

756247

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(Address)

(Address)

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SECRETARY OF STATE
TALLAHASSEE, FLORIDA

MAR 11 2015

C. CARROTHERS



FLORIDA DEPARTMENT OF STATE
Division of Corporations

February 17, 2015

CARLA HANNAY
BAY LAKE ESTATES ASSOCIATION OF NOKOMIS
222 FLAMBOYANT STREET
NOKOMIS, FL 34275

SUBJECT: BAY LAKE ESTATES ASSOCIATION OF NOKOMIS, INC.
Ref. Number: 756247

We have received your document for BAY LAKE ESTATES ASSOCIATION OF NOKOMIS, INC. and your check(s) totaling \$43.75. However, the enclosed document has not been filed and is being returned for the following correction(s):

Minutes or corporate resolutions are not filed with the Division of Corporations and should be kept with the records of the corporation. Any changes that are being made to the articles of incorporation can be made by filing articles of amendment. Enclosed is an amendment form.

PLEASE RETITLE YOUR ATTACHED AMENDMENT TO STATE "AMENDED ARTICLES OF INCORPORATION"

If there are MEMBERS ENTITLED TO VOTE on a proposed amendment, the document must contain: (1) the date of adoption of the amendment by the members and (2) a statement that the number of votes cast for the amendment was sufficient for approval.

If there are NO MEMBERS OR MEMBERS ENTITLED TO VOTE on a proposed amendment, the document must contain: (1) a statement that there are no members or members entitled to vote on the amendment and (2) the date of adoption of the amendment by the board of directors.

Please return your document, along with a copy of this letter, within 60 days or your filing will be considered abandoned.

If you have any questions concerning the filing of your document, please call (850) 245-6050.

Cathy A Carrothers
Regulatory Specialist

Letter Number: 415A00003336

COVER LETTER

TO: Amendment Section
Division of Corporations

NAME OF CORPORATION: BAY LAKE ESTATES ASSOCIATION OF NOKOMIS, INC

DOCUMENT NUMBER: 756247

The enclosed *Articles of Amendment* and fee are submitted for filing.

Please return all correspondence concerning this matter to the following:

CARLA HANNAY

(Name of Contact Person)

BAY LAKE ESTATES ASSOCIATION OF NOKOMIS, INC.

(Firm/ Company)

222 FLAMBOYANT STREET

(Address)

NOKOMIS, FLORIDA 34275

(City/ State and Zip Code)

jamin@bex.net

E-mail address: (to be used for future annual report notification)

For further information concerning this matter, please call:

CARLA HANNAY

(Name of Contact Person)

at (941) 484-1371

(Area Code & Daytime Telephone Number)

Enclosed is a check for the following amount made payable to the Florida Department of State:

☐ \$35 Filing Fee

☐ \$43.75 Filing Fee &
Certificate of Status

☒ \$43.75 Filing Fee &
Certified Copy
(Additional copy is
enclosed)

☐ \$52.50 Filing Fee
Certificate of Status
Certified Copy
(Additional Copy is
Enclosed)

Mailing Address

Amendment Section
Division of Corporations
P.O. Box 6327
Tallahassee, FL 32314

Street Address

Amendment Section
Division of Corporations
Clifton Building
2661 Executive Center Circle
Tallahassee, FL 32301

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RECEIVED
DIVISION OF CORPORATIONS
TALLAHASSEE, FLORIDA

Articles of Amendment
to
Articles of Incorporation
of

BAY LAKE ESTATES ASSOCIATION OF NOKOMIS, INC

(Name of Corporation as currently filed with the Florida Dept. of State)

756247

(Document Number of Corporation (if known))

Pursuant to the provisions of section 617.1006, Florida Statutes, this **Florida Not For Profit Corporation** adopts the following amendment(s) to its Articles of Incorporation:

A. If amending name, enter the new name of the corporation:

The new name must be distinguishable and contain the word "corporation" or "incorporated" or the abbreviation "Corp." or "Inc." "Company" or "Co." may not be used in the name.

