Draft #4 October 2026

Isle of Pines Property Owners' Association Bylaws

1) **Name**: The name of the association is: Isle of Pines Property Owners' Association, Inc.(IOPPOA) incorporated as a not for profit, 501(c)(7) ~~nonprofit~~ corporation under the laws of the state of Florida. The IOPPOA encompasses all lots located on the Orange County plat of Isle of Pines, and all lots located on the Lake and Pines Estates plat.

2) **Purpose**: The objectives of this association shall be to protect and promote the best interests of the property owners and/or residents of the area herein set forth.

a) To promote and strive for the improvements and betterment of all facilities and services, civic spirit and to foster goodwill and friendship between all residents of said area.

b) To cooperate with county, town, and village officials and with other civic and public organizations for the general welfare of the entire community of the Isle of Pines, formally known as Isle of Pines Resort. ~~Resort Development~~ located at Lake Mary Jane in the County of Orange, State of Florida.

c) And such other objectives set forth in the Corporation of Charter of this Association.

3) **Area**: The area to be covered and encompassed by the activities of this Association shall be as follows: All the property described on the official plat of the Isle of Pines subdivision of public record of Orange County, Florida.

4) **Properties**: Any properties and right of ways owned by the association shall not be sold or leased without a special meeting called by the president. At such meeting of the general membership a majority vote of quorum shall not be less than 20% of qualified voting members. Notification of such meeting to all general members will be publicized three consecutive months prior to the meeting.

5) **Use of Facilities**: Only members of the association and/or their guests shall use the recreation and/or beach facilities, which the Association owns, herein set forth.

a) A member must accompany such guests at all times. Members are responsible and liable for the activities of their guests.

b) Association members and/or their guests making use of the recreational and/or beach facilities are subject to all Federal, State, and local laws in addition to the park ~~beach/facilities~~ rules as prescribed by the Board of Directors (BoD).

c) The association facilities shall not be used for business purposes. Any unique circumstances can be presented to the BoD for a special exception that must be approved by the majority of the BoD at least 60 days prior to the event. This includes any religious organizations, political organizations, volunteer organizations, and not for profit organizations. If a special exception is approved, the applicant must provide their own personal insurance that lists the IOPPOA as additionally insured.

6) **Membership in the Association**: Membership shall be of two types: Property Owners and Associate Membership.

a) Property Owners: Property owners and their immediate families in the area herein above set forth shall be eligible for Property Owner Membership in this Association. Property Owner Membership in this Association confers only one vote regardless of how many lots owned.

b) Associate Membership: An Associate Membership shall have no voting privileges or hold elective office. Associate membership shall be of two types – Renters/leasers in the IOPPOA and property owners in the Lake and Pine Estates Subdivision.

i) Renters consist of anyone paying to live at a property in the IOPPOA, that they do not own, for any period of time. Renters are not to be considered as guests under the existing property owner. Renters, regardless of lease or contract duration, are only eligible to become an associate member after paying yearly membership dues. If a renter chooses to not join, then the renter is to be considered a non-member and therefore forfeits all privileges, benefits, entitlements and rights associated with membership of IOPPOA, including the right to use any association owned facilities, property, services and programs.

ii) Property Owners in the Lake and Pine Estates Subdivision. The fifty existing home sites of Lake and Pines Estates subdivision as of the date of these by-laws shall only be eligible for Associate Membership.

c) Guests and Non-Members:

i) A Guest is defined as a person who is not a property owner or active renter within the IOPPOA or Lake and Pine Estates, and is therefore not eligible for membership under any criteria. The guest must be invited by a current IOPPOA member, and must be accompanied by a current IOPPOA member at all times while on any association property. Any breach of these conditions shall constitute a violation of community rules and will result in immediate removal of the guest, and any applicable penalties to the inviting member.

ii) A Non-Member is an IOPPOA property owner or renter who chooses not to join the IOPPOA. By choosing not to join the association, a non-member forfeits all privileges, benefits, entitlements and rights associated with membership of IOPPOA, including the right to use any association owned facilities, property, services and programs. A non-member retains no entitlement to any member related or guest related privileges, and must comply with the restrictions set forth.

