

TVHOA, INC.

BY-LAWS

As of March 1, 2026

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AMENDED AND RESTATED BY-LAWS OF
TIPPECANOE VILLAGE HOME OWNERS ASSOCIATION OF
ZEPHYRHILLS, FLORIDA, INC.

ARTICLE I NAME

- Section 1 The name of this corporation is Tippecanoe Village Homeowners Association of Zephyrhills, Florida, Inc. (the “Corporation”).
- Section 2 This Corporation also may be referred to herein as TVHOA and is a Florida corporation not for profit duly registered under the laws of the State of Florida, incorporated February 15, 1979, as Tippecanoe Village Home Owners Association of Zephyrhills, Florida, Inc., Charter No. 745-918-February 12, 1979.

ARTICLE II PURPOSES

- Section 1 The purpose of the Corporation is to provide administrative structure with which to advance the purpose and objectives of the property owners of lots in Tippecanoe Village Homeowners Association of Zephyrhills, Florida, Inc. and to provide for the maintenance and repair of the common areas, common grounds and common facilities and utilities.
- Section 2 Tippecanoe Village Homeowners Association is exclusively a 55 + community. This community provides housing for persons aged fifty-five (55) and older per the provisions of the Federal and Florida Fair Housing Acts and the Housing for Older Persons Act (HOPA) of 1995.
- a) As an age-restricted community, lots owned in TVHOA must have at least one owner over the age of 55.

- b) Spouses and partners must be a minimum age of fifty (50) to reside in the community.
- c) Guests, or invitees under the age of fifty-five (55), regardless of title, cannot reside in the community for more than six (6) weeks in any one (1) calendar year.
- d) The Corporation reserves the right to deny or refuse residency to anyone under the age of fifty-five (55).

Upon purchasing a parcel in the community, the person(s) becomes a member of TVHOA. Each member and the member's tenants, guests, and invitees, are governed by, and must comply with, Florida Statute 720.305, the governing documents of the community, and the rules of the association, including the current TVHOA By-Laws and Covenants and Restrictions.

Section 3 Before determining approval or disapproval of each prospective owner, or guest, or occupant, the Corporation will:

- a) require a written application for residency;
- b) require a criminal investigation at the applicants' expense with this exception; if an individual previously owned, rented, or was an occupant in a home in the community and returns to either purchase, rent, or become an occupant again, each time they have been gone for two (2) years or more, they are required to complete another background check regardless if they had one prior.
- c) interview the applicant(s) by two (2) Directors appointed by the President.
- d) require the applicant(s) to sign a statement that they will abide by Tippecanoe Villages' Bylaws, Covenants and Restrictions, and Rules and Regulations.
- e) With a majority vote of the Board of Directors, the Board can deny potential buyers, guests, or occupants based on:
 1. Violation of a rule outlined in the TVHOA governing documents.
 2. A propensity to violate rules and regulations in the past (e.g. the applicant, who lived in the association as a tenant and now wants to buy a property, is known to have violated the community's rules);

3. Material misrepresentation by the potential buyer, guest, or occupant on the applications (e.g. the applicant's criminal history confirms misrepresentation.);
4. The prospective buyer, guest or other occupant has been convicted of a felony for violent crimes or crimes involving property, and his/her civil rights have not been restored within six (6) years as verified by the criminal investigation/background check.

Section 4 Upon Board of Directors approval and completion of the requirements in Article II, Section 3 (a) to (d), the new owner(s) shall record an instrument assigning title to the parcel in his/her name. He/She will then become a Member of the Corporation with voting rights. Joint owners shall be considered Members of the Corporation with only one (1) vote per lot.

ARTICLE III BOARD OF DIRECTORS

Section 1 The Corporation shall be managed by a Board of Directors which shall consist of nine duly elected people who are owners of lots within Tippecanoe Village. Directors, whether present in the community or residing in other locations, shall continue to oversee the maintenance and repair of the common areas, common grounds, common facilities, and utilities. Only one person per household may serve on the Board of Directors at a time.

