BY-LAWS OF
DONALD ROSS LANDOWNE'RS ASSOCIATION, INC.
(A CORPORATION NOT FOR PROFIT UNDER the laws of the State of flooriba).

## ARTICLE I

## IDENTITY

These are frie By-Laws of the Donale Ross Landowners Assoctatron, Inc., hereinafter called jhe Associationt in these By-Laws, a corporation not for profit organtzed anj extsting under the lahs of tere State of florida, tye Artycles of Incorporation.which were filedin the office of the Secretary of Stape on Novehber èt, 1980. The Association has beyn organized For the purpose of frotiding an entity to repaesent landohners of property located in the portion of Palm Beach Codntry Estates lythe west of the State Tivrpitie, souty and east of C-18 Canal and north of Donald Ross Road, wretch mehbeis shill all'be property owiers within ine AFOREMENTIONED BOUNDRIES..
A. The malling address of phe Ascoctation shall be Post Oroftce Bot 2441, West Palm Beach, Florida 3340 ?
B. The fiscal year of the Assoctatzon shall be from July 1 throvel June 30 th of the following year.

## ARTICLE II <br> - MEMBERS SEETING

A. The annijal hembers heeting shall. be held at such location as shall be destanated in the notice of meeting at 8:00 P.M., eastern daylight trme, on the thind Tuesdiy in May of elich year, for the purpose of electing officers and transacting any other gusịness authorized to be transacted by the hembers.
B. Special members heetings shall be held wheneter called by the President or Vice-President or by a majority of the board of directors, AND must be called by such officer upon recetpt of a written request from mehbers entitled to cast $1 / 3$ of the votes of the entire membership.
C. Notyce of all hembers meetings, stating the time and place and the purpose for hatch the meeting is called, shall be given by the President, Vice-Preisident or Secrettary unless waited in watting.
D. Quorum at hembers meting shall constst of members accotinted for in person or by proxy in response to the notice of all metbers meetings. ANy acts approved by a mavority of votes present at a meeting at which a qUORUM IS PRESENT SHALL CONSTITUTE THE ACTS OF THE MEMBERSHIP EXCEPT WHEN APPROTAL by a greater number of members is required by the Articles of Incorporation of these By-Laws.
E. Toting:

1. In any heeting of members the owner of each lot shall be entitled to cast one pote as the owner of land unless the decision to be Thde is elsewhere yo be determined to. be in another ranner.
2. If a lot is owneg by one person, his right to pote shall be established by the record title to his lot. If a lot is owned by more than one person or fis under lease, the person entitled ro cast the fote for the lot shall be destgnated by a certificate signed by all the record onners of the lot and fieed with the Secretary of the Assoctation. If the lot is owned ay a Corporation, the person entitled to cast the fote for the lot. shall be designated by certificate stgned by the President or Vice-president and attested by the Secretary of the Assoctation. Such certificates shall be palid ontil revoked of until superceded by a subsequent certificate or until a change in the ownershyp of a lot concerned.

A CERTIFICATE DESIGNATING THE PERSON ENTITLED TO CAST A FOTE OR A LOT MAY BE RETOKED BY ANY OWNER OF A LOT. IF SUCH A GERTYFICATE IS NOT ON FTLE, THE TOTE OF SUCF OWNER SHALL NOT BE CONSIEERED IN DETERMINING THE REQUIREMENT.FOR QUORUM NOR FOR ANY OTHER PURPOSE.
3. MEMBERS OWNING MORE THAN ONE LOT MAY BE ENTITLED TO CAST ONE TOTE FOR EACH LGT OWNED.

ㅍ. Proxies:
TOTES MAY BE CAST IN PERSON OR BY PROXY. A PROXY HAY BE MADE BY'ANY PERSON ENTITLED TO DOTE AND SHALL BE VALID ONLY FOR THE PARTIGULAR MEETING DESIGNATED IN THE PROXY AND MUST bE FILED WITH THE SECRETARY BEFORE THE APPOTNTED TIME OF THE MEETING OR ANY ADJOURNMENT OF THE MEETING.
G. THE ORDER OF BUSINESTS AT THE ANNUAL HEMBERS MEETING, AS FAR

AS PRACTICAL AT OTHER MEETINGS SHALL BE:

1. ELECTION OF CHAIRMAN OF TEE MEETING.
2. CALLING OF THE ROLL AND CERTIFYING OF PROXIES.
3. PROOF OF NOTICE OF MEETING OR WAITER OF NOTICE.
4. READING AND DISPOSAL OF ANY UNAPPRONED MINUTES.
5. REPORTS OF OFFICERS.
6. REPORTS OF COMMITTEES.
7. ELECTION OF INSPECTORS OF ELECTIONS.
8. ELECTION OF OFFICERS.
9. UNFINTSHED BUSINESS.
10. NEW BUSINESS.
11. ADITOURED.

> BOARD OF DIRECTORS - OFFICERS

All of the powers and duties of the Assoctation existing undig the Articles of Incorporation and these By-Iaws shall be exercised exclusitely by the Board of Directors - Officers, its agents, contractors OR EMPLOYEES, SUBJECT ONLY TO THE APPROVAL $3 Y$ LANDOWNERS WHEN SUCH IS spectfically required.

## ARTICLE IF

OFFICER
A. The executite officers of the Assoctation shall be a Pri:sident, a Pice-President, Treasurer and Secretary, all of whom shall be elected hnfollly by the members and who may be preempted by tote of the hembiras at any meeting. Any person hay hold tho or more offices except teat the President shaly not be also the Secretary. The board of Directors Officers from time to time shall elect such other officers and designate their poners and duties as the Board shall fitid to be required to manage the affaitis of the Assoctation.
B. The Fresident shall be the chief exectitive officer of the Associatione He shall hate all of the powers and duties usually vested in the office of the President of an Association, including but not lithited to the power to appoint comytttees from among the hembers from time to time as he in his discretion may determine appropriate, to assist in the conduct of the affairs of the Association.
C. The Ifce-President in the absence or disability of the President shall exercise the powers and perform the dutite of the President. He shall also assist the Prestdent generally and exercise such other powers AND PERFORM SUCH OTHER dUTIES AS SHALL bE PRFSCRIBED by the officers.
D. The Secretary shall keep the mivotes of all proceedings of the offtcers and members. He shall attend to the giting and serfing of ALL NOTICES TO THE METBERS AND OFFICERS AND OTHER NOTICES REQUIRED bY LAW. HE shall keep the records of the association, except those of the Treasurer, and shall perform all other duties incident to the office of Secrepary of an association and as riay be required by the officers or the President.
E. the Treasurer shall hate custoby of all property of the Assoctation, including funds, securities and efidehce of indebtedness. He shall seep the books of the Assoctation in accordaice with good accounting pracrices; and he:shall perfort all other dutied incident to the office of greasurer.
F. All officiers shall serve withous compensation and any officer may be remoted from office by a hayority fote of the members.

