

**BY-LAWS
OF
Highland Grove Planned Community Homeowners Association, Inc.**

**SECTION 1.
NAME AND LOCATION**

These are the By-Laws of Highland Grove Planned Community Homeowners Association, Inc. (the "Association") as duly adopted by its Board of Directors (the "Board"). The Association is a not-for-profit corporation organized pursuant to Chapter 617, Florida Statutes.

1.1 The office of the Association shall be for the present at 692 Camp Johnson Road, Orange Park, Florida 32065 and thereafter may be located at any place in Clay County, Florida (the "County") designated by the Board.

1.2 The fiscal year of the association shall be the calendar year.

1.3 The seal of the corporation shall bear the name of the corporation; the word "Florida" and the words "Corporation Not-For-Profit".

**SECTION 2.
EXPLANATION OF TERMINOLOGY**

The terms defined in the Declaration [referred to as such in the Articles of Incorporation of the Association (the "Articles")] are incorporated herein by reference. Further, the terms defined or referenced in the Articles are also incorporated herein by reference.

**SECTION 3.
MEMBERSHIP; MEMBERS MEETINGS; VOTING AND PROXIES**

3.1 The qualification of Members, the manner of their admission to membership in the Association and the termination of such membership, the Classes of Members and the voting by Members shall be as set forth in Article V of the Articles.

3.2 The Members shall meet annually (the "Annual Members Meeting"). The Annual Members Meeting shall be held at the office of the Association or at such other place in the County as the Board may determine and designate each year.

3.3 Special Meetings of the Membership shall be held at any place within the County whenever called by the President, Vice President, by a majority of the Board or upon receipt of a written request from members entitled to at least ten percent (10%) of the vote of all the members. Business at the special meeting will be limited to the purposes set forth in the notice.

3.4 A written notice of all Members meetings [whether the Annual Members Meeting or Special Meetings ("Meeting")] shall be given to each Member at his last known address as it appears on the books of the Association and shall be mailed to the said address not less than fourteen (14) days nor more than thirty (30) days prior to the date of the Meeting. Proof of such mailing shall be given by the affidavit of the person giving the notice. Any notice given hereunder shall state the time and place of the Meeting and the purposes for which the Meeting is called. The notice of all Annual Members Meetings shall specify the number of Directors to be elected by the members. All notices shall be signed by an officer of the Association. Any provisions to the contrary notwithstanding, notices of any meeting may be waived by any Member before, during, or after such meeting, by a Member or Members, by such member signing a document setting forth the waiver of written notice.

3.5 (a) A quorum of the Membership shall consist of persons entitled to cast, either in person or by proxy, a majority of the votes of the Membership.

(b) Any Member may join in the action of any meeting of members by signing and concurring in the minutes thereof and such a signing shall constitute the presence of such parties for the purpose of determining a quorum. When a quorum is present at any meeting and questions which raises the jurisdiction of such meeting is presented, the holders of a majority of the voting rights present in person or represented by written proxy shall be required to decide the question. However, if the question is one upon which by express provision of the Declaration requires a vote other than the majority vote of a quorum, then such express provision shall govern and control the required vote on the decision of such question.

3.6 At any Annual Members Meeting when elections of Directors are to occur, written ballots are to be supplied to Members who are entitled to vote for such purposes. At such meeting the Members or their proxies may cast, in respect to each vacancy, as many votes as they are entitled to exercise under the provisions of the Articles. Persons receiving the largest number of votes shall be elected. There shall be no cumulative voting. Also, at any Annual Members Meeting at which Directors are to be elected, the Board shall appoint an Election Committee consisting of two (2) members of the Board and one (1) officer of the Association to supervise the election, prepare ballots, count and verify ballots and proxies, disqualify votes if such disqualification is justified under the circumstances and to certify the results of the election to the Board. This Committee shall be able to determine questions within its jurisdiction by majority vote of all three (3) members.

3.7 If any meeting of Members cannot be organized because a quorum thereof is not in attendance, the Members who are present, either in person or by proxy, may adjourn the meeting from time to time until a quorum is present. In the case of the meeting being postponed, the notice provisions for the adjournment shall be determined by the Board.

3.8 Minutes of all meetings shall be kept in a businesslike manner and be available for inspection by the Members and Directors at all reasonable times.

3.9 Voting rights of Members shall be as stated in the Articles. Such votes may be cast in person or by proxy. "Proxy" is defined to mean an instrument containing the appointment of a person who is substituted in the place and stead of the person entitled to vote. Proxies shall be in writing signed by the person giving the same and shall be valid only for the particular meeting designated therein and any adjournments thereof if so stated in the proxy. A proxy must be filed with the Secretary before the appointed time of the meeting in order to be effective. Any proxy may be revoked prior to the time a vote is cast according to such proxy.

3.10 At any time prior to a vote upon any matter at a meeting of Members, any Member present at the Meeting may demand the use of a secret written ballot for the voting on such matter.