Section 2 All meetings of the Board of Directors shall be conducted under the Roberts Rules of Order, the guidance of Florida Statute 720, and the current TVHOA By-Laws and Covenants and Restrictions. A membership meeting with the Board of Directors and the property owners shall be held on the first Monday of each month at the time and place set by the Board.

Section 3 The Board of Directors shall elect from its membership, to serve as Officers: a President, a First Vice-President, a Second Vice-President, a Secretary, and a Treasurer. This election is to take place at the first (1st) meeting of the Board of Directors following the Annual Meeting of the property owners. Officer positions may change in the event a

vacancy occurs due to a resignation and the position is filled in accordance with Article III, Board of Directors, Section 10 or upon a majority vote of all Directors, following a proper motion and second for changes to designated officer positions.

Section 4 Newly elected Directors shall assume their active duties on the first (1st) day of March following the election to the Board of Directors by the property owners. Their terms shall expire on the last day of February of their term.

A term is defined as three (3) years or any part of three (3) years served, whether elected or appointed. If a board seat opens up mid-term, the replacement board member is deemed to “stand in the shoes” of the prior member being replaced and is limited by the original term dates.

Maximum term limits for Board members would be two (2) consecutive terms. Board members would be eligible to run again for the Board after having three (3) consecutive years off the Board. If a Board member does not notify the Board prior to December 1st of their intent to seek reelection, they will not be put on the ballot.

Section 5 The period between the date of the election of new members to the Board of Directors and March first (1st) will afford a transition period during which new Officers and new Board Members will be trained in their responsibilities by the outgoing Officers and Board Members.

Section 6 Special meetings of the Board of Directors can be called by the President, or upon the request of any four (4) members of the Board of Directors.

Section 7 A quorum of the Board of Directors shall be a majority, at a minimum of five (5), of the total Board.

Section 8 The duties of the Board of Directors shall be

- a) to represent the Tippecanoe Village Home Owners Association of Zephyrhills, Florida, Inc.,
- b) to jointly serve and with one voice oversee the financial and managerial duties of the Corporation, and pay regular, current, and emergency expenses.

- c) approve a continuing resolution in December, prior to the budget approval in February, to ensure the continued operation, maintenance and repair of the common areas, grounds, facilities, and utilities.

Section 9 Board of Directors may be recalled pursuant to section 720.303(10), Florida Statutes, as amended from time to time.

Section 10 To fill vacancies on the Board of Directors, the candidate who had the most votes, but was not elected to the Board at the previous Annual Meeting for Election of Directors, will be offered the vacant position. If the offer is declined, this process will continue until either the position is filled or there are no more previous candidates. If no candidate who received votes in the previous election accepts, then the Board of Directors may then fill the vacancy by appointing a member.

- a) Temporary vacancies. If a Board member misses three (3) consecutive meetings, whether Board or Membership, The Board of Directors shall have the authority to name a temporary replacement, in accordance with procedures in Section 10 above, until such time as that Board member returns. This temporary Board member shall have the same fiduciary responsibility and authority as any other Board member.
- b) Permanent vacancies. If a current Board Member resigns or is removed the Board shall have the authority to fill the vacancy in accordance with procedures in Section 10 above. A director appointed to fill a permanent vacancy shall serve the remainder of the term for that seat on the Board and be subject to Article III, Section 4.

Section 11 The Board of Directors shall retain:

- a) A Certified Public Accountant to provide financial advice, prepare TVHOAs' annual tax return, and provide compiled financial statements.

- b) An attorney to represent the Corporation and render advice and legal service as required.

ARTICLE IV BUDGET

- Section 1 The Board of Directors shall prepare a budget for the coming fiscal year to be presented to the property owners at the TVHOA Business Meeting to be held on the first (1st) Monday of January, where it will be explained and discussed. It will be voted on at the Annual Meeting in February.
- Section 2 Reserve Fund: Financial support to be five dollars (\$5.00) per month per residence deposited quarterly. In addition, all monies in excess of fifteen thousand dollars (\$15,000.00) in the TVHOA checking account at the end of the fiscal year shall be deposited in the Reserve Fund.
- No capital improvements exceeding three thousand dollars (\$3000) may be made without the approval of the Corporate Membership.
- Section 3 Any dues increase shall be in effect March 1st, regardless of any previous prepayment of dues.