## ARTICLE

FISCAL MANAGEMENT
Profistons for fiscal management of the Assoctation set forth in the Articles of Incorporation shall be supplemented by the following PROVISIONS:
A. Accounts: The receipts and expenditures of the Associatton shall be created and charged to accounts under the following classifications

AS SHALL EE APPROPRIATE, ALL OF WHICH EXPENDITURES SHALL BE COMMON EXPENSES:

1. CURRENY EXPENSE: WHICH SHALL INCLUDE ALL receipts and EXPENBITURES WYTHIN THE XEAR FOR WHICH THE BUDGET IS HADE INCLODING A REASONABLE $\triangle L L O W A N C E$ FOR CONTINGENCIES AND WORKING FUNES, EXCEPT EXPENDITURES CKARGEABLE TO RESERTES, TO ADDITIONAL IMPROVEMENMA OR TO OPERATIONS. THE BALANCE OF THIS FUND AT THE END OF EACH YEAR SHALL BE APPLIED TO REDUCE THE ASSESSMENTS FOR CURRENT EXPENSES FOR THS SUCCEEDING YEAR.
2. RESERPE FOR DEFERRED MAINTENAMCE: WHICF SHALL INCLODE FUNDS FOR MAINTENANCE ITEH'S THAT OCCUR LESS FREQUEETYYY THAN ANNUALLY.
3. RESERVED FOR REPLACEMENT: HKICF SHALL INCLUDE FUNDS FOR REPAIR AND REDEACEMENT REQUIRED BECAOSE OF DAHAGE DEPRECTATION OR OBSOLESCENCE.
4. BETTERMENTS: WHICH SHALL INCLUDE TKE FUNDS TO BE USED FOR CAPITAL EXPENDITURES FOR ADDITIONAL IMPROVEMENTS.
B. Budget:

THE BOARD OF DIRECTOFS - OFFICEAS SHALL ADOPT A. BUDGET FOR EACH FISCAL YEAR THAT SHALL TNCLUDE THE ESTIMIATED FUNDS REQUTRED TO DコFRAY THE ASSESSMENTS AND TO PROFIDE AND MAINTAIN FUNDS FOR THE FOREGOING ACCOUNTS AHD RESERTES ACCORDING TO GOOD ACCOUNTING PROCEDURES AS FOLLOWS:

1. GURRENT EXPENSE.
2. RESERTE FOR DEFERRED MAINTENANCE.
3. RESERTE FOR REPLACEMENT.
4. BETTERMENTS, WHICH SHALL INCLUDE THE FUNDS TO BE USED FOR THE CAPITAL ETPENDITURES FOR ADDITIONAL IMPROFEMENTS TO ANY COMMON PROPERTY, PROFIDED, HOWETER, THAT IN THE EXPENDITURES OF THOSE FUNDS NO SUM IN EXCESS OF SI, OUO.OO SHALL BE EXPENDED FOR A SINGLE ITEM OR FOR A SINGLE PURPOSE WITHOUT APPROFAL OF THE MEMBERS OF THE ASSOCIATION.
5. Operation, the amount whtch may provide a working fund or to heet loss.
6. Profided, however, that the amount of each budgeted ttey HAY BE INCREASED OTER THE FOREGOING LIMTTATYCNS WHEN APPROVED BY THE BANDOWNERS ENTITLED to CAST NOT LESS than 50\% of the votes of the entire membership of the Association.
7. The budget and the annoal assessments shall be transifitted to the meybers on or before June 25 proceding the year for which the gudget is made. If the budget is amended subsequently, the amended budget simall be transmitted to the hembers.
C. The depository of the Association shall be such bank or banks andor such safings ind loan assoctations as shall be designated from time to fihe by the Officers and in which the honies of the Association shill be deposited. Witedrawal of the monies from such accounts shall be ojfly by ChECK SIGNED by such persons as are authorizediby the officers. The ivithdrawal of money from suct accounts shall be only by check signed by two persons as authorized by the Board of Directirs - Officers.
D. AUDIT:

At the annoal meeting of the Assoctation, the members present shale determine by a hajortty vote whether an audit of the accounts of the ASSOciation for the wear shall be made by a certified public accountant. Ifrit is elected not to have an adgut, a comitttee to review can be appointed by the President of jhe Association to retiew the books and records.

ARTICLE VI
ASSESSMENTS
In order that the Association may for the expenses necessary to
accomplish all of the purposes of the Association as set forth in the Articles of Incorporation, and these By-Laws, the Association shall hate the right AND AUTHORITY TO MAKE, AND LEVY AND COLLECT ANNUAL ASSESSMENTS TO PAT ITS said costs and expedites against the owners or the parcels described azote. ARTICLE VII DISSOLUTION

In the event of the dissolution of the Association, all assets of the Association shall be divided among its members on an appropriate prorate basis.

ARTICLE VIII
AMENDMENTS
These By-Laws may be altered, amended or repealed and new By-Laws may be adopted by the Board of Directors or by the membership at any regular or special meeting of the Bo ind of Directors - Officers by a majority tore thereof.

The foregoing were adopted as the By-laths of Donald Ross Landowners Association, Inc. a corporation not for profit organized and existing under the laws of the State of Florida, at a meeting of the Board of Directors Officers on the ind day of December, 1980.


# BYLAWS <br> OF <br> DONALD ROSS LANDOWNERS' ASSOCIATION, INC. <br> A Florida Corporation Not for Profit 

## ARTICLE ONE <br> Organization

Section 1. The name of this organization shall be DONALD ROSS LANDOWNERS' ASSOCIATION, INC. (hereinafter referred to as the "Association" or "Organization".

