

# English Estates -English Woods Association, Inc.

FERN PARK, FLORIDA 32730

## BY-LAWS

AS AMENDED AND ADOPTED, December 1994, Revised December 2022

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These BY-LAWS are intended to clarify the offices of the English Estates-English Woods Articles of Incorporations and their responsibilities:

### 1. **Duties of the PRESIDENT**

- A. The President shall serve as principal executive officer of the Association (English Estates-English Woods HOA, and shall with the Treasurer, conduct the financial affairs of the Association.
- B. The President shall represent the Association in the official, and quasi-legal activities, and serve as the spokesperson for the Association in dealing with other organizations. The President may designate qualified person(s) from the membership required on special occasions, to speak for that office.
- C. The President shall call the meetings of the Executive Board, Membership, *Advisory Executive Committee*, and special meetings of the Association.
- D. The President shall serve as ex-officio member of all committees of the Association.
- E. The President shall, with the consent of the Executive Board, appoint Chairpersons of the standing committees in accordance with the provisions of the Articles of Incorporation. It is to be the policy that, to the extent possible, the Advisory Executive Board **Committee** shall serve as Chairpersons of standing committees. Presidential appointments to all special committees shall be approved by the Executive Board.
- F. The President shall be the designated the "Agent" of the HOA as required by the State of Florida. Should he/she not be available, the Treasurer is the designated alternate
- G. The President shall prepare and execute all Estoppel Document required by law during/ for the sale of real properties.

### 2. **Duties of the VICE PRESIDENT**

- A. The Vice President shall act as aid to the President and act for that person during absences; act for any other officer at the direction of the President; assume temporarily the duties of the office of President in the event of the resignation of the President until such time as the Executive Board shall elect a new President (Article 5, Articles of Incorporation); serve as permanent Vice Chairman on the standing committees of Membership and Welcoming, except that at the discretion of the Executive Board, may be appointed Chairperson of that Committee
- B. The Vice President shall serve as the Chairperson pro-tem, of any of the standing committee as required, and as a permanent responsibility shall assist any of the Associations committees which may on occasion, require participating support.
- C. The Vice President shall be responsible for *preparing postcard notifications and* placing signs in appropriate places, announcing general meeting morning of the scheduled meeting.

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### 3. Duties of the SECRETARY

- A. The Secretary is charged with keeping records of all meetings of the Corporation and of the Executive Board, except Treasurer, as the file of record.
- B. The Secretary shall edit, prepare Association correspondence, and keep the record on file.
- C. The Secretary maintains as the master file of all records, correspondence, and documentation other than Treasury which is provided in the office sources outside association.
- D. The Secretary shall be responsible for posting all notices of the Association general meetings, notifications to the membership and general public of upcoming events on social media and the web site, as requested by the Board.

### 4. Duties of the TREASURER

- A. The Treasurer is charged with the receipts of all monies of the Association and shall keep records of receipts and expenditures; and shall disburse all monies spent by the Association.
- B. The Treasurer shall present a written statement of accounts at each meeting of the Executive Board, and at each general membership meeting. Other written statements shall be provided from time to time at the request of the Executive Board.
- C. At the request of the President or Association Board of Directors, the Treasurer's account shall be examined by a committee of three members of the association who, satisfied that the account is correct, shall so indicate by a signed statement at the bottom of the account(s) under review. If not satisfied, the account and written comments of the committee will be submitted to the Executive Board for adjudication. The account of the Association shall be examined at least once a year.
- D. The Treasurer, upon advice from the Executive Board, shall disburse to individuals, businesses, and members who perform voluntary services in support of Association activities for services provided. Expenses for millage, travel, and *meals* are not included as a Disbursement in the voluntary organization.
- E. The Treasurer is charged with keeping the Articles of Incorporation in that office as the Master File on record, keeping annual administrative and fees current with the Florida Secretary of State, and preparing the annual nonprofit corporation report filing with the Internal Revenue Service.
- F. Maintain close contact and provide on request an update of paid membership so the Welcoming Committee can be kept current on which neighbors are paid, and who needs a reminder.
- G. The Treasurer shall maintain a digital record of all paid members of the HOA.
- H. The Treasurer shall prepare a budget work sheet for the current fiscal year and projections for the next fiscal year. Upon advice from the Treasurer, the Executive Committee shall make recommendations for adjustment in Membership Dues if necessary to meet projected expenses.



