

Fountains HOA By-Laws Summary

Revised: August 29, 2018

Fountains By-Laws Overview

Category	Description	By-Law Article Reference
Fiscal Year	Calendar year	Article 1, Section 1.2
Meetings of the Members	Month of January	Article IV, Section 4.1
	Time and place determined by Board of Directors	Article IV, Section 4.1.1
	May be called at any time by President or any two (2) Board members or if one-quarter of eligible HOA request a meeting in writing	Article IV, Section 4.2
	Secretary to provide notice by mail or email of all meetings at least ten (10) days prior to meeting along with general nature of business to be transacted	Article IV, Section 4.3
	A quorum for any actions governed by By-Laws requires one-fifth (1/5) of members entitled to vote and/or proxies entitled to be cast.	Article IV, Section 4.4
Proxies	- Proxies shall be in writing filed with Secretary. - No one (1) person may hold more than five (5) proxies.	Article VI, Section 6.2
Parliamentary Procedure	Latest Edition of Roberts Rules of Order shall govern conduct of HOA proceedings	Article VII
Board of Directors	No less than three (3) and no more than nine (9) persons who are members of the HOA	Article VIII, Section 8.1
	- Term of two (2) years and no member may serve more than two (2) consecutive two-year terms. - For continuity, approximately one-half (½) of the positions shall be up for election each year.	Article VIII, Section 8.3
	Vacancies on the Board may be filled by a vote of the majority of the remaining Directors	Article VIII, Section 8.4
Election of the Board of Directors	- Any FHOA member can volunteer to be a candidate for the Board. - Nominations to the Board can be made by any FHOA member and shared with any current Board Member to be included on the election ballot. - All candidates for the FHOA board will be sent to all FHOA members five (5) days before annual meeting.	Article IX, Section 9.1
	- Board shall appoint an Election Committee consisting of two (2) members of the HOA prior to scheduled election date. - Election Committee responsible for conducting the appropriate election activities at the annual meeting.	Article IX, Section 9.3

	- Develop a series of numbered Association Policy Statements relating to the organization, administration and operation of functions required by Articles of Incorporation and By-Laws. - Policy Statements to include related procedures required to carry out Board approved policies. - Policy Statements will be made available to all HOA members and provide the basis for action by all elected officials of the HOA.	Article X, Section 10.3.7
Director's Meetings	- May be held at any place within the city of Satellite Beach, FL - Regular meetings may be held from time to time at time and place determined by Board. - No notice of regular meetings of Board is required.	Article XI, Section 11.1 and 11.2
	Majority of Board constitutes quorum.	Article XI, Section 11.5
Officers	- Officers of HOA include President, Vice President, Secretary and Treasurer. - President and Vice President shall be members of the Board - Officers elected to serve for one (1) year.	Article XII, Section 12.1 and 12.3
	- President – presides over meetings, sees that orders/resolutions are carried out, signs all HOA documents as needed - Vice President – backfills President in his/her absence - Secretary – record votes, keep meeting minutes, maintain HOA record of lots/members - Treasurer – maintain HOA bank accounts, disburse funds within limits of Board approved budget, keep accounting of books, prepare annual budgets and annual balance sheet statement	Article XII, Section 12.4, 12.5, 12.6, 12.7
Inspection of Books and Papers; Lender's Notices	Copies of the Covenants, Articles of Incorporation, By-Laws, Rules and Regulations of the HOA and bookkeeping records must be made available at the Fountains HOA website	Article XIII, Section 13.1
Amendments	Majority of members of HOA entitled to vote may amend By-Laws	Article XIV
Conflicts	- Articles of Incorporation trump By-Laws - Covenants trump By-Laws	Article XV

Policy #	Policy Name	Description of each
1	Organization & Functions	Describes Officers on Board and duties; creation of committee; additional support staff descriptions
2	Administrative procedure	reviews admin: procedures - annual meeting, board meetings, keeping records, etc
3	Fiscal Procedures	outlines treasurer duties; how payments are applied (needs to be updated to include fines); defines collection of dues and procedures for collecting delinquent dues.
4	Property Accountability (needs rework or removal)	states what is defined as property and lists out some (laptop, refers to rental unit racks) that we no longer have. States that Board is responsible for this physical property and appoint a physical property Custodian.
5	Maintenace & Repair Procedures (needs rework)	definition of public areas and responsibility of SB & contracts for Board to make
6	Landscape Plan	proper maintenance and compliance with covenants for both public and private areas. Landscape planning of public areas responsibility of Board
7	Covenant Compliance (need to vote on changes)	Responsibilities of Board and member; procedure for enforcement; use of modification form; letters to send; fines procedures;
8	Mobile Basketball Backboards	Allowing for these and defining what is acceptable.