Section 2: The name "Donald Ross Landowners' Association, Inc." is a/k/a and d/b/a "Palm Beach Country Estates Landowners' Association"sm and "Palm Beach Country Estates"sm by Florida fictitious name and Florida State SM (service mark) protections. The abbreviation "PBCE" is a reference to the registered name of "Palm Beach Country Estates"sm.

Section 3. The Organization may, by a majority vote of all voting voluntary members, change its name.

## ARTICLE TWO <br> Purposes

The following are the purposes for which this Organization have been established:
Section 1. For providing an entity to represent landowners of property located in Palm Beach Country Estates.

Section 2. For the purposes set forth in the Articles of Incorporation of this Organization.
Section 3. For such other purposes as the voluntary Membership may, from time to time deem necessary, contingent upon Membership receiving adequate notice.

Section 4. This voluntary landowners' Association shall have no enforcement capacity or mandatory assessment ability over its members.

Section 5 . Inform the landowners about matters which may affect the community.

## ARTICLE THREE <br> Definitions

Section 1. Landowners: Those persons or entities whose name holds Title to land located in Palm Beach Country Estates.

Section 2. Members / membership: All of those persons or entities that are current voluntary dues paying landowners in Palm Beach Country Estates. The Association is and shall remain a voluntary organization requiring no mandatory restrictions. Membership is counted as 1 vote per parcel, regardless of acreage.

Section 3. Palm Beach Country Estates: Property lying west of the Florida Turnpike, south and east of the C-18 Canal, and north of Donald Ross Road, less the bordering natural areas, parks and preserves including the Loxahatchee Slough, the C-18 Triangle Area, Riverbend Park and County properties.

Section 4. Proxy Votes: Votes cast by written \& signed proxy in accordance with the Articles of Incorporation, Bylaws, or other applicable documents of this Organization.

Section 5. Quorum of the Board: A majority of the Board of Directors present at a duly called meeting, including the President or as per request by the President, a Vice President acting in capacity of the President and the Secretary. In the event of an absence of the Secretary, an alternate Board member may be appointed for that meeting.

Section 6. Parcel: Land described in a single Title, regardless of acreage, counts as 1 parcel
Section 7. Dues: Annual voluntary dues shall be due in January of each year in an amount to be determined by the Board of Directors.

## ARTICLE FOUR Meetings of Membership

Section 1. Place: All meetings of the Association membership shall be held at a place that may be designated in the Notice of the Meeting.

## Section 2. Annual Meeting:

(A) DATE: The Annual Meeting shall be held on the third Tuesday in May of each year at a time determined by the Board of Directors.
(B) NOTICE: At least fourteen (14) days prior to the Annual Meeting the Notice of the Annual Meeting shall be provided to landowners via the Association's periodic Newsletter and/or website. Signs, notifying the landowners of the Association meeting, shall be placed at the entrance(s) to Palm Beach Country Estates.
(C) ELECTIONS: At the Annual Meetings the voting membership of the Association shall elect by Ballot, a Board of Directors and transact such other business as may properly come before the meeting. The Directors so elected at the Annual Meeting shall constitute the Board of Directors until the next Annual Meeting of the voting members of the Association and the subsequent election and qualifications of their successors.
(D) MEMBERSHIP LIST: Approximately (30) days before every election of the Directors, a complete list of members entitled to vote at said election, shall be produced and kept by the Secretary of the Association and shall be made available upon request to any member or posted on the Association website. Non-current members or new landowners may have the opportunity to become current members by paying the Annual Dues no later than seven (7) days in advance of the Annual Meeting at which time a final list will be prepared by the Secretary.

## Section 3. Special Meetings:

(A) Any Special Meeting(s) of voluntary dues paying members must be noticed by the Board stating the time, place and object thereof, advertised in the Association's periodic publication, which shall be provided 7 days in advance to landowners, via written notice and/or website and signage posted at the entrance(s) of Palm Beach Country Estates.
(B) The business transactions at all Special Meetings shall be confined to the agenda items stated in the Notice thereof.

Section 4. Regular Meetings: A regular membership meeting can be held providing a quorum of the Board is present and the meeting was previously noticed by signage placed at the entrance(s) of Palm Beach Country Estates, website notification or publication. All landowners are welcome to attend. Meetings are generally held the second Tuesday of every other month, unless noted.

## ARTICLE FIVE <br> Voting

Section 1. Voting Members: Although all of the landowners in the above described Palm Beach Country Estates are eligible to become voluntary members of the Association and are welcome to attend all Association meetings, only those landowners who have paid their annual voluntary dues to the Association shall be entitled to vote on noticed agenda items, elections, policies or any other matters affecting the community.

Section 2. Proxies: Votes may be cast in person or by proxy. A proxy may be made by any landowner entitled to vote and shall be valid only for the particular noticed meeting and agenda item designated in the proxy. Proxy votes must be filed with the Secretary before the appointed time of the meeting.

Section 3. Right to Vote and Designation of Voting Member: Any record title holder of land in Palm Beach Country Estates shall be eligible to be a voting member upon payment of the voluntary dues. Any record title holder of property owned by more than one person may vote as long as the voluntary dues are currently paid to date. If the Lot is jointly owned, the first recorded vote shall be considered the vote of record. If a lot in Palm Beach Country Estates is owned by a corporation or other entity, the appointed Officer thereof shall be entitled to cast the vote of the Lot for the corporation or other entity as designated in a certificate for this purpose, filed with the Secretary of the Association.

Section 4: Vote Counts: Votes are counted 1 vote per paid parcel, regardless of acreage. It is at the discretion of the Board whether to request whether written ballots or a show of hands by a current member representative of each parcel constitutes a valid vote. This may be in person or other, as decided by the Board for the particular matter.

Section 5: Multiple Parcel Owners: Members who hold title of ownership in Palm Beach Country Estates for more than one (1) parcel, who have paid the voluntary Annual Membership Dues to become a member, are required to pay for additional Memberships to have additional parcels of which they hold title, count as votes.

