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Changes to Bylaws - Hacienda Del Sol I Condominium Association - January 15, 1993

1.3 All rules, provisions, financial reporting, requirements, Board operation and rules enforcement of the Bylaws of Hacienda del Sol Association, Inc., will be in accordance with laws of the State of Florida pertaining to condominimum operation. Any variation of these Bylaws which violate the meaning or intent thereof are automatically ammended to conform and to be in compliance with that which is legal and proper.

2.1 The annual meeting of the members shall be held at the office of the Association at 2:00 o'clock p.m., Eastern Standard Time, on the second Sunday in May of each year for the purpose of electing directors and the transaction of any other business authorized to be transacted by the members; provided, however, that if said date is a legal holiday, the meeting shall be held at the same hour on the next Sunday that is not a holiday. The fiscal year basis of Hacienda del Sol Association runs from May 1st through April 30th, annually.

2.3 Notice of all annual and/or special meetings of the members stating the date, time, location and agenda shall be given by the President or Vice President or Secretary unless waived in writing. Such notice shall be in writing to each member at the address which appears on the books of the Association and shall be mailed not less than fourteen (14) days prior to a special meeting nor less than sixty (60) on days prior to the date of an annual meeting. Proof of such mailing shall be given by the affidavit of the person giving the notice. In addition to mailing or delivering notice of members' meeting to each unit owner, the notice for such meetings must be continuously posted in a conspicuous place on the condominium property for at least fourteen (14) days prior to the meeting. Notice of meeting may be waived before or after the meeting.

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Exhibit D Changes

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3. Directors.

- 3.1 Membership. The affairs of the Association shall be managed by a Board composed of seven (7) Directors; the exact number of Directors to be varied only by ammendment to these Bylaws.
- 3.2 b. Any unit owner or other eligible person desiring to be a candidate for the Board of Directors shall give written notice to the Secretary of the Association not less than forty (40) days before a scheduled election.
- 3.2 c. The election shall be by ballot (unless dispensed with by unanimous consent). Election shall be decided by a plurality of the ballots cast, each Voting Member of Record is entitled to cast votes for as many nominees as there are vacancies to be filled. There shall be no cumulative voting. There shall be no quorum requirement or minimum number of votes necessary for election of members of the Board of Directors. No unit owner shall permit any other person to vote his ballot, and any such ballots improperly cast shall be deemed invalid. Proxies shall in no event be used in electing the Board of Directors, either in general elections or elections to fill vacancies caused by recall, resignation, or for any other reason.
- 3.2 d. Vacancies created by removal of directors by the members and vacancies in the Board of Directors occurring between annual meetings of the members shall be filled by vote of the remaining directors.
- 3.2 e. Any director may be removed by concurrence of two-thirds of the votes of the entire membership at a special meeting of the members called for that purpose. Any member of the Board may be recalled and removed from office with or without cause by a vote or agreement in writing by a majority of all unit owners. Special meeting of the unit owners to recall a member or members of the Boards of Directors may be called by ten percent (10%) of the unit owners living notice of the meeting as required for a meeting of unit owners, and the notice shall state the purpose of the meeting. The vacancy in the Board of Directors so created may be filled by the members of the Association at the same meeting.
- 3.11 The presiding officer at meetings of the directors shall be the President. In the absence of the President the Vice President will preside. In the absence of both the President and Vice President, the directors present shall designate one of their number to preside.

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2.5 Voting.

a. At any meeting of members, Voting Member of Record of each unit shall be entitled to cast one vote for each unit that person owns.

b. If a unit is owned by one person, the right to vote shall be established by the record title to the unit. If a unit is owned by more than one person, or is under lease, the person entitled to cast the vote for the unit shall be designated as the Voting Member by a certificate signed by all of the record owners of the unit and filed with the Secretary of the Association.

c. If a unit is owned by a corporation, the person entitled to cast the vote for the unit shall be designated by a certificate signed by the President or Vice President and attested by the Secretary of the corporation and filed with the Secretary of the Association.

d. Certificates of Voting Members of Record shall be valid until revoked or until superseded by a subsequent certificate or until a change in the ownership of the unit concerned. A certificate designating the person entitled to cast the vote of a unit may be revoked by any owner of the unit. However, the new certificate must be signed by each owner of the unit to be valid. If such certificate is not on file, the vote of such owners shall not be considered in determining the requirement for a quorum nor for any other purpose.

