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**CERTIFICATE OF AMENDMENT TO THE BYLAWS OF WINDY PINES
PHASES III AND IV HOMEOWNERS ASSOCIATION, INC. ("BYLAWS")**

WHEREAS, the Bylaws were recorded in the Public Records of St. Lucie County in Book 2351, Page 2528, as they may have been amended from time to time; and,

WHEREAS, the Amended and Restated By-Laws of Windy Pines Phases III and IV Homeowner's Association, Inc. ("Amended and Restated Bylaws") attached hereto as Exhibit A were approved by at least a majority of the Board of Directors participating in a duly called and noticed meeting of the Board held on October 17, 2018, at which meeting a quorum was attained, the aforementioned Bylaws were amended and restated pursuant to the provisions thereof.

NOW THEREFORE, the undersigned hereby certify that the attached amendments to the Bylaws are true and correct copies of the amendments approved by the Board.

[Signatures on Following Page]

WITNESS my signature hereto this 17th day of October, 2018 at Port St. Lucie, St. Lucie County, Florida.

Windy Pines Phases III and IV Homeowner's Association, Inc.

Witness 1: Margaret Arthur

By: [Signature]
Douglas Baber, as President

Print Witness 1 Name:

Margaret Arthur

Attest: [Signature] UP
Jack McCuen, as Secretary

Witness 2: Margaret Arthur

Print Witness 2 Name:

Margaret Arthur

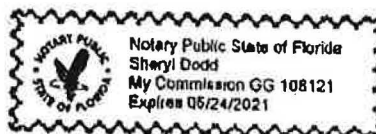
STATE OF FLORIDA
COUNTY OF ST. LUCIE

I HEREBY CERTIFY that, on this 17th day of October, 2018 before me personally appeared Douglas Baber and Jack McCuen, the President and Secretary respectively, of Windy Pines Phases III and IV Homeowner's Association, Inc., acknowledged to me that the execution of the above certificate is the free and voluntary act and deed of them, and each of them, each himself and not for the other, and each acknowledged the facts therein stated are true as set forth. They are personally known to me or have provided _____ as identification and did take an oath. In the absence of indication of a type of identification, they are personally known to me.

My Commission Expires:

[Signature]
Notary Public

Print Notary Name:



**AMENDED AND RESTATED BY-LAWS
OF
WINDY PINES PHASES III AND IV HOMEOWNER'S ASSOCIATION, INC.**

(A corporation not-for-profit organized under the laws of the State of Florida)

1. **Identity.** These are the Amended and Restated By-Laws of **WINDY PINES PHASES III AND IV HOMEOWNER'S ASSOCIATION, INC.** (the "**Association**"), a corporation not for profit incorporated under the laws of the State of Florida, and organized for the purpose of administering that certain **DECLARATION OF COVENANTS AND RESTRICTIONS FOR WINDY PINES PHASES III AND IV HOMEOWNER'S ASSOCIATION, INC.** (the "**Declaration**") as well as the properties made subject thereto ("**The Properties**").
 - 1.1 **Principal Office.** The principal office of the Association shall be as provided in its Articles of Incorporation, or at such other place as may be subsequently designated by the Board of Directors. All books and records of the Association shall be kept at its principal office or in the office of any manager engaged by the Association.
 - 1.2 **Fiscal Year.** The fiscal year of the Association shall be the calendar year.
 - 1.3 **Seal.** The seal of the Association shall bear the name of the corporation, the word "**Florida**", the words "**Corporation Not-for-Profit**", and the year of incorporation.
 - 1.4 **HOA Act.** The Association shall be governed by Chapter 720, Fla. Stat. (the "**HOA Act**") as the same may be amended from time to time.
2. **Definitions.** For convenience, these By-Laws shall be referred to as the "**By-Laws**" and the Articles of Incorporation of the Association as the "**Articles**". The other terms used in these By-Laws shall have the same definitions and meanings as those set forth in the Declaration, unless herein provided to the contrary or unless the context otherwise requires.
3. **Members.**
 - 3.1 **Membership.** Every person or entity who is a record Owner of a fee or undivided fee interest in any Lot shall be a Member of the Association, provided that any such person or entity who holds such interest merely as security for the performance of an obligation shall not be a Member.
 - 3.2 **Annual Meeting.** Annual Members' meetings shall be held each year at a day, time and place as determined by the Board of Directors, but in no event more than thirteen (13) months after the prior Annual Meeting. The purpose of the meeting shall be, except as provided herein to the contrary, to elect Directors and to transact any other business authorized to be transacted by the

Members, or as stated in the notice of the meeting sent to Members in advance thereof.