Section 6. Election of Directors shall be by secret ballot. Results shall be counted and announced at the meeting.

Section 7: Vote required to transact business of routine items in a regular meeting is by a majority vote of the Board of Directors. For policy issues, or issues affecting the community, the vote is determined by a majority vote by members present with a count of 1 vote per paid parcel.

Section 8. Members Quorum at a meeting: A members quorum at a duly called meeting shall consist of members accounted for in person or by proxy in response to an agenda item at that noticed meeting. Any acts approved by a majority of votes present at a meeting at which a quorum is present shall constitute the acts of the membership except when approval by a greater number of members is required by the Articles of Incorporation or these Bylaws.

## ARTICLE SIX <br> Board of Directors

Section 1. The business of this Association shall be governed by a Board of Directors, as specified in the Articles of Incorporation with inclusion of an Officer with the title of 2nd Vice President, thus consisting of five (5) persons. All Directors shall be voting members of the Association. No Board member may hold more than one position concurrently.

Section 2. The Directors to be chosen for the ensuing year shall be chosen at the Annual Meeting of this Association by a simple majority vote; and they shall serve for a term of one (1) year.

Section 3. The Board of Directors shall manage the affairs and business of this Association and shall establish the amount of the annual voluntary membership dues, on a per parcel basis, for those who wish to become voting members of the Association.

Section 4. All Landowners' meetings of shall be open to voting members of the Association and notices of such meetings, stating the place and time thereof, shall be posted conspicuously at the front entrance(s) to Palm Beach Country Estates at least forty-eight (48) hours prior to any such meeting. In the event of an emergency, said notice shall not be required.

Section 5. The organizational meeting of a newly elected Board of Directors (at which meeting Officers for the coming year shall be elected) shall be held not later than 14 days after the election of the new Board. The meeting shall take place at such time and place as shall be fixed by the Chairman of the meeting at which they were elected. All corporate and legal documents, financial and banking records, keys, website names, hosts and controls, post office boxes or any related Association materials used in connection with the Association are to be voluntarily turned over or transferred to the appropriate, newly elected Board Officials by the previous Board Member(s) prior to the first Board Meeting after the Annual Elections. Personal or unrelated business use of any Association properties, documents, communication methods or financial transactions is prohibited.

Section 6. A majority of the members which must include the President and Secretary (Vice President if President is not available) shall constitute a quorum, and the meetings of the Board of Directors shall be held regularly at such time and place as the Board of Directors shall designate. Conference call availability is acceptable with advanced notice where at such time, the absentee Board member may cast a vote.

Section 7. Each Director shall have one (1) vote. In case of a Board member's absence, the President or Secretary may record a vote in writing by the absentee Board member. Board action shall be determined by majority vote.

Section 8. The Board of Directors may make such rules and regulations covering its meeting as it may, in its discretion, determine necessary.

Section 9. The Board of Directors may establish a schedule of regular Board of Directors meetings to be held at such time and place as the Board of Directors may designate. Notice of such regular meetings shall, nevertheless, be given to each Director personally by telephone, email, fax or other current electronic media at least five (5) days prior to the day named for such meeting or in the case of urgency, Board members may agree on a meeting schedule with shorter notice.

Section 10. Special meetings of the Board of Directors may be called by the President, or, in his or her absence, by the majority of the remaining members of the Board of Directors, by giving five (5) days notice, in writing via mail, e-mail, fax or other current electronic media, to all of the members of the Board of Directors of the time and place of said meeting. All notices of Special Meetings shall state the purpose of the meeting.

Section 11. Before or at any meeting of the Board of Directors, any Director may waive notice of such meeting, and such waiver shall be deemed equivalent to the giving of notice. Attendance by a Director at any meeting of the Board, shall be a waiver of notice by him or her of the time and place thereof. If all the Directors are present at any meeting of the Board, no notice to Directors shall be required and any business may be transacted at such meeting.

Section 12. Any Board member unable to attend a special meeting may participate via conference all or any other real-time electronic means at their own expense

Section 13. The President of the Association by virtue of the position, shall be Chairperson of the Board of Directors and preside at meetings and of the membership.

Section 14.
(A) A Director may be removed with written just cause by a $2 / 3$ majority vote of the Association's voting membership present at any regular or special Association meeting provided that before any Director is removed from office, they shall be notified in writing, seven days prior to the meeting, that a motion to remove the Officer will be made prior to the meeting at which said motion is made, and such Director is given an opportunity to be heard at such meeting should they be present prior to the vote of this removal. Should the Officer choose to resign in advance of the membership meeting, he or/she shall submit a written resignation to the Board and a membership vote would not be required.
(B) A director may be removed by all remaining Board members by a unanimous vote for not fulfilling their duties as described in these Bylaws.

Section 15. The Board of Directors of the Association shall have the powers and duties necessary for the administration of the affairs of the Association as outlined by the Articles of Incorporation and these Bylaws and may do all such acts and things as are not prohibited by these Bylaws or by law. These powers shall specifically include, but shall not be limited to:
(A) To employ, dismiss and control the personnel necessary for the maintenance and operation of the front entrance of Palm Beach Country Estates, or any other recreational, land or facility located therein of which are affiliated with or affect the Association, including the right and power to employ attorneys, accountants, contractors and other professionals as the need arises.
(B) Budget for Betterments, which shall include the funds to be used for the capital expenditures for additional improvements to any common property, provided, however, that in the expenditures of those funds, no sum in excess of $\$ 1,000.00$ shall be expended for a single item or for a single purpose without approval of the voting voluntary members of the Association.
C) Present matters concerning the community to the landowners through meetings, website, and/or publication. Make available all Association business documents by request to current members in a reasonable time frame.

Section 16. The Board may, by duly adopted rules, designate a specific location at the entrance to Palm Beach Country Estates upon which all notices of Board meetings shall be posted.

Section 17. Should a Board member resign or no longer be capable of performing duties of his/her elected office, the Board of Directors may fill the vacancy by appointing a current member by a majority vote of the Board of Directors.