7) **Dues**: The annual Dues of each member shall be set by the BoD prior to the annual meeting, payable by January 31 of each year. Senior Citizens will receive a discount as determined by the BoD at this time. Dues received after January 31 will be subject to a late fee to be determined by the BoD. Prorated dues are available for new property owners/renters/leasers only. The BoD shall approve any compensation of dues.

8) **Fiscal Year**: The fiscal year of this Association shall commence on January 1 of each year and end on December 31 of the same year.

9) **Membership Drive and Special Meetings**: An annual membership drive for this Association and for the conduct of any other necessary business shall be held each year in January, on a day selected by the BoD.

a) The President shall call a special meeting of the general membership with notice given whenever he/she deems necessary or whenever he/she shall be called upon to do so by the BoD.

b) A quorum for the transaction of business at all annual membership drives and special called meetings shall not be less than 20% of the qualified voting members of the preceding year of the Association in good standing.

c) Voting at all meetings shall be by a majority vote, of the BoD, cast in person or by proxy. Proxies shall be signed and dated by the property owner and presented to the presiding official at the meeting to be qualified.

10) **Monthly Board Meetings**: Typically monthly meetings will be held at 7pm in the park pavilion on the first Tuesday of each month.

a) All monthly meetings must have over 50% of their BoD present to hold a meeting, which would be a minimum of eight of the total fifteen BoD which includes the four executive board members and can include the alternates.

b) All members (or other neighbors interested in finding out about the IOPPOA) are welcome to attend.

11) **Indemnification**: The Association shall indemnify every Director, every Officer and every Committee Member against all loss, cost, liability, and expense reasonably incurred or imposed upon him/her in connection with any action, lawsuit, or proceeding to which he/she may be made a party by reason of his/her being or having been a Director or Officer or Committee Member of this Association except as to matters wherein he/she shall be finally adjudged in such action, lawsuit, or proceeding to be liable for or guilty of gross negligence or willful misconduct. The foregoing rights shall be in addition to and not exclusive of all other rights to which such Director or Officer or Committee Member may be entitled. The Association shall maintain adequate directors and officers liability insurance to fund this obligation.

12) **Board of Directors**: The affairs and business of this Association shall be managed by a BoD, which shall consist of fifteen elected members. All members of the Board of Directors must be property owner members in good standing.

a) The fifteen members of the BoD shall be elected by majority vote of the membership present at the annual membership meeting held each year in January and shall serve for the ensuing year.

b) The names of the elected BoD shall be announced at the next IOPPOA meeting in February. Each member must accept their position, or if not present must accept by phone, or in writing.

c) BoD Alternates. The next three candidates with the highest votes will be asked to be the three alternates. Anyone elected that would rather serve as an alternative due to other commitments, or to give someone else the opportunity to serve on the BoD, can accept an alternate position instead. Alternates are encouraged to attend all meetings and if there are not fifteen BoD members present, the alternates can satisfy the quorum, and vote at that meeting.

d) The BoD shall have the power to adopt and amend the by-laws of the Association as provided by the Charter and to pass special resolutions.

e) The BoD shall have the power to elect the Executive Board of the Association from the members of the BoD by majority vote. In the event of a tie vote on the BoD, the side of the incumbent officer shall prevail.

f) All Executive Board nominees must be a member of the Association in good standing.

g) The President shall call special or regular meetings of the BoD whenever he/she is called upon to do so by a majority of the BoD.

h) The BoDs has the authority to conduct the ongoing business of the Association.

i) The BoD will hold monthly meetings to which the general membership is invited to attend. The meeting time, date, and agenda will be posted with sufficient notice.

j) Should any vacancy in any office occur by death, resignation, or otherwise, the BoD shall fill the vacant position by nominations and majority vote as soon as possible.

