

SOUTHPORT SPRINGS 723 HOMEOWNERS ASSOCIATION, INC.
A Not-For Profit Florida Corporation

BY-LAWS

Revised January 17, 2026

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**ARTICLE I
NAME, REGISTERED OFFICE AND REGISTERED AGENT**

Section 1. **Name.** The name of this Corporation (hereinafter referred to as the "Association") is Southport Springs 723 Homeowners Association, Inc., and is incorporated pursuant to Chapters 617 and 723, Florida Statutes, which has designated itself for all households as defined in the "Housing for Older Persons Act of 1995" at 24CFR100, Ch. 1, Subpart E., Sec. 100.305 Et.Seq. The business address of the Association office shall be Southport Springs 723 HOA, 4850 Allen Road, PMB 301, Zephyrhills, FL 33541-5066. This Post Office Box will be available to receive social events mailings.

**ARTICLE II
PURPOSE**

Section 1. **THE ASSOCIATION** exists for the purpose(s) as set forth in the ARTICLES OF INCORPORATION, (N03000003146) which by reference are made part of these By-Laws.

Section 2. **BUSINESS PURPOSE.** The Association is established to conduct business and legal matters on behalf of its members including, but not limited to, negotiation with the Developers or Owners of the mobile (hereinafter referred to as "manufactured") home community known as Southport Springs Golf and Country Club at 3737 Southport Springs Parkway, Zephyrhills, Pasco County, Florida 33541 (hereinafter referred to as "the Community") for the purchase of the Community in accordance with Section 723.071 of the Florida Statutes, negotiations in accordance with Section 723.037 of the Statutes; resolution of complaints or clarification of issues for the individual members, groups of members, or the entire membership as a whole concerning any and all matters pursuant to Title XL, Chapter 723 of the Florida Statutes. This shall not limit the Association from acting on other matters pertaining to the Community. Upon incorporation and service of the notice described in section 723.076, the Association shall become the representative of all the manufactured homeowners in all matters relating to this chapter, regardless of whether the homeowner is a member of the Association.

Section 3. **GOVERNANCE.** The Officers, Directors, and the operation of the Association shall be governed by these By-Laws pursuant to Sec. 723.075 (1) FS.

**ARTICLE III
MEMBERSHIP**

Section 1. **MEMBERS.** All persons owning a manufactured home and leasing lots located in the Community shall be eligible for membership of this Association.

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Section 2. **WITHDRAWAL.** A member may withdraw from the Association at any time without any refund.

Section 3. **LEASE SURRENDER.** Manufactured Homeowners who surrender his/her Lease shall cease to be a member without any refund.

Section 4. **MEMBERSHIP DUES AND ASSESSMENTS.** Dues shall be for the period January 1st through December 31st of each calendar year. All member households, existing and new, must have paid annual dues before the date of the Annual Membership meeting in order to have voting rights at that meeting. Other assessments, to be shared equally by the member households, must have the approval of the Board of Directors as well as a majority vote of the membership present at the Annual Membership meeting and be paid in the time and manner prescribed by such vote (Ref.723.078(2)(f)(FS). Any increase to the annual membership dues shall not exceed 10% annually and will require a majority vote of the members present at the Annual Membership meetings. New Residents purchasing a home and joining the Association after June 30th, but before September 30th of the current year of residency shall pay half the amount of the annual dues. New residents purchasing a home after September 30th will be offered membership through the end of the following fiscal year at the cost of an annual membership. Current residents shall pay the entire amount irrespective of what time of the year they join the Association.

ARTICLE IV MEETINGS OF MEMBERS

Section 1. **PLACE OF MEETING.** Meetings of the members shall be held at the office of the Association, the Community Clubhouse, or recreation hall or at any other place within Pasco County, Florida that the Board of Directors or members may from time to time elect.

Section 2. **TYPES OF MEETING.** The Association shall be authorized to hold two types of business meetings but does not preclude other meetings held exclusively for social purposes, or non-business meetings held for the dissemination of pertinent information.

A. **ANNUAL MEMBERSHIP MEETING.** Members shall meet at least once per calendar year, and the meeting shall be the Annual Meeting. The Annual Membership meeting of the Association shall be held in the month of January. The exact location, date and time of day shall be decided by the Board of Directors to accommodate the maximum attendance possible. All members of the Board of Directors shall be elected at the annual meeting unless the By-Laws provide for staggered election terms or for their election at another meeting. The By-Laws shall not restrict any member desiring to be a candidate for board membership from being nominated from the floor. All nominations from the floor must be made at a duly noticed meeting of the members held at least 27 days before the annual meeting. The By-Laws

shall provide the method for calling the meetings of the members of the Association, including the annual meeting and/or special meeting. The method shall provide at least 14 days' written notice to each member in advance of the meeting and require the posting of said written notice in a conspicuous place on the community property of a notice of the meeting at least 14 days prior to the meeting. The right to receive written notice of membership meetings may be waived in writing by a member. Unless waived, the notice of the annual meeting shall be mailed, hand delivered, or electronically transmitted to each member, and shall constitute notice. Unless otherwise stated in the bylaws, an officer of the Association shall provide an affidavit affirming that the notices were mailed, hand delivered or provided by electronic transmission in accordance with this section to each member at the address last furnished to the corporation.