## ARTICLE SEVEN

## Officers

Section 1. The principal Officers of the Association shall be as follows:
President
Vice President 1
Vice President 2
Secretary
Treasurer

Section 2. The President shall preside at all membership meetings. He or she shall be a Director and shall, by virtue of their office, be Chairman of the Board of Directors. He or she shall present at each Annual Meeting of the Association an Annual Report of the work of the Association. He or she shall appoint all committees, as approved by a majority vote by the Board. He or she shall see to it that all books, reports and certificates, as required by law, are properly kept and filed by the Board member whose position dictates this responsibility. He or she shall be one of the Officers who signs the checks or drafts of the Association along with the Treasurer. The Secretary may sign in place of the President if necessary. He or she shall have such duties as may be reasonably construed as belonging to the chief executive of any organization.

Section 3. The Vice President or Vice Presidents shall be a Director and shall, in the event of the absence or inability of the President to exercise his or her office, become acting President of the Association with all the rights, privileges and powers of said office.

## Section 4. The Secretary shall be a Director and shall

(A) Keep the Minutes and records of the Association in appropriate books.
(B) File any certificate required by any statute, Federal or State.
(C) Give and serve all notices to members of this Association
(D) Be the official custodian of the records and seal, if any, of this Association.
(E) Be one of the Officers authorized to sign the checks and drafts of the Association in absence of the President.
(F) Present to the membership at any meetings any communications addressed to an Officer.
(G) Submit to the Board of Directors any communications which shall be addressed to an Officer.
(H) Attend to all correspondence of the Association and exercise all duties incident to the office of the Secretary.

## Section 5. The Treasurer shall be a Director and shall:

(A) Have the care and custody of all monies belonging to the Association and shall be solely responsible for such monies or securities of the Association. He or she shall cause to be withdrawn from a regular business bank or trust company a sum not exceeding an amount authorized by the Board of Directors and the balance of the funds of the Association shall be deposited in a savings bank, except that the Board of Directors may cause such funds to be invested in such investments as shall be legal for a savings bank in the State of Florida.
(B) Be one of the Officers who shall be authorized to sign checks or drafts of the Association jointly with the President or Secretary; no special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it.
(C) Render at stated periods as the Board of Directors shall determine a written account of the finances of the Association, and such report shall be physically affixed to the Minutes of the Board of Directors at such meeting.

Section 6. No Officer or Director shall, for reason of his or her office, be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an Officer or Director from receiving any compensation from the Association for duties other than as Director or Officer.

## ARTICLE EIGHT

## Salaries

The Board of Directors shall hire and set the compensation of any and all employees or services which the Board, in their discretion, may determine to be necessary in the conduct of the business of the Association. The necessity of the expenditures must be approved by a majority vote of the Board of Directors.

## ARTICLE NINE <br> Committees

All committees of this Association, as approved by a majority vote of the Board of Directors, shall be appointed by the President of the Board of Directors for whatever period of time is designated by said Board of Directors.

## ARTICLE TEN

## Finances

Section 1. Depositories: The funds of the Association shall be deposited in such banks and depositories as may be determined by the Board of Directors, from time to time upon resolutions approved by the Board of Directors and shall be withdrawn only upon checks and demands for money signed by two (2) Officers of the Association as may be designated by the Board of Directors. Obligations of the Association shall be signed by at least two (2) Officers of the Association.

Section 2. Fiscal Year: The fiscal year for the Association shall begin on the first day of June each year; provided, however, that the Board of Directors is expressly authorized to change to a different fiscal year in accordance with the provisions and regulations from time to time prescribed by the Internal Revenue Code of the United States of America at such time as the Board of Directors deems it advisable.

Section 3. Operating Budget: The Board of Directors shall adopt an operating budget for each fiscal year which may be posted on the official website or made available to members by request. The treasurer will be responsible for providing said budget to be published.

Section 4. Financial Approvals: Projects of the Association that exceed the general operating budget and require expenditures totally $\$ 1,000.00$ or more must be approved by a majority vote of the current voting membership present at a special meeting or as an agenda item of a regular meeting.

## ARTICLE ELEVEN

 MinutesMinutes of all meetings of the Association and the Board of Directors shall be kept in a businesslike manner and be made available for inspection by current Association Members and Board members in a reasonable timeframe.

## ARTICLE TWELVE Indemnification

The Association shall indemnify every Director and every Officer, their heirs, personal representatives and administrators, against all loss, cost and expense reasonably incurred by them in connection with any action, suit or proceedings to which they may be made a party by reason of their being or having been a Director and Officer of the Association, including reasonable counsel fees to be approved by the Association, except as to matters wherein they shall be finally adjudged in such action, suit or proceeding to be liable for a guilty of gross negligence or willful misconduct. The foregoing rights shall be in addition to, and not exclusive of, all other rights to which such Director and Officer may be entitled.

## ARTICLE THIRTEEN Amendments to the Bylaws

The Bylaws may be altered, amended or added to at any duly called meeting of the Board of Directors by a majority vote of the Board of Directors.

Copies of the Amendments must be made immediately available to landowners on the official website and/or publication and at next scheduled meeting. The Board reserves the right to call a Special Meeting for membership input regarding the revision as an agenda item. These Bylaws supersede and replace in their entirety those Bylaws dated December 2, 1980.

## ARTICLE FOURTEEN <br> Construction

Wherever the masculine singular form of the pronoun is used in these Bylaws, it shall be construed to mean the masculine, feminine or neuter, singular or plural, wherever the context so requires. Should any of the covenants herein imposed be void or become unenforceable at law or in equity, the remaining provisions (or portions thereof) of these instruments shall nevertheless be and remain in full force and effect. Headings are provided herein for convenience purposes only and shall not be construed for interpreting the meaning of any provisions of these Bylaws. The foregoing were adopted as the Bylaws of DONALD ROSS LANDOWNERS' ASSOCIATION, INC., as approved by a majority of its Board of Directors on the $\qquad$ day of December, 2004.


Treasurer: Kevin Baker

## Date

BYLAWS
OF
DONALD ROSS LANDOWNERS' ASSOCIATION, INC.
A Florida Corporation Not for Profit
ARTICLE ONE
Organization
Section 1. The name of this organization shall be DONALD ROSS LANDOWNERS' ASSOCIATION, INC. (hereinafter referred to as the "Association" or "Organization".

