

THIS DOCUMENT CONTAINS THE CCCA BY-LAWS, AS
REVISED BY THE CCCA GENERAL MEMBERSHIP
IN SEPTEMBER, 2024

COLONY COVE CIVIC ASSOCIATION BY-LAWS

ARTICLE I

Title

The name of this organization is and shall be "COLONY COVE CIVIC ASSOCIATION, INC.", hereinafter referred to as The Association. Its principal office shall be located in Colony Cove, Jacksonville, Florida.

ARTICLE II

Purposes

The purposes of the Association are:

- A. To maintain property values by:
 - 1. Improving and maintaining common landscaped grounds.
 - 2. Promoting adherence to and enforcing deed restrictions.
 - 3. Providing general security measures as approved and funded by the membership.
- B. To promote social interaction between residents of Colony Cove.
- C. To obtain current information of a factual nature on the status of property development, maintenance and other matters affecting the interest of members with communities, persons, corporations, and agencies outside Colony Cove.
- D. To represent and make recommendations to responsible city, county, and state officials of organizations on needs pertaining to the overall residents of Colony Cove, such as zoning and other municipal matters.
- E. Prohibitions: The Association shall not purchase or rent property on a monthly or yearly basis for the business or other activities of the Association or its membership. However the Association may rent, if necessary, at the determination of the board, a facility sufficient in size and function to conduct semi- annual meetings, elections or other functions as may be required or necessary for the benefit of the Association.

ARTICLE III

Organization and Administration

Section 1 - Organization

- A. The business and affairs of the Association shall be conducted by an elected Board of Directors (the Board), to consist of ten (10) officers and committee chairmen elected by the members in accordance with these By-Laws. Only parcel owners that are members in good standing are eligible for Board membership.
- B. The members of The Board shall include the President, Vice-President, Secretary, Corresponding Secretary, and Treasurer of the Association, as well as the respective chairmen of the following standing committees: Recreation, Hospitality, Social, Community Improvement, and Covenants and Restrictions.
- C. The Board shall manage the assets of the Association and be responsible for overall operations and administration. Committees shall carry out their respective responsibilities under the direction of the Board. The Board shall authorize the expenditure of all funds required for the development, maintenance and operation of all Association functions.
- D. The term of office for Board members will be one (1) year. Board members will take office at the first scheduled Board meeting after their election.
- E. Any member of the Board who shall absent himself from three (3) consecutive regular meetings of the Board without prior notification and approval of the Board is hereby automatically removed from the Board without the necessity of Board action.
- F. Board members and committee personnel shall serve without compensation.
- G. Necessary expenses incurred to conduct Association business and committee duties may be reimbursed, subject to the approval of the Board. These expenses shall be enumerated in detail in an annual report to the Association membership. These obligations of expense must be approved by a majority vote of the Board prior to obligation of such expense.
- H. The election of officers shall be in accordance with Article V, below, and the duties of officers in accordance with Article III, Section 2.
- I. A Parliamentarian, not a member of the Board, may be appointed by the Board. Said Parliamentarian shall attend all meetings of general membership.

- J. From one to five Ombudsmen, not members of the Board, but residents in good standing, may be appointed by the Board to provide intermediary services to members who have issues regarding compliance with covenants and restrictions. Such appoint(s) may be made on an as needed basis.

Section 2 – Duties of the Officers/Board Members

President

The President shall:

- A. Be the principal executive officer of the Association.
- B. Preside at all meetings of the Association membership and the Board.
- C. With one other Board member of the Association, sign all obligations and contracts subject to the prior approval of the majority of the Board members.
- D. At the annual meeting of the Association, submit a report upon the affairs of the Association, with such suggestions, as he may deem necessary and proper. This report shall be submitted to the Board for its approval prior to the date of this meeting.

Vice-President

The Vice-President shall:

- A. Assume the powers and duties of the President in the President's absence.
- B. Be responsible for coordination and communication with members on security matters and issues, and may appoint a member to assist where necessary to handle those responsibilities.
- C. Maintain a record of the names of all members of The Association and membership changes and shall, once each year, cause to be published and distributed to members, a directory, which includes the names and addresses of all residents, the Covenants and Restrictions, and the By-Laws of Colony Cove.

Secretary

The Secretary shall:

- A. Give notice of all meetings of the Association and of the Board and shall keep the minutes of all the meetings.
- B. Be responsible for conducting the correspondence of the Association and keeping its records.
- C. Along with the President, shall attest and sign documents requiring the signature of both to conduct business for the Association.

