

**CANTERBURY LAKE ESTATES PROPERTY OWNERS' ASSOCIATION, INC.**  
**BYLAWS AMENDMENT AND RESTATEMENT**  
**REVISED & APPROVED 9/5/25**

**ARTICLE I**  
**INCORPORATION BY REFERENCE**

These Bylaws include the most relevant provisions of the Florida Not-For-Profit Corporation Act, Chapter 617 of the Florida Statutes. 9/5/25 Future and the most current Florida Statute 720 shall be deemed to be included herein without further action of the Board to the extent that these By-laws do not make authorized deviations from the statutory provisions. Other Association regulations and criteria, issued by Committees and approved by the Board are on file with the Secretary.

**ARTICLE II**  
**FORM OF ADMINISTRATION**

The administration of this Association is as prescribed in the Florida Not-For-Profit Corporation Act.

**ARTICLE III**  
**DEFINITIONS**

Terms and words used herein shall have the meanings stated in the Declaration of Covenants, Conditions, Restrictions, and Easements for the Canterbury Lake Estates Property Owners' Association, (CLEPOA) Inc.

**ARTICLE IV**  
**LOCATION & AGENT**

Section 1. Association. The Association Clubhouse is located at 2875 N. Folkstone Loop, Hernando, Florida, 34442.

Section 2. Registered Agent. The Registered Agent is:

Integrity Tax and Bookkeeping, Inc.  
4411 E. Arlington St.  
Inverness, FL 34453  
352-726-4379  
1-800-877-1040

**ARTICLE V**  
**MEMBERSHIP**

Section 1. Membership. Is defined in Article III of the Declaration.

Section 2. Good Standing. The rights of Membership may be restricted by the Board if the Member is not in Good Standing as defined in Article I (7) of the Declaration.

Section 3. Restatement of Purpose: The primary function and justification for this property owner's association is to maintain and enhance Member and community property values.

**ARTICLE VI**  
**MEETING OF MEMBERS**

- Section 1. Annual Meeting. The Annual Meeting of the Members shall be held on the fourth Monday of February each year at a time and place determined by the Board.
- Section 2. Annual Member Meeting Notification. Notice shall be given to all Members not less than thirty (30) days or more than sixty (60) days before the meeting by mail, to the address known to the Association.
- Section 3. Voter Certification. Members must have "Good Standing" as defined in Declaration Article I (7) to participate in a meeting or vote in an election. The record Owner of Property located in Canterbury Lake Estates identified by the Block/Lot Number shall appoint a person authorized to vote. Only one person from the record Owner of the Property is authorized to vote.
- Section 4. Proxies. Votes may be cast in person or by proxy. A proxy may be given by any person entitled to vote and shall be valid only for the meeting designated in the proxy and any adjourned meetings. The proxy must be returned to the Association, CAM or E-Voting Manager before the meeting. The proxy is valid for a period no longer than ninety (90) days after the date of the first meeting for which it was given. The proxy may be revocable by the person executing the proxy prior to the initiation of the Annual Meeting.
- Section 5. Annual Meeting Agenda
- (1) Calling of the roll and certifying Membership quorum
  - (2) Proof of Notice of Meeting
  - (3) Reading and disposal of any unapproved minutes
  - (4) Board Reports
  - (5) Budget Review
  - (6) Committee Reports
  - (7) Old Business
  - (8) New Business
  - (9) Election of Directors and SAC
  - (10) Recess
  - (11) Election Results
  - (12) Adjournment
- Section 6. Special Member Meetings. Not less than three (3) Directors or at least ten (10 %) percent of the Good Standing Members may call special member meetings. The cost of holding and conducting the Special Meeting may be borne by the Membership calling the meeting, if requested by the Board. Business is limited to the purposes described in the notice of meeting.
- Section 7. Special Member Meeting Notification. Notice of any Special Member Meeting of the Members shall be given to the Members. It shall be mailed, delivered, or electronically transmitted to the members not less than 14 days prior to meeting. Notice is to state the date, time, place, and the general nature of the business to be transacted. Meeting date and time will be posted at the Clubhouse and on the CLE website not less than 14 days prior to the meeting.
- Section 8. Quorum at Annual / Special Member Meeting. A minimum of thirty (30) percent of the Members in Good Standing must be present or represented by proxy. If the required quorum is not achieved, another meeting may be called not more than sixty (60) days later and the required quorum shall be fifteen (15) percent of the Members in Good Standing.

Section 9. Right to Speak. Florida Statute 720 “Members and parcel owners have the right to attend all membership meetings and to speak at any meeting with reference to all items opened for discussion or included on the agenda. Notwithstanding any provision to the contrary in the governing documents or any rules adopted by the board or by the membership, a member and a parcel owner have the right to speak for at least 3 minutes on any item. The association may adopt written reasonable rules governing the frequency, duration, and other manner of member and parcel owner statements, which rules must be consistent with this subsection.”

## **ARTICLE VII** **BOARD OF DIRECTORS**

Section 1. Election of Board / Term Limits. The Board shall be comprised of five Directors, elected by a vote of the Members at the Annual Meeting as overseen by the Management Company.

After 2001 all Directors will be elected for a two-year term. No Director may serve for more than two consecutive elected terms, nor for more than a total of five (5) terms, ten (10) years in entirety). See definitions in Declaration: Article III.

Section 2. Election of Officers. Immediately following the Annual Meeting, the Board shall elect Officers, provided at least four Directors are present. If officers are not elected at the Annual Meeting, the Board shall elect Officers within thirty (30) days after the Annual Meeting. This election may be a secret ballot at the unanimous discretion of the newly formed Board.

Section 3. Scheduled Board Meetings. Scheduled meetings of the Board will be held at the Community Clubhouse in Canterbury Lake Estates Community, Citrus County, Florida, on the date and time established by the Board, unless an alternate location is approved by the board. The Scheduled POA Board meeting dates, and time will be decided at the Organizational Meeting of the Board members. Meeting notification will be posted at least forty-eight (48) hours prior to the meeting, Florida Statute 720, at the clubhouse, entryway sign and on the CLE website, agenda and associated documents will be posted on the CLE website. Meetings are open to all members. All meeting venues must be handicap accessible. Florida Statute 720.

Section 4. Special Board Meetings. Special Board Meetings may be called by three Directors. Special Board Meetings may be held at any time and place within the Canterbury Lake Estates Community, Citrus County, Florida. Articles Of Incorporation VII. Notice of each Special Meeting stating the date, time, place, and purpose shall be posted at the Clubhouse a minimum of 48 hours prior to the meeting, emailed to the Board’s Owner contact list, and placed on the CLE website. Meetings are open to all members and shall be held at the community clubhouse, unless an alternate location is approved by the board of directors. All meeting venues must be handicap accessible. Florida Statute 720.

Section 5. Quorum. Quorum of the Board shall consist of at least three Directors.

Section 6. Workshops. Workshops may be called by the Board of Directors, hosted by a facilitator for fact finding and planning purposes. This is for information gathering only. No issues will be voted upon at these sessions. Workshops require at least 48 hours’ notice posted at the clubhouse, on the CLE website, and stating the purpose of the workshop. Workshops have no agenda. Meetings are open to all members and will be held at the community clubhouse, unless an alternate location is approved by the board of directors. All meeting venues must be handicap accessible. Florida Statute 720.