Section 2: The name "Donald Ross Landowners' Association, Inc." is a/k/a and d/b/a "Palm Beach Country Estates Landowners' Association"sm by Florida fictitious name and Florida State SM (service mark) protections.

Section 3. The Organization may, by a majority vote of all voting voluntary members, change its name.

## ARTICLE TWO

Purposes
The following are the purposes for which this Organization have been established:
Section 1. For providing an entity to represent the interests of its members owning property located in Palm Beach Country Estates.

Section 2. For the purposes set forth in the Articles of Incorporation of this Organization.
Section 3. For such other purposes as the voluntary Membership may, from time to time deem necessary, contingent upon Membership receiving adequate notice.

Section 4. This voluntary landowners' Association shall have no enforcement capacity or mandatory assessment ability over its members.

Section 5. Inform the landowners about matters which may affect the community.

## ARTICLE THREE

## Definitions

Section 1. Landowners: Those persons or entities whose name holds Title to land located in Palm Beach Country Estates.

Section 2. Members / membership: All of those persons or entities that are current voluntary dues paying landowners in Palm Beach Country Estates. The Association is and shall remain a voluntary organization requiring no mandatory restrictions. Membership is counted as 1 vote per parcel, regardless of acreage.

Section 3. Palm Beach Country Estates: "The residential lots as described in the unrecorded plat of Palm Beach Country Estates and located in those portions of section 9, 15, 16, 17, \& 22 lying West of the Florida Turnpike, East of the C-18 canal and North of Donald Ross Road."

Section 4. Proxy Votes: Votes cast by written \& signed proxy in accordance with the Articles of Incorporation, Bylaws, or other applicable documents of this Organization.

Section 5. Quorum of the Board: Must consist of 3 of the 5 Board members with one of those being the President or as per the request by the President, a Vice President acting in capacity of the President

Section 6. Parcel: Land described in a single Title, regardless of acreage, counts as 1 parcel
Section 7. Dues: Annual voluntary dues shall be due in January of each year in an amount to be determined by the Board of Directors.

## ARTICLE FOUR Meetings of Membership

Section 1. Place: All meetings of the Association membership shall be held at a place that may be designated in the Notice of the Meeting.

## Section 2. Annual Meeting:

(A) DATE: The Annual Meeting shall be held on the third Tuesday in May of each year at a time determined by the Board of Directors.
(B) NOTICE: At least fourteen (14) days prior to the Annual Meeting the Notice of the Annual Meeting shall be provided to landowners via the Association's periodic Newsletter and/or website. Signs, notifying the landowners of the Association meeting, shall be placed at the entrance(s) to Palm Beach Country Estates.
(C) ELECTIONS: At the Annual Meetings the voting membership of the Association shall elect by Ballot, the Officers and transact such other business as may properly come before the meeting. The Officers so elected at the Annual Meeting will become members of the Board of Directors until their term of office expires.
(D) MEMBERSHIP LIST: Approximately (30) days before every election of the Officers, a complete list of members entitled to vote at said election, shall be produced and kept by the Secretary of the Association and shall be made available upon request to any member or posted on the Association website. Non-current members or new landowners may have the opportunity to become current members by paying the Annual Dues no later than seven (7) days in advance of the Annual Meeting at which time a final list will be prepared by the Secretary.

## Section 3. Special Meetings:

(A) Any Special Meeting(s) of voluntary dues paying members must be noticed by the Board stating the time, place and object thereof, advertised in the Association's periodic publication, which shall be provided 7 days in advance to landowners, via written notice and/or website and signage posted at the entrance(s) of Palm Beach Country Estates.
(B) The business transactions at all Special Meetings shall be confined to the agenda items stated in the Notice thereof.

Section 4. Regular Meetings: A regular membership meeting can be held providing a quorum of the Board is present and the meeting was previously noticed by signage placed at the entrance(s) of Palm Beach Country Estates and optionally website notification or publication. All landowners are welcome to attend. Meetings are generally held the second Tuesday of every other month, unless noted.

## ARTICLE FIVE Voting

Section 1. Voting Members: Although all of the landowners in the above described Palm Beach Country Estates are eligible to become voluntary members of the Association and are welcome to attend all Association meetings, only those landowners who have paid their annual voluntary dues to the Association shall be entitled to vote on noticed agenda items, elections, policies or any other matters affecting the community.

Section 2. Proxies: Votes may be cast in person or by proxy. A proxy may be made by any landowner entitled to vote and shall be valid only for the particular noticed meeting and agenda item designated in the proxy. Proxy votes may be filed with the Secretary before the appointed time of the meeting and not later than the adjournment of the meeting.

Section 3. Right to Vote and Designation of Voting Member: Any record title holder of land in Palm Beach Country Estates shall be eligible to be a voting member upon payment of the voluntary dues. Any record title holder of property owned by more than one person may vote as long as the voluntary dues are currently paid to date. If the Lot is jointly owned, the first recorded vote shall be considered the vote of record. If a lot in Palm Beach Country Estates is owned by a corporation or other entity, the appointed Officer thereof shall be entitled to cast the vote of the Lot for the corporation or other entity as designated in a certificate for this purpose, filed with the Secretary of the Association.

Section 4: Vote Counts Votes are counted 1 vote per paid parcel, regardless of acreage. It is at the discretion of the Board whether to require written ballots or a show of hands by a current member representative of each parcel constitutes a valid vote. This may be in person or other, as decided by the Board for the particular matter.

Section 5: Multiple Parcel Owners: Members who hold title of ownership in Palm Beach Country Estates for more than one (1) parcel, who have paid the voluntary Annual Membership Dues to become a member, are required to pay for additional Memberships to have additional parcels of which they hold title, count as votes.

Section 6. For the election of Officers, when more than one member is running for a specific position, voting shall be by secret ballot. Results shall be counted and announced at the meeting.

Section 7: Vote required to transact business of routine items in a regular meeting is by a majority vote of the Board of Directors. For policy issues, or issues affecting the community, the vote is determined by a majority vote by members present with a count of 1 vote per paid parcel.

Section 8. Members Quorum at a meeting: A members quorum at a duly called meeting shall consist of members accounted for in person or by proxy in response to an agenda item at that noticed meeting. Any acts approved by a majority of votes present at a meeting at which a quorum is present shall constitute the acts of the membership except when approval by a greater number of members is required by the Articles of Incorporation or these Bylaws.