- 3.3 Special Meetings. Special Members' meetings shall be held at such places as provided herein for annual meetings, and may be called by the President or by a majority of the Board of Directors of the Association, and must be called by the President or Secretary upon receipt of a written request from a majority of the Members of the Association. The business conducted at a special meeting shall be limited to that stated in the notice of the meeting.
- 3.4 Notice of Meeting; Waiver of Notice. Notice of a meeting of Members, stating the time and place and the purpose(s) for which the meeting is called, shall be given by the President or Secretary. The notice of the annual meeting shall be sent by mail or hand delivery to each Member, unless the Member waives in writing the right to receive notice of the annual meeting by mail. The delivery or mailing shall be to the address of the Member as it appears on the roster of Members. The posting and mailing of the notice shall be effected not less than fourteen (14) days, nor more than sixty (60) days, prior to the date of the meeting.

Notice of specific meetings may be waived before or after the meeting and the attendance of any Member (or person authorized to vote for such Member) shall constitute such Member's waiver of notice of such meeting, except when his or her (or his or her authorized representative's) attendance is for the express purpose of objecting, at the beginning of the meeting, to the transaction of business because the meeting is not lawfully called.

An officer of the Association shall provide an affidavit, to be included in the official records of the Association, affirming that notices of the Association meeting were mailed or hand delivered in accordance with this Section. No other proof of notice of a meeting shall be required.

- 3.5 Quorum. A quorum at Members' meetings shall be attained by the presence, either in person or by proxy, of persons entitled to cast 30% or greater of the votes of Members in the Association.
- 3.6 Voting.
- (a) Number of Votes. In any meeting of Members, the Members shall be entitled to cast one vote for each Lot owned. The vote of a Lot shall not be divisible.
 - (b) Majority Vote. The acts approved by a majority of the votes present in person or by proxy at a meeting at which a quorum shall have been attained shall be binding upon all Members for all purposes, except where otherwise provided by law, the Declaration, the Articles or these

By-Laws. As used in these By-Laws, the Articles or the Declaration, the term "majority of the Members" shall mean a majority of the votes of Members and not a majority of the Members themselves and shall further mean more than fifty percent (50%) of the then total authorized votes present in person or by proxy and voting at any meeting of the Members at which a quorum shall have been attained. Similarly, if some greater percentage of Members is required herein or in the Declaration or Articles, it shall mean such greater percentage of the votes of Members and not of the Members themselves.

- (c) Voting Member. If a Lot is owned by one person, such person's right to vote shall be established by the roster of Members based upon the holders of title to the Lots. If a Lot is owned by more than one person, those persons (including spouses) shall decide between/among themselves as to who shall cast the vote of the Lot. In the event that those persons cannot so decide, no vote shall be cast. A person casting a vote for a Lot (so long as that person is an Owner of the Lot) shall be presumed to have the authority to do so unless the President or the Board of Directors is otherwise notified. If a Lot is owned in trust, any trustee or co-trustee may cast the vote on behalf of the Lot. If a Lot is owned by a corporation, partnership, or other entity, the person entitled to cast the vote for the Lot shall be designated by a certificate signed by a person entitled to execute a conveyance of the entity's property and filed with the Secretary of the Association. Such person need not be a Member. Such certificates shall be valid until revoked or until superseded by a subsequent certificate or until a change in the ownership of the Lot concerned. A certificate designating the person entitled to cast the vote for a Lot may be revoked by any record Member of an undivided interest in the Lot or an authorized entity representative as aforesaid. If a certificate designating the person entitled to cast the vote for a Lot for which such certificate is required is not on file or has been revoked, the vote attributable to such Lot shall not be considered in determining whether a quorum is present, nor for any other purpose, and the total number of authorized votes in the Association shall be reduced accordingly until such certificate is filed.

