

BYLAWS
VIVA VILLAS CIVIC ASSOCIATION, INC.
PASCO COUNTY, FLORIDA

The name of this organization shall be VIVA VILLAS CIVIC ASSOCIATION, INC., a corporation not for profit, incorporated under the laws of the State of Florida.

The purpose of this Association is to serve the cause and best interests of homeowners of Viva Villas Subdivision with respect to property values, community improvement and beautification. To stimulate and cultivate a spirit of fraternity, cooperation, unity and civic mindedness among its members. Also, to act as “watchdog” over governmental agencies and officials exercising control and influence over our area.

ARTICLE I
MEMBERSHIP

Section 1: Qualifications

- a. Membership in this Association is mandatory for all homeowners in Viva Villas, such membership being granted to each household as a unit.

Section 2: Assessments

- a. Annual assessments
 1. Fees shall be \$120.00 annually, changeable based on budgetary requirements.
 2. Payable to the Viva Villas Civic Association by January 1st of the given year.
- b. Special assessments
 1. Special assessments shall be made as necessary for community needs.

Section 3: Good Standing

- a. A member in good standing is one whose assessments are currently paid in full as determined by the Treasurer.
- b. Lot owners who fail to pay assessment fees by January 31st of the present year shall be considered delinquent. The Lot owner shall be sent a letter advising that unless the assessment is paid in full immediately, late fees will begin accruing based on the following schedule.
30 days late - \$25 fee
60 days late - \$50 add on fee
90 days late - \$75 add on fee
*Max late fees total: \$150
*120 days late – A lien will be applied to your property.

If a lien amounting to the total amount owed by the lot owner will be placed against the property. Interest on this lien will accrue at a rate of seven percent (10%) per year.

- c. A canceled check or email receipt (should electronic transactions be enabled) will serve as proof of payment.

Section 4: Community Park

- a. The right of any lot owner to use the common grounds area is limited to peaceful assemblies, family get-togethers, picnics and children’s games.
- b. Large gatherings shall be allowed at the discretion of the Executive Board upon request.

ARTICLE II
MEETINGS OF MEMBERS

Section 1: Monthly

- a. Regular meetings of the membership shall be at the time and place designated by the President and approved by the board.
- b. Regular monthly meetings of the Executive Board shall be conducted at a time and place designated by the President.

Section 2: Special

- a. Special meetings may be called by the President or at the request of the Executive Board, or at the written request of ten (10) or more members in good standing with fourteen (14) days' notice.
- b. Special meetings of the Executive Board may be called at the pleasure of the President.

Section 3: Quorum

- a. A simple majority of present members in good standing shall constitute a quorum for the conduct of business at any regular or special meeting.
- b. A majority of Executive Board members shall constitute a quorum at any meeting of the Board.

Section 4: Voting Rights:

- a. Each household in good standing shall be limited to no more than two (2) adult votes at all regular and special meetings of the Association.
 1. There will be no proxy vote.
 2. An Absentee ballot will be accepted upon verification of lot ownership.
 3. Ballots for elections will be closed.
 4. If results are not available immediately, they shall be announced no later than the next scheduled general meeting.

Section 5: The following order of business shall be observed at all regular and special meetings of the Association and Executive Board:

- a. Call to order
- b. Roll call (conducted via sign-in sheet)
- c. President's report
- d. Vice- President's report
- e. Treasurer's report
- f. Secretary's report
- g. Committee reports, if any
- h. Unfinished or Old Business
- i. New Business
- j. Good and Welfare of the Community
- k. Adjournment

Section 6: Speaking

- a. A member desiring to speak must first be recognized by the Chair, state their identity, then proceed.
- b. A member shall be limited to no more than five (5) minutes to speak on any one subject after recognition by the Chair.
 1. A member shall not be recognized by the Chair a second time on the same subject until all other members present have had an opportunity to speak. Exceptions may be granted by majority consent of membership present.
 2. Special presentations may occur at the Executive Board's discretion.
- c. Persons who are not members in good standing, including non-owner residents, may speak, but may not vote on any issue.

Section 7: Questions on parliamentary procedure not provided for in these by-laws shall be decided by the Chair, as near as possible, in accordance with the current Roberts Rules of Order.

ARTICLE III EXECUTIVE BOARD

Section 1: Number of Members

- a. Officers of this Association shall consist of a President, Vice President, Secretary and Treasurer.
- b. The Executive Board shall consist of up to seven (7) members.
 1. President, Vice President, Secretary, Treasurer, and up to three (3) elected representatives.
 2. The outgoing President shall serve as advisor to the Board for one (1) year following his/her regular term of office.

