

THIS DOCUMENT PREPARED BY
AND RETURN TO:
Hannah S. Rullo, Esq.
Ansbacher Law
8818 Goodby's Executive Drive
Suite 100
Jacksonville, FL 32217
Office: 904-737-4600
Facsimile: 904-254-4409

Ref: OR BK 6983, PG 0962

_____the space above this line is reserved for recording purposes_____

**NOTICE OF RECORDING OF
AMENDMENT & GOVERNING DOCUMENTS FOR
NORTHLAKE UNIT TWO**

NORTHLAKE UNIT TWO OF DUVAL COUNTY OWNERS ASSOCIATION, INC., a Florida not-for-profit corporation (the "Association") gives notice of the following amendments to, and adoption of governing documents and rules pursuant to the authority granted in the ***Declaration of Covenants, Conditions and Restrictions for Northlake Unit Two*** recorded in **Official Records Book 6983, Page 0962** of the current public records of Duval County, Florida:

- Amendment of Article X, Sections 1(a) and 12 to the Declaration of Covenants, Conditions and restrictions for Northlake unit Two attached as Exhibit "A" to this Notice.
- Articles of Incorporation of Northlake Unit Two of Duval County Owners Association, Inc. attached as Exhibit "B" to this Notice.
- Bylaws of Northlake Homeowners' Association attached as Exhibit "C" to this Notice.
- Architectural & Land Use Declaration of the Northlake Homeowners Association attached as Exhibit "D" to this Notice.

Signatures appear on the following page.

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NOTE: *The recording of these documents is at the direction of the Department of Commerce.*

IN WITNESS HEREOF, the Association has caused these presents to be executed in its name, this 22nd day of October, 2024.

Signed, sealed and delivered in the presence of:

Northlake Unit Two of Duval County Owners Association, Inc.

Valerie J. Rodgers
(Sign - Witness 1)

By: Derrick D. Mitchell Sr.
Derrick Mitchell, Sr., President

Valerie J. Rodgers
(Print - Witness 1)

12625 Sampson Rd. Jax, FL 32218
Jacksonville, Florida
(Address - Witness 2)

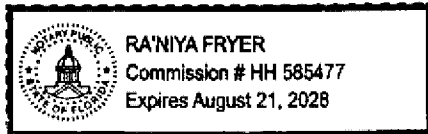
Teresa Mitchell
(Sign - Witness 2)

Teresa Mitchell
(Print - Witness 2)

12641 Sampson Rd.
Jacksonville, Florida
(Address - Witness 2)

STATE OF FLORIDA
COUNTY OF Duval

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 22nd day of October, 2024, by Derrick Mitchell, Sr. as President for Northlake Unit Two of Duval County Owners Association, Inc., a Florida not for profit corporation. He is personally known to me or has produced Florida drivers license as identification.



(Seal)

Raniya Fryer
Signature of Notary

Raniya Fryer
Print

Exhibit "A"

15 March 1999

Amendment of Article X, Sections 1. (a) and 12 to the Declaration of Covenants, Conditions and restrictions for Northlake Unit Two.

New Article X, Section 1. (a) reads as follow:

"A detached, single-family dwelling have a heated and/or cooled square footage of floor area of not less than 1800 square feet. No mobile homes are permitted."

(The number 1600 has been changed to read 1800.)

New Article X, Section 12 reads as follow:

" Yards. The yard between the front line and the approved dwelling shall be appropriately landscaped as a part of the construction of the approved dwelling. The architectural Control Review Committee shall determine appropriateness on an individual basis. All Yards and landscaping of any type on any lot shall be maintained in a neat and attractive appearance."

Approved May 17, 1999

State of Florida



Department of State

I certify the attached is a true and correct copy of the Articles of Incorporation of NORTHLAKE HOMEOWNERS ASSOCIATION, INC., a Florida corporation, filed on September 12, 1994, as shown by the records of this office.

The document number of this corporation is N94000004544.

Given under my hand and the
Great Seal of the State of Florida,
at Tallahassee, the Capital, this the
Fifteenth day of September, 1994



Jim Smith
Secretary of State

FILED
SECRETARY OF STATE
DIVISION OF CORPORATIONS

94 SEP 12 AM 10:26

ARTICLES OF INCORPORATION

OF

NORTHLAKE HOMEOWNERS ASSOCIATION, INC.