- 3.7 Proxies. Votes may be cast in person or by general or limited proxy (except as otherwise provided herein). A proxy may be made by any person entitled to vote, but shall only be valid for the specific meeting for which originally given and any lawful adjourned meetings thereof. Every proxy shall be revocable at any time at the pleasure of the person executing it. A proxy must be in writing, signed by the person authorized to cast the vote for the Lot (as above described), name the person(s) voting by proxy and the person authorized to vote for such person(s) and filed with the Secretary before the appointed time of the meeting, or before the time to which the meeting is adjourned. Each limited proxy shall set forth the matters on which the proxy holder may vote

and the manner in which the vote is to be cast. General proxies may not be used for the election of Directors.

- 3.8 Adjourned Meetings. If any proposed meeting cannot be organized because a quorum has not been attained, the Members who are present, either in person or by proxy, may adjourn the meeting from time to time until a quorum is present. Except as required above, proxies given for the adjourned meeting shall be valid for the newly scheduled meeting unless revoked for reasons other than the new date of the meeting.
- 3.9 Order of Business. If a quorum has been attained, the order of business at annual Members' meetings, and, if applicable, at other Members' meetings, shall be:
- (a) Call to order by President;
 - (b) Proof of notice of the meeting or waiver of notice;
 - (c) Reading and approval of minutes;
 - (d) Reports of officers;
 - (e) Reports of committees;
 - (f) Election of Directors;
 - (g) Unfinished business;
 - (h) New business;
 - (i) Adjournment.

Such order may be waived in whole or in part by direction of the chairperson.

- 3.10 Minutes of Meeting. The minutes of all meetings of Members shall be kept in a book available for inspection by Members or their authorized representatives and Board Members at any reasonable time.
- 3.11 Action Without A Meeting. Anything to the contrary herein notwithstanding, to the extent lawful, any action required to be taken at any annual or special meeting of Members, or any action which may be taken at any annual or special meeting of such Members, may be taken without a meeting, without prior notice and without a vote if a consent in writing, setting forth the action so taken, shall be signed by the Members (or persons authorized to cast the vote of any such Members as elsewhere herein set forth) having not less than the minimum number of votes that would be necessary to authorize or take

such action at a meeting of Members at which a quorum of Members (or authorized persons) entitled to vote thereon were present and voted. Within ten (10) days after obtaining such authorization by written consent, notice must be given to Members who have not consented in writing. The notice shall fairly summarize the material features of the authorized action.

4. Directors.

- 4.1 Membership. The affairs of the Association shall be governed by a Board of Directors. Directors shall at all times be subject to the qualifications and obligations set forth in the Act.
- 4.2 Election of Directors. The election of Directors shall take place at the Annual Meeting. The election shall be conducted by ballot and/or by limited proxy. In no event shall general proxies be used in the election of Directors. Directors shall be elected by a plurality of votes cast, and there shall be no cumulative voting. At least forty-five (45) days prior to the election, a notice shall be sent to each Owner by regular mail advising each Owner of his or her right to nominate him or herself as a candidate for the Board by submitting an "intent to be a candidate" form to the Secretary of the Association at least twenty (20) days prior to the date of the Annual Meeting. The names of all qualified candidates who submit an "intent to be a candidate" form prior to this deadline shall be included on any ballot or limited proxy used in the election of Directors. No nominations from the floor shall be accepted at the Annual Meeting. An election is not required unless more candidates are nominated than vacancies exist.
- 4.3 Vacancies and Removal.
- (a) Except as to vacancies resulting from removal of Directors by Members, vacancies in the Board of Directors occurring between annual meetings of Members shall be filled by the remaining Directors.
 - (b) Any Director elected by the Members may be removed by concurrence of a majority of the votes of the Members at a special meeting of Members called for that purpose or by written agreement signed by a majority of the Owners of all Lots. The vacancy in the Board of Directors so created shall be filled by the Members at the same meeting, or by the Board of Directors in the case of removal by a written agreement unless said agreement also designates a new Director to take the place of the one removed.
 - (c) If a vacancy on the Board of Directors results in the inability to obtain a quorum of Directors in accordance with these By-Laws, any Member may apply to the Circuit Court for the jurisdiction in which The Properties exist for the appointment of a receiver to manage the affairs