B. SPECIAL MEETING. A Special Meeting of the members may be called at any time by the President or by the majority of the Board of Directors. A Special meeting shall be held if ten (10%) per cent of the member household sign, date, and deliver one or more written demands for the meeting to the Association's secretary. Said demands must describe the purpose or purposes for which the meeting is to be held.

Section 3. ACTION BY WRITTEN AGREEMENT. The members can act by written agreement of the members without meetings on the condition that the written agreement is agreed to and signed by at least fifty percent plus one (50% + 1) of the member household and the written agreement is posted in a conspicuous place upon the Community property within fourteen (14) days after the date of the written agreement. The written agreement shall be filed by the Secretary along with the minutes of proceedings of the members.

Section 4. VOTING RIGHTS AND REGULATIONS. Each member household shall have one vote on all matters requiring a vote. A majority of the votes cast at any duly called and convened meeting of the members at which a Quorum is present shall be sufficient to take or authorize action upon any matter which may properly come before the meeting, unless more than a majority is required by statute, the Articles of Incorporation, or these By-Laws. (a) Board members must be elected by written ballot or by voting in person. If a manufactured home or subdivision lot is owned or leased jointly, the owners must be counted as one for the purpose of determining the vote.

Section 5. ABSENTEE BALLOTS. Required for the election of members of the Board of Directors and available from the Secretary of the Association. Absentee ballots will be available the day after the January Board of Directors meeting of the Association. Absentee ballots must be returned to the Association President/Secretary in an enclosed envelope with the words "Ballot enclosed" on the front of the envelope. If using USPS, the envelope must be received by the Association on or before 5:00 p.m. the day before the Annual Membership Meeting.

Section 6. PROXIES. Proxies will not be permitted.

Section 7. QUORUMS.

- (a) At the Annual Membership Meeting, or Special Membership Meetings, 20% of the total membership households is required to constitute a quorum, whether present in person or by absentee ballot, and shall constitute a quorum,

- (b) At a meeting held for the purpose of exercising the right to purchase the Community as set forth in Chapter 723.071, Florida Statutes requires a quorum to be a majority of (50% + 1) of the member households. Therefore, for all meetings of members relating to the exercise of the rights provided in Chapter 723.071, Florida Statutes, the presence in person or by absentee ballot of a majority (50% + 1) of the member households entitled to vote shall constitute a quorum.
- (c) Meetings of the Board of Directors, including Board committee meetings where four members of the Board are present shall constitute a quorum of the Board.

Section 8. PRIOR NOTICE OF MOTION FROM THE FLOOR OR PETITIONS OF MEMBERS. All petitions requiring action by the Board of Directors or the membership and all motions to be made from the floor must be in writing and delivered to the Secretary of the Board of Directors at least five (5) business days (excluding weekends and holidays) prior to the scheduled membership meeting. Failure to comply with this requirement shall result in the motion or petition being postponed for consideration or action, until the next scheduled regular or special Membership meeting.

Section 9. CONDUCT. The Board shall make such regulations as they deem necessary for any meeting of the members in regard to the order of business, proof of membership in the Association, evidence of the right to vote, appointment and duties of Vote Tabulators, and such other matters concerning the conduct of meetings as they see fit.

Such regulations will be binding on the Association and its members.

- (a) All meetings shall be conducted in the relaxed format specified by the latest edition of Robert's Rules of Order prescribed for small Board meetings when not in conflict with the Articles of Incorporation or these By-Laws.
- (b) All Officers, Directors, and Association members will be treated with dignity and respect. Acts of intimidation and harassment will not be tolerated, and the offending members can be removed from the meeting.
- (c) The Board of Directors may appoint a Sergeant at Arms to act in a manner prescribed by the Board to authenticate attending members and maintain order.

Section 10. ORDER OF BUSINESS. The order of business for Annual Membership, Special General Membership and Board of Directors Meetings are as per Robert's Rules of order.

- Call to order
- Reading and approval of minutes. Reading of the minutes may be dispensed with if the minutes have been distributed to members of the Board beforehand.
- Report of Officers, Boards, and Standing committees
- Report of Special committee, including but not limited to Annual Audit committee, Nominating committee and Bylaws committee.
- Special Orders i.e., Election of Directors

- Unfinished Business and General Order
- New Business. The President has the authority to change or modify the order of business and to limit debate on any issues.

Section 11. ADJOURNMENTS. Any meeting of members may be adjourned. Notice of the adjournment or of the business to be transacted there, other than by announcement at the meeting at which the adjournment is taken shall not be necessary. If, however, after the adjournment the board fixes a new record date for the adjourned meeting, a notice of the adjourned meeting shall be given in compliance with Section 4 hereof to each member of record on the new record date entitled to vote at such meeting. At an adjourned meeting at which a quorum is present, any business may be transacted which could have been transacted at the meeting originally called.

Section 12. VOTING LISTS. The Secretary, having charge of the membership books of the Association, shall make a complete list of the member households entitled to vote at such meeting or any adjournment thereof. Such a list shall be kept on file at the registered office of the Association.

ARTICLE V BOARD OF DIRECTORS: SELECTION - TERM OF OFFICE

Section 1. NUMBER. The business and affairs of the Association shall be managed and governed by a Board of Directors composed of not less than five (5) nor more than nine (9) directors. Each director must be a resident of Southport Springs. All members of the Board must be current with dues and in good standing in the Association. Only one member from a member household can be elected to the Board during the same term of office.