THE UNDERSIGNED hereby associate themselves for the purpose of forming corporation not for profit under and pursuant to Chapter 617, Florida Statutes, and do certify as follows:

ARTICLE I - NAME

The name of this corporation is NORTHLAKE Homeowners Association, Inc. The corporation is sometimes referred to herein as the "Association."

ARTICLE II - DEFINITIONS

All terms defined in the covenants and restrictions for NORTHLAKE and NORTHLAKE Unit Two recorded in Official Records Volume 5977, page 377 and Volume 6983, page 962 of the public records of Duval County, Florida (the "Declarations") shall have the same meanings when used herein. The term "Declaration" includes any modifications of or additions to the Declarations.

ARTICLE III - INITIAL REGISTERED OFFICE AND AGENT

The street address of the initial Registered Agent of this corporation is Susan Ruffin, Jacksonville, Florida 32218 and the name of the initial Registered Agent of this corporation at that address is 12669 Sampson Road, Jacksonville, FL. 32218. The principal office shall be the same.

ARTICLE IV - OBJECTS, PURPOSES & POWERS

Section 4.1 This corporation is a corporation not for profit. No part of its earnings shall enure to the benefit of any private shareholder or member.

Section 4.2 The object and purpose from which this corporation is organized are as follows:

4.2.1 To establish, maintain, operate and provide all community services of every kind and nature required or desired by the members, including, without limitation, those services and functions described in the Declarations.

4.2.2 To provide for the enforcement of the Declarations.

4.2.3 To engage in such other activities as may be to the mutual benefit of the members and the owners of portions of the Subdivision.

4.2.4 To own, operate and manage the easements granted to it in the Declarations.

4.2.5 To do such other things as may be necessary and proper to carry out and accomplish the above objects and purposes.

Sections 4.3 In furtherance of the aforesaid objects, purposes and powers, the corporation shall have all of the powers of a corporation not for profit, organized and existing under the laws of the State of Florida, which powers shall include, but are not limited to, the power:

4.3.1 To make, levy and collect assessments from its members and to expend the proceeds of such assessments and charges for the benefit of its members.

4.3.2 To contract with others to provide the services, benefits and advantages desired.

4.3.3 To enforce by legal action suits on behalf of the corporation.

4.3.4 To make, establish and enforce reasonable rules and regulations governing the use of the easements owned by the corporation.

4.3.5 To maintain, repair, replace and operate those facilities that the corporation has the duty or right to maintain, repair, replace and operate under these Articles and the Bylaws of the corporation.

4.3.6 To employ personnel to perform the services required or authorized by the Articles and Bylaws of the corporation.

4.3.7 To reconstruct improvements which it has the right or duty to maintain after casualty or other loss.

4.3.8 To enforce by legal action the provisions of these Articles, the Bylaws of the corporation, and the Declarations.

ARTICLE V - MEMBERSHIP

Section 5.1 The Membership of this corporation shall consist of all owners of record title to Residential Lots, but shall not include mortgagees or other holders of security interests only.

Section 5.2 Membership in this Corporation cannot be assigned, hypothecated or transferred in any manner except as may be provided in the Bylaws.

Section 5.3 The corporation shall have two classes of memberships, Class A and Class B.

Class A members shall be all persons owning one or more Residential Lots except Class B members.

Class B members shall be the Developer as defined in the Declaration.

The Class B membership shall terminate and be converted to Class A membership on the happening of either of the following events, which ever occurs earlier:

- (a) When the total votes outstanding in the Class A membership equal the total votes outstanding in the Class B membership, or
- (b) On January 1, 1996

Class B members shall be entitled to three (3) votes for each Residential lot owned by it. Class A members shall be entitled to one vote for each Residential Lot owned by it. When more than one persons holds an ownership interest in any Lot, the vote for such Residential Lot shall be exercised as the owners of all such interest determine among themselves, but in no event shall more than one vote be cast with respect to each Residential Lot. In any event of a disagreement among such persons and an attempt by two of them to cst the vote of such Residential Lot, such vote shall not be recognized and the Residential Lot shall not be counted for any purpose until such dispute is resolved.

ARTICLE VI - TERM

This corporation shall exist perpetually.