of the Association. At least thirty (30) days prior to applying to the Circuit Court, the applying Member shall mail to the Association a notice describing the intended action and giving the Association an opportunity to fill the vacancy(ies) in accordance with these By-Laws. If, during such time, the Association fails to fill the vacancy(ies), the Member may proceed with the petition. If a receiver is appointed, the Association shall be responsible for the salary of the receiver, court costs and attorneys' fees. The receiver shall have all powers and duties of a duly constituted Board of Directors, and shall serve until the Association fills the vacancy(ies) on the Board sufficient to constitute a quorum in accordance with these By-Laws.

- 4.4 Term. Commencing with the 2018 Annual Meeting and Election of Directors, the Board of Directors shall consist of five (5) Directors who shall be elected for three (3) year staggered terms. The two (2) Directors receiving the greatest numbers of votes at the 2018 Annual Meeting and Election of Directors shall be elected for terms of three (3) years; the two (2) Directors receiving the third and fourth greatest number of votes shall be elected for terms of two (2) years; and the Director receiving the fifth greatest number of votes shall be elected for a term of one (1) year. At all subsequent Annual Meetings and Elections of Directors, Directors shall be elected for a term of three (3) years. Each Director's term shall continue until his or her successor is duly elected and has taken office, or until he or she resigns or is removed in the manner elsewhere provided.
- 4.5 Organizational Meeting. The organizational meeting of newly-elected or appointed Directors shall be held within ten (10) days of their election or appointment at such place and time as shall be fixed by the Directors at the meeting at which they were elected or appointed, and no further notice to the Board of the organizational meeting shall be necessary.
- 4.6 Regular Meetings. Regular meetings of the Board of Directors may be held at such time and place as shall be determined, from time to time, by a majority of the Directors. Notice of regular meetings shall be given to each Director, personally or by mail, telephone or telegraph, and shall be transmitted at least forty-eight (48) hours prior to the meeting.
- 4.7 Special Meetings. Special meetings of the Directors may be called by the President, and must be called by the President or Secretary at the written request of one-third (1/3) of the Directors. Notice of the meeting shall be given personally or by mail, telephone or telegraph, which notice shall state the time, place and purpose of the meeting, and shall be transmitted not less than forty-eight (48) hours prior to the meeting.
- 4.8 Waiver of Notice. Any Director may waive notice of a meeting before or after the meeting and that waiver shall be deemed equivalent to the due receipt by

said Director of notice. Attendance by any Director at a meeting shall constitute a waiver of notice of such meeting, except when his or her attendance is for the express purpose of objecting, at the beginning of the meeting, to the transaction of business because the meeting is not lawfully called.

- 4.9 Quorum. A quorum at Directors' meetings shall consist of a majority of the entire Board of Directors. The acts approved by a majority of those present at a meeting at which a quorum is present shall constitute the acts of the Board of Directors, except when approval by a greater number of Directors is specifically required by the Declaration, the Articles or these By-Laws.
- 4.10 Adjourned Meetings. If, at any proposed meeting of the Board of Directors, there is less than a quorum present, the majority of those present may adjourn the meeting from time to time until a quorum is present, provided notice of such newly scheduled meeting is given as required hereunder. At any newly scheduled meeting, any business that might have been transacted at the meeting as originally called may be transacted without further notice.
- 4.11 Joinder in Meeting by Approval of Minutes. The joinder of a Director in the action of a meeting by signing and concurring in the minutes of that meeting shall constitute the approval of that Director of the business conducted at the meeting, but such joinder shall not allow the applicable Director to be counted as being present for purposes of quorum.
- 4.12 Presiding Officer. The presiding officer at the Directors' meetings shall be the President (who may, however, designate any other person to preside).
- 4.13 Order of Business. If a quorum has been attained, the order of business at Directors' meetings shall be:
- (a) Call to order/roll call;
 - (b) Proof of due notice of meeting;
 - (c) Reading and approval of any unapproved minutes;
 - (d) Reports of officers and committees;
 - (e) Unfinished business;
 - (f) New business;
 - (g) Adjournment.