(a) A member or their immediate family cannot serve on the Association Board of Directors if they have an immediate family member who is employed by our community owners in a management position or in administrative position in any community owned by the park owners. For the purpose of this section the immediate family is defined as spouse, parents, children, siblings, and domestic partners. Nor can a member employed by our community owners serve on the Association Board of Directors. The Board of Directors considers this a conflict of interest.

(b) A member cannot serve on the Association Board of Directors if he or she is not in residency here in Southport Springs for two or more consecutive months within the calendar year and/or is not in residency here in Southport Springs for three months collectively within the calendar year.

Section 2. TERM OF OFFICE. A director shall hold office for a term of [2] years with no restriction as to the number of terms any director may be elected. To maintain continuity through elections, the total number of directors elected (or potentially replaced by election) in any one year shall be determined as follows:

A. When there is an odd number of directors in total, a simple majority (half plus one) directors shall be elected in even years; and

B. Where there is an even number of directors in total, half shall be elected in odd years. Unless a legitimate or mitigating reason occurs that hinders A, and B such as a national or local state of emergency.

Section 3. REMOVAL-VACANCY. Any director may be removed from the Board with or without cause, by a majority of the member households of the Association. A special meeting of the member households to recall a member or members of the Board of Directors may be called by ten (10%) per cent of the members giving notice of the meeting as required for a meeting of member households, and the notice shall state the purpose of the meeting. Any vacancy occurring on the Board from any cause shall be temporarily filled by implementing the following procedures:

(a) Fill vacancy by appointing the candidate having the next highest vote count in the last general election and for a second vacancy the candidate with the second next highest vote count.

(b) Both the next highest vote-getter(s) and/or presidential appointment(s) will fill the vacancy or vacancies until the next annual meeting at which directors are elected. at Southport Springs.

The appointed Director, subject to the ratification of the Board, will be named within a reasonable period of time after the closing of the meeting when the vacancy occurs. To satisfy legal requirements, said appointed Director must be willing submit to the Board his/her legal form of ID and residence address at Southport Springs.

Section 4. COMPENSATION. No director shall receive compensation for any service he or she may render to the Association. However, any director may be reimbursed for actual expenses incurred in the performance of his or her duties.

ARTICLE VI NOMINATION AND ELECTION OF DIRECTORS

Section 1. NOMINATION. Nomination for election to the Board of Directors shall be made by the Nominating Committee. Nominations may also be made from the floor at the Board meeting held at least twenty-seven (27) days prior to the Annual Membership meeting, and at the conclusion of said meeting, nominations for election to the Board of Directors shall be closed. No nominations from the floor shall be accepted at the Annual Membership meeting. The Nominating Committee shall consist of a Chairperson and two or more non-board members of the Association. The Nominating Committee shall be appointed by the Board of Directors in September of each year and at the completion of the election, the Nominating committee shall be duly discharged. Members of the appointed Nominating Committee shall be publicly posted within 48 hours after said appointments are made. The Nominating Committee shall make as many nominations for election to the Board of Directors as it shall in its discretion determine, but not less than the number of vacancies that are to be filled and shall provide each nominee with a list of

responsibilities for each Board position (see Exhibit A attached) and shall determine that each nominee is willing to provide, upon election, with a legal form of ID and their residence address at Southport Springs.

Section 2. ELECTION. Election to the Board of Directors shall be by secret written ballot unless this method is waived by a majority of the member households in attendance at the meeting. Elections shall be decided by a plurality of the ballots cast in person and/or by absentee ballot. There is no quorum requirement; however, at least 20% of the eligible voters must cast a ballot in order to have a valid election. A member household may not allow any other person to cast his or her ballot, and ballots improperly cast are invalid. An election is not required unless there are more candidates nominated than vacancies that exist on the Board. During such election, the member must cast no more than one (1) vote per vacancy. The nominees receiving a plurality of the votes cast for that office shall be elected. Cumulative voting is not permitted. The ballots will contain the names of eligible nominees provided by the nominating committee. Each member or other eligible person who desires to be a candidate for the board of directors shall appear on the ballot in alphabetical order by surname. A ballot may not indicate if any of the candidates are incumbent on the board. All ballots must be uniform in appearance. Write-in candidates and more than one vote per candidate per ballot are not allowed. A ballot may not provide a space for the signature of, or any other means of identifying, a voter. Each member household will vote in accordance with the instructions on the ballot. If a ballot contains more votes than vacancies the ballot is invalid and will be voided. Qualified voters may vote for fewer candidates than there are vacancies. In the event of a tie, the existing Board of Directors will vote to break said tie.

Section 3. RETENTION OF BALLOTS. Ballots shall be retained by the Chairperson of the Election Committee for a period of fourteen (14) days after which, if no recount is requested, the ballots shall be destroyed by the Chairperson of the Election Committee witnessed by the newly elected Secretary of the Association. The Chair of the election committee shall give the newly elected Secretary of the Association a signed tally of the votes received by each person for Association records.

