

Crystal Oaks Civic Association, Inc.
(A Florida non-stock, non-profit membership corporation)
Bylaws

ARTICLE I NAME

Section 1. The name of the Corporation shall be Crystal Oaks Civic Association, Inc.

Section 2. As used herein, the term corporation shall be the equivalent to Association or COCA.

Section 3. The principal office of the corporation shall be at 4958 Crystal Oaks Drive, Lecanto, Florida 34461.

Section 4. Mailing address PO Box 287, Lecanto, Florida, 34460.

ARTICLE II OBJECTIVE

Section 1. The specific and primary purpose for which this corporation is formed is for the purpose of operating and maintaining a Civic Association.

ARTICLE III MEMBERS

Section 1. Membership

Any resident of a single family dwelling in Crystal Oaks and Crystal Glen subdivisions shall be eligible for membership in the Association upon payment of current dues. All other members will be classified as associate members with the same rights and privileges as those residents in the Crystal Oaks and Crystal Glen subdivisions.

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Section 2. Voting Rights

Each membership household is entitled to (1) vote or ballot in the management of the affairs of the Association.

Section 3. Removal from Membership

- A. Membership shall transfer with the sale of a members' dwelling in Crystal Oaks or Crystal Glen subdivisions. Sellers' annual dues shall not be refunded to them by the Association.
- B. Membership may also be terminated for noncompliance with the rules and regulations of the Association. Such termination will be accomplished during a membership meeting, requiring a majority vote of the Board of Directors and two thirds (2/3) vote of the members present.
- C. Annual dues will not be refunded to anyone if removed from membership.

Section 4. Any member in good standing shall have the right to permit a tenant to use the facilities of the Association by written notice to the Association, provided that such tenant shall comply with the rules and regulations as are from time to time established.

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ARTICLE IV FISCAL

Section 1. Annual Dues

The Association shall establish annual dues for all members, the amount of which shall be found in the standing rules.

- A.** Members shall be invoiced for their annual dues and/or recreational vehicle (RV) storage space on December 1st.
- B.** Members shall pay their annual dues and recreational vehicle (RV) storage space rents to the treasurer by January 1st of the budget year.
 - 1. Dues and RV space rent shall be considered delinquent if received after January 31st.
 - 2. Members whose dues are not paid by January 31st shall forfeit membership and access code will be deactivated
 - 3. Members/Individuals renting RV space(s) and are not paid up by January 31st may have legal action taken against the owner(s) of the stored property(s) and may include removal of said property at owners expense.
- C.** All new Crystal Oaks and Crystal Glen residents shall pay their annual prorated dues upon submission of their application.
- D.** New homeowners who have purchased their homes from members of the Association in good standing, shall not be liable for the annual dues for the calendar year. The existing membership shall transfer to the new property owner for the balance of the calendar year unless previous owner elects to remain a member. The new property owner shall be contacted by the Welcoming Committee representative and be requested to fill out a membership application. Information gathered from this application will be used to update COCA membership and clubhouse entry access code records.

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Section 2. Finances

- A.** The fiscal year shall be January 1st through December 31st.
- B.** The annual budget, for the next fiscal year, shall be presented at the annual meeting (October) for membership approval.
 - 1.** A copy of the budget shall be posted in the clubhouse fourteen (14) days prior to the annual meeting for inspection by the membership. It will also be emailed to those who have provided email addresses. Paper copies will be provided to those who request it.
 - 2.** A new line item expenditure of over \$500.00, not previously budgeted for, shall require the approval of the membership, unless emergency conditions require immediate action by the board.
- C.** All checks or demands for money and notes of the Association shall be signed by any two (2) of the following officers:
 - 1.** President
 - 2.** Vice President
 - 3.** Secretary
 - 4.** Treasurer
- D. Audits:**
 - 1.** The board of directors shall provide an audit of the Association books at the close of the fiscal year. The report of the audit committee is to be presented at the April membership meeting.

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2. An audit shall be performed immediately upon any change in the office of treasurer, and the report given at the next regular meeting.