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### 5. THE STANDING COMMITTEES OF THE ASSOCIATION SHALL BE:

#### A. MEMBERSHIP AND WELCOMING

The chairperson is charged with organizing and managing a structure of volunteers from the membership, consistent with the following:

1. Early Contact with all new residents within the limits of the HOA to welcome them here, inform them concerning the Association's purpose and activities.
2. Provide instructions to each new resident as to how to obtain a copy of the Association By-laws, if requested.

#### B. LEGISLATIVE

The Chairperson is charged with providing the President, the Executive Board, and the membership as appropriate, with information and recommendations concerning public activities of interest or concern to the membership. Specifically, these duties include:

1. Information and recommendations relative to existing or potential interactions between the Association and local, county, and state-wide programs or legislation.
2. Review weekly mini-minutes from the Board of County Commission meetings and keep the President informed on the matters of concern to the Association. The chairperson shall also provide items from the mini-minutes.
3. Develop positions for the Executive Board and/or general membership, which the Association is to follow, in dealing with external affairs associated with local organizations, municipal governments, county governments, and the State Legislative Delegation.
4. **Provide information and recommendations to the Executive Board and membership, with regard to zoning restrictions or other legal statutes or ordinances which may have a broad impact upon the comfort, safety, and attractiveness of the Association area.**
5. **At the time of preparing these modification, October 2022, to the By-Laws, the Seminole League of Home Owners Association appears to have been disbanded.**

#### C. EDITORIAL

The Chairperson is charged with the gathering and posting of Association information and notices on social media web sites. All information, submitted by others to be posted must be reviewed for correctness, point of origin, and for the good of the Association.

Information to be posted should originate from the HOA Board.

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### D. BEAUTIFICATION AND IMPROVEMENTS.

#### CHAIRPERSON

The chairperson is charged with undertaking activities and/or programs which are focused upon the maintenance and improvements of the overall aesthetic value of the area as a whole. *The chairperson should select and submit the name of the ASSISTANT CHAIRPERSON to the HOA Board for approval.*

1. Chairperson is required to submit an annual budget of anticipated expenses for Board approval.
2. Chairperson is responsible for overseeing and supervising the ***hired maintenance*** people contracted to maintain the common grounds of English Estates and English Woods.
3. Inspect as required and report to the Executive Board on the condition of the entranceways to the Association areas. The Executive Board will to the extent of the budget limitations, support the maintenance and improvements of the entranceways, including signs.

#### ASSISTANT CHAIRPERSON

1. The Assistant Chairperson will select a candidate for the **Yard-of-the-Month** Award, place the Association's award sign for the month and deliver to those qualified any merchandise, and/or **Gift Cards**, that has been approved by the Board as a reward for maintaining their property in a manner that earned them the Month's recognition. (Note: Executive Board Members are not eligible for this award.)
2. The assistant Chairperson shall keep a current record of Yard-of-the-Month recipients. This record will include the month and year of each award and will identify each award by street address. This list will be passed to succeeding Chairpersons to eliminate the possibility of untimely duplications of this award.

**E. ADVERTISING** *At the time of this revision, December 2022, the HOA Association was no longer printing the Town Crier or Neighborhood Directory and this position has been eliminated.*

### F. SOCIAL EVENTS

**The Chairperson is charged with:**

1. Identifying the potential membership interest to organized social and athletic activities on a continuing basis.
2. Keeping the Chairperson of the Membership and Welcoming Committee informed of these activities as an assist to new membership
3. Assist in forming (not sponsoring) group with special interest such as bridge, tennis, golf, gourmet cooking, and garden clubs.



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4. Organizing and managing details with regard to membership social activities.
5. Collaborate on the planning of HOA block Parties or seasonal celebrations.
6. Securing all permits and meeting the requirements of Seminole County for such events.