## ARTICLE SIX Board of Directors

Section 1. The business of this Association shall be governed by a Board of Directors, as specified in the Articles of Incorporation with inclusion of an Officer with the title of 2nd Vice President, thus consisting of five (5) persons. All Directors shall be voting members of the Association. No Board member may hold more than one position concurrently.

Section 2. The Officers to be chosen for the ensuing term shall be chosen at the Annual Meeting of this Association by a simple majority vote. Office of the President shall serve for a term of one (1) year. All other officers shall serve a two year term. The $1^{\text {st }}$ Vice-President and the Secretary shall be up for election on even numbered years. The $2^{\text {nd }}$ Vice-President and the Treasurer shall be up for election on odd numbered years and 2006 for a one (1) year term.

Section 3. The Board of Directors shall manage the affairs and business of this Association and shall establish the amount of the annual voluntary membership dues, on a per parcel basis, for those who wish to become voting members of the Association.

Section 4. All meetings of Board of Directors shall be open to voting members of the Association.
Section 5. The initial meeting of a newly elected Officers with the rest of the Board of Directors shall be held not later than 14 days after the election of the new officers. The meeting shall take place at such time and place as shall be fixed by the encumbent President or newly elected President. All corporate and legal documents, financial and banking records, keys, website names, hosts and controls, post office boxes or any related Association materials used in connection with the Association are to be voluntarily turned over or transferred to the appropriate, newly elected Officer by the previous Officer prior to the first Board Meeting after the Annual Elections. Personal or unrelated business use of any Association properties, documents, communication methods or financial transactions is prohibited.

Section 6. A majority of the members which must consist of 3 of the 5 Officers, one of which must be the President (Vice President if President is not available) shall constitute a quorum, and the meetings of the Board of Directors shall be held regularly at such time and place as the Board of Directors shall designate. Conference call availability is acceptable with advanced notice where at such time, the absentee Board member may cast a vote.

Section 7. Each Director shall have one (1) vote. In case of a Board member's absence, the President or Secretary may record a vote in writing by the absentee Board member. Board action shall be determined by majority vote.

Section 8. The Board of Directors may make such rules and regulations covering its meeting as it may, in its discretion, determine necessary.

Section 9. The Board of Directors may establish a schedule of regular Board of Directors meetings to be held at such time and place as the Board of Directors may designate. Notice of such regular meetings shall, nevertheless, be given to each Director personally by telephone, email, fax or other current electronic media at least five (5) days prior to the day named for such meeting or in the case of urgency, Board members may agree on a meeting schedule with shorter notice.

Section 10. Special meetings of the Board of Directors may be called by the President, or, in his or her absence, by the majority of the remaining members of the Board of Directors, by giving five (5) days notice, in writing via mail, e-mail, fax or other current electronic media, to all of the members of the Board of Directors of the time and place of said meeting. All notices of Special Meetings shall state the purpose of the meeting.

Section 11. Before or at any meeting of the Board of Directors, any Director may waive notice of such meeting, and such waiver shall be deemed equivalent to the giving of notice. Attendance by a Director at any meeting of the Board, shall be a waiver of notice by him or her of the time and place thereof. If all the Directors are present at any meeting of the Board, no notice to Directors shall be required and any business may be transacted at such meeting.

Section 12. Board member unable to attend a special meeting may participate via conference call or any other real-time electronic means at their own expense.

Section 13. The President of the Association by virtue of the position, shall be Chairperson of the Board of Directors and preside at meetings and of the membership.

Section 14. An Officer may be removed with written just cause by a majority vote of the Association's voting membership at any regular or special Association meeting provided that before any Officer is removed from office, they shall be notified in writing, seven days prior to the meeting. Should the Officer choose to resign in advance of the membership meeting, he or/she shall submit a written resignation to the Board and a membership vote would not be required.

Section 15. The Board of Directors of the Association shall have the powers and duties necessary for the administration of the affairs of the Association as outlined by the Articles of Incorporation and these Bylaws and may do all such acts and things as are not prohibited by these Bylaws or by law. These powers shall specifically include, but shall not be limited to
(A) To employ, dismiss and control the personnel necessary for the maintenance and operation of the front entrance of Palm Beach Country Estates, or any other recreational, land or facility located therein of which are affiliated with or affect the Association, including the right and power to employ attorneys, accountants, contractors and other professionals as the need arises.
(B) Budget for Betterments, which shall include the funds to be used for the capital expenditures for additional improvements to any common property or new expense, provided, however, that in the expenditures of those funds, no sum in excess of $\$ 1,000.00$ shall be expended for a single item or for a single purpose without approval of the voting members of the Association.
C) Present matters concerning the community to the landowners through meetings, website, and/or publication. Make available all Association business documents by request to current members in a reasonable time frame.

Section 16. The Board may, by duly adopted rules, designate a specific location at the entrance to Palm Beach Country Estates upon which all notices of Board meetings shall be posted.

Section 17. Should a Board member resign or no longer be capable of performing duties of his/her elected office, the Board of Directors may fill the vacancy by appointing a current member by a majority vote of the Board of Directors.

## ARTICLE SEVEN <br> Officers

Section 1. The principal Officers of the Association shall be as follows:
President
$1^{\text {st }}$ Vice President
$2^{\text {nd }}$ Vice President
Secretary
Treasurer

Section 2. The President shall preside at all membership meetings. He or she shall be a Director and shall, by virtue of their office, be Chairman of the Board of Directors. He or she shall present at each Annual Meeting of the Association an Annual Report of the work of the Association. He or she shall appoint all committees, as approved by a majority vote by the Board. He or she shall see to it that all books, reports and certificates, as required by law, are properly kept and filed by the Board member whose position dictates this responsibility. He or she shall be one of the Officers who signs the checks or drafts of the Association along with the Treasurer. The

Secretary may sign in place of the President if necessary. He or she shall have such duties as may be reasonably construed as belonging to the chief executive of any organization.

Section 3. The First Vice President and Second Vice President shall be Directors and the First Vice President shall, in the event of the absence or inability of the President to exercise his or her office, become acting President of the Association with all the rights, privileges and powers of said office. In the absence or ability of the First Vice President then the Second Vice President will become acting President of the Association.