ARTICLE V BOARD OF DIRECTORS

Section 1. The board of directors shall consist of not less than five (5) or more than seven (7) elected members.

A. Four (4) shall be considered executive officers consisting of: president, vice president, secretary and treasurer; and three (3) shall be considered directors consisting of: membership, building and grounds and social activities.

B. At least five (5) members must be Crystal Oaks homeowners.

Section 2. Term: At the annual meeting during even numbered years, the officers, consisting of: president, treasurer and building and grounds board member shall be elected for a term of two (2) years or until their successors are selected. The vice-president, secretary and directors of membership and social activities shall be elected for a term of two (2) years during odd numbered years or until their successors are selected.

A. The president and vice-president shall not serve more than two (2) consecutive terms in the same position.

Section 3. Eligibility

A. No individual shall be eligible for election to the Board of Directors until that individual has been a member of the Association in good standing for at least six (6) months immediately prior to his/her election.

B. All directors shall be members

C. The board shall not include any more than one person from any one membership household to serve in an officer position.

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Section 4. Meetings of the Board of Directors

- A. Open to all members.
- B. Shall be held one week prior to the regular meeting unless otherwise agreed by the board.
- C. Notices of meetings shall be posted in a conspicuous place at the club house and emailed to members, forty-eight (48) hours ahead of the meeting time, except in an emergency.
- D. Special meetings may be called by the president or secretary upon at least forty-eight (48) hours notice to each director, or upon written request of two (2) directors, provided notice is given in accordance with 4C.

Section 5. Vacancy and Replacement

- A. If the office of any director becomes vacant for any valid reason, a successor shall be selected by the board to serve out the remainder of the term.
- B. Any director who resigns from the board of directors shall not be eligible to be elected to the board of directors until the next year's election.
- C. In the case of a vacancy of an Executive Officer, for any valid reason, a successor shall be elected by the membership at the next regular meeting of the Association.

Section 6. Removal

- A. Directors may be removed with or without cause by an affirmative vote or agreement in writing of 51% of the active membership.
- B. Any director removed from the board of directors may not serve on the board of directors again.

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- C. No director shall continue to serve on the board of directors if, during the director's term of office, the director's membership in the corporation is terminated for any reason what so ever.

Section 7. Duties

The property and business of the Corporation shall be managed by the board of directors who may exercise all corporate powers not specifically prohibited by State Stature, the Articles of Incorporation, or these Bylaws. The duties of the board of directors shall specifically include, but not be limited to, the following items:

- A. To propose Association membership dues and fees for consideration by the membership, establish Association rental fees for the use of the facilities.
- B. To administer the budget approved by the Association.
- C. To use and expend the funds of the Association to maintain, care for and preserve the property.
- D. To insure and keep insured said property against loss from fire and/or other casualty, and against public liability and to purchase such other insurance as the board of directors may deem advisable.
- E. To establish rules and regulations for the use and enjoyment and operation of the facilities.
- F. To attend all meetings of the board of directors. Three (3) unexcused absences may be considered grounds for dismissal from the board of directors.
- G. The board of directors shall declare a vacancy in any position for failure to perform assigned duties.

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Section 8. Compensation

- A. Directors or officers, as such, shall receive no salary or compensation for their services on the board.
- B. Directors and/or members may be reimbursed for expenses incurred in the performance of Civic Association duties previously approved by the board of Directors.

ARTICLE VI MEETINGS

Section 1. Board

Board of Directors meeting shall be held monthly. A notice of the board meeting will be posted in the COCA News Events Calendar, posted in a conspicuous place in the clubhouse and an email will be sent out to membership, 48 hours prior to the meeting.

Section 2. Regular

Regular membership meetings will be held on the 4th Thursday of every month except in July, August and December or unless otherwise ordered by the members. The November meeting will be held on the 4th Tuesday due to Thanksgiving.