Section 4. CERTIFICATION. Each newly elected and/or appointed Board member shall submit a signed certification (see Exhibit B attached) within ninety (90) days of being elected or appointed certifying that he or she has read the Association's Articles of Incorporation, current By-Laws and the current community owner's current prospectus, rental agreement, rules, regulations and written policies and that he or she will work to uphold what is prescribed in such documents and policies to the best of his or her ability.

ARTICLE VII MEETINGS OF DIRECTORS

Section 1. BOARD MEETINGS. Meetings of the Board of Directors shall be held at least (9) nine times each year at such place, date and hour as may be fixed from time to time by the President. Notice of the date, time and place of all board meetings shall be posted in a conspicuous place upon the Community property at least forty-eight (48) hours in advance, except in an emergency. Except for meetings with the community owner (or their representatives) and the Board or any of the Board's committees including the annual Statutory meeting, meetings held for the purpose of discussing personnel matters, meetings with

the Association's attorney, meetings with respect to potential or pending litigation when the meeting is held for the purpose of seeking or giving legal advice and meetings when the contents of the discussion would otherwise be governed by the attorney-client privilege, all meetings of the Board of Directors and its committees where there is a quorum of the Board present shall be open to the membership including the Board's annual post-election reorganization meeting. In the event of an emergency or an "Act of God" and a meeting cannot take place, board members will sign an affidavit stating the reason for the cancellation and post the affidavit for residents to review.

Section 2. SPECIAL MEETINGS. Special meetings of the Board of Directors shall be called by the President of the Association, or by any two directors, after not less than three (3) days' notice to each director of the date, time and place of the meeting. Notice of special meetings shall be posted in a conspicuous place upon the Community property at least forty-eight (48) hours in advance, except in an emergency. The notice of any meeting, regular or special in which assessments against members are to be considered for any reason, shall specifically contain a statement that assessments will be considered and the nature of such assessments.

Section 3. EMERGENCY MEETINGS. Emergency meetings of the Board of Directors shall be held when called by the President of the Association, or by any two Directors. Emergency meetings of the Board of Directors may be held by telephone conference. Emergency decisions, as determined by the President or a majority of the Board of Directors, may be made by means of a designated officer or member of the Board polling the members of the Board by telephone and any such emergency issue or question shall be determined by affirmative vote of a majority of the Board which shall then be considered to be the action of the Board. Minutes of any emergency meeting of the Board, whether by telephone conference, telephone polling or otherwise, shall be filed by the Secretary or other designated officer and the correctness of the minutes shall be certified by said officer and posted in a conspicuous place upon the Community property within fourteen (14) days after the date of the emergency meeting. It is contemplated that emergency meetings include, but are not limited to, such subjects as filling vacancies on the Board of Directors of officers of the Association and the conduct of necessary or important business while a majority of the Board of Directors is not present in the State of Florida.

Section 4. ACTION BY WRITTEN AGREEMENT. The Board of Directors may act or render decisions by written agreement without meetings on the condition that the written agreement is agreed to and signed by all of the Board of Directors and the written agreement is posted in a conspicuous place upon Community property within fourteen (14) days after the date of the written agreement.

Section 5. QUORUM. A majority of the directors shall constitute a quorum for the transaction of business.

Section 6. MINUTES. Minutes of all meetings of the Board of Directors shall be kept in a businesslike manner and shall be available for inspection by members, or their authorized representatives, and Board members at reasonable times. The Association shall retain these minutes for a period of not less than five (5) years.

Section 7. PARLIAMENTARIAN. The Board may appoint a parliamentarian whose duties shall be prescribed by the Board.

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ARTICLE VIII OFFICERS

Section 1. ENUMERATION OF OFFICERS. The officers of the Board of Directors and the Association shall be one and the same and shall be a president, a vice president, a secretary and treasurer, and such other officers as the Board may from time to time by resolution create. All officers shall at all times be members of the Board of Directors and no officers may be elected or appointed who are not members of the Board of Directors.

Section 2. ELECTION OF OFFICERS. The election of officers shall take place at the first meeting of the Board of Directors which shall immediately follow the adjournment of each Annual Membership meeting of the members. The Board of Directors shall elect a President, Secretary, Vice President, and Treasurer who shall perform the duties of those offices customarily performed by officers of corporations. These officers shall serve without compensation and at the pleasure of the Board of Directors. The Board of Directors may elect and designate other officers and grant them those duties it deems appropriate. Said designees will be non-voting members of the Board.

Section 3. TERM. The officers shall be elected annually by the Board of Directors, and each shall hold office for one year unless he or she shall sooner resign or shall be removed or otherwise disqualified to serve.

Section 4. COMMITTEES. The Board may appoint regular and special committees to serve for the purposes designated by the Board and for such terms as determined by the Board.

Section 5. RESIGNATION AND REMOVAL. Any officer may be removed from office with or without cause by a majority vote of the Board. Any officer may resign at any time by giving written notice to the Board, the President or the Secretary. Such resignation shall take effect on the date of receipt of such notice or at such later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 6. VACANCIES. In the event of death, resignation, or removal of an officer or any vacancy created by reason of adding new offices, the vacancy may be filled by the affirmative vote of a majority of the members of the Board of Directors. The new officer(s) shall hold office until the end of the next election and in the case of adding new offices, until the next election.

Section 7. MULTIPLE OFFICES. The offices of President, Treasurer and Secretary must all be held by different Board members.