B. Enter new principal office address, if applicable:
(Principal office address MUST BE A STREET ADDRESS)

C. Enter new mailing address, if applicable:
(Mailing address MAY BE A POST OFFICE BOX)

D. If amending the registered agent and/or registered office address in Florida, enter the name of the new registered agent and/or the new registered office address:

Name of New Registered Agent: _____

(Florida street address)

New Registered Office Address:

_____, Florida _____
(City) (Zip Code)

New Registered Agent's Signature, if changing Registered Agent:

I hereby accept the appointment as registered agent. I am familiar with and accept the obligations of the position.

Signature of New Registered Agent, if changing

SECRETARY OF
STATE
FLORIDA

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If amending the Officers and/or Directors, enter the title and name of each officer/director being removed and title, name, and address of each Officer and/or Director being added:

(Attach additional sheets, if necessary)

Please note the officer/director title by the first letter of the office title:

P = President; V= Vice President; T= Treasurer; S= Secretary; D= Director; TR= Trustee; C = Chairman or Clerk; CEO = Chief Executive Officer; CFO = Chief Financial Officer. If an officer/director holds more than one title, list the first letter of each office held. President, Treasurer, Director would be PTD.

Changes should be noted in the following manner. Currently John Doe is listed as the PST and Mike Jones is listed as the V. There is a change, Mike Jones leaves the corporation, Sally Smith is named the V and S. These should be noted as John Doe, PT as a Change, Mike Jones, V as Remove, and Sally Smith, SV as an Add.

Example:

<input checked="" type="checkbox"/> Change	<u>PT</u>	<u>John Doe</u>
<input checked="" type="checkbox"/> Remove	<u>V</u>	<u>Mike Jones</u>
<input checked="" type="checkbox"/> Add	<u>SV</u>	<u>Sally Smith</u>

<u>Type of Action</u> (Check One)	<u>Title</u>	<u>Name</u>	<u>Address</u>
1) <input type="checkbox"/> Change	_____	_____	_____
<input type="checkbox"/> Add			_____
<input type="checkbox"/> Remove			_____
2) <input type="checkbox"/> Change	_____	_____	_____
<input type="checkbox"/> Add			_____
<input type="checkbox"/> Remove			_____
3) <input type="checkbox"/> Change	_____	_____	_____
<input type="checkbox"/> Add			_____
<input type="checkbox"/> Remove			_____
4) <input type="checkbox"/> Change	_____	_____	_____
<input type="checkbox"/> Add			_____
<input type="checkbox"/> Remove			_____
5) <input type="checkbox"/> Change	_____	_____	_____
<input type="checkbox"/> Add			_____
<input type="checkbox"/> Remove			_____
6) <input type="checkbox"/> Change	_____	_____	_____
<input type="checkbox"/> Add			_____
<input type="checkbox"/> Remove			_____

E. If amending or adding additional Articles, enter change(s) here:
(attach additional sheets, if necessary). (Be specific)

SEE ATTACHED AMENDMENT CHANGES

The date of each amendment(s) adoption: JANUARY 4, 2015, if other than the date this document was signed.

Effective date if applicable: JANUARY 4, 2015
(no more than 90 days after amendment file date)

Adoption of Amendment(s) (CHECK ONE)

- ☒ The amendment(s) was/were adopted by the members and the number of votes cast for the amendment(s) was/were sufficient for approval.
- ☐ There are no members or members entitled to vote on the amendment(s). The amendment(s) was/were adopted by the board of directors.

Dated FEB. 3, 2015

Signature JANE ANN MILLER Jane Ann Miller
(By the chairman or vice chairman of the board, president or other officer-if directors have not been selected, by an incorporator - if in the hands of a receiver, trustee, or other court appointed fiduciary by that fiduciary)

JANE ANN MILLER Jane Ann Miller
(Typed or printed name of person signing)

SECRETARY

(Title of person signing)

AMENDED ARTICLES OF INCORPORATION

12/1/2014

ARTICLE III: MEMBERSHIP

FROM: 3.09 VOTING RIGHTS:

Each home, whose registered owner(s) in good standing will be entitled to one vote per house on each matter submitted for a vote. Associate members will not be entitled to vote. Voting may be by show-of-hand, ballot or other acceptable means at the discretion of the President.