Corresponding Secretary

The Corresponding Secretary shall:

- A. Assemble, edit and distribute a monthly community newsletter.

Treasurer

The Treasurer shall:

- A. Under direction of the Board, collect and disburse the funds of the Association.
- B. Report the financial condition of the Association at each regular meeting of the Board and, for the semi-annual meetings, prepare and distribute statements which present clearly and exhibit in detail the receipts and expenditures of the preceding fiscal year, the balance of money on hand, status of approved budgets, and the existing debts of the Association
- C. Prepare and submit the annual State of Florida Non Profit Corporation filings: prepare and submit annual IRS returns, as required.

Community Improvement Committee Chairman

The Community Improvement Committee Chairman shall:

- A. Be responsible for coordinating the maintenance of the entrance, landscape, perimeter appearance, and for promoting community beautification.
- B. Be responsible for coordinating the repair of all community street lights, including the purchasing and distribution of light bulbs, photocells, and pole replacement for Association members as needed.

Covenants and Restrictions Committee Chairman

The Covenants and Restrictions Committee Chairman shall:

- A. Appoint committee members as needed.
- B. Receive complaints relating to covenants violations and may also periodically inspect for violations. Action shall be taken upon each complaint and observed violation by first attempting a neighborly personal communication, communicating the goals of the Association and the observed violation. If further action is required, a formal letter shall be sent specifying the violation and the specific covenant. An Ombudsman may be consulted by the Member and the Committee shall explore the report of the Ombudsman prior to further action, but the recommendation of the Ombudsman shall not be binding.

Hospitality Committee Chairman

The Hospitality Committee Chairman shall:

- A. Be responsible for welcoming new residents to the neighborhood and furnishing them with information relating to the community and the covenants and restrictions. He will also invite new residents to the next meeting of the Association and introduce them at the meeting.

Social Committee Chairman

The Social Committee Chairman shall:

- A. Be responsible for planning social activities that appeal to members.

Recreation Committee Chairman

The Recreation Committee Chairman shall:

- A. Be responsible for the planning, development and operation of all recreational activities of The Association.

Section 3 – Meetings

- A. Semi-annual meetings of the Association membership shall be held in the second week in the months of September and April unless another date is designated by the Board.
- B. The Secretary shall provide written notice to each Association member of the time and place of meeting and slate of candidates at least ~~ten (10)~~ fifteen (15) days prior to the meeting.
- C. Meetings of the Association membership shall be conducted in accordance with parliamentary procedure for associations as specified in Robert's Rules of Order, Newly Revised.
- D. A quorum for meetings of the Association shall be a minimum of forty (40) resident members in good standing in the association. A member's proxy can be used to establish a quorum.
- E. An Association meeting found to be without a quorum may be rescheduled by the Board.
- F. At all meetings of the Association, each member of record shall have voting privileges, but only one vote per Lot shall be received and counted. No vote shall be received from Owners of a particular Lot who are in dispute with each other regarding their vote.
- G. Members or their proxy will be used at meetings of the Association to vote on the issues of elections, amendment of these By-Laws, dues changes, or changes in the fines imposed by the covenants and restrictions. Proxies shall be valid only if executed on a form prepared by The Association and shall be provided to individual members in good standing upon request. A member may request and receive a limited proxy upon a request. The Secretary shall ensure the identity and membership status of the person giving the proxy, which must be delivered to a Board Member prior to a meeting at which the proxy is to be exercised. Proxies may be general in form for voting purposes.
- H. Other special meetings deemed necessary by a majority of the Board, may be called upon seven (7) days written notice. Additionally, a meeting can be called with ten (10) percent of membership requesting same in writing to the Secretary. Upon such request, the Board must give seven (7) days notice to the membership.
- I. All objectives and purposes of such meetings shall be stated in the notice of time and place of meeting to each member. New business may be brought up and discussed, but not disposed of until proper notification of all members.

- J. Meetings of the Board shall be held whenever deemed necessary by the President or a majority of the Board members.
- K. A quorum for Board meetings shall be a simple majority.
- L. No member shall vote more than four (4) proxies at any Association meeting.

ARTICLE IV

Membership Privileges and Obligations:

Section 1 – Qualifications

Membership shall be mandatory to all property owners in Colony Cove who take title after the passage of the 2013 Revised Covenants and Restrictions as approved and subsequently recorded. Membership is available to other Lot owners who voluntarily pay dues. (As referenced in Article VII of the Covenants)

Voting privileges on Association held elections or other matters voted on are restricted to one vote per Lot.