Section 8. DUTIES. Duties of the officers are as follows:

- A. President: The President shall preside at all meetings of the Board of Directors; see that orders and resolutions of the Board are carried out; shall sign all leases, mortgages, deeds, contracts and other written instruments, if determined by resolution of the Board and may co-sign all

checks and promissory notes and shall have all of the powers and duties which are usually vested in the office of the President of a corporation and shall exercise and discharge such other duties as may be required of him or her by the Board of Directors.

(a) In the absence of the President, checks may be co-signed by either the Vice President or the Secretary.

(b) The immediate past President of the Association, providing he or she is no longer a member of the Board shall be an "ex officio" member of the Board of Directors for a period of one (1) year. As an "ex officio" member, he or she may participate in Board meetings at the invitation of the current Board, shall have no voting rights and shall act in an advisory capacity only.

B. Vice President: The Vice President shall be responsible for the Community Newsletter (hereinafter referred to as "the Newsletter") and shall provide the Newsletter Editor (see ARTICLE IX) with guidance and/or direction if and/or when needed. The Vice President shall be responsible for the community Newsletter's advertising and subscription programs and shall act in the place and stead of the President in the event of the President's absence or inability to act. In the event the President refuses to act on any matter, a majority of the members of the Board may at its discretion, vote to authorize the Vice President to act in place and stead of the President. The Vice President shall exercise and discharge such other duties as may be required of him or her by the Board of Directors.

C. Secretary: The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board of Directors and of the members in the manner required by Section 723.078(2) (e) of the Florida Statutes and shall maintain said minutes for a period of not less than five (5) years. Meetings may be recorded on audio tape as well as written notes. Both forms may be used to transcribe the official minutes. Tapes, if used, must be retained until the minutes have been read and accepted by the members at a subsequent meeting. The official transcribed minutes, and any appended document shall be submitted to members of the Board no later than seven (7) calendar days following the conduct of meetings and proceedings of the Board of Directors and of and shall be available for inspection by members, or their authorized representative, at reasonable times. The Secretary shall keep the corporate seal of the Association and affix it on all papers requiring said seal, shall serve notice of meetings of the Board of Directors and of the members and shall perform such other duties as may be required by the Board of Directors.

C1. Assistant Secretary: The President, with Board approval, will appoint to the position of Assistant Secretary (which is a non-board member position) any Association member in good standing, for the purpose of assisting the members of the Board with those duties which shall, from time to time, be required.

D. Treasurer: The Treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors; shall sign all checks and promissory notes of the Association; keep proper books of account; shall cause an annual financial review of the Association's books to be made by the Financial Review

Committee at the completion of each fiscal year; and shall prepare a statement of income and expenditures to be presented to the membership at the February Board of Directors meeting. The Treasurer shall file Form 1120-H by the 3rd Saturday of January of each year. This is to be filed with the Internal Revenue Service (IRS) in accordance with 528 of the current IRS instructions. The Treasurer shall keep all financial records for a period of not less than seven (7) years. All requests submitted to the Treasurer for funds in excess of what has been budgeted and approved shall be approved by a majority of the members of the Board of Directors. Upon resignation of the Treasurer prior to completion of his/her term of office, the Financial Review Committee shall immediately perform their customary financial review. The Treasurer shall also exercise and discharge such other duties as may be required of him or her by the Board of Directors. Further, the Treasurer shall submit a budget based on actual activity for the previous year to the Board of Directors for approval no later than January 31st of each year.

(a) The immediate past Treasurer of the Association, providing he or she is no longer a member of the Board, shall be an "ex-officio" member of the Board of Directors for a period of thirty (30) days during which time he or she shall assist the newly elected Treasurer in assuring that year-end financial reports and Federal and State filings are properly executed. As an "ex-officio" member, he or she shall have no voting rights.

D.1. Assistant Treasurer: The Treasurer, with Board approval, will appoint an Assistant Treasurer (which is a non-board member position) any Association member in good standing for the purpose of assisting the Treasurer with those duties which shall from time to time be required. Quarterly financial reviews will be done by the Assistant Treasurer who will prepare a report to be read by the Treasurer at the next scheduled Association Board Meeting. The Assistant Treasurer will be responsible for coordinating an annual Financial Review and will prepare a report to be read by the Treasurer at the February meeting of the members of the Association.

E. Customary Duties: The officers, in addition to the duties specifically set forth herein, shall perform the duties of those offices customarily performed by officers of corporations.

Section 9. COMPENSATION. The officers shall serve without compensation.

ARTICLE IX COMMUNITY NEWSLETTER AND SOCIAL MEDIA

Section 1. COMMUNITY NEWSLETTER. The Board may at its discretion, cause to be published, a periodic community newsletter for purposes of communicating current and/or future events of interest within the community and will assign a resident to act as Editor of said publication who will be responsible to the Association's Vice President.

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- A. CONTENT.** In addition to current and future events, the Newsletter may also include information such as calendar of events and contact information as well as business Ads which may or may not be paid for by the business or organization placing the Ad. Ad pricing will be reviewed annually and may or may not be increased or decreased.
- B. DISTRIBUTION.** The method used to distribute the Newsletter shall include making it available on-line at the Southport Springs 723 HOA website (southportspringshoa.com) and/or, at the discretion of the Board, be available in hard copy form for which the Board may charge a fee for purposes of offsetting the cost of printing.