ARTICLE V MEETINGS OF THE PROPERTY OWNERS

- Section 1 The TVHOA Business Meeting of the Corporation shall be held on the first Monday of January to receive the reports of the Board of Directors and to transact such business as comes before the meeting from the Board of Directors and from the floor. Any business approved at the TVHOA Business Meeting by a majority of the voting members present shall be placed on the ballot for the Annual Membership Meeting.
- Section 2 The Annual Membership Meeting shall be held on the first (1st) Monday of February to elect three (3) Directors for the ensuing three (3) years and to vote the proposal(s) on the ballot.
- Section 3 A “Special Meeting” of the property owners may be called any time by the President, or in his/her absence, by the 1st or 2nd Vice-President, or the Secretary at the written request of any four Board

Members. All property owners shall be notified in writing not less than fifteen (15) days prior to the Special Meeting. This notice shall state the time, place, and purpose of such meeting. This notice shall, also, include a Ballot and Proxy, stating the Business to be conducted at the Special Meeting. No other business than that so stated in the notice and on the Ballot may be conducted at a Special Meeting. All business presented at a Special Meeting must receive a majority of the ballots cast of the property owners to be approved; otherwise, it is rejected

Section 4 Each property owner or joint owner shall be entitled to one vote per developed lot.

Section 5 A quorum at Membership Meetings shall be 25% of the total voting members, i.e. 56 members.

ARTICLE VI DUTIES OF OFFICERS

Section 1 THE PRESIDENT

The President is the chief executive officer of the Corporation. The President shall preside at all meetings of the property owners, the Board of Directors, and the Executive Committee. The President shall appoint a chairperson of all standing and special committees, except the executive committee shall make temporary appointments in emergency situations. Unless otherwise directed by the Board of Directors, The President shall represent the Corporation and the Board of Directors at any meeting in which representation is requested or considered advisable.

Section 2 THE VICE-PRESIDENT

The 1st and 2nd Vice-President shall preside and perform the duties of the President in the event of absence or disability.

Section 3 THE SECRETARY

The records of proceedings of the Corporation, Board of Directors, and the executive committee shall be kept by and under the supervision of the Secretary. The Secretary shall preside at any meeting in the absence of the President and Vice-Presidents. Recording of the minutes of any meeting where the Secretary presides as the President must be recorded by an alternate voting member. The Secretary shall maintain the records of the property owners and shall perform such other duties as the Board of Directors may designate.

Section 4 THE TREASURER

The Treasurer shall:

- a) Receive and keep in safe custody all money, funds, and property of the Corporation. All monies of this Corporation shall be deposited in a bank designated by the Board of Directors in the name of and to the credit of this Corporation. All legal documents and papers of importance shall be kept in a safety deposit box in a bank designated by the Board of Directors.
- b) Pay all bills that have been Board-approved within 30 days.
- c) Establish and maintain the books of accounts of the Corporation including the records of property owners.
- d) Report to the Board of Directors in writing at the close of each quarter of the year the state of the accounts of the Corporation.
- e) Present a statement of the accounts of the Corporation for the twelve (12) month period ending the last day of December of each year to the Board of Directors before the TVHOA Business Meeting of the property owners.
- f) Make the accounts available for inspection and audit upon request.
- g) Perform such other duties as the Board of Directors may designate. Two signatures are necessary for signing all checks, all CD's, and entrance to the safety deposit box. Persons authorized to sign are the: President, 1st Vice-President, 2nd Vice-President, Treasurer, and Secretary. All records, books, accounts, and vouchers shall be the property of the Corporation and subject to the control of the Board of Directors.

Section 5 MEMBER(S) AT LARGE

Carry out such duties and assignments as the Board of Directors designates.