Section 7. Reorganizing / Removal of Director(s) / Officer(s).

- A. Reorganizing of Director(s) / Officer(s). An Officer within the Board may be changed at any time by a majority vote of the Board.
- B. Removal of Director(s) / Officer(s). Any Director may be removed from the Board, at any time, with or without cause, by a majority vote of the Membership at a Special Meeting. The removed Director cannot serve on the Board, except by subsequent election at the Annual Meeting.

Section 8. Resignation of Director / Officer. Directors and Officers may resign at any time. Resignations shall be made in writing submitted to the Board and take effect immediately or at a date specified in said notice. Any Vacancy on the Board created may be filled by a majority vote of the remaining Board Members and shall be for the balance of the resigning Director or Officer's term. Consideration may be given to the Candidate with the next highest votes at the last election.

Section 9. Compensation for Directors. Directors shall serve without compensation.

Section 10. Powers and Duties of the Board. The Board shall exercise all powers, duties and authority vested in or delegated to this Association and not reserved to the Membership or Committees by other provisions of these Bylaws, the Articles of Incorporation, or the Declaration.

- A. Board Responsibilities. The general duties for directors are to understand and enforce the association's governing documents, rules and restrictions as mandated by Florida Statutes, collect, and preserve the association's financial resources, insure the association's assets against loss, and keep the common areas in a state of good repair.

To fulfill that responsibility, directors must:

1. Regularly attend Board meetings.
  2. Review materials provided in preparation for Board meetings.
  3. Review the association's financial reports.
  4. Respect parliamentary procedure at all meetings, to refrain from speaking out of turn, and to participate in a business-like manner.
  5. Promote the goals and interests of the association in a constructive manner, rather than create unnecessary conflict among the homeowners or Board members.
  6. Demonstrate loyalty to the interests of the community as a whole. This loyalty supersedes any conflicting loyalty to individual community members or the personal interest of any Board member.
  7. Speak with one voice, supporting all duly adopted board decisions, even if the Board member was in the minority regarding actions that may not have obtained unanimous consent.
  8. Make reasonable inquiry before making decisions.
  9. Respond to member inquiries.
  10. Adhere to the association Code of Conduct.
  11. Resign from the Board if they find they can no longer maintain this agreement to serve.
  12. A Director of the Board should be assigned as a liaison to the Committees and attend Committee meetings.
- B. Education, Certification and Continuing Education is required by Board Directors according to Florida Statute 720.
  - C. Officers and Directors are not allowed to solicit, offer, or accept a kickback. Board Directors will follow the Florida Statute 720. Conflicts of interest must be disclosed.

Section 11. Scheduled Board and POA Meeting Agenda

- (1) Call to Order

- (2) Roll Call of Directors
- (3) Approval of Minutes
- (4) Treasurer's Report
- (5) Director's Report
- (6) Committee Reports (Scheduled POA Meetings only)
- (7) Old Business
- (8) New Business
- (9) Announcements
- (10) Next Meeting Date
- (11) Adjournment
- (12) Open discussion after meeting.

Section 12. Special Meeting Agenda.

- (1) Call to Order
- (2) Roll Call of Directors
- (3) New Business
- (4) Adjournment

Nothing may be added or discussed at Special Meetings except posted agenda items.  
Florida Statute 720.

Section 13. Annual Action Items. Listed in Attachment A.

**ARTICLE VIII**  
**OFFICERS**

Section 1. President. The Board shall elect the President who shall be the chief executive officer of the Association. The President shall have the powers and duties of supervision and management of the Association, which pertain to the office, and perform duties as required by the Board.

Section 2. Vice-President. The Board shall elect one Vice-President who shall have such powers and duties which pertain to such office or required by the Board. In the absence or disability of the President, the Vice-President shall perform the duties and exercise the powers of the President.

Section 3. Secretary. The Board shall elect the Secretary who shall issue notices of all Association meetings, record minutes and maintain Association records and perform other duties as usually pertain to the office or as required by the Board.

Section 4. Treasurer. The Board shall elect the Treasurer who shall have the care and custody of all the monies and securities of the Association. The Treasurer shall perform all such duties as usually pertain to the office or as required by the Board.

Section 5. Director at Large. The Board shall elect a Director at Large who shall perform duties and responsibilities as pertain to the office or as required by the Board of Directors.

**ARTICLE IX**  
**SECOND ADDITION COMMITTEE**

Section 1. Second Addition Committee. The Second Addition Committee (SAC) is a permanent elected committee of the CLEPOA as identified in Article VI of the Declaration.

- A. Meetings for the Second Addition Committee should be held semi-annually at a minimum. All documentation and meeting minutes will be stored in the Committee's designated file on the CLE website.
- B. Meetings require at least 48 hours' notice posted at the clubhouse, and on the CLE website.

C. Committee meetings are open to all members and should be held at the community clubhouse, unless an alternate location is approved by the board of directors. All meeting venues must be handicap accessible. Florida Statute 720.

Section 2. Election of SAC. SAC Member nominations and election will be held in conjunction with Board Election.

Section 3. Number and Tenure. The SAC shall be comprised of not less than three (3) and not more than five (5) members, who have an ownership interest in the properties located within the Second Addition. Beginning in 2002, the term of office shall be for a period of two years for the three candidates receiving the most votes and the next two candidates for a one-year term. Thereafter, elected candidates will serve for two-year terms. A SAC Member shall not concurrently serve on the Board of Directors.

Section 4. Compensation. The SAC Members shall serve without compensation.

Section 5. Succession. In the event the SAC Members are not elected, or cease to function as determined by the Board, the Board will assume the duties and responsibilities of the SAC. SAC Members shall per their Purposes and Duties, appoint a Second Addition Member in Good Standing to fill a vacancy on the committee and forward to the Board immediately in writing. The Board will announce the change at the next Board Meeting.

Section 6. Conduct of Meetings. Current Robert's Rules of Order shall govern the conduct of SAC meetings when not in conflict with the Articles, Declaration, or Bylaws.

#### **ARTICLE X** **GIFTS**

The Board must approve any acceptance on behalf of the Association of any contribution, gift, bequest, or device for the general purposes or for any specific purpose of the Association by a vote at a Board meeting.

#### **ARTICLE XI** **ASSOCIATION RECORDS**

The records of the Association, including ARC and SAC, may during business hours and upon request, be inspected by any Member within ten (10) days after written request. The Board may impose fees to cover the costs of providing more than 25 pages of records to a member.

Section 1. Method of Records Requests. An owner desiring to inspect the Association's official records pursuant to Florida Statute 720. Association member must submit a written request by mail postage paid to the Board of Directors, via the Association property manager at the following address:

***Canterbury Lake Estates POA, Inc.- Board of Directors***

**RE: Records Inspection Request**

4411 E. Arlington St.  
Inverness, FL 34453

A. Written requests delivered to the above address after normal business hours shall be deemed "received" by the Association on the following business day.

- B. Written requests are the only acceptable method of acceptance. Requests for inspection of records received by email, other method of delivery, or submitted to individual directors or officers of the Association will **NOT** be accepted by the Association.