Such order may be waived in whole or in part by direction of the presiding

officer.

4.14 Minutes of Meetings. The minutes of all meetings of the Board of Directors shall be kept in a book available for inspection by Members, or their authorized representatives, and Board Members at any reasonable time.

4.15 Committees. The Board of Directors may, by resolution duly adopted, appoint or designate itself as the Architectural Review Committee or appoint one to consist of three (3) or more Members. Such Architectural Review Committee shall have and may exercise all of the powers as set forth in the Declaration.

The Architectural Review Committee and any other committee subject to the open meeting and other applicable provisions of the Act shall at all times comply with same.

The Board may by resolution also create other committees and appoint persons to such committees and invest in such committees such powers and responsibilities as the Board shall deem advisable.

4.16 All meetings of the Board of Directors shall be subject to the open meeting (subject to the exceptions set forth in the Act), notice, voting, agenda item, minutes and official records and other provisions of the Act applicable thereto.

5. Powers and Duties. The Board of Directors shall have the powers and duties necessary for the administration of the affairs of the Association and may take all acts, through the proper officers of the Association, in executing such powers, except such acts which by law, the Declaration, the Articles or these By-Laws may not be delegated to the Board of Directors by the Members. Such powers and duties of the Board of Directors shall include, without limitation (except as limited elsewhere herein), the following:

- (a) Operating and maintaining the Common Areas.
- (b) Determining the expenses required for the operation of the Common Areas and the Association and levying assessments for same.
- (c) Employing and dismissing the personnel necessary for the maintenance and operation of the Common Areas and the Association.
- (d) Adopting and amending rules and regulations concerning the details of the operation and use of The Properties.
- (e) Maintaining bank accounts on behalf of the Association and designating the signatories required therefor.
- (f) Purchasing, leasing or otherwise acquiring Lots or other property in the

name of the Association, or its designee.

- (g) Purchasing Lots at foreclosure or other judicial sales, in the name of the Association or its designee.
- (h) Selling, leasing, mortgaging or otherwise dealing with Lots acquired, and subleasing Lots leased, by the Association, or its designee.
- (i) Organizing corporations and appointing persons to act as designees of the Association in acquiring title to or leasing Lots or other property.
- (j) Obtaining and reviewing insurance for The Properties and the Association.
- (k) Making repairs, additions and improvements to, or alterations of, The Properties, and repairs to and restoration of The Properties in accordance with the provisions of the Declaration after damage or destruction by fire or other casualty, or as a result of condemnation or eminent domain proceedings or otherwise.
- (l) Enforcing obligations of the Members, allocating profits and expenses and taking such other actions as shall be deemed necessary and proper for the sound management of The Properties and the Association.
- (m) Levying fines and suspending Common Area use rights against appropriate Owners for violations of the Declaration or of the rules and regulations established by the Association to govern the conduct of such Owners and others, all in accordance with the Act.
- (n) Entering into contracts for products and services, at all times in accordance with the procedural and other requirements of the Act.
- (o) Borrowing money when required in connection with the operation, care, upkeep and maintenance of the Common Areas; the addition of capital improvements; or the acquisition of property; and granting mortgages on and/or security interests in Association owned property; provided, however, that the consent of the Owners of at least a majority of the Lots represented at a meeting at which a quorum has been attained in accordance with the provisions of these By-Laws shall be required for the borrowing of any sum which would cause the total outstanding indebtedness of the Association to exceed Twenty Thousand and No/100 Dollars (\$20,000.00). If any sum borrowed pursuant to the authority contained in this subparagraph (o) is not repaid by the Association, an Owner who pays to the creditor such portion thereof as his or her interest in his or her Common Areas bears

to the interest of all the Members in the Common Areas shall be entitled to obtain from the creditor a release of any judgment or other lien which said creditor shall have filed or shall have the right to file against, or which will affect, such Member's Lot; provided always, however, the Association shall take no action authorized in this paragraph without the prior written consent of the Declarant as long as the Declarant owns any Lot.