Section 3. Annual

- A. The annual meeting shall be held in October.
- B. The board of directors shall be elected at this time. They shall start their term as of January 1st.
- C. The annual budget for the next calendar year shall be voted on by the membership. If the budget is NOT approved, the prior year budget rates shall remain in effect until a new budget is approved.

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Section 4. Special

Special meetings may be called by the president, or upon written notice to the secretary by at least 10 members. The purpose of the meeting is to be stated in the notice that shall be posted in a conspicuous place in the clubhouse and emailed to members, at least 48 hours in advance of the special meeting, except in an emergency.

Section 5. Quorum

The quorum shall be 15% of the membership.

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ARTICLE VII OFFICERS AND DIRECTORS

Section 1. The elected executive officers of this Association shall be President, Vice President, Secretary, Treasurer and three (3) Directors.

Section 2. Nomination and Elections

- A.** At the June regular meeting, a nominating committee of three (3) members shall be elected by voice vote from nominations made from the floor.
- B.** At the September regular meeting, the nominating committee shall present a slate of candidates for election and nominations from the floor shall be in order.
- C.** Elections in October shall be by ballot and a majority of members present and voting shall elect. If there is only one (1) nominee, election may be by voice vote.
- D.** The newly elected officers shall assume duties January 1st.

Section 3. Duties of Elected Officers and Directors

A. The President shall:

- 1. Preside at all meetings.
- 2. Appoint all standing committee chairmen, except the nominating committee, with the approval of the board of directors.
- 3. Shall be ex-officio member of all committees except the nominating committee.
- 4. Has legal responsibility to sign all contracts.

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B The Vice President shall:

1. Perform the duties of the President in case of absence or inability to act.
2. Perform such duties as the President may assign.

C The Secretary shall:

1. Maintain and read the minutes of all meetings.
2. Be custodian of all records of the Association and the Corporate Seal.
3. See that all notices are given in accordance with the provisions of these bylaws and required by law

D The Treasurer shall:

1. Keep a register of the post office addresses of each member.
2. Receive and be custodian of all funds of the Association.
3. Notify all members in November that dues are due and payable by January 1st and delinquent by January 31st.
4. Collect all Membership dues and Recreational Vehicle Compound storage rents.
5. Pay all bills authorized by the Board of Directors and/or the membership.
6. Submit a financial report at each regular meeting that will include but not limited to, the cash balance position at the end of the latest accounting period. Budgeted line item revenue sources and expenses will be compared to the yearly budget and remaining funds available to each budgeted line item will be shown for the remainder of the year.

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E The Director of Membership shall:

- 1 Be chairman of the membership committee.
- 2 Direct the effort to attract the new members and retain current members
- 3 Be responsible for all clubhouse entry key codes and their activation/deactivation (task may be delegated).
- 4 Keep the official roll of membership and active key code numbers (task may be delegated).
- 5 Ensure that membership transfers between old and new property owners is accomplished in a timely manner after property sale/closure.
- 6 Maintain, update and distribute membership forms as needed.

F The Director of Building and Grounds shall:

1. Be chairman of the building and grounds committee.
2. Direct the effort to maintain the clubhouse and all grounds owned by the Association.
3. Be responsible for keys to the RV compound, list of tenants, and compound status, (this may be delegated).

G The Director of Social Activities shall:

1. Be chairman of the social committee.
2. Direct the effort to provide fundraising activities for the Association.
3. Provide activity and income report as required.

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Section 4. Vacancy

A vacancy in the office of president shall be filled by the vice president. The vacancy of the vice president or any other executive officer that has been vacated shall be filled by ballot vote at the next regular meeting. If there is only one (1) nominee, the election may be by voice vote. A vacancy of any director shall be filled by the Board.

Section 5. Resignation

Any member of the board of directors may resign at any time, such resignation to be made in writing and to take effect from the time of its receipt by the Association, unless some time be fixed in the resignation, and then from that date. The acceptance of a resignation shall not be required to make it effective.

ARTICLE VIII COMMITTEES

Section 1. Standing Committees:

The president shall appoint, with the approval of the board, all standing committees.