### G STREET ADVOCATE COMMITTEE

The Street Advocate Committee (SAC) responsibilities are to provide the Executive Committee, the HOA Board, and the membership as appropriate, with observations, information, and recommendations concerning the general appearance of the neighborhood. The SAC will be led by the designated Chair, designated by the Executive Committee, who is a member of the Board and can/may be supplemented by additional non-board dues paying members/volunteers of his/her choice. The SAC chair shall report to the HOA Board observations for additional actions, if necessary. The purposed of this procedure is to facilitate a shares responsibility by the Executive Committee and the Board on decisions to take information to the next level of responsibility.

When the SAC Chair or a member of the HOA observes the issue in question and forwards it to the executive Committee of review and recommendations: The issue can be brought to the Board/Executive Committee by telephone call, E-Mail or in conversations.

- 1 A property issue is identified and presented by the SAC to the Executive Committee (EC) and Board for review.
  - 1.1 The EC shall determine within five business days if the property in question is owned by is a dues paying member of the EE-EW HOA and if additional action is should be considered/required. If the property in question is a rental residence, the HOA may elect to notify the owner or management company of the issue of concern.
    - 1.1.1 Should the majority of the EC determine no Action is required. The issue is dropped.
    - 1.1.2 Should the majority of the EC determine addition investigation is necessary, a plan of action will be developed which may include:
      - a) Consider a face-to-face meeting or letter to the homeowner/resident expressing concern on the issue or
      - b) Determine who is the next high office to be notified of the violation:
      - c) Seminole County Board – Code Enforcement or
      - d) Seminole County Sheriff's Office, for motor vehicle violations.
  - 1.2 Resolution of the Issue.

If the homeowner is contacted and acknowledge the issue, no further action will be taken and suggest a plan of action, the Situation may be monitored.

    - 1.2.1 If is determined that Seminole County Code Enforcement should become involved, if becomes their responsibility to close the issue. The HOA Board may monitor the situation.
    - 1.2.3 If Seminole County Sheriff is contacted, if become their responsibility to address the issue. Contact with the Sheriff's office must be limited to violations of the Motor Vehicle Code, expired plates, ort no plated on a vehicle.

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### G. ENABLING CLAUSE(s)

1. No statement of duties of the Officers of this Association in these By-Laws shall limit the power of the Executive Board to assign any officer or member, such other duties which are deemed necessary.
2. An annual membership fee not to exceed \$50.00 as of December 2022 shall be paid by *households qualifying for membership in that Association.*
3. *The annual dues for continuing membership in the Association for each member household in the corporate limits of EE-EW HOA, shall be due and payable on the first day of January each year.*
4. The Executive Board of this Association shall be presided over by the President, and the disbursement of unprogrammed funds of the Association not to exceed \$ 150.00 for any single expense.
5. All resolutions or actions of the Executive Board may be vacated by a two-thirds vote of the membership present at the said next membership meeting.
6. Charges of incompetence, misfeasance, or malfeasance may be made against any officer of the Corporation by the presentment of specific written charges signed by any complaining member(s) and delivered to any member of the Executive Board. The Executive Board shall then deliver a true copy of said charges to the officer so charged. A special meeting of the Executive Board shall be held at which time a majority vote shall determine appropriate action.
7. General membership meetings of the English Estates-English Woods Association inc. shall be held semi-annually on a day selected by the Executive Board following the 1<sup>st</sup> day of January with a meeting place and time designated. Special meetings may be called at the request of the President, or a majority of members of the Executive Board, upon written notice to all members of this Association through the Executive Board by a petition of fifty percent (50%) of the membership. Notices of all such meetings shall be the criterion outlined in Article VII of the Articles of Incorporation.
8. Regular meetings of the Executive Board shall be held on the 2<sup>nd</sup> Tuesday of every month. This meeting date may be adjusted to specific occasions at the call of the President.

Residents are welcome to join the monthly meetings and are encouraged to attend the December General Meeting in order to vote for incoming Board Members.

9. The ultimate responsibility for coordination of all the Associations internal and external meetings rests with the President. Nevertheless, all standing and special committee chairpersons are charged with inter-committee and organizational coordination prior to presenting their case to the Executive Board.