ARTICLE VII - BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

The business and affairs of the corporation shall be managed by the Board of Directors and the Executive Committee consisting of the Officers and the Standing Committee Chairpersons. The first Board of Directors shall consist of three (3) members. The names and addresses of the first Board of Directors who shall hold office until their successors are elected and have been qualified are as follows:

- Susan Ruffin 12669 Sampson Road Jax., Fl. 32218
- Reginald Luster 12572 Lochloosa Lane Jax., Fl. 32218
- Mary Bower 2445 Dunn Avenue, #212 Jax., Fl. 32218

The Directors of the corporation shall be elected at the time and in the manner provided for in the Bylaws.

ARTICLE VIII - OFFICERS

The officers of the corporation shall consist of a President, one or more Vice-Presidents, a Secretary, and a Treasurer. Additional Officers may be elected as deemed necessary. The officers in the corporation shall be elected by the members of the corporation. Any two (2) or more offices may be held by the Board of Directors same person except the offices of President and Secretary. The initial officers are:

Susan Ruffin	President
Reginald Luster	Vice-President
Mary Bower	Secretary
Edmund Williams	Treasurer
Leonard Propper	Parliamentarian

ARTICLE IX - INDEMNIFICATION

Every Director and every Officer of the corporation shall be indemnified by the corporation against all authorized expenses and liabilities, including counsel fees reasonably incurred by or imposed upon him/her in connection with any proceeding to which he may be a party, or in which he may become involved, by reason of his/her being or having been a Director or Officer of the corporation, or any settlement thereof, whether or not he is a Director or Officer at the time such expenses are incurred, except in such cases wherein the Director or Officer is adjudged guilty of willful malfeasance or malfeasance in the performance of his duties; provided that, in the event of a settlement, the indemnification herein shall apply only when the Board of Directors approves such settlement and reimbursement as being for the best interest of the corporation. The forgoing right of indemnification shall be addition to and not exclusive of all other rights to which such Director or Officer may be entitled.

ARTICLE IX - DISPOSITION OF ASSETS

No member, Director, or Officer of the corporation or other private individual shall be entitled to share in the distribution of any of the corporate assets upon dissolution of the corporation. Unless agreed to the contrary by seventy-five percent (75%) of each and every class of membership, upon dissolution of the corporation, the assets of the corporation shall be granted, conveyed and assigned to an appropriate public body, agency or agencies, utility or utilities or any one or more of them or to any one or more non-profit corporations, associations, trusts or other organization to be devoted to purposes as nearly as practicable the same as those to which they were required to be devoted by the corporation. No disposition of the corporation's assets shall be effective to divest or diminish any right or title of any member vested in him under recorded covenants and restrictions applicable to such assets unless made in accordance with the provisions of such covenants and restrictions.

ARTICLE XI
AMENDMENT OF ARTICLES

These Articles may be amended by an affirmative vote of two-thirds (2/3rds) of each class of members of the corporation entitled to vote.

ARTICLE XII
BYLAWS

The Membership shall adopt Bylaws consistent with these Articles. Bylaws may be amended at a regular or special meeting of the members by a vote of the majority of a quorum of members present in person or by proxy. In the event that the NORTHLAKE community is approved by the Veterans Administration ("VA") and the Federal Housing Administration ("FHA") or either of them and the VA or the FHA guarantees or insures a mortgage on a Residential Dwelling Unit, the FHA or VA shall have the right to Veto amendments while there is a Class B membership.

ARTICLE XIII
SUBSCRIBER

The name and residence of the subscriber to these Articles of Incorporation is as follows:

Reginald Luster 12572 Lochloosa Lane Jax., FL. 32218

ARTICLE XIV
FHA/VA APPROVAL

In the event that the NORTHLAKE is approved by the VA and the FHA or either of them and the VA or the FHA guarantees or insures a mortgage on a Residential Lot and so long as there is a Class B membership, the following actions will require the prior approval of the FHA or the VA: annexation of additional properties, dissolution, merger or consolidation of the Association, mortgaging, dedicating or conveying of Common Areas or Common Roads, and amendment of these Articles.

IN WITNESS WHEREOF, the subscribing incorporator has hereunto set his hand and seal and caused these Articles of Incorporation to be executed this 14th day of April, 1994.