Section 2. Identification of Records:

- A. Requests shall identify all records sought to be inspected, specifying pertinent dates and time periods, so that the applicable records may be retrieved from storage when necessary.
- B. The Association shall be under no obligation to retrieve any records requested and may, in the alternative, require the owner to inspect the official records as they are kept in the ordinary course of business.
- C. The Association may, but is not required to, offer the owner the option of making the records available electronically over the internet or on a computer screen.
- D. If a request is too vague, the Board will respond to such request in writing requiring a more definitive statement of the records being requested. Inspection or copying of records shall be limited to those records specifically identified on the written request.

Section 3. Authorized Representative. If an owner wishes for the records to be inspected by their authorized representative, the request submitted to the Association must specifically state the name of such representative and identify them as the owner's representative for this purpose.

Section 4. Assembling of Records or Data. The Association is not required to organize or assemble records in any particular manner for an inspection or otherwise create records or compile data to facilitate a records inspection.

Section 5. Records Not to be Inspected. Owners shall not have the right to inspect or copy those records which are declared by the Florida Homeowners Association Act to be non-accessible to owners, including, but not limited to, the following:

- A. Attorney-Client privileged records.
- B. Information obtained in connection with the approval of a sale, lease, or other transfer of a parcel.
- C. Personnel records.
- D. Medical records of parcel owners; and
- E. Certain personal identifying information as provided by Florida Statute.

Section 6. Scheduling. Records shall be made available for inspection by the Association on or before the tenth business day following the actual receipt by the Association of the written request for inspection, unless otherwise agreed to by the Association and the owner. The Association shall notify the owner in writing that the records are available and shall propose an available date and time for inspection within ten (10) business days of receipt of the request. If the proposed date and time are not available to the owner, the parties shall attempt to coordinate a mutually convenient time and date, which may be later than the original 10 business day period.

Section 7. Hours. An owner may inspect the official records upon request at the Property Management office during regular business hours. The Association may comply with the request by having a copy of the official records available for inspection or copying in the community or, at the option of the association, by making the records available to a parcel owner electronically via the Internet or by allowing the records to be viewed in electronic format on a computer screen and printed upon request.

- Section 8. Limitation on Number of Requests. No owner may submit more than one request for records inspection or copying of records per calendar month, and the owner shall have a cumulative total of eight (8) hours per month to complete their inspection.
- Section 9. Handling of Records. Removal, alteration, or destruction of Association records by the inspecting owner or their authorized representative is prohibited. The person inspecting records shall not take files apart or otherwise move or relocate any document or page of the Official Records without consent from the Association.
- Section 10. Conduct. All persons inspecting or requesting copies of records shall conduct themselves in a businesslike manner and shall not interfere with the operation of the Association or Property Management firm during the inspection.
- A. Persons inspecting records shall not expect or be entitled to question any Association representative who may be present during such inspection as to the content of the records or otherwise.
  - B. Breach of proper conduct and care for association records, as described herein, may result in suspension of owner rights and Member Good Standing, as determined by the Board of Directors.
- Section 11. Supervision. The Association may assign one Board member or one staff person to supervise the inspection, who shall not be obligated or required to assist the inspecting party in any way. The inspecting parties shall not be entitled to any confidentiality, privacy or closed door discussions or meetings during the inspection.
- Section 12. Copies. If an owner desires to obtain a paper copy of any records, the owner shall make a written list that includes the name of the document, the document location, and the exact page(s) to be copied during the inspection.
- A. The Association shall not be obligated to copy portions of records.
  - B. The requested copies will thereafter be made within a reasonable time and notify the owner when the copies are available.
  - C. The owner shall pay twenty-five cents (\$.25) per page for 8 ½ x 11" size copies, payable by check or money order to the Canterbury Lake Estates Property Owners' Association, Inc. at the time the request for copies is made. The Association shall not be obligated to undertake the photocopying of any records until payment is received by the Association.
  - D. If the records requested to be copied exceed twenty-five (25) pages in length, the Association may have copies made by an outside duplicating service and may charge the actual cost of copying, as supported by the vendor invoice.
  - E. The Association reserves the right not to accept personal checks from any owner who has previously submitted a check to the Association for any charge which has been returned due to insufficient funds.
  - F. The Association may, at its discretion, but shall not be obligated to, mail the copies to the owner at the owner's request, provided that the postage is prepaid.
  - G. The Association will not charge for records sent to members electronically.

Section 13. Electronic Copies. An owner may, at such inspection, utilize a portable device, such as a smartphone, tablet, portable scanner, or other technology capable of scanning or taking photographs, to make an electronic copy of such records at no charge to the owner.

Section 14. Record Handling. Refer to Florida Statute 720.

## **ARTICLE XII** **COMMITTEES**

Section 1. Membership. The Board may authorize at a properly noticed meeting permanent, standing, select, or ad hoc committees as required to conduct business or operation of the Association. Members in Good Standing may volunteer to serve on any committee. Committee members serve from an Annual Meeting to the next Annual Meeting. They serve under the direction and supervision of the Board.

Section 2. Reporting / Membership Rules. All committees are required to report at Quarterly scheduled POA Board meetings, Special Board Meetings (if requested) and at the Annual Members Meeting. Committee rules, regulations, and guidelines impacting the Membership may be updated by the Committees, edited, or revised. They must be approved by the Board, placed on CLE website, and posted at the Clubhouse, and filed with the Secretary.

A. Committee Chairpersons shall provide a roster of the committee to the Board for approval following their annual organizational meeting.

B. Committee member changes during the year will be submitted to the Board Secretary.

Section 3. Recognition. Board appointed committees and their Chairperson shall be approved at a scheduled Board meeting and shall be filed with the Secretary and posted on the CLE website, and in the Clubhouse.

Section 4. Contracting. When proposing a supplier or vendor for Board approval, Committees and/or the Association's Management Company are required to follow the attached Contracting Procedure to support their recommendations. Refer to Attachment B.

Section 5. Chairing a committee. SAC and Board Members may not chair a committee or serve on a fining committee.

Section 6. Architectural Review Committee (ARC)

A. ARC Committee. ARC is a permanent committee appointed by the Board of Directors. It should be comprised of not less than three (3) and not more than (7) seven members. The duties and responsibilities of the ARC Committee are identified in Article VI and VII of the Declaration and Florida Statute 720.

B. Associate ARC Member. In addition, the Board of Directors may appoint up to (5) five additional volunteers, known as "Associate ARC Members."

1. The sole function of the Associate ARC Member is to assist ARC in conducting regular scheduled community observations and reporting any observed violations.

2. The ARC Associate shall document any concerns noted and report them directly to the ARC Chairperson for further action to be taken. The ARC Associate will not take any action.

C. No changes can be made to any common area(s) without specific written approval from the Board, to include no grandfathering of any current violations. Written rules regarding

common grounds shall be enforced by ARC as per the Declaration. Violations will be verified by the Grounds and Lakes Committee, if applicable.

- D. Activities on common grounds may be regulated by the Board with written rules posted on the CLE website, and the Clubhouse.

1. Grounds will develop a management plan for the common grounds, approved by the Board of Directors.

Section 7. Committees. (To include all board approved committees)

- A. All Committee duties, forms, and/or rules shall be reviewed and approved by the Board annually, and if any changes are made during the year.
- B. All Committee duties and/or rules will be posted in the Clubhouse and on the CLE website.
- C. Common Ground / Property rules approved by the Board, will be posted in the Clubhouse and on the CLE website.
- D. All Committees except ARC should meet semi-annually at a minimum. All documentation, agendas and meeting minutes will be stored in the Committee's designated file on the CLE website.
- E. Meetings require at least 48 hours' notice posted at the clubhouse, and on the CLE website.