- (p) Contracting with a duly licensed manager for the management and maintenance of The Properties and the Association and authorizing a management agent to assist the Association in carrying out its powers and duties by performing such functions as the submission of proposals, collection of assessments, preparation of records, enforcement of rules and maintenance, repair, and replacement of the Common Areas and Lots with such funds as shall be made available by the Association for such purposes. The Association and its officers shall, however, retain at all times the powers and duties granted by the Declaration, the Articles and these By-Laws including, but not limited to, the making of assessments, promulgation of rules and execution of contracts on behalf of the Association.
- (q) At its discretion, authorizing Owners or other persons to exclusively use portions of the Common Areas for private parties and gatherings and imposing reasonable charges for such private use.
- (r) Exercising (i) all powers specifically set forth in the Declaration, the Articles and these By-Laws, (ii) all powers incidental thereto, and (iii) all other powers of a Florida corporation not for profit.
- (s) Contracting with and creating or joining in the creation of special taxing districts, joint councils and the like.
- (t) Issuing of estoppel certificates and financial reports as provided in the Act.

6. Officers.

- 6.1 Executive Officers. The executive officers of the Association shall be a President, a Vice-President, a Treasurer and a Secretary (all of whom shall be Members of the Association, but none of whom other than the President need be Directors), all of whom shall be elected by the Board of Directors and who may be peremptorily removed at any meeting by concurrence of a majority of all of the Directors. A person may hold more than one office, except that the President may not also be the Secretary. No person shall sign an instrument or perform an act in the capacity of more than one office. The Board of Directors from time to time shall elect such other officers and

designate their powers and duties as the Board shall deem necessary or appropriate to manage the affairs of the Association.

- 6.2 President. The President shall be the chief executive officer of the Association and the chairperson of the Board. He or she shall have all of the powers and duties that are usually vested in the office of president of an association.
- 6.3 Vice-President. The Vice-President shall exercise the powers and perform the duties of the President in the absence or disability of the President. He or she also shall assist the President and exercise such other powers and perform such other duties as are incident to the office of the vice president of an association and as may be required by the Directors or the President.
- 6.4 Secretary. The Secretary shall keep or cause to be kept the minutes of all proceedings of the Directors and the Members. He or she shall attend to the giving of all notices to the Members and Directors and other notices required by law. He or she shall have custody of the seal of the Association and shall affix it to instruments requiring the seal when duly signed. He or she shall keep or cause to be kept the records of the Association, except those of the Treasurer, and shall perform all other duties incident to the office of the secretary of an association and as may be required by the Directors or the President.
- 6.5 Treasurer. The Treasurer shall have custody of all property of the Association, including funds, securities and evidences of indebtedness. He or she shall keep or cause to be kept books of account for the Association in accordance with good accounting practices, which, together with substantiating papers, shall be made available to the Board of Directors for examination at reasonable times. He or she shall submit a treasurer's report to the Board of Directors at reasonable intervals and shall perform all other duties incident to the office of treasurer and as may be required by the Directors or the President. All monies and other valuable effects shall be kept for the benefit of the Association in such depositories as may be designated by a majority of the Board of Directors.
- 6.6 Parliamentarian. If desired, the Board may elect a Parliamentarian, who shall serve as an adviser to the Board on the proper conduct of meetings pursuant to Robert's Rules of Order (latest edition), and shall be responsible for maintaining order at all Board and Member meetings.
- 6.7 Manager. Any of the foregoing functions of the Secretary or Treasurer may also be performed by a duly licensed manager engaged by the Association, provided that (i) the Secretary or Treasurer, as appropriate, shall oversee the performance of such functions, and (ii) no manager may execute any documents as, or in the name of, the Secretary or Treasurer.