2.6 Proxies. Votes may be cast in person, by ballot, or by limited proxy, or by general proxy. A proxy may be made by any person entitled to vote and shall be valid only for the particular meeting designated in the proxy and must be filed with the Secretary of the Association before the meeting. Ballots shall be used in electing the Board of Directors. Limited proxies shall be used for votes taken to waive or reduce reserves, for votes taken to waive financial statement requirements, for votes taken to amend the articles of incorporation or Bylaws, and for any other matter where a vote of unit owners is required or permitted by law. No proxy, limited or general, shall be used in the election of Board members. General proxies may be used for other matters for which limited proxies are not required, and may also be used in voting for nonsubstantive changes to items for which a limited proxy is required and given. Proxies, if used, must be returned to the Secretary or another officer of the Association prior to the meeting for which they have been executed. Once the presiding officer has called the meeting to order, no further proxies may be accepted.

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5. Officers.

- 5.1 The executive officers of the Association shall be a President, Vice President, Treasurer, and Secretary, all of whom shall be elected annually by the Board of Directors, and who may be preemptorily removed by vote of the directors at any meeting. Any person may hold two or more offices, except that the President shall not also be the Secretary. The Board of Directors, from time to time, shall elect such other officers and designate their powers and duties as the Board shall find to be required in the management of the affairs of the Association.
- 5.4 The Secretary shall keep the minutes of all proceedings of the directors and the members. The secretary shall attend to the giving and serving of all notices to the members and directors and other notices required by law. The Secretary shall have custody of the seal of the Association and affix it to instruments requiring a seal when duly signed. The Secretary shall keep the records of the Association, except those of the Treasurer, and shall perform all other duties incident to the office of secretary of an association and as may be required by the directors or the President.
- 5.7 Robert's Rules of Order shall govern the conduct of Association meetings when not in conflict with the Articles of Incorporation, these Bylaws or with the Statutes of the State of Florida. Parliamentarian to be appointed by the President from Directors, members of the Association or other interested parties.
- 6.1 Accounts. The receipts and expenditures of the Association shall be credited and charged to accounts under the following classifications as shall be appropriate, all of which expenditures shall be common expenses and determined by a sum equal to the percentage of ownership that each unit bears to the common element.
- 6.1 b. Reserve for deferred maintenance; which shall include funds for maintenance items that occur less frequently than annually. A minimum of two (\$2.00) dollars per month shall be included in annual assessment for each unit for addition to this reserve. Monies collected for deferred maintenance will be based on percentage of unit ownership to the common element. The two (\$2.00) dollar minimum is not considered an additional assessment, but will be a part of the deferred maintenance assessed.

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6.2 Budget. The Board of Directors shall adopt a budget for each fiscal year May 1st through April 30th that shall include the estimated funds required to defray the common expenses and to provide and maintain funds for the foregoing accounts and reserves according to good accounting practices as follows:

6.2 f. Copies of the budget and proposed assessments shall be transmitted to each member on or before April 1, preceding the fiscal year for which the budget is made. If the budget is amended subsequently, a copy of the amended budget shall be furnished to each member.

6.3 Assessments. Assessments against the unit owners for their share of the items of the budget shall be made for the fiscal year annually in advance on or before the 20th day of April, preceding the fiscal year for which the assessments are made. Such assessments shall be due and payable in twelve (12) equal installments on the first day of each and every month during the fiscal year for which the assessments are made. If an annual assessment is not made as required, an assessment shall be presumed to have been made in the amount of the last prior annual assessment, and monthly installments on such assessment shall be due upon each installment date until changed by an amended assessment. In the event the annual assessment proves to be insufficient, the budget and assessments may be amended at any time by the Board of Directors, if the accounts of the amended budget do not exceed the limitations set forth above for that year. Any account that does exceed such limitation shall be subject to the approval of the membership of the Association as previously required in these Bylaws. The unpaid assessment for the remaining portion of the fiscal year for which an amended assessment is made shall be due and payable in equal monthly installments on the first day of each and every month during the remaining portion of said fiscal year. The first assessment shall be determined by the Board of Directors of the Association. After fifteen (15) days from the monthly due date, an assessment is late and a ten percent (10%) fee for late payment of assessment may be imposed under signature of the President upon the owner of a unit whose payment is late.

6.7 Annually, a Certified Public Accountant will deliver to the Association a financial report of actual receipts and expenditures as required by Section 713 111(13), Florida Statues. A copy of the financial report shall be furnished to each member not later than August 1 of the year following the year for which the audit is made.

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6.9 Contracts for material, equipment, or services to be furnished must be in writing to the Association. Further, contracts entered into by the Association requiring payment in excess of five percent (5%) of the total annual budget will be competitively bid. The Association is not required to accept the lowest bid.