Committee meetings are open to all members and will be held at the community clubhouse, unless an alternate location is approved by the board of directors. All meeting venues must be handicap accessible. Florida Statute 720.

**ARTICLE XIII**  
**ASSESSMENTS AND FINES**

Section 1. Assessments. Each Member is obligated to pay the Association Annual and Special Assessments as defined in Article V of the Declaration. Second Addition members are obligated to pay an Annual Assessment as defined in Article V, Section 5 of the Declaration. The Annual assessments are mailed out on or after December 1<sup>st</sup>.

- A. Payments. Annual assessments shall be invoiced not later than December 1<sup>st</sup> of the preceding year and payment is due on or before January 1<sup>st</sup> yearly. An administrative late fee, as approved by the Board of Directors, shall be applied in the amount of \$25 for payments received after January 20 (20-day grace period). Simple interest fees, accrued at the rate of eighteen (18%) percent per year, up to the allowed amount by Florida Statute 720, on any unpaid balance shall then be levied on the (31<sup>st</sup> day after the due date), beginning February 1<sup>st</sup>.
- B. Delinquency.
1. Any owner more than ninety (90) days delinquent from the January 1 due date, shall have their Association Good Standing privileges (i.e., voting, use of clubhouse, pool, common areas, and Boat/RV/trailer storage, etc.) suspended until all charges have been paid in full.
2. The Association mails updated monthly statements to delinquent owners. To any owner more than 60 days delinquent from the January 1<sup>st</sup> due date, the Association will deliver a Notice of Late Assessment to the parcel owner's mailing and parcel addresses. This will specify the amount owed the Association, with a final due date at least 30 days from the Notice date. The Notice will be delivered to the parcel owner at his or her designated

mailing or email address in the Associations office records. Mutually agreeable written payment arrangements may be made at this time. Florida Statute 720.

3. Such unpaid accounts may be turned over for collection at any time after the due date noticed in the Notice of Late Assessment, unless written payment arrangements have been agreed upon. CLEPOA shall retain lien rights against delinquent property owner(s) for all unpaid assessments, including attorney fees, administrative costs, interest, and late charges. The late fee and interest rate will be referenced at the bottom of the assessment invoice.
  4. Any payments made to the Association and accepted shall be applied in the following order: Florida Statute 720.
    - a. To the interest accrued
    - b. To an administrative late fee
    - c. To any cost and reasonable attorney fees incurred in collection
    - d. To the delinquent assessment
- C. Returned Check Fee. A fee may be imposed by the Board for any checks that are returned by the Bank for insufficient funds. The Association reserves the right not to accept personal checks from any owner who has previously submitted a check to the Association that has been returned due to insufficient funds.

Section 2. Fines and suspensions. The Association, per Florida Statute 720 and the Association's governing documents, may levy **reasonable** fines and / or suspension against any member or tenants, guests, or invitees of any member, who commit violations of any of the Articles of the Incorporation, Declaration of Covenants, Bylaws, Architecture Review Committee Criteria, Common Ground rules, or other common property rules and regulation documents.

A. Fines.

1. Fine amounts are imposed as per the fine schedule in Section 4 and Section 5 approved by the Board.
2. Fines may be levied for each violation in amounts deemed, according to the fine schedule in Section 4 and Section 5, to deter future violations with a maximum of \$100 per violation. Florida Statute. 720.
3. A fine may be levied by the board for each day of a continuing violation, with a single notice and opportunity for hearing. The fine may not exceed \$1,000 in aggregate.
4. Fines do not become final or collectible until a hearing has been held by the Fining Committee.
5. If the Fining Committee declines to approve the proposed fine or suspension levied by the Board, the fine cannot be levied for that violation.
6. If a violation has been remedied prior to the fining hearing or in the manner specified in the written notice required in Florida Statute 720, a fine or suspension may not be imposed.

B. Suspensions. Are imposed as per Florida Statutes, Declaration, Articles of Incorporation, Bylaws, and approval of the Board.

1. Process. The fining / suspension process serves to deter and prevent violations, helps promote voluntary compliance, promotes timely correction of violations, and provides a means to recover Association costs incurred through the enforcement process.

2. The process shall be binding on all owners, residents, tenants, guests, visitors, and invitees of the owner.
3. Fines and suspensions are a last resort after the established violation process has been followed as stipulated in the Bylaws.
4. The Association may suspend, for a reasonable time, the right of a member, or a member's tenant, guest, or invitee, to use common areas and facilities due to the failure of the owner of the parcel or its occupant, licensee, or invitee to comply with any provision of the Declaration, Articles of Incorporation, the Association Bylaws, or reasonable rules of the Association. (i.e. ARC Criteria)
5. Suspensions that the 14-day notice and hearing do not apply:
  - a. If a member is more than 90 days delinquent in paying any fee, fine, or other monetary obligation due to the Association, the Association may suspend the rights of the member, or the member's tenant, guest, or invitee, to use common areas and facilities until the fee, fine, or other monetary obligation is paid in full. Suspension is lifted upon full payment of obligations due. Florida Statute 720.
  - b. Sanctions listed in 5(a) of this section must be approved by a properly noticed board meeting. Upon approval, the Association must notify the parcel owner and, if applicable, the parcel's occupant, licensee, or invitees by his or her designated mailing, or email address in the Association's official records.

C. Notice.

1. Board of Directors

- a. A fine or suspension levied by the Board may not be imposed unless the Board first provides at least 14-day written notice of the parcel owner's right to a hearing to the parcel owner at his or her designated mailing or email address in the Association's official records and, if applicable to any occupant, licensee, or invitee of the parcel owner sought to be fined or suspended. Florida Statute 720.
- b. The 14-day notice should be sent within a reasonable time and prior to 90 days after the Board meeting by certified mail and shall include. Florida Statute 720.
  - i. A statement of the date, time, and place of the hearing.
  - ii. A specific designation of the provisions of the Declaration, Bylaws, or rules and regulations which are alleged to have been violated
  - iii. A short and plain statement of the specific facts giving rise to the alleged violation(s), and
  - iv. The amount of any proposed fine.
  - v. The specific action required to cure such violation, if applicable.
  - vi. If the owner does not desire to have a hearing and declines to attend, the hearing must still take place and the processes followed. Florida Statute 720.
  - vii. Access information if meeting is held by telephone or other electronic means (zoom meeting).

D. Fining Committee.

1. Within 7 days after the hearing for a fine or suspension, the Fining Committee shall provide written notice:

2. To the parcel owner at his or her designated mailing or email address in official records and if applicable any occupant, licensee, or invitee of the parcel owner.
3. Notice will include the committee's findings related to the violation including any applicable fines or suspensions that the committee approved or rejected and how the parcel owner or any occupant, licensee, or invitee of the parcel owner may cure the violation if applicable or fulfill a suspension and the date by which a fine must be paid.
4. If the violation is not remedied and a fine imposed, the fine is due on a date which must be set by the Fining Committee. Florida Statute 720.