7. Compensation. Neither Directors nor officers shall receive compensation for their services as such, but this provision shall not preclude the Board of Directors from employing a Director or officer as an employee of the Association, nor preclude contracting with a Director or officer for the management of The Properties or for any other service to be supplied by such Director or officer, so long as same is not inconsistent with the Act. Directors and officers shall be compensated for all actual and proper out of pocket expenses relating to the proper discharge of their respective duties.
8. Resignations. Any Director or officer may resign his or her post at any time by written resignation, delivered to the President or Secretary, which shall take effect upon its receipt unless a later date is specified in the resignation, in which event the resignation shall be effective from such date unless withdrawn. The acceptance of a resignation shall not be required to make it effective. The conveyance of all Lots owned by any Director or officer (other than appointees of the Declarant or officers or directors who were not Owners) shall constitute a written resignation of such person.
9. Fiscal Management. The provisions for fiscal management of the Association set forth in the Declaration and Articles shall be supplemented by the following provisions:
 - 9.1 Budget. The Board of Directors shall from time to time, and at least annually, prepare a budget for the Association (which shall detail all accounts and items of expense the Board finds to be appropriate), determine the amount of assessments payable by the Owners to meet the expenses of the Association and allocate and assess such expenses among the Owners in accordance with the provisions of the Declaration. In addition to annual operating expenses, the budget may include reserve accounts for capital expenditures and deferred maintenance.
 - 9.2 Assessments. Assessments against Lots for their share of the items of the budget shall be made for the applicable fiscal year annually at least thirty (30) days preceding the year for which the assessments are made. Such assessments shall be due in equal installments, payable in advance on the first day of each quarter of the year for which the assessments are made. If annual assessments are not made as required, assessments shall be presumed to have been made in the amount of the last prior assessments, and quarterly installments on such assessments shall be due upon each installment payment date until changed by amended assessments. In the event the annual assessments prove to be insufficient, the budget and assessments may be amended at any time by the Board of Directors. Unpaid assessments for the remaining portion of the fiscal year for which amended assessments are made shall be payable in as many equal installments as there are full quarters of the fiscal year left as of the date of such amended assessments, each such quarterly installment to be paid on the first day of the

quarter, commencing the first day of the next ensuing quarter. If only a partial quarter remains, the amended assessments shall be paid with the next regular installment in the following year, unless otherwise directed by the Board in its resolution.

- 9.3 Assessments for Emergencies or Special Expenses. Assessments for expenses for emergencies and other special expenses that cannot be paid from the annual assessments shall be levied in accordance with the Declaration and shall be due only after advance notice is given to the Members concerned as determined by the Board of Directors, and shall be paid in such manner as the Board of Directors of the Association may require in the notice of such Assessments.
- 9.4 Depository. The depository of the Association shall be such bank or banks in the State of Florida as shall be designated from time to time by the Directors and in which the monies of the Association shall be deposited. Withdrawal of monies from those accounts shall be made only by checks signed by such person or persons as are authorized by the Directors. All sums collected by the Association from assessments or otherwise may be commingled in a single fund or divided into more than one fund, as determined by a majority of the Board of Directors. In addition, a separate reserve account may be established for the Association in such a depository for monies specifically designated as reserves for capital expenditures and/or deferred maintenance.
- 9.5 Fidelity Bonds. As provided in the Declaration, fidelity bonds must be obtained by the Association for all persons handling or responsible for Association funds in such amounts as are specified in the Declaration. The premiums on such bonds shall be paid by the Association as a common expense.
- 9.6 Accounting Records and Reports. The Association shall maintain accounting records in the State according to accounting practices normally used by similar associations. The records shall be open to inspection by Members or their authorized representatives at reasonable times and written summaries of them shall be supplied at least annually.
- 9.7 Application of Payment. All payments made by a Member shall be applied as provided in these By-Laws and in the Declaration or as otherwise determined by the Board.
- 10. Roster of Members. Each Owner shall file with the Association a copy of the deed or other document showing his or her ownership. The Association shall maintain such information. The Association may rely upon the accuracy of such information for all purposes until notified in writing of changes therein as provided above. Only Members of record on the date notice of any meeting requiring their vote is given shall be entitled to notice of and to vote at such meeting, unless prior to such meeting

other Members shall produce adequate evidence, as provided above, of their interest and shall waive in writing notice of such meeting. All Owners are obligated to provide the Association with accurate contact information and to update such information as applicable. In the event that an Owner fails to provide accurate contact information to the Association, and if such failure to provide accurate contact information results in damage to the Association Property or to any Lot, such Owner may be held liable for the damages caused by said failure.