13) **Executive Board**: The officers of this Association shall be called the Executive Board and shall be four in number.

a) The Executive Board of the Association shall be elected by a majority vote of the BoD at the February meeting. Such officers of the Executive Board shall serve for the ensuing year or until their successors have been qualified. The Executive Board shall consist of a President, Vice president, Secretary and Treasurer and their duties are described as follows:

i) **President**: The President shall be the chief executive of the Association, shall be a member of the BoD, and shall be the presiding officer of the BoD. The President shall be charged with the duty of supervising all of the functions of the Association, subject to the orders of the BoD. He/she shall be an ex-officio member of all committees. The President of the Association can, under urgent circumstances, authorize disbursal up to $100.00 in the interval between meetings of the BoD. Any urgent/emergencies funds over $100 must be communicated to, and approved by the majority of the board.

ii) **Vice President**: In the President's absence, or in the event of his/her inability to act, perform such functions and duties as the BoD may from time to time assign. The Vice President shall also facilitate the maintenance, control, and distribution of the property reservation sign, and hold the reservation check. He/She shall be responsible to facilitate the inspection of the property after all reservations have concluded to ensure the IOPPOA property is in good standings before authorizing the return of any deposit.

iii) **Secretary**: The secretary shall conduct the correspondence of the Association, issue notices, record the minutes of all meetings of the Association and BoD, be custodian of the records, and discharge such other duties as may be assigned to him/her by the BoDs or the President. He/she shall schedule and coordinate all private parties at the IOPPOA properties. He/She shall be responsible for receiving the IOPPOA yearly mail, and updating the annual report to the state and county.

iv) **Treasurer**: The treasurer shall collect all membership dues and shall have the care and exchange of all funds and properties of this Association, which shall be disbursed by him/her only pursuant by authority granted by the BoD. He/she shall keep the roll of members, submit a report for the preceding year at the annual membership meeting and shall render special reports whenever requested to do so by the BoDs. He/she shall deposit all funds in the name of the Association in such bank account as designated by the BoD. Treasurer shall be responsible for ordering, collecting, and disbursing all tickets for events. The treasurer shall ensure that all locks are changed by February first and the Executive Board shall be provided copies of keys to such locks.

14) **Election Process of the Executive Board at the February Meeting**: Any board member nominated must state if they are willing to accept their nomination. After the yearly membership drive and elections held in January, the fifteen BoD members shall be announced at the next

IOPPOA Board Meeting in February. The elected BoD shall provide written or verbal acknowledgement-to accept their duties for the ensuing year.

a) After the fifteen BoD members have been established, the BoD shall elect the executive board positions by majority vote, in order: President, Vice President, Treasurer, and Secretary. Each position and their duties shall be discussed and the fifteen board members can nominate other elected board members or themselves for those positions. Any BoD member nominated must be willing to accept the nomination either in person, or by phone or writing if not able to be present at the meeting.

b) More than one person can be nominated and must accept before any motion is made to accept the candidate. If more than one BoD member is willing to accept the same position, then there will be a confidential paper vote by the fifteen BoD members. After all four Executive Board Members have been elected, the new president can either run the rest of the February meeting or defer to the existing president since they may not be prepared to lead through the agenda items. Between the February and March meetings, the new Executive Board Members should meet with the previous ones to have a smooth transition.

15) **Committees**: Committees shall be described as follows:

a) Auditing Committee. In February, the President and the BoD shall appoint an Auditing Committee. The Auditing Committee shall consist of at least three members, and be responsible for the auditing of the Treasurer's financial records of the Association's prior year financial records and present a report at the March meeting each year.

b) Budget Committee - In October or November, the President and the BoD shall appoint a Budget Committee consisting of at least three members, including the current Treasurer, to be responsible for determining the financial needs of the Association for the upcoming fiscal year and present this report at the December meeting.

c) Events Budget committee. In February the President and the BoD will appoint a committee of at least three members to decide the budgets for the association sponsored yearly events, and present this report at the March meeting each year.

d) Special committees may be designated and appointed by the president as may be required.

16) **Seal**: The seal of the Association shall be circular and shall show around the circumference the words “Isle of Pines Property Owners’, Inc.” and at its center the words and figures “Corporate Seal, 1959”.

17) **Amendments**: The bylaws of this Association may be amended or revised by the BoD. The BoD shall vote on any proposed changes at two consecutive meetings. The general membership will be notified of proposed changes at a minimum of ten business days prior to the second voting meeting. The bylaws will be reviewed at the beginning of every odd numbered calendar year at a minimum.

18) **Website**: The website shall be maintained by a board member. Any changes or additions to the website, with the exception of any notices of public meetings or an emergency notification, shall be approved by the BoD. The annual dues of the website manager shall be paid by the Association.