Section 3. Fine Schedule

<u>Violation</u>	<u>Class A 1st Offense</u>	<u>Class B 2nd Offense Recurring within 6 months</u>	<u>Class C Blatant / Deliberate</u>	<u>Suspension</u>
Alterations of exterior property or building beyond ARC's approval	\$50	\$100	\$100	
Build violation – Members and Contractors	\$75	\$100	\$100	
Code of conduct	\$50	\$100	\$100	May be assessed
Failure to obtain ARC Authorization	\$50	\$100	\$100	
Pet related	\$50	\$75	\$100	
Failure to maintain the exterior appearance of residence	\$50	\$75	\$100	
Garbage can / Mechanical Screening	\$50	\$75	\$100	
Rule not otherwise specified	\$50	\$75	\$100	
Vehicle parking	\$50	\$75	\$100	
Yard Maintenance	\$50	\$75	\$100	
Signs	\$25	\$50	\$100	
Lighting	\$50	\$75	\$100	
Events / Garage Sales	\$50	\$75	\$100	
Grounds Rules	\$50	\$100	\$100	
Clubhouse Rules	\$50	\$75	\$100	
Bylaws	\$50	\$100	\$100	If an ARC or Ground rule. Otherwise, a suspension may be assessed
Delinquency – Non-payment				Suspension
Operating unlicensed motorized modes of transportation on CLE owned property	\$50	\$100	\$100	

Section 4. Schedule: Allotted time to remedy schedule

<u>Violation</u>	<u>1<sup>st</sup> Notice</u>	<u>2<sup>nd</sup> Notice</u>
Alterations of exterior property or building beyond ARC's approval	5 days	5 days
Build violation – Members and Contractors	5 days	5 days
Code of conduct	Immediately / can also be suspension	Immediately / can also be suspension
Failure to maintain the exterior appearance of residence	10 days	10 days
Failure to obtain ARC Authorization	5 days	5 days
Garbage can / Mechanical Screening	5 days	5 days
Pet related	Immediately	Immediately
Rule not otherwise specified	5 days	5 days
Vehicle parking	Immediately	Immediately

Section 5 Violation Categories: Florida Statute 720

A. Class A Violations. Considered for first time offenses.

1. The violation(s) have not been corrected within the predefined and noted time periods as noticed in the First or Second Notice of Violation to the owner, licensee, or guest. Violations can be remedied up to the time of the hearing before the Fining Committee.
2. Each day the violation is not remedied can be considered a new violation until it is remedied.
3. On-going / continuing violations are a single violation that persists without remedy by the time of the hearing before the Fining Committee. The board may impose a daily fine against the owner until such time as the violation is remedied. The board holds one hearing and imposes a continuing fine for the continuing violation up to an aggregate total of \$1000.00.

A. Class B Violations.

1. Repeat / Recurring Violations. Considered for when the same offense occurs three separate times within 6 months for violations that are singular in nature such as dog off leash or parking.

C. Class C Violations. Considered for third time Offenses and Blatant offenses.

1. A one-time violation that is blatant (done openly and unashamedly) and / or intentional (done on purpose; deliberate) that clearly violates the provisions of the Declaration, Bylaws, or rules to include the ARC Criteria, Ground rules or other common property or rules and regulations, and which cannot adequately be addressed through the normal notice and enforcement procedures.
2. In determining the amount of the fine, consideration should include the repetitiveness and frequency of past violations, previous notifications and responses, and the total Association expenses incurred in trying to correct the violation.
3. A fine may be levied by the Board for each day of a continuing violation, with a single notice and opportunity for hearing, except that the fine may not exceed \$1,000 in aggregate unless otherwise provided in the governing documents.

**ARTICLE XIV**  
**INDEMNIFICATION**

The Association shall indemnify and hold harmless each Director from any liability, loss claim, action, or suit, including but not limited to attorney's fees and costs arising from or by any action, except willful or gross malfeasance or misfeasance, taken or failure to take any action relative to their service.

**ARTICLE XV**  
**FISCAL MANAGEMENT**

- Section 1. Annual Report. A financial Report of the Association shall be made annually by the Association's Accounting Service and provided to the Treasurer of the Board of Directors. A copy of the statement shall be furnished to each Member upon request not later than April 30th following the year for which the statement applies.
- Section 2. Reporting.
- A. The Association financial status will be reported by the Treasurer, or in the Treasurer's absence by another Director, at each Quarterly POA Board meeting. Committees having a budget allowance are also to report their financial status at each scheduled POA meeting, explaining any deficits or surpluses.
  - B. Committees with derived income (outside of POA Assessments, e.g., donations, fees, sales) must report their finances to the Board Treasurer for review by the POA's Accounting Service. The Accounting Service will assess the requirement for sales or income tax payments. Committee raised funds will not be co-mingled with POA assessment funds.
- Section 3. Authorized Expenditures/Procurements.
- A. Committees may procure items of less than \$200.00 without Board approval if within their specific budget allowance.
  - B. Expenditures from \$200 to \$500 require the additional approval from the Treasurer for verification of funds, and notification of the Board but do not require a Board meeting.
  - C. All invoices or purchases greater than \$500 and less than \$1000, or those not included in the Committee budget allowance, must be approved by the Board at a scheduled Board meeting.
  - D. Must endeavor to obtain three written bid proposals for items over \$1000.00, approved by the Board at a scheduled Board meeting prior to expenditure.
  - E. Expenditure requests must be submitted to the Treasurer for reimbursement using the reimbursement form found in attached form, Original Receipt must be included. Refer to Attachment C.
  - F. Invoices must be approved prior to payment.
  - G. Should the above rules not be abided by reimbursement will not occur.
- Section 4. Fiscal Year. The fiscal year of the Corporation shall be from January 1st to December 31st inclusive. The Board is authorized to change this fiscal year at any time.
- Section 5. Reserves.
- A. A Deferred Maintenance and Capital Expenditures Reserve Schedule will be established and properly funded in the Annual Budget. Each item will have an estimated replacement and/or repair cost and a time interval for this action. Reserve Funds will not be co-mingled with any other funds. The Board will approve all expenditures from the reserve account.

Deferred Maintenance and Capital Expenditure reserve items must cost at least \$2500 and last for at least five (5) years.

1. Any unspent operating budgeted funds for the fiscal year will be classified as Unrestricted Funds and may not exceed the Association's Annual Budget.

B. Interest earned on money invested for reserves shall be reinvested into reserve accounts.

Section 6. Check Signing. All checks issued shall be signed by the Treasurer and/or another authorized Board Member. Electronic payments from the Association's bank account should be considered the same as a check issued.

Section 7. Debit Cards – Florida Statute 720. An association and its officers, directors, employees, and agents shall not use a debit card issued in the name of the association, or billed directly to the association, for the payment of association expenses.

## **ARTICLE XVI** **CONDUCT OF MEETINGS – PARLIAMENTARY RULES**

Section 1. Current Robert's Rules of Order shall govern the conduct of Association meetings when not in conflict with the Declaration, Articles, or Bylaws.

Section 2. Code of Conduct

The Canterbury Lake Estates Property Owners Association, Inc. conducts at minimum, one Annual Meeting of homeowners, regular meetings of the Board of Directors (the "Board" or "BOD") and special meetings, as necessary. The Board welcomes and encourages the presence of Members at these meetings. However, it is essential for the efficient transaction of Association business at these meetings that all the Members of the Association conduct themselves in a businesslike, ethical, and appropriate manner that serves the best interests of the Association as a whole. To that end, all Members are expected to adhere to the following Code of Conduct at all Member and Board meetings and are subject to removal from the meeting and/or disciplinary action.