ARTICLE VII COMMITTEES

Section 1 All committee members shall be property owners of the Corporation. The chairperson of all standing committees shall be appointed by the President annually and other Committee Chairpersons as needed, except the Activities Committee Chairperson who is to be voted on by the membership at the Annual Election, providing there is more than one (1) candidate. Each committee chairperson may nominate volunteers for the Board of Directors to approve.

Section 2 EXECUTIVE COMMITTEE

The Executive committee shall consist of the President, the Vice-Presidents, Treasurer, and the Secretary. The President shall be the chairperson of the Executive Committee. The Committee shall meet on call of its chairperson or any two of its members. In the interim between regular meetings of the Board of Directors, it shall perform the duties of and have the powers vested in the Board of Directors. Any Executive action shall be reported to the Board at its next meeting.

Section 3 FINANCE COMMITTEE

The Chairperson of Finance Committee shall be a member of the Board of Directors. It shall be the duty of this committee to:

- a) Consult with and advise the officers of the Corporation in connection with the budget and financial affairs of the Corporation.
- b) Prepare the proposed annual expense budget of the Corporation.

- c) Recommend to the Board any changes to be made in fees for service rendered.

Section 4 DEVELOPMENT COMMITTEE

The chairperson of the Development Committee shall be a member of the Board of Directors.

It shall be the duty of this committee to:

- a) Receive and report to the Board of Directors any communications submitted by the property owners relative to the facilities or rules of the park.
- b) Yearly prepare and revise a program for keeping the homes and facilities of the park in good structural and aesthetically pleasing condition.

Section 5 BUILDINGS & GROUNDS COMMITTEE

The chairperson of the Buildings & Grounds Committee shall be a member of the Board of Directors. It shall be the duty of the committee to maintain the buildings & grounds of the Corporation and establish standards of maintenance.

Section 6 ACTIVITIES COMMITTEE

The chairperson of the Activities Committee is an elected position by the membership and is not a member of the Board of Directors. The members of the committee must be approved or appointed by the Board.

It shall be the duty of the committee to:

- a) Schedule and oversee all activities in the Clubhouse.
- b) To maintain the Shuffleboard Courts, Petanque area, and Horseshoe Pits.
- c) To purchase all supplies needed for the Clubhouse and approved events.
- d) All money brought in from various events must be turned in to the TVHOA Treasurer or Board of Directors Member for deposit.

- e) Two signatures are required on all income documents and receipts must accompany all expenses. The TVHOA Treasurer will reconcile all income and expenses monthly.
- f) If the Activities Committee Chairperson position become vacant for any reason the Board will fill the vacancy in accordance with Article III, Board of Directors, Section 10

Section 7 POOL COMMITTEE

The Chairperson of the Pool Committee does not have to be a Board Member. It shall be the duty of the Committee to:

- a) Oversee inspections and permits as required.
- b) Act as a liaison to the TVHOA, the Pool Committee and the pool service provider.
- c) Recommend any purchases of pool supplies.
- d) Establish standards and schedules for cleaning and maintenance.

Section 8 NOMINATING COMMITTEE

At a General Membership Meeting of TVHOA four (4) property owners shall be selected as a Nominating Committee, to select at least three (3) nominees to run for three (3) year terms on the Board of Directors to replace those whose terms have expired.

The Nominating Committee shall be selected by the Board of Directors, not less than four (4) months in advance of the Annual Meeting for the purpose of nominating a slate of prospective Directors. No nominations from the floor shall be accepted at the Annual Meeting. Valid write-in ballots shall be accepted. Election of Directors shall be by popular vote of the property owners. The three (3) candidates receiving the most votes shall be selected to the Board of Directors. In case of a tie vote there will be a run-off

Section 9 GOVERNING DOCUMENTS COMMITTEE

The Chairperson of the Governing Document Committee shall be a member of the Board of Directors. The Committee will review the TVHOA Governing Documents annually, receive and review any

changes presented by the membership, present all changes to the Board of Directors and recommend proposals to put on the ballot. The Governing Document Committee and the Board of Directors will approve and prepare by, December first (1st), all changes to be placed on the ballot and voted on at the annual election.