Signed, sealed and delivered in the presence of:

[Signature]

[Signature]

[Signature] (Seal)

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me this 14th day of April, 1994, by [Signature], who is personally known to me or who has produced [Signature] (type of identification) as identification, and who did (did not) take an oath, and deposes and says that the foregoing Answers to Interrogatories are true and correct to the best of his/her knowledge and/or belief.

NEDRA LEE GOETTLING
Notary Public, State of Florida
My Comm. expires June 3, 1995
Comm. No. CC115316

[Signature]
Notary Public, State of Fla.
at Large

ACKNOWLEDGMENT: Having been named to accept service of process for the above-stated corporation, at place designated in this certificate, I hereby accept to act in this capacity and agree to comply with the provisions of the Florida Statutes relative to keeping open said office.

[Signature]
Susan Ruffin, Registered Agent

**BYLAWS
OF
NORTHLAKE HOMEOWNERS' ASSOCIATION**

A Corporation Not for Profit Under the Laws of the State of Florida

These are the Bylaws of Northlake Homeowners Association (hereinafter for convenience called "Association" or "Corporation"), a corporation not for profit, incorporated under the laws of the State of Florida.

Article I

ASSOCIATION

- 1.1 Office. The principal place of business of the Association shall be a place selected by the President and approved by the Executive Committee.
- 1.2 Fiscal Year. The fiscal year of the Association shall be the calendar year.
- 1.3 Seal. The corporate seal of the Association shall consist of two concentrated circles between the edges of which shall be engraved the words "Northlake Homeowners Association, Not for Profit", and across the center thereof the words "Corporate Seal", as shown by an imprint of such seal in the margin of these Bylaws. Said seal may be used by causing it or a facsimile thereof to be impressed, affixed, reproduced or otherwise.

Article II

DEFINITIONS

All terms defined in the Covenants, Conditions, Easements and Restrictions, for Northlake recorded in the official Records Volume 5977, page 377, and Volume 6983 and page 962 of the Public Records of Duval County, Florida (the "Declaration"), shall have the same meaning when used herein.

Article III

MEMBERSHIP

- 3.1 The membership of this corporation shall consist of all owners on record title to residential lots, but shall not include mortgagees or other holders of security interests only.
- 3.2 Membership in this Corporation cannot be assigned, hypothecated or transferred in any manner except as may be provided in these Bylaws.

Article IV

VOTING RIGHTS

- 4.1 Each member shall be entitled to one vote for each residential lot owned and has paid the annual assessment.
- 4.2 When more than one person holds an ownership interest in any lot, the owners will determine among themselves but in no event shall more than one vote be cast in respect to each residential lot. In any event of a disagreement among such persons and an attempt by two of them to cast the vote of such a residential lot, such vote shall not be counted and the lot shall not be counted for any purpose until such dispute is resolved.

Article V

ELECTION PROCEDURE

- 5.1 In the second (2) year of the term of office, the President shall appoint a Nomination Committee from the membership consisting of five (5) members and shall appoint its Chairperson.
- 5.2 The committee shall present a ballot containing the names of the members nominated as officers of the Association at a time as directed by the President or Executive Committee, but no later than the November (Annual) Meeting of the Association. Additional members may be nominated from the floor. Each candidate must have satisfied the annual assessment and other financial requirements.
- 5.3 Voting will be by written ballot provided by the Election Committee. Each eligible member, as prescribed by section 4.1 of these Bylaws will receive one ballot and may cast one vote per nominee in each position. The person in each position receiving the majority vote is elected.

Article VI

COMPOSITION, POWERS, AND DUTIES OF THE EXECUTIVE COMMITTEE

- 6.1 Composition. The Executive Committee shall consist of the Elected and Appointed Officers, Chairperson of each Standing Committee, and such other persons as determined by the President and Executive Committee.
 - 6.1.2 Powers. The Executive Committee shall have the powers as set forth in the Articles of Incorporation, Article IV.
- 6.2 Absences. In the event that any member of the Executive Committee of the Association shall be absent from three (3) consecutive regular meetings of the Executive Committee,

at the meeting during which said third absence occurs, declare the office of said absent person to be vacant and the provisions relating to the filling of a vacancy of an office as set forth in these Bylaws shall become operative.