(a) The fee for a hard copy, which will be charged for the purpose of offsetting the cost of printing, may be pro-rated at the discretion of the Board.

(b) Distributing the hard copy form shall be the responsibility of the Vice President or his or her designated appointee(s). The hard copy form will be available for pick-up by the subscriber at a central location to be determined by the Vice President or his or her designee.

Section 2. SOCIAL MEDIA. The Board may utilize the Community's Text Messaging System as well as the social media platform Facebook for purposes of communicating related information as well as current and/or future community events of interest.

- A. The use of social media for purposes as outlined is restricted to the Association's President and Vice President. The President may from time to time, authorize the Association's Secretary to use social media for those purposes as previously outlined.
- B. No Association officer or Board member shall post personal views, opinions or positions on any social media platform regarding community related matters unless voted upon and approved by the Board of Directors in which case the President shall execute said posting(s). Said approved posting(s) shall be posted to Facebook only.

ARTICLE X COMMITTEES

Committees may be added, eliminated, combined, re-named, or given new responsibilities by a majority vote of the Board of Directors.

Section 1. NOMINATING COMMITTEE. The nominating committee shall consist of one (1) Board member as Chairperson whose term will not expire in the next upcoming election and a minimum of two (2) additional non-Board members of the Association appointed by the Board at the September meeting. The committee shall, in accordance with specifications provided in these By-laws and written instructions, if any, provided by the Board, canvass the members for any nominees wishing to stand for election to the Board of Directors. A list shall be submitted to the Board no later than November 30th prior to the next election.

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Section 2. ELECTION COMMITTEE. The election committee, designated at the December Board meeting, shall consist of a non-board member Chairperson and at least three (3) other non-Board members of the Association, two (2) of which shall be designated vote tabulators, to serve until the conclusion of the election of the Board of Directors at the Annual Membership meeting, 14 days after which the committee will automatically be discharged.

Section 3. BY-LAWS COMMITTEE. The By-Laws Committee shall consist of one Board member as Chairperson and at least four (4) non-board members of the Association whenever the Board deems it necessary to develop additions, deletions or corrections to said By-Laws. The proposed additions, deletions or corrections to said By-Laws are to be presented to the Board of Directors for their perusal prior to being submitted to the general membership for their approval at a Special Meeting or Annual Meeting.

4. FINANCIAL REVIEW COMMITTEE. Members of the Financial Review committee who have not participated in the previous annual financial review shall be appointed by the Board of Directors at the December Board Meeting and shall review the Treasury accounts and provide an annual report to be presented to the membership at the February Board meeting. The committee shall be appointed by the Board of Directors and shall consist of three (3) non-Board members of the Association, one of whom will be appointed as Chairperson by the Board of Directors.

Section 5. SOCIAL COMMITTEE. The Social Committee shall consist of one Board member as Chairperson appointed by the Board following the election at the Annual Meeting. The Chairperson shall appoint a minimum of three (3) non-board members of the Association to serve on the committee and along with his or her committee members shall develop the scheduling and coordination of social events that promote socialization and goodwill for the residents of Southport Springs in coordination with the Entertainment Committee Chairperson and his or her committee members. The Chairperson and his or her committee members will be responsible for managing and overseeing events sponsored by their committee on site while the event is in progress including event coordination, set-up and clean-up.

Section 6. ENTERTAINMENT COMMITTEE. The Entertainment Committee shall consist of one (1) Board Member Chairperson appointed by the Board following the election at the Annual Meeting. The Chairperson shall appoint a minimum of three (3) non-board members of the Association to serve on the committee. The Chairperson and Entertainment Committee members shall organize and manage events for the residents of Southport Springs for the current calendar year in coordination with the Social Committee Chairperson and his or her committee members and may also organize events for the months of January, February and March for the next fiscal year as well as December 31st for the next two fiscal years. The Chairperson and his or her committee will ensure that all event dates are approved by both the Board of Directors and Southport Springs Golf & Country Club, Inc. management. The Chairperson and his or her committee members will be responsible for managing and overseeing events sponsored by their committee on site while the events are in progress including:

- (a) hiring entertainers from time to time to perform in the community
- (b) event coordination including set-up and clean up and
- (c) providing complimentary events and special events outside of the community. Complimentary events and special events outside the community require Board approval.

January 17, 2026

Section 7. WELCOMING AND MEMBER RECRUITMENT COMMITTEE. The Welcoming and Member Recruitment Committee shall consist of one (1) Board member as Chairperson appointed by the Board following the election at the Annual Meeting. The Chairperson shall appoint a minimum of at least three (3) non-Board Association members to serve on the committee. This committee will assist in welcoming new residents to Southport Springs as well as promoting membership in the Homeowner's Association. The Chairperson and his or her committee will host welcoming events to include but not be limited to welcoming events in May and November of each fiscal year. Additionally, the Chairperson and one or more members of his or her committee will assist the Association's Secretary during the month of November in preparing and distributing Association membership renewal applications at a designated time and place as determined and advertised by the Association's Secretary. The Chairperson shall be responsible for maintaining and managing appropriate current records that include the listing of the names of the members of the Association together with their addresses, phone numbers, Email addresses and other miscellaneous pertinent information as well as generating, managing and maintaining the Southport Springs resident phone directory.