- A. Members, and any visitors, should sign in upon arrival for all Board and member meetings. (Article VII, Section 7)
- B. During designated time(s) for open discussion members shall stand (if physically able) when called upon by the chair, clearly stating their name, before making any comments.
- C. The Board may, at its discretion, solicit member comments during the appropriate open discussion period before the question is called.
- D. Members must maintain decorum, sit quietly, and refrain from speaking until recognized by the meeting chair. During officer reports, Members are to hold all questions until the reports are finished, then raise their hands and wait to be recognized.
- E. Members must not interrupt anyone who validly (as determined by the chair) has the floor or otherwise disrupt the meeting.
- F. When speaking, Members must abide by time limits set by the meeting chair for comment. Member comments are limited to not more than three (3) minutes, unless extended by the chair.
- G. Members must refrain from engaging in personal oral attacks on either Board members, fellow Association Members, the Association Manager and/or anyone else present in the room.
- H. Members must confine their comments to things relevant to the agenda item being discussed.

- I. Members must behave at all times with common courtesy and civility, and refrain from the use of abusive, rude, threatening, or crude language. After the first warning issued by the chair to a disorderly person or Member, the chair may impose corrective penalties including any or all of these disciplinary measures (a) suspension of Member Good Standing for one year (b) enforcement of Florida Statute 877.03 (Breach of the peace; disorderly conduct) and/or (c) a fine (Ref. Article XIII Section 3) charged for each incident by a Member/person who fails to comply with this Code of Conduct.

## **ARTICLE XVII** **AMENDMENTS**

Reissue of Bylaws is at the discretion of the Board. Bylaws will be maintained and filed by the Secretary. The By-Laws may be amended by approval of at least three (3) of the five (5) Directors at a duly noticed Board Meeting.

## **ARTICLE XVIII** **COMMUNITY NEWSLETTER, WEBSITE AND SOCIAL MEDIA**

### Section 1. Newsletter

- A. The Association currently publishes an official newsletter entitled 'Canterbury Tales.' The newsletter shall clearly be identified in the top header space as the "Newsletter of the Canterbury Lake Estates Property Owners Association, Inc." The Association has not sanctioned any other unofficial publication(s) purporting to represent community interests.
- B. The Board shall exercise control over the content included in the newsletter, including the right to refuse proposed submissions at its sole discretion. The purpose of the newsletter is for the Board to inform owners about official Association initiatives and social activities.
- C. Each article published in the newsletter shall clearly identify authorship, and reference shall be made that the content may also be found on the Association's website.
- D. The newsletter shall be published on the CLE website. Copies may be made available for distribution at the clubhouse.
- E. Scheduled publication dates shall be the first day of the month, eight times yearly. Scheduling will be mutually agreed upon by the Editor and the Board following the Annual Member Meeting.
- F. The newsletter Editor shall serve at the pleasure of the Board of Directors.
- G. The Tales will come under a designated Board Director who will review prior to publishing.

### Section 2. CLE Website

- A. The Association sponsors an Official Website named "Canterbury Lake Estates" located at clepoa.org. The website should clearly be identified at the top of the home page. The Association has not sanctioned any other unofficial publication(s) purporting to represent community interests.
  1. Upon written request by a parcel owner, the association must provide the parcel owner with a username and password and access to the protected sections of the association's website or application which contains the official documents of the association.  
Florida Statute 720.
  2. Information on the Members' only side is confidential and should not be disseminated.
  3. The association's website or application must be through the internet and must contain a subpage, web portal, or other protected electronic location that is inaccessible to the general public and accessible only to parcel owners and employees of the association.  
Florida Statute 720.
- B. The Board shall exercise control over the content included on the CLE website, including the right to refuse proposed postings at its sole discretion. The purpose of the CLE website is for

the Board to inform owners about official Association business and to keep owners informed about their community.

1. Information on the CLE website includes community and committee announcements, committee information and a centralized location to download governing documents, and required ARC forms, Clubhouse rental forms, and RV/Boat Storage forms.
- C. Official postings for the general membership and Committee pages shall be submitted to the CLE website Manager and approved by the Board or it's representative prior to posting.
- D. The CLE website Manager along with the Technical Workgroup are appointed by and shall serve at the discretion of the Board of Directors.
- E. Any documents that are considered corporate records, information or records protected by Florida Statute, and records not approved by the Board will not be posted on an unprotected website. Member phone numbers and information require the members' approval before posting on the public website.

Section 3. Social Media.

- A. The Association is Incorporated with the State of Florida under the Official name of Canterbury Lake Estates, Property Owners Association, Inc. The Association reserves the right to the Registered Corporate name, Canterbury Lake Estates Property Owners Association, Inc for all social media accounts.
- B. The purpose of the social media accounts is for the Board to post special events, keep owners informed about the activities in their community and allow for social dialogue among residents.

**ARTICLE XIX**  
**GENERAL ASSOCIATION COMMUNICATIONS**

Section 1. Email. Email is the preferred method of communication for the Board of Directors. Owners may submit all questions, comments, or concerns other than official record inspection requests to the following email address: cleboarddirectors@gmail.com. Communications must be from a record owner or a bona fide tenant residing within the community. If an owner desires the Board to communicate directly with their designated representative, the owner must provide the name of such individual to the Board in advance.

Section 2. Written Communication. The mailing address for all written communications to the Association, including official record inspection requests, is as follows:

**Canterbury Lake Estates POA, Inc. – Board of Directors**  
C/O Integrity Tax and Bookkeeping, Inc,  
4411 E. Arlington St.  
Inverness, FL 34453

Section 3. Management Contact. The Association has retained the services of a Management Agent for the Corporation. Owners are to refrain from contacting the management firm unless the matter is a common area-related emergency. The Board will instruct the manager to contact individual owners to resolve issues on an as-needed basis. Owners may contact the Agent regarding contact information updates, financial issues that have to do with payment receipts and dues. General information requests should be directed to the Board of Directors.

Section 4. Time for Response. Not all communications require a response. However, to the extent the Association determines that a response is appropriate, all reasonable efforts will be made to respond promptly. Please understand that the timing of the response will depend on a number of factors, including the content of the communication and whether it is of a nature that requires consultation with an outside vendor.

Section 5. Respect and Professionalism. Board and Committee members are volunteers who are entitled to the peaceful enjoyment of their homes and the common areas. Issues or concerns should be

submitted through the CLE website, or via email. All communication to the Association must be respectful, with no offensive or foul language, name calling, derogatory, threatening, or otherwise abusive or harassing language. Constructive criticism or complaints are welcome by the Association but should be presented with the aforementioned principles in mind.

- Section 6. Suspensions. An owner's communication privileges may be suspended or limited for two violations of this policy, including any communication deemed by the Board to be threatening, abusive, unprofessional, derogatory, hostile, harassing or repetitive. In the event email or telephone communication to the Association has been suspended, such suspended owner must thereafter communicate in writing via the mailing address provided in Section 2 of this Article.