6.3 Duties. It shall be the duty of the Executive Committee:

- 6.3.1** To keep a complete record of all its acts and corporate affairs and to make reports thereon to the members at the annual meeting of the members.
- 6.3.2** To supervise all officers, agents, and employees of the Association.
- 6.3.3** To fix the amount of the annual assessment against each residential lot owned by a member at least thirty (30) days in advance of the date of any payment of such assessment is due.
- 6.3.4** To prepare a roster of the lots and assessments applicable thereto which shall be kept in the offices of the Association and shall be open to inspection by any member thereof and to send written notice of each assessment to every member subject thereto.
- 6.3.5** To issue or cause an appropriate officer to issue upon demand by any person, a certificate setting forth whether all assessments against a residential lot have been paid and, if not, identifying the amount of the unpaid assessment and the period to which such unpaid assessment relates. Such certificate shall be conclusive evidence to the person to whom it is addressed of payment of any assessment therein stated to have been paid.
- 6.3.6** To obtain and maintain a liability insurance policy for the protection of the Association covering the common areas and covering such risks and with such deductible amounts as the Executive Committee shall determine.
- 6.3.7** To approve or disapprove plans for construction of improvements on residential lots, including the proposed location thereof, construction materials and outward appearance, whether initial construction or changes and additions to an existing improvement, and to establish uniform procedures for applying for approval of such plans.

Article VII

EXECUTIVE COMMITTEE MEETINGS

- 7.1** Time and Place. Meetings of the Executive Committee may be held at any place within the State of Florida. The Executive Committee shall meet within fourteen (14) days

following the close of the annual meeting of the members. Regular meetings of the Executive Committee shall from time to time be determined by the Executive Committee.

- 7.2 Notice. No notice of regular meetings of the Executive Committee is required. If the day for a regular meeting shall fall on a holiday, the meeting shall be held at the same hour on the first business day following which is not a holiday.
- 7.3 Special Meeting. Special meetings of the Executive Committee shall be held when called by the President of the Association after not less than forty-eight (48) hours' notice to each member except in case of an emergency. One-half (1/2) of the members of the Executive Committee present shall constitute a quorum for the conduct of business of the Committee.
- 7.4 Waivers, Consents, and Approvals. The transaction of any business of any meeting of the Executive Committee, however called and noticed by wherever held, shall be valid as though made at a meeting duly held after regular call and notice if a quorum is present and if, either before or after the meeting, each of the Committee person(s) not present signs a written waiver of notice or a consent to the holding of such meeting or an approval of the minutes thereof. All such waivers, consents, or approvals shall be filed with the corporate records and shall be made a part of the minutes of the meeting.
- 7.5 Quorum. The majority of the Executive Committee shall constitute a quorum thereof.
- 7.6 Adjourned Meetings. If, at any meeting of the Executive Committee, there is less than a quorum present, the majority of those present may adjourn the meeting from time to time until a quorum is present. At any adjourned meeting, any business that might have been transacted at the meeting as originally called may be transacted without further notice.

Article VIII

OFFICERS

- 8.1 Officers. The elected officers shall be a President, Vice President, Secretary, and a Treasurer. The President shall appoint the Parliamentarian, Chaplain, and Sergeant at Arms with appraisal of the Executive Committee.
- 8.2 Majority Vote. The elected officers shall be chosen by majority vote of the membership.
- 8.3 Term. Officers shall hold office for three (3) years. Officers shall not hold the same office for more than two (2) consecutive terms.
- 8.4 President. The President shall preside at all meetings of the Executive Committee and the general body shall see that orders and resolutions of the Executive Committee are carried out and sign all notices, checks, leases, mortgages, deeds, and all other written instruments as may be incidental to the orders and resolutions of the Executive Committee or general body.

- 8.5** Vice President. The Vice President shall perform all the duties of the President in his absence.
- 8.6** Secretary. The secretary shall record the vote and keep the minutes of all proceedings in a book to be kept for such purpose at all meetings. She/He shall keep the records of the Association. She/He shall record in a book kept for such purpose the names of all members of the Association together with their addresses as registered by such members. The Secretary shall send correspondence, disseminate meeting notices and all other items of interest to the membership.
- 8.7** Treasurer. The Treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Executive Committee; provided, however, that a resolution of the Executive Committee shall not be necessary for disbursements made in the ordinary course of business conducted within the limits of a budget adopted by the Executive Committee. She/He shall perform duties listed in Article VI, Section 6.3.4, 6.3.5, and 6.3.6 of these Bylaws. She/He shall prepare the annual budget for approval of the Executive Committee, serve as the Chairperson of the Budget and Finance Committee and present reports at each Executive Committee meeting and the final/annual budget and financial report at the regular Annual Meeting, and other reports as directed by the President and Executive Committee. The Treasurer shall keep proper books of account and cause an annual audit of the Association's books to be made by an audit committee of the Association, or independent auditor if directed, at the completion of each fiscal year.