Section 8. STANDING COMMITTEE REPORT. The Social, Entertainment and Welcoming and Member Recruitment Committee Chairpersons shall submit a monthly report to members of the Board by or before the first Board meeting of each month.

ARTICLE XI ACCOUNTING RECORDS; FISCAL MANAGEMENT; ASSESSMENTS

Section 1. BOOKS AND RECORDS. The Treasurer shall keep correct and complete books and records of account including all receipts and expenditures. The books and records of the Association shall be open to inspection by members or their authorized representatives at reasonable times, upon written request, submitted by certified mail, return receipt requested. Such authorization as a representative of a member must be in writing and signed by the person giving the authorization and dated within thirty (30) days of the date of the inspection. Written summaries of the accounting records shall be made available to the members. Such records if made available shall include a record of all receipts and expenditures.

Section 2. FISCAL YEAR. In administering the finances of the Association, the following procedures shall govern:

- A. The fiscal year shall be the calendar year.
- B. Any monies received by the Association in any calendar year may be used by the Association to pay expenses incurred in the same calendar year.
- C. The Board of Directors shall have the discretion to allocate excess funds for expenses incurred in the prior year including but not limited to the following:
 1. Attorneys' fees and costs
 2. Litigation expenses
 3. Liability insurance premiums
 4. Expenses associated with statutory requirements, or actions involving disputes with the management of the Community.

D. Funds donated by the Association Board to committees within the community for purposes of assisting in the financing of Community sponsored "fund raising charitable" events shall be used for those purposes only and not donated directly to outside charitable entities unless approved by majority vote of the Membership, after a quorum has been met.

E. Any motion of the Board requesting funds for any single net operating expense in excess of \$6,000.00, or for funds for the purchase of hard assets (i.e. furniture, computer equipment, monitors, printers, television monitors etc.) in excess of \$500.00 must be approved by a majority vote of the membership after a quorum has been met.

Section 3. DEPOSITORY. The depository of the Association shall be a bank or banks designated by the Board of Directors in which the monies of the Association shall be deposited into a checking and/or savings bank account(s) insured by the Federal Deposit Insurance Corporation (FDIC). Withdrawal of monies shall be from the checking account only and shall only be by checks signed by the Treasurer and one officer of the Association. In the event the Treasurer is unavailable, checks may be signed by the President or the Vice President and one other officer of the Association.

Section 4. CREDITS CARDS. The Association may have up to two (2) credit cards issued by a reputable lending institution to be used for Association-related expenses only. The possession and use of said credit cards will be limited to the current President and Vice President of the Association. The amount per transaction shall be limited to \$300.00.

- (a) Association Board members needing to utilize the credit card to pay for Association-related expenses can request the credit card from either the President or Vice President and are responsible for submitting a signed expense voucher with receipts attached to the individual from whom the credit card was requested (either the President or the Vice President). The individual who authorized the use of the credit card (either the President or Vice President) will review and sign the expense voucher(s) and submit them to the Treasurer on or before the 27th day of each calendar month.

ARTICLE XII FIDUCIARY RESPONSIBILITY

The officers and directors of the Association shall have a fiduciary relationship to all members.

ARTICLE XIII INDEMNIFICATION

To the extent permitted by law, the Association shall indemnify and hold harmless each Director and Officer of the Association from any liability, loss, claim, action or suit. This is to include, but not limited to, attorney's fees and costs arising from or by virtue of such action, except willful or gross malfeasance taken or failure to take action relative to service as Director or Officer.

January 17, 2026

**ARTICLE XIV
AMENDMENT OF BY-LAWS**

These Bylaws will be subject to review every year and if required may be amended by majority vote of the membership households present at any noted special meeting or at an Annual Membership meeting in the following year. At a minimum, the by-laws shall be reviewed by November of every odd year.

**ARTICLE XV
AMENDMENT OF ARTICLES OF INCORPORATION**

The Articles of Incorporation of this Association may be amended by majority vote of the membership present at any duly noted special meeting or at an Annual Membership Meeting. The notice of any meeting at which amendments to the Articles of Incorporation are to be considered shall contain a statement that amendments to the Articles of Incorporation shall be considered.

**ARTICLE XVI
LOANS**

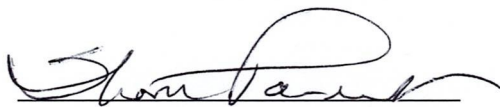
No loans shall be contracted on behalf of the Association, and no evidence of indebtedness shall be issued in its name, unless authorized by a resolution of the Board of Directors and approved by a majority vote of the membership present at any duly noted special meeting or at an Annual Membership Meeting. Such authority may be general or confined to specific instances. For the purposes of this section, the definition of "loans" does not include the approved credit cards for the Association.

**ARTICLE XVII
DISSOLUTION**

This Corporation may be dissolved by the Board of Directors adopting a resolution recommending that the Corporation be dissolved, and having the membership adopt a resolution to dissolve the Corporation, which resolution shall be adopted upon receiving at least a majority of the votes which members present at such meeting, are entitled to cast. The Board of Directors shall recommend to the members a plan of distribution of assets, which plan may provide for the sale or disposal of all real property, if any, tangible personal property and the distribution of all receipts from said sales, together with all funds of the Corporation, directly to all then current dues paying members on a pro-rata basis. The plan of distribution shall be adopted by at least a majority of the votes which the members present at such meeting are entitled to cast.