7.6 It is prohibited to hang garments, rugs, etc., from the windows or from any of the facades of the project, which includes the balconies as part of the limited common elements. The following are not permitted on the balconies: clothing, laundry, washing, linens, blankets or towels hung on or onto or over any part of the balcony railing; storage enclosures, pet shelters, bicycles, motor bikes, or grills (electric, gas or charcoal). Flower boxes or planters may not be attached to walls or railings. The colors of the railings or outside walls may not be changed. No window shutters are permitted on the balconies, except hurricane shutters in accordance with the approved specifications on file in the condominum office.

7.7 It is prohibited to dust rags, etc., from windows or balconies or hallways or to clean rugs, etc., in common area or by beating such on the exterior part of the project or any structure within Hacienda del Sol.

7.10 The owner shall have no pets on the premises other than parakeets, canaries or similar birds, one (1) cat or one (1) canine. The canine shall not exceed thirty (30) pounds in weight and shall be allowed only on the perimeter of the common property of the Condominum on a leash or in the owner's arms and it shall not create a nuisance. The Board is authorized to make reasonable rules and regulations regarding pets. Owners will ensure that canines are walked at the edge of the Association's property and that feces from the animal is scooped up, placed in a disposal bag and dropped into a trash receptacle. Pets shall not annoy neighbors, create a sanitation/health problem, or represent a danger to condominium personnel or visitors. Further, pet owners will reimburse the Association for destruction/damage to the common property by their animals. (Renters may not have pets of any kind on the property.)

7.11 No owner of an apartment shall make any structural modifications to a load-bearing or party wall without Board approval. Further, no owner shall cause any improvement or changes to be made on or to the exterior of the building, including painting or other decoration, the installation of awnings, shutters (other than hurricane shutters), electrical wiring, air conditioning units

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and other things which might protrude through or be attached to the walls of the apartment building; further, no owner shall in any manner change the appearance of any portion of the apartment building not wholly within the boundaries of owner's apartment. Hurricane shutters are permitted provided they satisfy the specifications adopted by the Board of Directors and on file in the condominum office.

- 8. Amendments: Amendments to these Bylaws shall be proposed and adopted in the following manner:
- 8.1 Amendments to these Bylaws may be proposed by the Board of Directors of the Association acting upon vote of a majority of the Directors, or by members of the Association, whether meeting as members or by instrument in writing signed by them.
- 8.2 Upon any amendment or amendments to these Bylaws being proposed by said Board of Directors or members, such proposed amendment or amendments shall be transmitted to the President of the Association, or other officer of the Association in the absence of the President, who shall thereupon call a special meeting of the members of the Board of Directors of the Association and the membership for a date not sooner than twenty (20) days or later than sixty (60) days from receipt by such officer of the proposed amendment or amendments, and it shall be the duty of the Secretary to give each member written or printed notice of such meeting in the same form and in the same manner as notice of the call of a special meeting of the members is required as herein set forth. Special meeting may be waived by the President and vote by the membership may be conducted via mail using ballots provided each owners. Ballots must be signed by Voting Member of Record.
- 8.3 In order for such amendment or amendments to become effective, the same must be approved by an affirmative vote of seventy-five percent (75%) of the Board of Directors and by an affirmative vote of not less than seventy-five percent (75%) of the vote of the entire membership of the Association. No Bylaw shall be revised or amended by reference to its title or number only. Proposals to amend existing Bylaws shall contain the full text of the Bylaws to be amended; new words shall be inserted in the text and underlined, and words to be deleted shall be lined through with hyphens. However, if the proposed change is so extensive that this procedure would hinder rather than asssist the understanding of the proposed amendment, it is not necessary to use underlining and lining through with hyphens as indicators of words added or deleted, but

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instead a notation must be inserted immediately preceding the proposed amendment in substantially the following language:
"Substantial rewording of Bylaw. See Bylaw # for present
text." Thereupon such amendment or amendments to these Bylaws shall
be transcribed, certified by the President and Secretary of the
Association and a copy thereof shall be recorded in the Public Records of Volusia County, Florida, within ten (10) days from the date on which any amendment or amendments have been affirmatively approved by the Directors and members.

Arlie B. Smulder. Vice Pres.

For. Shenb Wilder

The undersigned, being the Secretary of the HACIENDA DEL SOL I CONDOMINIUM ASSOCIATION, INC., a corporation not for profit under the laws of the State of Florida, does hereby certify that the foregoing Bylaws were adopted as Bylaws of said Association at a Board meeting held for such purpose on the 17th day of January,

SECRETARY