Article IX

COMMITTEES

- 9.1** Standing Committees. The Association shall have both Standing and Ad-Hoc Committees. The President shall appoint the Chairperson of each committee with approval of the Executive Committee and serve as an Ex-Officio member of each committee except the Nomination Committee. The following shall be the Standing Committees: Architectural Control, Articles & Bylaws, Block Captains, Communication, Maintenance, Social, and Welfare.
- 9.2** All committees shall perform duties and submit reports as directed by the President and Executive Committee.
- 9.2.1** Duties of Committee Chairpersons. The Committee Chairperson represents the committee on the Executive Committee, shall perform duties assigned by these Bylaws, conduct committee meetings, submit reports to the President, Executive Committee as directed, and general body, and performs other duties as directed by the President and Executive Committee.

9.3 Review of Complaints. It shall be the duty of each committee to receive complaints from members of any matter involving Association functions, duties, and activities in its field of responsibility. It shall dispose of such complaints as it deems appropriate or refer them to the Executive Committee.

9.4 Duties of Committees.

9.4.1 Architectural Control Committee: It is the duty of the Architectural Control Committee to approve all construction and improvements, including landscaping, which is permitted by governing documents. All architectural designs, blueprints and drawings of homes and subsequent improvements whatsoever (which includes, but not limited to, detached buildings for garage, storage, barn purposes, and fences), shall be submitted to the Architectural Control Committee for approval at least thirty (30) days prior to the construction and/or improvement, insure that owners maintain their lot in good condition and report those habitually in violation of the rules, perform duties as prescribed by Article V, Declaration of Covenants.

9.4.2 Articles and Bylaws Committee. It is the duty of the Articles and Bylaws Committee to submit and receive recommendations for changes to the Association Bylaws, place approved changes into the Bylaws, and review the Bylaws to ensure that Association Bylaws remain consistent with the Declaration of Covenant and Articles of Incorporation.

9.4.3 Block Captains Committee. It is the duty of the Block Captains to serve as the "point person" for the owners on the block(s) to which they are assigned. Know the families on the block, keep them informed of activities, monitor activities, and stay informed regarding sickness/death, monitor upkeep of property, ensure that they are aware of the Association rules and inform owners of violations, solicit information and suggestions, collect news items/information for the newsletter, distribute the newsletter, flyers, and other items to block residents. Assist with any problems they may have.

Chairperson serves as the Committee representative to the Executive Committee.

9.4.4 Budget and Finance Committee. It is the duty of the Budget and Finance Committee to prepare an annual budget for the operation of the Association for submission to the Executive Committee for approval at a time as directed by the President and Executive Committee but no later than the first month of the fiscal year, regularly review budget to ensure that it is being maintained as planned, submit financial report and budget status reports at Executive committee meetings and/or when requested by the President, prepare interim reports for special meetings, and the final/complete financial report for submission to the general body at the November (Annual) Meeting.

- 9.4.5 Communications Committee. It is the duty of the Communications Committee to maintain the Association's website, prepare and distribute a quarterly newsletter, and perform the public relations duties of the Association.
- 9.4.6 Maintenance Committee. It is the duty of the Maintenance Committee to maintain, repair, replace the facilities/property that the Association has the right or duty to repair, keep the main road free of trash, check the ponds during the month to see if the pond service has been accomplished satisfactorily or if a complaint is in order, other duties as is deemed necessary.
- 9.4.7 Social Committee. The Social Committee shall plan and coordinate social activities for the enhancement of community relations.
- 9.4.8 Welfare Committee. It is the duty of the Welfare Committee to extend courtesies on behalf of the Association to members and/or specific family members in event of deaths, illness, weddings with items and financial amounts as specified in the Association Welfare policies and keep the President and Executive Committee informed of the events.