Section 2: Term of Office

- a. The minimum term of office for all elected officials, including the three (3) representatives shall be two (2) years.
- b. The maximum term of office for all elected officials, including the three (3) representatives, shall not be limited.
- c. Officer Candidates and Representatives must be in good standing at the time of nomination. They must also be year-round homeowner residents of Viva Villas, except for normal vacations.
- d. Any member holding an elected office who is absent three (3) consecutive months without reasonable cause as determined by the Executive Board, shall be removed from office and his/her position declared vacant.
- e. Vacancies in any elected office, for any reason, shall be filled for the remainder of the term at the discretion of the Executive Board.
- f. Two members of the same household may not serve on the Executive Board at the same time.

Section 3: Election

- a. Election of Officers shall be conducted at the regular meeting in November of each year that is the end of a two-year (2-year) term, following normal order of business.
- b. Nominees submitted for each office shall be presented to the membership.
- c. Each member has the right to have one (1) challenger.
 - i. Additional nominations from the floor may be by any member in good standing, after which all nominations shall be closed.
 - ii. Immediately following the close of nominations, an election supervisor will be appointed to collect and tabulate all votes.

- iii. Voting will be by paper ballots.
- iv. Immediately following the tally of votes, election results shall be announced to the membership.
- c. After the Installation of Officers, the Articles of Incorporation, all minutes and important papers are turned over to the new Officers.
 - 1. Newly elected Officers shall be installed by the President or Vice-President, or by an Executive Board member. At the December meeting, using the following verbiage:

As I call the names of the Officers to be installed, will you please come forward and form a line (President, Vice President, Secretary, Treasurer, Council Members).

It is not enough to bask in the importance of the title, but in accepting this post, you promise to exert every possible effort to conduct Association activities so that will attract to our organization the talent and tireless work of all in our community.

To that end, I ask you to raise your right hand and repeat after me your oath of office:

“I do solemnly affirm to live up to the provisions of the governing laws of the Viva Villas Civic Association, Inc. To discharge all duties incumbent to my office to the best of my ability.”

Section 5: Duties

- 1. President
 - a. Is the chief executive officer and shall preside at all meetings of the Association and Executive Board. They will have general charge, supervision and control of the business affairs of the Association subject to the control and direction of the Executive Board.
 - b. Act as an ex-officio member of all committees.
- 2. Vice President
 - a. Shall perform all the duties and exercise the powers of the President during his/her absence or inability to perform the duties of the Presidency.
- 3. Secretary
 - a. Shall attend all meetings of the Association and of the Executive Board, record all votes taken, and keep minutes of all proceedings. Under the direction of the President, the Secretary shall type correspondence, maintain Association files including a complete and up to date roster of members in good standing, perform other related duties and bring past and present minutes to the meetings.
- 4. Treasurer
 - a. Shall have custody of all Association general and special funds, keep full and accurate account of Association receipts and disbursements in books belonging to the Association.
 - 1. Books shall be open to inspection by any Association member in good standing upon request.
 - b. Shall deposit all monies in the name of and to the credit of the Association in such depositories as may be designated by the Executive Board.
 - 1. Association funds shall be disbursed or withdrawn only by check and specifically authorized by the President, or Executive Board. Two (2) signatures are required on any check drawn.
 - a. Expenditures up to \$500.00 must have the approval of the Executive Board.
 - b. Expenditures over \$500.00 must have approval of the membership.

2. Receipted statements shall be required as evidence of each disbursement and retained in the Treasurer's records.
3. Under the direction of the President, the Treasurer shall perform such other related duties required.

Section 6: Resignations

1. A Director (officer) may resign at any time by giving written notice to the Executive Board at a meeting of the Executive Board or by delivering a written notice to each of the other members of the Executive Board. The acceptance of such resignation shall not be necessary to make it effective.

Section 7: Filling of Vacancies

1. Vacancies occurring on the Executive Board shall be filled by a majority vote of the remaining Board members within forty-five (45) days after the date such vacancy or vacancies occur. A Board member elected by the Board to fill a vacancy shall hold office until the next election.

Section 8: Compensation

1. No salary shall be paid to any Board member for services on the Board.

ARTICLE IV
COMMITTEES

Section 1: The President shall determine the need for and appoint a Chairperson for all committees deemed necessary to the efficient and effective operation of the Association. Each committee chairperson shall select his/her own committee members.

ARTICLE V
AUDITS

Section 1: Immediately following the annual election of officers, the incoming President shall arrange for an audit of all Association accounts by a non-office holding member who is deemed qualified.

1. A report of the audit shall be presented to the membership at the regular February meeting.

Section 2: In the event the office of Treasurer becomes vacated for any reason prior to the expiration of the regular term, the President shall immediately institute the procedure outlined in Section one (1) of this Article.