SECTION 4. BOARD OF DIRECTORS; DIRECTORS MEETINGS

4.1 The business and administration of the Association shall be by its Board of Directors.

4.2 The election shall be conducted in accordance with the Articles and these By-Laws.

4.3 The organizational meeting of a newly elected Board shall be held within ten (10) days of their election at such place and time as shall be fixed by the Directors at the meeting at which they were elected. No further notice of the organizational meeting shall be necessary.

4.4 Regular meetings of the Board may be held at such times and places as shall be determined from time to time by a majority of Directors. Special meetings of the Board may be called at the discretion of the President or the Vice President. Special meetings must be called by the Secretary at the written request of at least one-third (1/3) of the Directors.

4.5 Notice of the time and place of regular and special meetings of the Board, or adjournments thereof, shall be given to each Director personally or by mail, telephone or telegraph at least three (3) days prior to the day named for such meeting unless such notice is waived before, during or after such meeting. Any Director may waive notice of the meeting in writing before, during, or after a meeting and such waiver shall be deemed equivalent to the receipt of notice by such Director. In addition, a notice of all meetings open to the Members must be posted at Summerfield at least 48 hours prior to the meeting, except in an emergency.

4.6 A quorum of the Board shall consist of the Directors entitled to cast a majority of the votes of the entire Board. A Director may join in the action of a meeting of the Board by signing the minutes thereof, and such signing shall constitute the presence of such Director for the purpose of determining a quorum. Matters approved by a majority of the Directors present at a meeting at which a quorum is present shall constitute the official acts of

the Board, except as specifically otherwise provided by law, in the Articles or elsewhere herein. If at any meeting of the Board there shall be 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 meeting that takes place on account of a previously adjourned meeting, any business which might have been transacted at the meeting as originally called may be transacted. In the case of the adjournment of a meeting, notice to the Directors of such adjournment shall be determined by the Board.

4.7 The presiding officer at all Board meetings shall be the President. In the absence of the President, the Directors present shall designate any one of their number to preside.

4.8 There shall be no Director's fee paid for services rendered as a Director; however, the foregoing shall not limit the right of a Director to be compensated for services rendered in another capacity.

4.9 Minutes of all meetings of the Board shall be kept in a businesslike manner and shall be available for inspection by Members and Directors at all reasonable times.

4.10 Meetings of the Board may be open to all Members on such terms as the Board except for meeting with the attorney with respect to pending litigation.

SECTION 5. POWERS AND DUTIES OF THE BOARD OF DIRECTORS

5.1 All of the powers and duties of the Association shall be exercised by the Board. Such powers and duties of the Board shall include but not be limited to all powers and duties set forth in the Declaration, as well as all of the powers and duties of a director of a corporation not-for-profit.

SECTION 6. OFFICERS OF THE ASSOCIATION

6.1 Executive officers of the Association shall be the President, who shall be a Director, the Vice President, a Treasurer, and a Secretary all of whom shall be elected annually by the Board. Any officer may be removed without cause from office by vote of the Directors at any meeting of the Board. The Board may, from time to time, elect such other officers and assistant officers and designate their powers and duties as the Board shall find to be required to manage the affairs of the Association. One person may hold one or more offices.

6.2 The President shall be the chief executive officer of the Association. He shall have all of the powers and duties which are usually vested in the office of the President of an association or a corporation not-for-profit including, but not limited to, the power to appoint such committees at such times from among the Directors or Members as he may in his

discretion determine appropriate to assist in the conduct of the affairs of the Association. The President shall preside at all meetings of the Board.

6.3 In the absence or disability of the President, a Vice President shall exercise the powers and perform the duties of the President. The Vice President(s) shall also generally assist the president and exercise such other powers and perform such other duties as shall be prescribed by the Board. In the event there shall be more than one Vice President elected by the Board, then they shall be designated "First, "Second", etc., and shall exercise the powers and perform the duties of the Presidency in such order.

6.4 The Secretary shall keep the minutes of all meetings of the Board and the Members, which minutes shall be kept in a businesslike manner and be available for inspection by Members and Directors at all reasonable times. He shall have custody of the seal of the Association and affix the same to instruments requiring such seal when duly authorized and directed to do so. He shall be custodian for the corporate records of the Association, except those of the Treasurer, and shall perform all of the duties incident to the office of Secretary of the Association as may be required by the Board or the President. The Assistant Secretary, if any, shall perform the duties of the Secretary when the Secretary is absent and shall assist the Secretary under the supervision of the Secretary.

6.5 The Treasurer shall have custody of all of the monies of the Association, including funds, securities, and evidences of indebtedness. He shall keep the assessment rolls and accounts of the Members and shall keep the books of the Association in accordance with good accounting practices and he shall perform all of the duties incident to the office of Treasurer. The Assistant Treasurer, if any, shall perform the duties of the Treasurer when the Treasurer is absent and shall assist the Treasurer under the supervision of the Treasurer.

