

Village Woods Condominium Association, Inc.

Introduction

To All Association Members:

The enclosed synopsis of the Village Woods Condominium Association organization and its rules and regulations is designed to make newcomers' initiation into the community a smooth and pleasant experience, as well as to update those who presently live here who may have forgotten the rules and regulations which govern the community.

We sincerely recommend that you take a few minutes to acquaint yourself with these Rules and Regulations, as well as the Articles of Incorporation, Declaration of Condominium, and the By-Laws, (collectively known as the "association's documents") so that we are all aware of the conditions that make our community an attractive and pleasant place to live.

Your Board of Directors is available to answer any questions or concerns regarding your unit or the common areas of Village Woods. Management and Associates, our property management firm, and their assigned property manager, work under the direction of your Board to provide day-to-day operational management of the Association. Calls for routine and other service should be directed to Management and Associates. Board members should be made aware of any emergency service calls or reports to help expedite the response.

Purpose

All policies, procedures, and restrictions contained herein have been formally adopted by the Board of Directors of the Village Woods Condominium Association, Inc. or are a part of the Declaration of Condominium and the By-Laws. Together they constitute the rules for governing and operating the Village Woods Condominium Association, Inc.

Organization

Under the provisions of Chapter 617 and Florida Statutes Chapter 718.11, Village Woods Condominium Association, Inc. is the authorized entity for the operation of the condominium complex. All business of the Association is managed by a Board of Directors comprised of no less than three (3) and no more than five (5) Directors who are elected annually by and from the members of the community. Officers of the Board of Directors are President, Vice President, Secretary, and Treasurer. Elections to the Board are held at the Annual Meeting of the Association.

Board of Director Meetings

The Board of Director meetings are held at the Beacon Woods Civic Center at 10:00 AM on the second Monday of each month as directed by the Board. The presence of three (3) of the five (5) Directors constitutes a quorum for the purpose of conducting Association business. All unit owners (Association members) are encouraged to attend these meetings where they may verbally air any constructive comments and/or suggestions.

Annual Members Meeting

The required annual members meeting of the Association is held on the second Monday of February each year, contingent upon space being available at the Beacon Woods Civic Association. Notice of the Annual Meeting is provided to all members (unit owners) by mail. A quorum of members, either in person or via mailed proxy, is required to conduct business at member meetings. A majority vote of all unit owners, either in person or via proxy, is required to pass motions. Please return any ballot or proxy, enclosed with the meeting notice, to ensure a quorum regardless of your intention to attend the meeting. This is VERY IMPORTANT.

Budget Meeting

The annual budget meeting is held in October to discuss the proposed budget for the upcoming year.

Meeting Notices and Bulletin Board Communications

The annual members meeting must be first noticed to members not less than sixty (60) days before the meeting in February. The budget meeting must be noticed to members not less than thirty (30) days before the meeting in October. Special Meetings must be noticed to members not less than fourteen (14) days prior to the meeting. Board of Director Meetings must be noticed to members not less than 48 hours prior to the meeting via notices posted on the Village Woods bulletin boards. In addition, periodic notices are posted on the bulletin boards to keep residents apprised of current happenings.

General Maintenance

Management and Associates is presently engaged to supervise day-to-day operation and maintenance of the Association under the direction of the Board. They may be contacted at:

Management and Associates, 720 Brooker Creek Blvd. #206, Oldsmar, FL 34677

Toll Free Phone: 1-877-626-2435 Fax Number: (813) 433-2040

Email: info@ mgmt-assoc.com Service Coord: 1-877-626-2435 ext 2001

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Maintenance complaints should be made to Management and Associates. Emergency calls such as a serious roof leak, a broken water main, etc. should be reported immediately to both Management and Associates and a Board member. Phone calls to Management and Associates may be made 24 hours a day, seven days a week.

Amendments

Passage of an amendment to the Articles of Incorporation requires a seventy five percent (75%) vote of the membership. Passage of an amendment to the Declaration of Condominium requires a two thirds (67%) vote of the membership. Amendments to the By-Laws require a seventy five (75%) vote of the membership.

Assessments

Assessments of the members by the Board of Directors are limited to twenty thousand dollars (\$20,000) for a single purpose. An assessment of more than \$20,000 requires a majority vote of the voting members present at a members meeting having a quorum.

Emergency Notification List

The management company shall maintain an emergency notification list containing phone numbers and email addresses where each member (unit owner) can be contacted. In addition, information should be provided on where an extra set of unit keys can be obtained should a unit need to be entered. Your cooperation in this matter is appreciated.

Fair Housing Act

One resident must be fifty five (55) years of age or older. No one sixteen years old or younger is permitted to reside in a Village Woods unit.