 Duties. The duties of the Officers are as follows:

A. President: The President shall preside at all meetings of the Board of Directors; see that orders and resolutions 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. Secretary: The Secretary may act in the place and stead of the President in the event of his/her absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required of him/her by the Board of Directors. The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board of Directors and of the Members; keep the corporate seal of the Association and affix it on all papers requiring said seal; serve notice of meetings of the Board of Directors and of the Members; keep appropriate current records showing the Members of the Association together with their addresses; and shall perform such other duties as may be required by the Board of Directors.

C. 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 of Directors; shall sign all checks and promissory notes of the Association along with the President; keep proper books of account; cause a financial report of the Association books to be made by a public accountant at the completion of each fiscal year; 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 IX COMMITTEES**

Section 9.1 The Board of Directors may, at its discretion, create such committees as it sees fit from time to time.

#### **ARTICLE X BOOKS AND RECORDS**

Section 10.1 The books, records and papers of the Association shall at all times, during reasonable business hours, be subject to inspection by any Member. The Declaration, the Articles of Incorporation, and these Bylaws of the Association shall be available for inspection by any Member at the principal office of the Association, or such other address as the Board of Directors may from time to time designate, and copies may be purchased at a reasonable cost at such address.

#### **ARTICLE XI ASSESSMENTS**

Section 11.1 As more fully provided in the Declaration, except as therein provided, each member of each class is obligated to pay to the Association annual and special Assessments and reserves which are secured by a continuing lien upon the property against which the Assessment is made and are a personal obligation of the Member of each class.

#### **ARTICLE XII CORPORATE SEAL**

Section 12.1 The Association may have a seal in circular form, having within its circumference the words: HAMPTON CHASE HOMEOWNERS ASSOCIATION, INC., a Florida corporation, not-for-profit.

#### **ARTICLE XIII AMENDMENTS**

Section 13.1 Requirements to Amend. These Bylaws may be amended at a regular or special meeting of the Members by a vote of fifty-one percent (51%) of each class of the Members present in person or by proxy except as otherwise provided in the Declaration.

Section 13.2 Control of Conflict. In the case of any conflict between the Articles of Incorporation and these Bylaws, the Articles shall control, and in the case of any conflict between the Declaration, the Articles of Incorporation, and/or these Bylaws, the Declaration shall control.

**ARTICLE XIV  
MISCELLANEOUS**

Section 14.1 Fiscal Year. The fiscal year of the Association shall begin on the first day of January and end on the 31<sup>st</sup> day of December of each year, except that the first fiscal year shall begin on the date of incorporation of the Association.

Section 14.2 Indemnification. The Association shall indemnify any officer or director or any former officer or director to the full extent permitted by law.

Section 14.3 Insurance. The Board of Directors may, but is not required to, elect to carry a policy of Officers and directors' liability insurance, insuring the Officers and directors against any claims made against them whatsoever, except claims of willful negligence and misfeasance of office.

Section 14.4 Financial Reports.

(a) If the Declaration, Articles, or these Bylaws do not obligate Declarant to create reserves and the Association is responsible for the repair and maintenance of capital improvements, which may result in special Assessments if reserves are not provided or not fully funded, each financial report for the preceding fiscal year shall contain the following statement in conspicuous type:

THE BUDGET OF THE ASSOCIATION PROVIDES FOR LIMITED VOLUNTARY DEFERRED EXPENDITURE ACCOUNTS, INCLUDING CAPITAL EXPENDITURES AND DEFERRED MAINTENANCE THAT MAY RESULT IN SPECIAL ASSESSMENTS REGARDING THOSE ITEMS. OWNERS MAY ELECT TO PROVIDE FOR FULLY FUNDED RESERVE ACCOUNTS UNDER SECTION 720.303(6), FLORIDA STATUTES, THESE FUNDS ARE NOT SUBJECT TO THE RESTRICTIONS ON USE OF SUCH FUNDS SET FORTH IN THAT STATUTE, NOR ARE RESERVES CALCULATED IN ACCORDANCE WITH THAT STATUTE.

(b) If the Association's budget provides for funding accounts for deferred expenditures, including, but not limited to, funds for capital expenditures and deferred maintenance, but such accounts are not created or established by the Association's affirmative approval of the majority of the total voting interests of the Association, each financial report for the preceding fiscal year shall contain the following statement in conspicuous type:

THE BUDGET OF THE ASSOCIATION PROVIDES FOR LIMITED VOLUNTARY DEFERRED EXPENDITURE ACCOUNTS, INCLUDING CAPITAL EXPENDITURES AND DEFERRED MAINTENANCE, SUBJECT TO LIMITS ON FUNDING CONTAINED IN OUR GOVERNING DOCUMENTS BECAUSE THE OWNERS HAVE NOT ELECTED TO PROVIDE FOR RESERVE ACCOUNTS UNDER SECTION 720.303(6),



FLORIDA STATUTES; THESE FUNDS ARE NOT SUBJECT TO THE RESTRICTIONS ON USE OF SUCH FUNDS SET FORTH IN THAT STATUTE, NOR ARE RESERVES CALCULATED IN ACCORDANCE WITH THAT STATUTE.

**IN WITNESS WHEREOF**, we, the directors of HAMPTON CHASE HOMEOWNERS ASSOCIATION, INC., a Florida corporation, not-for-profit, have hereunto set our hands this 8<sup>th</sup> day of November, 2021 for and on behalf of the Association.



Chad Willard, President

### CERTIFICATION

I, the undersigned, do hereby certify that I am duly elected and acting Secretary of HAMPTON CHASE HOMEOWNERS ASSOCIATION, INC., a Florida corporation, not-for-profit, and that the foregoing Bylaws constitute the original Bylaws of the said Association, as duly adopted at the meeting of the Board of Directors thereof, held on this 8<sup>th</sup> day of November, 2021.

**IN WITNESS WHEREOF**, I have hereunto subscribed my name and affixed the seal of the said Association this 8<sup>th</sup> day of November, 2021.



Dan Dubose, Secretary