

# **CHARLOTTE SHORES PROPERTY OWNERS ASSOCIATION BYLAWS**

As amended and adopted at the January 11, 2025 Annual Members Meeting

## **Article A: Definitions**

1. MEMBER: owns property in Charlotte Shores One, jointly or individually and has paid the annual maintenance fee and all assessments and fees. When two or more individuals own property jointly, they must designate one of the owners as the member. An owner of multiple properties is considered to be one member.
2. MEMBERSHIP ELIGIBILITY: the owners of all parcels in Charlotte Shores One.
3. GOVERNING DOCUMENTS: Articles of Incorporation, Bylaws and Deed Restrictions.
4. OFFICERS: President, Vice-President, Secretary and Treasurer elected by, and from within, the Board of Directors.

## **Article B: Quorum Rule**

1. A simple majority (50% plus 1) of the Directors shall constitute a quorum for all meetings.

## **Article C: Annual Meeting**

There shall be an annual meeting held one day in January. The purpose of the annual meeting is to hear financial and committee reports and any other business, and to elect seven (7) directors for a term of one year.

## **ARTICLE D: Directors' Duties and Board Meetings**

1. Within thirty (30) days after the annual meeting, the Board of Directors shall meet and elect officers from within their group. Only one member from a household may be an officer or director.
2. Directors may not vote by proxy or by secret ballot except that secret ballots may be used in the election of officers.
3. Officers will serve for one (1) year. The Board of Directors will direct the affairs of the Association and replace any directors unable to finish their terms.
4. The Board shall prepare an annual budget that estimates revenues and expenses, as well as a surplus or deficit, for the year.
5. Only the Treasurer, President or Vice-President may sign checks.
6. The Directors shall provide members with marina permits for their guests.
7. The Board will hire only licensed and insured contractors.
8. Board Meetings
  - a. Board meetings are open to members of the Association and, except in an emergency, notice of the time, place and agenda shall be either:

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- i. Posted in a conspicuous place in the common area forty-eight (48) hours in advance of the meeting, or
  - ii. Delivered to each member seven (7) days before the meeting; electronic transmission requires the member's consent in writing.
- b. If special assessments or amendments to the governing documents are on the agenda, then notification shall be at least fourteen (14) days before the meeting.
- c. If twenty (20) percent of the members petition the Board to address an item, the Board shall, within sixty (60) days:
  - i. Schedule a meeting to address that item and notify the members at least fourteen (14) days before the meeting.
  - ii. Members must sign up to speak before the meeting is called to order; they may speak no more than 5 minutes; they shall speak in the order in which they signed up and may defer their time to others who have signed up, and
  - iii. Other than addressing the petitioned item at the meeting, the Board is not obligated to take any other action requested by the petition.

## **ARTICLE E: Duties of Officers**

- 1. The PRESIDENT shall have general charge of the Association and preside at all meetings. The President shall appoint committees to assist the Board in management of the Association.
- 2. The VICE PRESIDENT shall assume the duties of the President should he or she be unable to act. Should the President be unable to act, the Vice-President shall assume the President's duties.
- 3. The SECRETARY, unless otherwise agreed, shall:
  - a. Respond to all correspondence,
  - b. Prepare voting placards prior to annual or special meetings,
  - c. Supply marina permits for distribution by the Board
  - d. Keep the minutes of all meetings of the Board and the Association:
    - i. Such minutes must be retained for at least seven (7) years, and
    - ii. A vote or abstention from vote, on a matter voted upon at a board meeting, must be recorded for each director.
  - e. Post notice of the time and place of all meetings:
    - i. Actual notice shall be given to all members of all special and annual meetings and
    - ii. Such notice shall be mailed, delivered or electronically transmitted to the members.
  - f. Keep the official records of the Association that consist of:

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- i. A copy of the Bylaws and each amendment
  - ii. A copy of the Articles of Incorporation and each amendment
  - iii. A copy of the current Rules of the Association
  - iv. A copy of the current Contract Disclosure Summary
  - v. A current roster of all members, their mailing addresses, parcel identification, and electronic mailing addresses of those members currently consenting to receive notice of meetings electronically.
  - vi. All insurance policies of the Association for at least seven (7) years
  - vii. All contracts and bids for at least one (1) year.
4. The TREASURER, unless otherwise agreed, shall:
- a. Maintain an accurate itemized and detailed record of all receipts and expenditures,
  - b. Update the annual report with the Secretary of State of Florida
  - c. Maintain a current account for each member for the purposes:
    - i. Sending statements prior to the annual meeting of the amount of each assessment, and
    - ii. Recording the amount of each payment and any balance due
  - d. Maintain all financial statements and financial reports,
  - e. Prepare and present the annual financial report, consisting of cash receipts and expenditures, for the year
  - f. Receive and disburse the monies of the Association:
    - i. Keep records of all monies received and receipts of all bills paid
    - ii. Report on the expenditures and balances at board meetings and at the annual meeting, and
  - g. Issue vessel and trailer decals only to members who have paid their annual maintenance fee.

## **Article F: Maintenance Fee, Special Assessments, Fees and Marina Key**

1. The Board of Directors, if approved by a majority of the members present and voting, shall levy an annual maintenance fee of \$200. The annual maintenance fee must be paid before the Annual Meeting for the member to have voting rights at that Meeting. The maintenance fee is valid from the Annual Meeting until the beginning of the Annual Meeting the following year. Maintenance fees that are not received by the CSOPOA by February 15 are delinquent and that property owner will have to pay the \$200 initiation fee, plus the \$200 maintenance fee to restore their membership.
2. The Board may also levy special assessments if approved by a majority of the voting members present and voting.

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3. There shall be a non-refundable and non-transferable initiation fee of \$200 for new members and those who have let their membership lapse and wish to rejoin
4. Property owners may make private arrangements for vacant lot mowing. Otherwise, a yearly mowing fee, established by the Board, must be paid in full to Charlotte Shores One Property Owners' Association by the deadline established
5. One marina key will be available to each member for a deposit of \$20. Ownership of the key will remain with the Association.
6. With the exception of the mowing fee, all other fees shall be set by a vote of the membership.

### **Article G: Procedures**

1. Vacant Lot Mowing
  - a. If a vacant lot is owned by a member who chooses the Association to arrange for mowing, payment must be received by February 15.
  - b. If weeds grow 12 inches or higher over 50% of the vacant lot, the Board may notify Lee County Code Enforcement.
2. Voting
  - a. Amendments to the governing documents shall be voted on during the annual meeting or special meetings called for that purpose. Each amendment shall be voted on separately. Such amendment shall require a 20 percent quorum of members be present.
  - b. The Secretary shall, from the current records of the Association, prepare a placard for each voting member, for the purpose of
    - i. Insuring that only voting members can vote
    - ii. Determining if a quorum is present, and
    - iii. Casting votes.
  - c. A voting member may appoint another voting member as proxy by providing the Secretary with the written notice to this effect before the meeting is called to order and the Secretary will give the proxy the voting members placard.
3. Order of Business: Robert's Rules of Order shall govern this Association on all cases where they are applicable, unless they are in conflict with the Articles of Incorporation or the Bylaws.

### **Article H: Use of the Marina**

1. All members who have paid their maintenance fee and all assessments and fees may use the marina grounds and ramp. Member must display a current CSOPOA marina decal on their boat and any trailer that is parked at the marina.

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2. Member's guests must display a visible temporary marina permit on the dashboard of vehicles parked at the marina. Each permit is valid for no more than two weeks. The guest's host may obtain a permit from any Director.
3. Members have first right to mooring sites at the marina.

Prepared by di Dunlap

January 16, 2025