Section 2 – Dues

Dues are payable on October 1 every year and are delinquent if not paid by December 31 of that year. Dues may be changed by majority vote at a membership meeting with fifteen (15) days notice in writing including notification that the subject of dues change shall be considered. General Proxy votes are permitted for dues change votes. The payment of dues by an Owner shall transfer membership to a new Owner of the property during the same fiscal year. Delinquency of payment of dues results in loss of voting privileges and all other privileges of membership.

Section 3 – Termination of Membership

- A. Termination of membership shall be automatic upon sale of residence in Colony Cove.
- B. Termination of voluntary membership shall be automatic upon delinquency of payment of dues.
- C. Voluntary membership may be reinstated upon paying back dues for the delinquent period of the current year.
- D. Membership may be terminated by those in voluntary status by written request to the Secretary. Those residents in required membership status may terminate membership only upon sale of the property.
- E. A member is deemed to be in good standing only if he has paid dues for the current year and any other obligations to the Association.

Article V

Elections

- A. Each year in April at the semi-annual meeting, a nominating committee with a minimum of five plus two alternatives shall be elected by the general membership.
- B. The newly appointed nominating committee will submit for the September semi-annual meeting a slate of candidates to the full membership of the Association, said slate to include at least one (1) candidate for each position on the Board. Nominations shall be restricted to members in good standing.
- C. At the semi-annual meeting of the Association in September, further nominations for each position will be accepted from the floor.
- D. No person may be submitted as a candidate without his or her prior consent.
- E. Each Board position will be filled by a majority vote of Association members present or by proxy.
- F. In the event that a vacancy occurs on the Board between annual elections, the Board will appoint a member of the Association to serve the unexpired term of office.

Article VI

Finance

- A. The funds of the Association shall be deposited in such bank or depository as the Board shall designate and shall be withdrawn only upon the check or order of the Association, countersigned by the Treasurer and the President. Funds may be transferred from one Association account to another by the Treasurer or the President, without counter signature and without prior Board approval. The Board shall be notified of the transfers. Funds deemed by the Board to be in excess of current operating requirements shall be deposited in an interest bearing account subject to transfer or withdrawal only upon formal resolution of the Board.
- B. The Treasurer and/or other Board members of the Association shall be properly bonded when deemed appropriate by the Board or the membership. Premiums for such bonds to be paid by the Association.
- C. At the semi-annual meeting, a budget for the coming fiscal year will be presented by the Board for the information of the Members. Unless changed by vote in an association meeting, the Association shall approve

an annual budget and financial matters shall be operated under a fiscal year, beginning October 1st of each year and continuing until September 30th of the coming year.

- D. The financial books of the Association shall be available for inspection by dues-paying members. An outside audit may be performed if deemed necessary by the Board, or upon the request and at the expense of any member, upon his prepayment in full for such audit. A Board member, or his appointed agent, must be present at the audit.
- E. The fiscal year shall be the calendar year, commencing October 1, of each year.

Article VII

Amendments to the By-Laws

- A. These By-laws may be amended by a 2/3 majority affirmative vote of voting members who are present or by written proxy at any meeting of the Association at which there is present a quorum, provided that notice of the meeting, its purpose, and a copy of the proposed amendments shall have been delivered to each member not less than ~~fourteen (14)~~ thirty (30) days prior to said meeting. Proxies will be available upon request to the Secretary.
- B. Upon adoption of said amendments, the Secretary shall provide to each member a copy of the adopted amendments, which shall also include the date of the adoption.

Article VIII

Each member authorizes and directs the Association and its officers and directors to act as his or her agent in enforcing and requiring compliance by all property owners with the Covenants and Restrictions and By-Laws, including all amendments as recorded at the Office of the Clerk of the Circuit Court of Duval County, Florida. Such authorization does not in any way limit a member's individual right as a property owner to legally enforce said covenants and restrictions in his personal capacity, nor does it compel the Association to enforce said covenants and restrictions unless directed by 75% vote of the full membership of the Association, except for the offending party or parties. The Association shall use all reasonable means available for enforcing said covenants and restrictions, including actions allowed in the covenants and bylaws or by initiation of a suit for temporary and/or permanent injunction and restraining order if necessary to compel compliance, or any other legal remedy which it may have.

ARTICLE IX

The use of the male gender in these by-laws shall pertain to and have equal meaning for the male and female gender.