Article X

MEETING OF MEMBERS

- 10.1 Annual Meeting. There shall be semi-annual, April and November (Annual), and Special Meetings of the membership. The meetings will be held in Jacksonville, Florida at a place, time, and date as approved by the President and Executive Committee and contained in the notice of the meeting.
- 10.2 Special Meetings. Special Meetings of the membership may be called at any time by the President. A Special Meeting must be called upon the written request of one fourth (1/4th) of the total membership eligible to vote at the time such written request is dated.
- 10.3 Notice. Notice of the meetings of members shall be given by the Secretary by sending a copy of the notice by mail to the address registered. Notice of special meetings will be mailed at least ten (10) days in advance of the meeting and shall set forth in general the nature of the business to be transacted. If the business of any meeting shall involve an election, the procedure as set forth in Article V shall apply.

Each member shall register their address with the Secretary and notices of meetings shall be mailed to them at the registered address. It is incumbent on the individual member to ensure that accurate address is supplied to the Secretary for registering.

10.4 Quorum. The presence of one-ten (1/10th) of the total membership eligible to vote constitute a quorum for any actions governed by these Bylaws.

Article XI

GENERAL PROVISIONS

- Section 1. Maintenance Assessments**
As prescribed in Declaration of Covenants, Article IV
- Section 2. Architectural Control**
As prescribed in Declaration of Covenants, Article V
- Section 3. Enforcement**
As prescribed in Declaration of Covenants, Article VI
- Section 4. Water Management**
As prescribed in Declaration of Covenants, Article VII
- Section 5. Lakes**
As prescribed in Declaration of Covenants, Article VIII
- Section 6. Easements and Utilities**
As prescribed in Declaration of Covenants, Article IX
- Section 7. Land Use Covenants**
As prescribed in Declaration of Covenants, Article X

Article XII

INSPECTION OF BOOKS AND PAPERS

12.1 The bookkeeping records of the Association shall be at all times, during reasonable business hours, subject to the inspection by any member upon making arrangement with the Secretary or Treasurer.

Article XIII

PARLIAMENTARY RULE

13.1 Roberts Rules of Order (latest edition) shall govern the conduct of the Association proceedings when not in conflict with the Declaration, Articles of Incorporation, and these Bylaws.

Article XIV

AMENDMENTS

14.1 These Bylaws may be amended at a regular or special meeting of the members by a vote of the majority of a quorum of eligible members present. (Articles of Incorporation, Article XII)

Article XV

CONFLICTS

15.1 In the case of any conflict between the Articles of Incorporation, with amendments, and these Bylaws, the Articles of Incorporation shall control, and, in the case of any conflict between the Declaration, with amendments, and these Bylaws, the Declaration shall control.

Amendments:

15 March 1999

03 November 2015

ARCHITECTURAL & LAND USE DECLARATION
OF THE NORTHLAKE HOMEOWNERS ASSOCIATION

Adopted: November 9, 1994

WE, the MEMBERS of NORTHLAKE HOMEOWNERS ASSOCIATION, Inc., hereby declare that the following are the major Architectural and Land Use concerns of our community and that these declarations shall be amended from time to time:

1) All architectural designs, blueprints and drawings of homes and all subsequent improvements whatsoever (which includes, but is not limited to, detached buildings for garage, storage and barn purposes), shall be submitted to the Architectural Committee for approval at least thirty (30) days prior to construction and/or improvement. See Attached Form.

2) No fences of any nature shall be erected forward of the front wall of the home. Homeowners shall submit to the Committee for approval all plans for erection of fences to the rear and side of the front wall. In reviewing any request to erect a fence, the following factors will be considered: a) material, b) height, c) safety, d) aesthetics, e) location, d) compliance with city ordinance and f) maintenance. See Attached Form.

3) The exterior walls of all home shall be constructed of 100% brick or brick veneer. No home shall be constructed of concrete block, aluminum siding, lap board, stucco, T1-11, tilt wall, wood or any other material. It is the desire of NHA that all homes in the community are constructed of 100% brick or brick veneer.

4) All homes, improvements and fences constructed or erected before the adoption of this declaration shall be considered exempted due to prior existence.

Approved by the NORTHLAKE HOMEOWNERS ASSOCIATION the 9th day of November, 1994.

Susan Ruffin
Susan Ruffin, President

Reginald Luster
Reginald Luster, Vice President

MARY W. BOWER

1/11/94