SECTION 7. ACCOUNT RECORDS; FISCAL MANAGEMENT

7.1 Records shall be kept and budgets prepared in accordance with the requirements of the §617.301 Florida Statutes, et seq...

7.2 The Board shall adopt a budget of the anticipated expenses of the Association for each forthcoming fiscal year at a special meeting of the Board ("Budget Meeting") called for that purpose during the month of November of each year. Prior to the Budget Meeting, a proposed budget shall be prepared by or on behalf of the Board which shall reflect the estimated Association Expenses. The Budget shall reflect an allocation of Association Expenses. Upon the determination of the Budget and the amount of the Assessment, copies shall be mailed to all Members on or before December 31, of each year commencing with the 2002 calendar year.

7.3 In administering the finances of the Association, the following procedures shall govern; (i) the fiscal year shall be the calendar year; (ii) any monies received by the Association in any calendar year may be used by the Association to pay expenses incurred in the same calendar year; (iii) there shall be apportioned between calendar years on a prorata

basis any expenses which are prepaid in any one calendar year for Association Expenses which cover more than such calendar year; (iv) assessments shall be made as required to provide funds in advance for payment of all of the anticipated current Association Expenses; (v) items of Association Expenses incurred in a calendar year shall be charged against income for the same calendar year regardless of when the bill for such expenses is received. Notwithstanding the foregoing, the assessments of Association Expenses and any periodic installments thereof, shall be of sufficient magnitude to insure an adequacy and availability of cash to meet all budgeted expenses in any calendar year as such expenses are incurred in accordance with the accrual basis method of accounting. The accrual basis method of accounting shall conform to generally accepted accounting standards and principles but such method of accounting shall not preclude cash on hand in the Association from being carried over from year to year.

7.4 No Board shall be required to anticipate revenue from assessments or expend funds to pay for Association Expenses not budgeted or which shall exceed budgeted items, and no Board is required to engage in deficit spending. Should there exist any deficiency which results from there being greater Association Expenses than monies from Assessments and all other sources, then such deficits shall be carried into the next succeeding year's budget as a deficiency or shall be the subject of a special assessment to be levied by the Board.

7.5 The depository of the Association shall be such bank or banks as shall be designated from time to time by the Board in which the monies of the Association shall be deposited. Withdrawal of monies from such account shall be only by checks signed by such persons as are authorized by the Board.

7.6 A report of the accounts of the Association shall be made annually by an auditor, or accountant, and a copy of the report shall be furnished to each Member upon request

SECTION 8. RULES AND REGULATIONS

The Board may at any meeting of the Board adopt rules and regulations or amend, modify or rescind then existing rules and Regulations provided however, that such Rules and Regulations are not inconsistent with the terms or provisions of the Declaration. Copies of any Rules and Regulations promulgated, amended or rescinded shall be mailed to all Owners at the last known address as shown on the books and records of the Association and shall not take effect until forty-eight (48) hours after such mailing except as provided below in this Section. Where Rules and Regulations are to regulate the use of specific portions of any common area, such posted Rules and Regulations shall be effective immediately with their posting. Care shall be taken to insure that posted rules and regulations are conspicuously displayed and easily readable and that posted signs or announcements are designed with a view towards protection from weather and the elements. Posted Rules and Regulations which are torn down or lost shall be promptly replaced.

SECTION 9.
PARLIAMENTARY RULES

The then latest edition of "Robert's Rules of Order" shall govern the conduct of meetings of all Members of the Association and the Board provided, however, if such rules of order are in conflict with the Declaration, Robert's Rules of Order shall yield to the provisions of such instrument.

SECTION 10.
AMENDMENT OF THE BY-LAWS

10.1 These By-Laws may be amended by the Members then entitled to vote for Directors at an Annual Members meeting of the Membership and by the Board at a regular or special meeting of the Board as more particularly described below.

10.2 An amendment may be first considered by either the Membership or the Board and notice of the subject matter of the proposed amendment shall be set forth in the notice of the meeting (whether of the Membership or the Board) at which such proposed amendment shall be considered. Upon approval of a proposed amendment by either the Membership or the Board, such proposed amendment shall be submitted for approval to the other of said bodies. Approval by the Members must be by a vote of at least a majority of the Membership entitled to vote present at a meeting of the Membership at which a quorum of membership entitled to vote is present and approval by the Board must be by at least a majority of the Directors present at a meeting of the Directors at which a quorum is present.

10.3 Notwithstanding any provision of this Section 10 to the contrary, these By-Laws shall not be amended in any manner which shall amend, modify or affect any provision, terms, conditions, rights or obligations set forth in any other of the Declaration, as the same may be amended from time to time in accordance with the provisions thereof, including, without limitation, any rights of Developer or of an Institutional Mortgagee, as defined in the Declaration, without the prior written consent thereto by Developer or Institutional Mortgagee, as the case may be.

10.4 Any instrument amending the By-Laws shall identify the particular Section or Sections being amended and give the exact language of such amendment.

Adopted: February 19, 2003.


Secretary