Dated: January 17, 2026

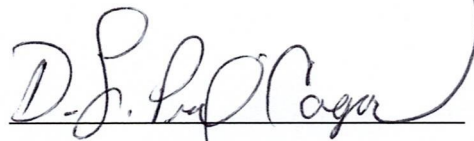
I/we hereby certify that the foregoing is a true and correct copy of the By-Laws as amended by the General Assembly on January 17, 2026.

By: 

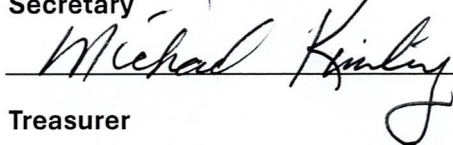
President



Vice President



Secretary



Treasurer

EXHIBIT A



HOA BOARD MEMBERS DUTIES AND RESPONSIBILITIES

PRESIDENT:

The President presides at all meetings of the Board of Directors, sees that orders and resolutions of the Board are carried out, signs all leases, mortgages, deeds, contracts and other written instruments if determined by resolution of the Board and is authorized to co-sign all checks and promissory notes and has all of powers and duties which are usually vested in the office of the President of a corporation.

VICE PRESIDENT:

The Vice President is responsible for the community newsletter, and it's associated advertising and subscription programs. He or she also is responsible for providing the Newsletter Editor with any needed guidance and/or direction if and/or when needed and acts in place and stead of the President in the event of the President's absence or inability to act.

SECRETARY:

The Secretary records the votes and keeps the minutes of all meetings and proceedings of the Board of Directors in a manner required by Section 723.078(2) (e) of the Florida Statutes for a period of not less than five (5) years. Meetings may be recorded on audio tape as well as written notes. Both forms may be used to transcribe the official minutes. Tapes, if used, must be retained until the minutes have been read and accepted by the members of the Board at a subsequent meeting. The Secretary keeps the corporate seal of the Association and affixes it on all documents requiring said seal, serves notice of meetings of the Board of Directors and of the members. Must be computer literate and be familiar with Microsoft Word and Excel programs.

TREASURER:

The Treasurer receives and deposits in appropriate bank accounts, all monies of the Association and disburses funds as directed by resolution of the Board of Directors, signs all checks and promissory notes of the Association, keeps proper books of account, causes an annual financial review of the Association's books to be made by the Financial Review Committee at the completion of each fiscal year and prepares a statement of incomes and expenditures to be presented to the membership at the February Board of Director's meetings. The Treasurer files Form 1120-H by the 3rd Saturday of January of each calendar year. Must be computer literate and be familiar with Microsoft Word and Excel programs and Quicken accounting software.

SOCIAL COMMITTEE DIRECTOR:

The Social Committee develops, schedules and coordinates social events that promote socialization and goodwill for the residents.

ENTERTAINMENT DIRECTOR:

The Entertainment committee organizes and manages special events for the residents. The committee ensures that all special event dates within the community are approved by the Southport Springs Management Team. Committee members are assigned to manage and oversee special events on site while the events are in progress. Special events include coordinating a variety of events and hiring entertainers when necessary to perform in the community. The committee may also from time to time provide special events outside of the community.

WELCOMING AND MEMBER RECRUITMENT DIRECTOR:

The Welcoming and Member Recruitment Committee assists in welcoming new residents to Southport Springs as well as promoting membership in the Homeowners Association and may host welcoming events including but not limited to up to two (2) welcoming events annually; one in May and one in November. The Welcoming and Member Recruitment Director keeps and maintains appropriate current records listing the members of the Association together with their addresses, phone numbers, E-mail addresses and other pertinent miscellaneous information. The Welcoming and Member Recruitment Director is responsible for generating and maintaining the resident phone directory. Additionally, he or she along with members of his or her committee will assist the Secretary in processing annual membership renewals. Must be computer literate and be familiar with Microsoft Word and Excel programs.

Notes:

1. Board positions are assigned/reassigned annually at the Board's reorganization meeting immediately following the annual election.
2. It's helpful to be computer literate and to be familiar with Microsoft Word and Excel programs for all Board positions.
3. All newly elected and newly appointed Board members are required to certify in writing that he or she has read the Association's current articles of incorporation, bylaws, and Sun Communities Inc.'s prospectus, rental agreement, rules, regulations, and written policies within ninety (90) days following his or her election or appointment. All referenced documents are available on the HOA website southportspringshoa.com

EXHIBIT B



Southport Springs 723 Homeowners Association

**4850 Allen Road PMB 301
Zephyrhills, Florida 33541-5066**

CERTIFICATION

I _____ being a newly elected or newly appointed member of Southport Springs 723 Homeowners Association's Board of Directors do hereby certify that I have read the Association's current articles of incorporation, bylaws, and the Sun Communities Inc.'s prospectus, rental agreement, rules, regulations, and written policies and that I will work to uphold such documents and policies to the best of my ability and that I will faithfully discharge my fiduciary responsibility to the association's members.

Signed _____

Witness: _____

Please Print

Signature

Date: / /20____