Section 10 FINES COMMITTEE

The Chairperson of the Fines Committee will not be a member of the Board of Directors.

- a) The Fines Committee Chairperson will form a pool of TVHOA members to serve on the committee.
- b) Selected members from the pool will determine if a violation has occurred and unpaid fine imposed by the Board of Directors are reasonable. The Committee will report their determinations to the Board of Directors and the violator.
- c) The Fines Committee will act under the time lines and guidance established in the Corporations Covenants and Restrictions

ARTICLE VIII SEAL

The seal of the Corporation shall have inscribed thereon the name of the Corporation, the year of its organization, and the words “Not-For-Profit”. The seal may be used by causing it to be impressed, affixed or otherwise reproduced. The seal of TVHOA, Inc. of Florida shall be used on all necessary papers.

ARTICLE IX BONDING

All officers, employees, and assistants authorized to handle money or funds, at the direction of the Board of Directors, shall be bonded/insured.

ARTICLE X COVENANTS and RESTRICTIONS

The covenants and restrictions as adopted by the Property Owners shall be in force to the Property Owners until such time as amended by the Property Owners.

ARTICLE XI AMENDMENTS

Amendments to these By-Laws require a majority vote of the ballots cast by the property owners at an Annual or Special Meeting at which the amendment is proposed. Any such amendment shall become effective when duly executed and recorded in the Public Records of Pasco County, Florida.

Within thirty (30) days after recording an amendment to the governing documents, the association may either:

- (a) provide copies of the amendment to the corporate members
- (b) Or a copy of the proposed amendment is provided to the members before they vote, the proposed amendment is not changed before the vote, the association, in lieu of providing a copy of the amendment, may provide notice to the members that the amendment was adopted, identifying the official book and page number or instrument number of the recorded amendment and that a copy of the amendment is available at no charge to the members upon written request to the associations. Copies and notices may be provided electronically to owners that have consented to receive notices electronically. Pursuant to section 720.306 (1b), Florida Statutes, as amended from time to time.

ARTICLE XII VOTING

Section 1 The election of Directors shall be a majority of votes cast by the property owners. The three (3) candidates receiving the most votes shall be elected to the Board of Directors. In the case of a tie vote, there will be a run-off. Voting shall follow written standard procedures.

Section 2 Proxy Voting: Any property owner wishing to vote by Proxy may do so by submitting a written proxy to the Secretary, stating the name of

the person who will be his/her Proxy and the period of time the Proxy will be in force.

Section 3 Polls will be opened at 9:00 a.m. and close at noon. All business on the ballot must receive a majority of the ballots cast by the property owners to be approved.

Section 4 The Board of Directors cannot count as valid any ballot not cast by any member of TVHOA, Inc. unless the vote is cast by one of the following methods provided by the Board:

- a) By VOTING IN PERSON at the clubhouse on the first (1st) Monday of February.
- b) By ABSENTEE BALLOT duly executed and returned to TVHOA, Inc. Secretary. Absentee ballots must be requested in writing to the TVHOA Secretary. Once it is confirmed that the requested is from an eligible owner, it will be mailed to the property owner. The Board will keep a list of property owners that request an absentee ballot. After casting your vote(s), place the ballot in an envelope with no lot number or name on it. Then place it in another envelope with your lot number and name on it, place in an envelope with your return address and mail to TVHOA, INC., 34521 Iris Blvd., Zephyrhills, FL 33541. Upon receipt of an absentee envelope two Board members will verify that the sender is on the list of property owners that requested an absentee ballot. Board members will initial the list of sent ballots, sequentially number the received envelopes, and secure the envelope until election day. One (1) hour before polls open during the morning of the Annual or Special Election, the Chairperson of Elections and one Election Guard will retrieve the mail-in ballots, verify the list of requested absentee ballots, the return address on the envelopes, and the numerical sequence of the received ballots. All Absentee Ballots will be recorded before the opening of the Polls. All absentee ballots must be postmarked by midnight, January 31.
- c) By a SIGNED AND RETURNED proxy in the manner provided in Section 2 of this Article.