11. Parliamentary Rules. Roberts' Rules of Order (latest edition) shall govern the conduct of the Association meetings when not in conflict with the Declaration, the Articles or these By-Laws and subject to waiver in the discretion of the presiding officer if he or she determines that technical compliance with such Rules would interfere with the efficient conduct of a meeting or the will of its attendees. Failure to comply with such rules shall not itself serve to invalidate any action by the Board of Directors or the membership.
12. Amendments. Except as in the Declaration provided otherwise, these By-Laws may be amended in the following manner:
 - 12.1 Notice. Notice of the subject matter of a proposed amendment shall be included in the notice of a meeting at which a proposed amendment is to be considered.
 - 12.2 Adoption. A resolution for the adoption of a proposed amendment may be proposed either by a majority of the Board of Directors or by not less than one-third (1/3) of the Members of the Association. Directors and Members not present in person or by proxy at the meeting considering the amendment may express their approval in writing, provided that such approval is delivered to the Secretary at or prior to the meeting. The approval must be by not less than sixty six and two-thirds (66 2/3%) percent of the Members of the Association voting at a meeting at which a quorum has been attained, and by not less than 66-2/3% of the entire Board of Directors.
13. Rules and Regulations. The Board of Directors may, from time to time, modify, amend or add to rules and regulations governing the use of the Properties and the Lots. Copies of such modified, amended or additional rules and regulations shall be furnished by the Board of Directors to each affected Member not less than fourteen (14) days prior to the effective date thereof.
14. Indemnification. The Association shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or contemplated action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that he or she is or was a director, employee, officer or agent of the Association, against all expenses (including attorneys' fees and appellate attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit or proceeding,

unless (i) it is determined by a court of competent jurisdiction, after all available appeals have been exhausted or not pursued by the proposed indemnitee, that he or she did not act in good faith or that he or she acted in a manner he or she believed to be not in or opposed to the best interest of the Association, and, with respect to any criminal action or proceeding, that he or she had reasonable cause to believe his or her conduct was unlawful, and (ii) such court further determines specifically that indemnification should be denied. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith or did act in a manner which he or she believed to be not in or opposed to the best interest of the Association, and with respect to any criminal action or proceeding, that he or she had reasonable cause to believe that his or her conduct was unlawful.

- 14.1 Expenses. To the extent that a director, officer, employee or agent of the Association has been successful on the merits or otherwise in defense of any action, suit or proceeding referred to in Section 1 above or in defense of any claim, issue or matter therein, he or she shall be indemnified against expenses (including attorneys' fees and appellate attorneys' fees) actually incurred by him in connection therewith.
- 14.2 Not Exclusive. The indemnification provided by this Article shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any by-law, agreement, vote of Members or otherwise, both as to action in his or her official capacity while holding such office or otherwise, and shall continue as to a person who has ceased to be director, officer, employee or agent and shall inure to the benefit of the heirs, executors and administrators of such person.
- 14.3 Insurance. The Association shall have the power to purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the Association, or is or was serving at the request of the Association as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise. Such insurance shall cover any liability asserted against him and incurred by him in any such capacity, or arising out of his or her status as such, whether or not the Association would have the power to indemnify him against such liability under the provisions of this Article.
15. Construction. Wherever the context so permits, the singular shall include the plural, the plural shall include the singular, and the use of any gender shall be deemed to include all genders.
16. Captions. The captions herein are inserted only as a matter of convenience and for reference, and in no way define or limit the scope of these By-Laws or the intent of any provision hereof.

The foregoing was adopted as the Amended and Restated By-Laws of the **WINDY PINES PHASES III AND IV HOMEOWNER'S ASSOCIATION, INC.**, a corporation not-for-profit under the laws of the State of Florida, on the 17th day of October, 2018.

Approved:

 Pres

Print Name: Douglas Baber

Its: President

 VP

Print Name: Jack McCuen

Its: Secretary