- A. The Standing Committees of this organization shall be: Audit, Block Captain, Budget, Building & Grounds, Building Rental, Bylaws, Civic Concerns, Membership, Newsletter, Social and Sunshine.
- B. A report by the committee chairmen shall be submitted at the board of directors meetings, unless otherwise requested by the president.

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Section 2. Duties of Standing Committees:

A. Audit (prior year) – the audit committee shall:

1. Be chosen at the January meeting.
2. Complete a review of the books of the treasurer at the close of the calendar year;
3. Submit a written report at the regular meeting in April.
4. If any change in the office of treasurer occurs, the financial records shall be audited and a written report given at the next regular meeting.

B. Block Captain – The committee shall consist of:

1. The block captain team leader shall ensure that the block captains know their delivery points/schedules and have distribution material made available to them in a timely fashion.
2. Block Captains are responsible for the distribution of all newsletters and other Association materials to the membership who request paper copies as opposed to emails.

C. Budget- the budget committee shall be:

1. Composed of the treasurer and two (2) other members appointed by the president.
2. Present a budget for the calendar year to be submitted to the membership for action.

D. Building & Grounds- The committee shall be composed of the Director of Building & Grounds and as many members as deemed necessary to:

1. Maintain the building and grounds.
2. Be responsible for the keys to the RV compound (task may be delegated).

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E Building Rental- the committee shall:

1. Coordinate the use of the building for rent, with the approval of the board of directors.
2. Initiate the required rental paperwork and retain rental records.
3. Collect deposits, rents and furnish refunds as required by the treasurer.

F Bylaws- The bylaws committee shall:

1. Consider amendments to the COCA bylaws.
2. Place them in proper form.
3. Present them to the membership for action.

G Civic Concerns- The civic concerns committee shall:

1. Represent the Association in dealing with county and state issues affecting COCA.
2. Appoint delegates to the Citrus County Council with the approval of the board of directors and/or the membership.

H Membership- The committee shall be composed of the Director of Membership and as many members as deemed necessary to:

1. Vigorously promote membership in the Association.
2. Furnish membership forms to prospective new members.
3. Ensure that membership forms are provided and completed in a timely manner transferring the unexpired membership period to the new owner of a former member's property.
4. Maintain a contact file of all members.
5. Director of Membership shall be responsible for all clubhouse entry codes, members log and activation/deactivation.

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I Newsletter- the committee shall be:

1. Responsible for the publication of the COCA Newsletter.
2. Soliciting advertisers.

J. Social – the committee shall be composed of the Director of Social Activities and as many members as deemed as necessary to:

1. Provide social activities for the COCA membership
2. Provide fund raising activities for the Association.

K. Sunshine – the committee shall be:

1. Responsible for sending cards to members for illness and condolence.

Section 3. Special committees may be appointed or eliminated by the President, with approval of the board of directors, as deemed necessary.

ARTICLE IX RULES AND REGULATIONS

Section 1. In addition to the other provisions of these bylaws, the

Standing rules, and rules & regulations adopted by the Association and such additional rules and regulations as may be hereinafter adopted by the Association, shall govern the use of the Association property and the conduct of all members and guests.

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Section 2. Injunction- in the event of violation of the provisions of the Articles of Incorporation or restrictions of these bylaws or rules and regulations adopted by the Association, as the same are now or may hereafter be constituted, the Association, on its own behalf, may bring appropriate action to enjoin such violation or to enforce the provisions of the documents just herein above enumerated, or sue for damages or take all such courses of action at the same time, or take such other legal remedy it may deem appropriate.

ARTICLE X DISSOLUTION

Upon dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations under Section 501 (C) (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by a Court of competent jurisdiction in the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations as such Court shall determine, which are organized and operated exclusively for such purpose.

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ARTICLE XI AMENDMENTS OF BYLAWS

These bylaws may be amended at any regular meeting of the Association by two-thirds (2/3) vote of the members present and voting, provided that the amendment has been submitted in writing at the previous regular meeting.

Adopted: May 10, 2009; amended Feb 26, 2016.