## **ARTICLE XX** **OWNER RIGHT TO TAPE RECORD OR VIDEOTAPE MEETINGS**

- Section 1. Requirements.  
An owner shall have the right to tape record or videotape a board or members meeting.
- A. The only audio or video equipment and devices which owners are authorized to utilize at such meetings is equipment which does not produce distracting sound or light emissions.
  - B. Audio/Video equipment shall be assembled and placed in position in advance of the commencement of the meeting.
  - C. Anyone videotaping or recording a meeting shall not be permitted to move about the meeting room to facilitate the recording.
  - D. The owner shall make any such recordings available to the Board within one week of recording, if requested.
  - F. Any / all videotapes and recordings obtained during a board or members meeting is prohibited from being used on social media.

## **ARTICLE XXI** **COMPLAINT VIOLATION PROCEDURES**

- Section 1. Complaints
- A. Policy
    - 1. The CLEPOA Board or its appointed agent is tasked with determining whether there is sufficient evidence that any of the provisions of the Declaration, the Bylaws, or the Rules of the Association have been violated.
    - 2. The CLEPOA Board has directed the Architectural Review Committee (ARC) to detect and categorize violations with the Associations' restrictions, rules and regulations pertaining to those documented in Article VI and VII of the Declaration. ARC Criteria, and common ground area rules stated in the Bylaws.
  - B. Procedures
    - 1. CLE website is the preferred method of communication.
      - a. The form is available on the CLE Website. A small supply of written forms can be found at the Clubhouse for CLE non-website users.
    - 2. Complaints will be directed to the Board of Directors and the ARC Committee to be reviewed. The violation will be verified and the applicable rule number identified using the following guidelines:

- a. Visit the area, take photos (if possible), and document the findings.
  - b. If the violation is intermittent, ask the reporting person for the dates and times the incident occurs. Include this information with documentation.
  - c. If it is a serious violation that is no longer occurring but leaves damage, document the incident, take photos, and report all the information. Serious damage may require a police report. Notify the Board of Directors as soon as possible.
3. Verified violations will follow the violation process.

Section 2. Violations

A. Violation Definitions

1. HOA Violation. An action or condition that occurs within the community and / or common grounds that goes against, breaks, or violates any rules set by the governing documents of the Association to include the Declaration, Articles of Incorporation, ARC Criteria, Bylaws, and any reasonable rule set by the Association. A copy of the governing documents is provided to residents from the Association on the Canterbury Lake Estates website clepoa.org. Copies can be requested by notice.
2. Violation Notice. A written notice informing the members a rule within the HOA has been violated. The notice includes details about the offense, how to correct it, a deadline to correct if applicable and may contain information about potential fees and fines. In most cases, with a 1st Notice, the recipient simply needs to correct the issue within the time allocated, advise ARC of the correction, and that will be the end of it.

B. Fining Committee.

1. The role of the fining committee is limited to attend proposed fine and suspension hearings to hear and review the facts presented and to determine whether to confirm or reject the fine or suspension levied by the Board for violations of the governing documents.
2. The Fining Committee is comprised of at least three (3) member owners appointed by the Board; none of whom may then be serving as directors, officers, or employees of the Association, or the spouse, parent, child, sibling of an officer, director, or employee. Members may vary from case to case, however a minimum of three (3) Fining Committee members will attend each hearing.
3. The Fining Committee will be fair and unbiased in their decisions using the facts presented in the hearings to determine whether the proposed fine or suspension will be imposed.
4. The Fining Committee shall provide written notice of findings to the parcel owner / tenant and, if applicable, to any occupant, licensee, or invitee of the parcel owner, sought to be fined or suspended, with a copy to the Board. Florida Statute 720.
5. The hearing will be held at the Associations Clubhouse.

Section 3. Violation Procedures and Enforcement Florida Statute 720.

A. Violation Verification

1. A violation may be identified by a member, ARC Committee, Association Board and shall be reported to the ARC Committee and the Board. This can be done using the Complaint form located on the CLE website.
2. The violation will be verified by the ARC Committee or the Board, and the rule violated identified.

3. The goal of the Association is to gain voluntary compliance by the parcel owner / tenant and, if applicable, to any occupant, licensee, or invitee of the parcel owner, sought to be fined or suspended.
- B. 1<sup>st</sup> Notice
1. A 1<sup>st</sup> Notice will be sent within a reasonable time after identification and confirmation to the parcel owner, tenant (if occupied by a tenant), any occupant, licensee, or invitee by the ARC Committee, making them aware of the violation.
  2. 1<sup>st</sup> Notice will contain the rule number violated, a description of the violation, photos of the violation, if possible, action required to correct the violation / consequences, and a reasonable time to correct the violation using the guidelines in Article XIII. It is the owner / tenant's responsibility to notify the Association the violation has been corrected.
  3. Schedule of times to correct violations is in Article XIII, Section 4.
- C. 2<sup>nd</sup> Notice
1. 2<sup>nd</sup> Notice will be sent if the violation is not corrected within the time specified in the 1<sup>st</sup> Notice. The 2<sup>nd</sup> Notice will be sent to the parcel owner, tenant (if occupied by a tenant), any occupant, licensee, or invitee and will include the information contained in the 1<sup>st</sup> Notice and will also include that fines or a suspension will be levied as per the guidelines in the Bylaws if the violation remains uncorrected.
  2. Schedule of times to correct violations is in Article XIII, Section 4.
- D. Board Meeting for Approval.
1. If the violation remains uncorrected at the end of the time provided to the member / tenant in the 2<sup>nd</sup> Notice, sanctions of proposed fines, daily fine up to \$1000 aggregate, or suspension must be approved at a properly noticed Board meeting.
- E. Notice of Hearing (14-day notice).
1. Will be sent by the Board, with at least 14-day notice, to the parcel owner / tenant and, if applicable, to any occupant, licensee, or invitee of the parcel owner, sought to be fined or suspended at his or her designated mailing or email address in the Association's official records and, if applicable to any occupant, licensee, or invitee of the parcel owner sought to be fined or suspended.
    - a. Suspensions that the 14-day notice and hearing do not apply: if member is more than 90 days delinquent. Florida Statute 720.
  2. Will indicate that a fine / daily fine is being levied, or suspension, imposed and provide the parcel owner the right to a hearing where the member / tenant will have an opportunity to present evidence regarding the violation and remediation efforts, if any.
  3. Should be sent within a reasonable time after the Board meeting by certified mail and shall include:
    - a. A statement of the date, time, and place of the hearing, a specific designation of the provisions of the Declaration, Articles of Incorporation, Bylaws, or rules and regulations which are alleged to have been violated, a short and plain statement of the specific facts giving rise to the alleged violation(s), and the amount of any proposed fine / daily fine, the specific action required to cure such violation, if applicable.
    - b. The hearing shall be conducted before the Fining Committee at the Canterbury Lake Estates Clubhouse and be offered by zoom.
- F. Hearing. Florida Statute 720.