## Section 4. The Secretary shall be a Director and shall

(A) Keep the Minutes and records of the Association in appropriate books.
(B) File any certificate required by any statute, Federal or State.
(C) Give and serve all notices to members of this Association
(D) Be the official custodian of the records and seal, if any, of this Association.
(E) Be one of the Officers authorized to sign the checks and drafts of the Association.
(F) Present to the membership at any meetings any communications addressed to an Officer.
(G) Submit to the Board of Directors any communications which shall be addressed to an Officer.
(H) Attend to all correspondence of the Association and exercise all duties incident to the office of the Secretary.

Section 5. The Treasurer shall be a Director and shall:
(A) Have the care and custody of all monies belonging to the Association and shall be responsible for such monies or securities of the Association. He or she shall cause to be withdrawn from a regular business bank or trust company a sum not exceeding an amount authorized by the Board of Directors and the balance of the funds of the Association shall be deposited in a savings bank, except that the Board of Directors may cause such funds to be invested in such investments as shall be legal for a savings bank in the State of Florida.
(B) Be one of the Officers who shall be authorized to sign checks or drafts of the Association jointly with the President or Secretary; no special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it. Treasurer's signature must be one of the two signatures on the checks.
(C) Render at stated periods as the Board of Directors shall determine a written account of the finances of the Association, and such report shall be included in the Minutes of the Board of Directors at such meeting.

Section 6. No Officer or Director shall, for reason of his or her office, be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an Officer or Director from receiving any compensation from the Association for duties other than as Director or Officer.

## ARTICLE EIGHT

## Salaries

The Board of Directors shall hire and fix the compensation of any and all employees or services which the Board, in their discretion, may determine to be necessary in the conduct of the business of the Association. The necessity of the expenditures must be approved by a majority vote of the Board of Directors.

## ARTICLE NINE Committees

All committees of this Association, as approved by a majority vote of the Board of Directors, shall be appointed by and report to the Board of Directors for whatever period of time is designated by said Board of Directors.

## ARTICLE TEN

Finances
Section 1. Depositories: The funds of the Association shall be deposited in such banks and depositories as may be determined by the Board of Directors, from time to time upon resolutions approved by the Board of Directors and shall be withdrawn only upon checks and demands for money signed by two (2) Officers of the Association, one of which must be the Treasurer. Obligations of the Association shall be signed by at least two (2) Officers of the Association, one of which must be the Treasurer.

Section 2. Fiscal Year: The fiscal year for the Association shall begin on the first day of June each year; provided, however, that the Board of Directors is expressly authorized to change to a different fiscal year in accordance with the provisions and regulations from time to time prescribed by the Internal Revenue Code of the United States of America at such time as the Board of Directors deems it advisable.

Section 3. Operating Budget: The Board of Directors shall adopt an operating budget for each fiscal year which may be posted on the official website or made available to members by request. The treasurer will be responsible for providing said budget to be published.

Section 4. Financial Approvals: Projects of the Association that exceed the general operating budget and require expenditures totaling $\$ 1,000.00$ or more must be approved by a majority vote of the current voting membership present at a special meeting or as an agenda item of a regular meeting.

## ARTICLE ELEVEN

## Minutes

Minutes of all meetings of the Association and the Board of Directors shall be kept in a businesslike manner and be made available for inspection by current Association Members and Board members in a reasonable timeframe.

## ARTICLE TWELVE Indemnification

The Association shall indemnify every Director and every Officer, their heirs, personal representatives and administrators, against all loss, cost and expense reasonably incurred by them in connection with any action, suit or proceedings to which they may be made a party by reason of their being or having been a Director and Officer of the Association, including reasonable counsel fees to be approved by the Association, except as to matters wherein they shall be finally adjudged in such action, suit or proceeding to be liable for a guilty of gross negligence or willful misconduct. The foregoing rights shall be in addition to, and not exclusive of, all other rights to which such Director and Officer may be entitled.

## ARTICLE THIRTEEN

## Amendments to the Bylaws

The Bylaws may be amended at any duly called meeting of the Board of Directors by a majority vote of the Board of Directors.

Any Landowner has a right to submit, in writing, a specific request of changes) to these Bylaws addressed to the Board of Directors

Copies of the Amendments must be made immediately available to landowners on the official website and/or publication and at next scheduled meeting. The Board reserves the right to call a Special Meeting for membership input regarding the revision as an agenda item. These Bylaws supersede and replace in their entirety those Bylaws dated December 2, 2004.

## ARTICLE FOURTEEN

## Construction

Wherever the masculine singular form of the pronoun is used in these Bylaws, it shall be construed to mean the masculine, feminine or neuter, singular or plural, wherever the context so requires. Should any of the covenants herein imposed be void or become unenforceable at law or in equity, the remaining provisions (or portions thereof) of these instruments shall nevertheless be and remain in full force and effect. Headings are provided herein for convenience purposes only and shall not be construed for interpreting the meaning of any provisions of these Bylaws. The foregoing were adopted as the Bylaws of DONALD ROSS LANDOWNERS' ASSOCIATION, INC., as approved by a majority of its Board of Directors on the $\qquad$ day of May, 2006.


$\frac{5 / 14 / 2006}{\text { Date }}$ $\frac{5 / 14 / 2006}{\text { Date }}$

## AMENDMENT TO THE BYLAWS

OF
DONALD ROSS LANDOWNERS ASSOCIATION, INC.
A Florida Corporation Not for Profit

## ARTICLE ONE

Organization
Section 1. The name if this organization shall be Palm Beach Country Estates Landowners Association, Inc. (hereinafter referred to as the "Association" or "Organization").

Section 2. DELETED
Section 3. DELETED

## ARTICLE TEN

Finances
Section 4. Financial Approvals: Projects of the Association that exceed the general operating budget and require expenditures totaling more than $\$ 3,000.00$ must be approved by a majority vote of the current voting membership present at a special meeting or as an agenda item of a regular meeting.

DATED THIS $7^{\text {th }}$ DAY of FEBRUARY, 2017.


Secretary Bob Barman:


Treasurer John Jones:


