# 71R246086

#### BY-LAWS

#### OF

#### KINGS CREEK VILLAGE ASSOCIATION, INC.

#### ARTICLE I

#### DEFINITIONS

All terms used herein which are defined in the Declaration of Covenants and Restrictions for Kings Creek Village shall be used herein with the same meaning as defined in said Declaration.

#### ARTICLE II

#### LOCATION OF PRINCIPAL OFFICE

The principal office of the Association shall be located at 4601 Ponce de Leon Boulevard, Coral Gables, Florida 33146, or at such other place as may be established by Resolution of the Board of Directors of the Association.

#### ARTICLE III

#### VOTING RIGHTS AND ASSESSMENTS

 The number of votes each member shall have in each year (established in accordance with the provisions of the Articles of Incorporation) shall be determined by the Board of Directors of the Association no later than sixty (60) days before annual meeting of the Association each year and, once established, shall remain at that number unless a change in the Units shall occur that would make change in voting rights (as established in accordance with the Articles of Incorporation of the Association) appropriate.

2. Assessments and installments thereon not paid when due shall bear interest from the date when due until paid at the rate set forth in the Declaration of Covenants and Restrictions for Kings Creek Village, and shall result in the suspension of voting privileges during the period of such nonpayment.

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#### ARTICLE IV

#### BOARD OF DIRECTORS

1. A majority of the Board of Directors shall constitute a quorum to transact business at any meeting of the Board, and the action of a majority present at a meeting at which a quorum is present shall constitute the action of the Board of Directors.

2. Any vacancy occurring on the Board of Directors because of death, resignation or other termination of services of any Director, shall be filled by the Board of Directors; except that the Developer, to the exclusion of the other members and/or the Board itself, shall fill any vacancy created by the death, resignation, removal or other termination of services of any Director appointed by the Developer. A Director appointed to fill a vacancy shall be appointed for the unexpired term of his predecessor in office and until his successor shall have been elected and/or appointed and qualified.

#### ARTICLE V

ELECTION OF DIRECTORS: NOMINATING & ELECTION COMMITTEES

 Nominations for election of Board members may be made by a Nominating Committee appointed by the Board.

2. The Developer shall, within fourteen (14) days of the date set in Article III (1) of these By-Laws for determining the number of votes each member shall have in each year, notify the Secretary and the Nominating Committee of the names of the Directors the Developer is appointing to the Board of Directors. Within thirty (30) days of such date set in Article III (1) the Nominating Committee shall notify the Secretary of the names of the candidates nominated for election to the Board of Directors. The Secretary shall, within seven (7) days of receiving such notification from the Nominating Committee, prepare and mail election ballots to the Members.

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4. All elections to the Board of Directors shall be made on written ballots which shall (a) describe the vacancies to be filled by class of members entitled to vote for the seat to be filled and (b) set forth the names of those nominated for each vacancy by the Nominating Committee or by petition for such vacancies and the names of those appointed to the Board by the Developer. Upon receipt of such ballots such members and representatives may, in respect to each vacancy, cast as many votes for the persons nominated by the Nominating Committee as they are entitled to exercise under the provisions of the Articles of Incorporation and these By-Laws.

5. The completed ballots shall be returned to the Secretary at the address of the Association, or at such other address as designated upon each ballot. Upon receipt of each ballot the Secretary shall immediately place it in a safe or other locked place until the day set for the counting of such ballots. On that day the ballots shall be turned over to an Election Committee which shall consist of five members appointed by the Board of Directors or be counted by the Secretary if the Board has not appointed an Election Committee.

6. The members of the Board of Directors elected or appointed in accordance with the procedures set forth in this Article shall be deemed elected or appointed as of the date of the annual meeting of the Board of Directors.

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#### ARTICLE VI

#### **POWERS & DUTIES OF THE BOARD OF DIRECTORS**

1. The Board of Directors shall have power:

(a) To call meetings of the members.

(b) To appoint and remove at pleasure all officers, agents and employees of the Association, prescribe their duties, fix their compensation, and require of them such security or fidelity bond as it may deem expedient. Nothing contained in these By-Laws shall be construed to prohibit the employment of any Member, Officer or Director of the Association in any capacity whatsoever.

(c) To establish, levy and assess, and collect the assessments necessary to operate the Association and carry on its activities, and to create such reserves for extraordinary expenditures as may be deemed appropriate by the Board of Directors.

(d) To adopt and publish rules and regulations governing the use of the Common Area or any parcels thereof and the personal conduct of the members and their guests thereon, including reasonable admission charges if deemed appropriate.

(e) To authorize and cause the Association to enter into contracts for the day-to-day operation of the Association and the discharge of its responsibilities and obligations.

(f) To exercise for the Association all powers, duties and authority vested in or delegated to this Association, except those reserved to Members in the Declaration of Covenants and Restriction for Kings Creek Village or the Articles of Incorporation of the Association.

2. It shall be the duty of the Board of Directors:

(a) To cause to be kept a complete record of all its acts and corporate affairs.

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(b) To supervise all officers, agents and employees of this Association, and to see that their duties are properly performed.

(c) With reference to assessments of the Association:

(1) To fix the amount of the assessment against each member for each assessment period at least thirty (30) days in advance of such date or period;

(2) To prepare a roster of the members and assessments applicable thereto which shall be kept in the office of the Association and shall be open to inspection by any member; and,

(3) To send written notice of each assessment to every member subject thereto.

(d) To issue or to cause an appropriate officer to issue, upon demand by any person, a certificate setting forth whether any assessment has been paid. Such certificate shall be prima facie evidence of any assessment therein stated to have been paid.