- A. The process provides for a fair and unbiased hearing at a time and place where both sides of the issue will be heard, and a final decision is rendered whether to approve or reject the proposed fine and / or suspension levied by the Board.
  1. The hearing must take place within 90 days of notice by the board.
  2. The hearing must take place regardless of the parcel owner / tenant and, if applicable, to any occupant, licensee, or invitee of the parcel owner, sought to be fined or suspended declines to attend.
  3. The party against whom the fine may be levied shall have a reasonable opportunity to respond, present evidence, provide written and oral arguments on all issues involved, review, challenge, and respond to any evidence or testimony presented by the Association.
  4. Minutes of the meeting will be taken with the final disposition stated in the minutes before adjournment.
  5. If the committee, by majority vote, does not approve a proposed fine or suspension, the proposed fine or suspension may not be imposed.
  6. A member of the Board or its designee will inspect the premises on the day of the fining hearing to determine whether the violation has been corrected. If the violation has been corrected, the Association will waive the fines, however the hearing must be held.
  7. If the violation has been remedied prior to the hearing or in the manner specified in the written notice but after the 14-day notice has been sent, a fine may not be imposed at the hearing. The hearing will still be heard and the findings of the violation corrected will be documented.
  8. If the violation remains uncorrected as of the date of the fining hearing, the Association will seek the maximum fine amount of up to \$1000 and the owner will have an opportunity to present evidence regarding the violation and remediation efforts, if any, to the Fining Committee.
  9. The Fining Committee's role at the fining hearing is to hear all available information and either accept or reject the fine / suspension proposed by the Association.
- G. Post Hearing Notice. The Fining Committee shall within 7 days after the fining hearing shall provide written notice to the parcel owner / tenant and, if applicable, to any occupant, licensee, or invitee of the parcel owner, sought to be fined or suspended at his or her designated mailing or email address in official records and if applicable any occupant, licensee, or invitee of the parcel owner.
  1. The notice will include the committee's findings related to the violation including any applicable fines or suspensions that the committee approved or rejected and how the parcel owner or any occupant licensee, or invitee of the parcel owner may correct the violation if applicable or fulfill a suspension and the date by which a fine must be paid.
  2. If the violation is not corrected and the proposed fine or suspension levied by the Board is approved by the Fining Committee, the committee must set a date by which the fine must be paid at least 30 days after delivery of the notice.
  3. Will include the committee's findings related to the violation including any applicable fines or suspensions that the committee approved or rejected and how the parcel owner

or any occupant, licensee, or invitee of the parcel owner may cure the violation if applicable or fulfill a suspension and the date by which a fine must be paid.

- H. Attorney. If the violation remains uncorrected after the fining hearing and the Fining Committee approves the proposed fine, the matter will be turned over to the Association's attorney to initiate litigation, at which point the owner may be responsible for the Association's legal fees. Attorney fees and costs may not begin to accrue until after the date noticed for payment and the time for appeal has expired.

Section 4. Legal Proceedings.

- A. The prevailing party in any such litigation is entitled to recover reasonable attorney fees and costs. A member prevailing in an action between the Association and the member under this section, in addition to recovering his or her reasonable attorney fees, may recover additional amounts as determined by the court to be necessary to reimburse the member for his or her share of assessments levied by the association to fund its expenses of the litigation. This relief does not exclude other remedies provided by law. This section does not deprive any person of any other available right or remedy.
- B. If a violation and the proposed fine or suspension levied by the Board is approved by the Fining Committee and the violation is not remedied or the fine is not paid per the written notice required in the written notice, reasonable attorney fees and cost may be awarded to the Association. Attorney fees and costs may not begin to accrue until after the date noticed for payment and the time for appeal has expired. Florida Statute 720.
- C. Mediation Refer to Florida Statute 720.

**ATTACHMENT A**

**CANTERBURY LAKE ESTATES PROPERTY OWNERS' ASSOCIATION**

**ANNUAL ACTION ITEMS**

<b>MONTH</b>	<b>ACTION</b>	<b>RESPONSIBILITY</b>
January	Mail BOD/SAC Election Package File Sales Tax Return 4 <sup>th</sup> Q MRTA (due 2048) Recertify SWFWMD – every 5 years 2020 forward (due 7/2030)	Management Company/Board Treasurer/Accountant Management Company/Board Treasurer/Accountant/SAC
February	Plan/Hold Annual Members Meeting Deliver “End of Year” Summary Report Post Committee Sign-Up Sheets Resolution Charge / All Committees Annual Financial Report Year-End Financial Results from the prior year	Board President Secretary Secretary Treasurer/Accountant Treasurer/Accountant
March	Elect Committee Chairpersons Post New Committee List(s)	Committees Secretary Treasurer
April	File Annual Uniform Business Report File Sales Tax Return 1 <sup>st</sup> Q File Federal Tax Returns Review 1Q Financial Results	President/Management Company Treasurer/Accountant
May		
June		Board / Committee Chairs
July	File Sales Tax Return 2 <sup>nd</sup> Q Review 2Q Financial Results	Treasurer/Accountant
August		
September	Request Budget Information Committees Submit Budget Requests	Treasurer Committee Chairs Treasurer/Accountant
October	Present Preliminary Budget Solicit Nominees for BOD/SAC File Sales Tax Return 3 <sup>rd</sup> Q Review 3Q Financial Results	Treasurer Board Treasurer/Accountant
November	Approve Final Budget Set and Mail Assessments Prepare “Year in Review” Summary Call for Candidate Submission	Board Board and Management Company Board Secretary
December	Present Approved Budget Announce Nominees for Elections Renew and/or Approve Contracts	Board Board Board

- **Annual Member Meeting – 4<sup>th</sup> Monday in February**
- **Regular POA Board Meetings – scheduled by the Board**
- **Special Board Meetings – to be scheduled as needed**

## ATTACHMENT B

### CANTERBURY LAKE ESTATES POA CONTRACT PROCEDURES

The following describes the minimum requirements for negotiating and signing CLEPOA contracts. Committee Chairpersons will be responsible for ensuring that the contract provisions meet the requirements. The CLEPOA Board of Directors will review, approve, and sign all contracts prior to the execution.

The Committee shall develop a Statement of Work to issue to selected contractors in order that everyone is bidding on the same work package. The Committee Chairperson shall endeavor to get a minimum of three (3) bid proposals in writing from contractors and give the Board of Directors Committee a written Committee recommendation for contract bid approval. Bid rejections are kept for a period of one (1) year and the selected contracts for a period of seven (7) years.

**Insurance** – The Contractor shall have a current Certificate of Insurance with the following minimum provisions. Prior to selection of contractor, the Committee Chairperson will verify the contractor's insurance with its respective insurance company.

General Liability:

- a. General Aggregate Liability - \$1,000,000
- b. Products - \$1,000,000
- c. Personal Injury - \$1,000,000
- d. Each Occurrence - \$1,000,000
- e. Fire Damage (Any one fire) - \$300,000
- f. Medical Expense (Any one person) - \$10,000

Automobile/Truck Liability Combined Single Limit - \$1,000,000

Excess Liability:

- a. Each Occurrence - \$1,000,000
- b. Aggregate - \$1,000,000

Workers Compensation and Employers' Liability:

- a. Each Accident - \$100,000
- b. Disease-Policy Limit - \$500,000
- c. Disease-Each Employee - \$100,000

**License** – The Contractor must have a current Citrus County License to perform work. The Committee Chairperson will verify with the County Licensing authority that the Contractor's license is in good standing.

**Bond** – The Contractor must be bonded in the amount of \$10,000. The Committee Chairperson will verify the bond with the contractor's respective bonding company.

**One Year Contracts:**

All one-year contracts will end on December 31<sup>st</sup> of the contract performance year.

**Multi-Year Contracts with Yearly Options:**

All multi-year contracts with yearly options will end on December 31<sup>st</sup> of the performance year. Option year begins January 1<sup>st</sup> the following year only after the Committee Chairperson reviews the Option Provisions and prior CLE performance with the Contractor.



Revised and approved on September 5, 2025.