#### ARTICLE VII

#### DIRECTORS AND MEETINGS

The annual meeting of the Association shall be held on
January 15th at 9:00 A.M. at the principal office of the
Association, unless some other place is designated by the Board. Regular
meetings of the Board of Directors shall be held at such time and place as
provided by appropriate resolution of the Board of Directors.

2. Notice of such meetings are hereby dispensed with. If the day for a regular meeting shall fall upon a holiday, the meeting shall be held at the same hour on the first day following which is not a holiday, and no notice thereof need be given.

3. Special meetings of the Board of Directors shall be held when called by the President or Vice President of the Association or by any three Directors after not less than three (3) days' notice to each Director.

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5. The transaction of any business at any meeting of the Board of Directors however called and noticed, or wherever held, shall be as valid as though made at a meeting duly held after regular call and notice of a quorum is present and, if either before or after the meeting, each of the Directors 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 made part of the minutes of the meeting.

#### ARTICLE VIII

#### OFFICERS

1. The officers shall be a President, a Vice President, a Secretary, and a Treasurer, and such other officers as may be determined by the Board, in accordance with the Articles of Incorporation, to be from time to time appropriate. The President shall be a member of the Board of Directors, but the other officers need not be.

2. The officers of the Association shall be elected by the Board of Directors at the annual meeting of the Board of Directors, which shall be held immediately following the annual meeting of the Association. New offices may be created and filled at any meeting of the Board of Directors. Each officer shall hold office until his successor shall have been duly elected and qualified.

3. A vacancy in any office because of death, resignation, or other termination of service, may be filled by the Board of Directors for the unexpired portion of the term.

4. All officers shall hold office at the pleasure of the Board of Directors; except that if an officer is removed by the Board, such removal shall be without prejudice to the contract rights, if any, of the officer so removed.

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5. The President shall preside at all meetings of the Board of Directors, shall see that orders and resolutions of the Board of Directors are carried out and sign all notes, checks, leases, mortgages, deeds and all other written instruments.

6. The Vice President, or the Vice President so designated by the Board of Directors if there is more than one Vice President, shall perform all the duties of the President in his absence. The Vice President(s) shall perform such other acts and duties as may be assigned by the Board of Directors.

7. The Secretary shall be ex officio the Secretary of the Board of Directors, shall record the votes and keep the minutes of all proceedings in a book to be kept for the purpose. He shall sign all certificates of membership. He shall keep the records of the Association. He shall record in a book kept for that purpose all the names of the members of the Association together with their addresses as registered by such member.

8. The Treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors, provided, however, that a resolution of the Board of Directors shall not be necessary for disbursements made in the ordinary course of business conducted within the limits of a budget adopted by the Board. The Treasurer may, but need not, be a required signatory on checks and notes of the Association.

9. The Treasurer, or his appointed agent, shall keep proper books of account and cause an annual audit of the Association books to be made by a certified public accountant at the completion of each fiscal year. He or his appointed agent shall prepare an annual budget and an annual balance sheet statement and the budget and balance sheet statement shall be open for inspection upon reasonable request of a member.

10. The salaries, if any, of the officers and assistant officers of

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the Association shall be set by the Board of Directors.

#### ARTICLE IX

#### COMMITTEES

1. The Standing Committee of the Association shall be:

The Nominating Committee

The Maintenance Committee

The Architectural Control Committee

Unless otherwise provided herein, each committee shall consist of a Chairman and two or more members and shall include a member of the Board of Directors. The committees (except the Architectural Control Committee) shall be appointed by the Board of Directors within thirty (30) days after each annual meeting of the Board of Directors, to serve until the succeeding committee members have been appointed. The Board of Directors may appoint such other committees as it deems desirable.

2. The Nominating Committee shall have the duties and functions described in these By-Laws.

3. The Maintenance Committee shall advise the Board of Directors on all matters pertaining to the maintenance, repair or improvement of properties in Kings Creek Village, and shall perform or see to the performance of such other functions as the Board, in its discretion, determines, subject to the rights, as to townhouse and condominium area maintenance, of the Directors of those classes of membership to, respectively for each class, set the frequency of service as set forth in the Declaration of Covenants and Restrictions.

4. The Architectural Control Committee shall be appointed by the Developer (until relinquished by it to the Association) and shall have the duties and functions described in the Declaration of Covenants and Restrictions for Kings Creek Village. A party aggrieved by a decision of the

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Architectural Control Committee shall have the right to make a written request to the Board of Directors, within thirty (30) days of such decision, that the Board review such decision. The determination of the Board upon reviewing such decision of the Committee shall in all events be final.

5. The Maintenance Committee and other committees appointed and so empowered by the Board of Directors (but not the Nominating Committee or the Architectural Control Committee) shall have power to appoint sub-committees from among their membership and may delegate to any such sub-committees any powers, duties, and functions.

6. It shall be the duty of each committee to receive complaints from members on any matter involving Association functions, duties, and activities within its field of responsibility. It shall dispose of such complaints as it deems appropriate or refer them to such other committee, Director or officer of the Association which is further concerned with the matter presented.

#### ARTICLE X

#### BOOKS AND PAPERS

The books, records and papers of the Association shall at all times, during reasonable business hours, be subject to the inspection of any member.

#### ARTICLE XI

#### SEAL

The Association shall have a seal in circular form having within its circumference the words: Kings Creek Village Association, Inc., corporation not for profit, 1971.

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#### ARTICLE XII

#### AMENDMENTS

These By-Laws may be altered, amended or repealed by majority vote of the Directors present at a duly constituted meeting of the Board of Directors except that no amendment affecting Developer shall be effective without its written consent.

#### CERTIFICATE

The foregoing were adopted as the By-Laws of Kings Creek Village Association, Inc., a corporation not for profit under the laws of the State of Florida, on <u>November</u> 15<sup>25</sup> 1971. <u>Auture</u> <u>Secretary</u> President

HERMAN