TO: 3.09 VOTING RIGHTS:

Each home, whose registered owner(s) in good standing will be entitled to one vote per person on each matter submitted for a vote. Associate members will not be entitled to vote. Voting may be by show-of hand, ballot, or proxy or other acceptable means at the discretion of the President. At the conclusion of any vote conducted by ballot, the Nominating Committee chair person will give all ballots cast, (regular and proxy), including proxies revoked by their grantors, to the Association Secretary. The Secretary shall store all ballots for 3 years.

ARTICLE III MEMBERSHIP: Currently there are no provisions for Proxy Voting in our by laws.

ADDING TO ARTICLE III MEMBERSHIP UNDER VOTING RIGHTS AS:

3.09(1) PROXIES: A member may vote either in person, or by proxy. Any proxy must be executed in writing by the member or his/her duly authorized attorney-in-fact and shall be valid only for the particular meeting designated in the proxy and any lawfully adjourned meetings thereof. In no event shall any proxy be valid for any period longer than one hundred twenty (120) days after the date of the first meeting for which it was given. Any proxy shall be revokable at any time at the meeting for which it was given. Any proxy shall be filed with the chair person of nominating committee before the appointed time of the meeting, or before the time to which the meeting is adjourned. To be valid, a proxy must be dated, must state the date, time, and place of the meeting for which it was given, and must be signed by the authorized person who executed the proxy, and should include their address. No member may vote more than five (5) proxies. At the close of election meeting ALL ballots should be turned over to Association Secretary.

ARTICLE IV DIRECTORS: ELECTION OF DIRECTORS 4.06

FROM: The Board of Directors shall be elected at the regular February meeting. A Nominating Committee shall be appointed by the President of the Association at the regular January meeting. The Committee shall consist of five (5) members of the Association, in good standing, two (2) of whom will be selected by the President and three (3) from the floor at the January meeting. The purpose of the committee is to obtain a slate of members who agree to serve as Directors if elected. The Nominating committee will post the slate of officers one (1) week prior to the February meeting and will place the name of the nominees before the members for their consideration at the February meeting. The provisions hereof shall restrict no member desiring to be a candidate for Board membership from being nominated from the floor, except that prior consent to serve shall have been obtained from the nominee. Election shall be by acclamation when only one name is placed in nomination for a particular office.

TO: The Board of Directors shall be elected at the regular February meeting. A Nominating Committee shall be appointed by the President of the Association at at the regular **DECEMBER** meeting. The Committee shall consist of five (5) members of the Association, in good standing, two (2) of whom will be selected by the President and three (3) from the floor at the **DECEMBER** meeting. The purpose of the committee is to obtain a slate of members who agree to serve as Directors if elected. The Nominating committee will post the slate of officers one (1) week prior to the February meeting and will place the name of the nominees before the members for their consideration at the February meeting. The provisions hereof shall restrict no member desiring to be a candidate for Board membership from being nominated from the floor, except that prior consent to serve shall have been obtained from the nominee. Election shall be by acclamation when only one name is placed in nomination for a particular office.

ARTICLE IV DIRECTORS: Currently there are no provisions in our by laws for a quorum for board of directors.

ADD TO 4.09 MEETING OF DIRECTORS:

4.09 (1) Quorum for directors shall be 4 members of 7.

ARTICLE VIII FINANCES: 8.05 AUTHORIZED EXPENDITURES

FROM: The Board of Directors may authorize expenditures for individual pieces of equipment or special projects not to exceed 3 hundred dollars (\$300.00). All expenditures in excess of three hundred dollars (\$300.00) shall require the approval of the majority of members at a regular or special meeting. The Board may, however create a position known as "Purchasing Agent" and appoint a person to fill this position. Such Purchasing Agent's duties shall include the purchase of supplies and equipment for the Association at Board discretion. The Purchasing Agent shall advise the Board in matters related to contemplated purchases and shall have a revolving fund of two hundred dollars (\$200.00) for cash purchases. Amended 1994

TO: The Board of Directors may authorize expenditures for individual pieces of equipment or special projects not to exceed **FIVE HUNDRED DOLLARS (\$500.00)**. All expenditures in excess of **FIVE HUNDRED DOLLARS (\$500.00)** shall require the approval of the majority of the members at a regular or special meeting. The Board may, however, create a position know as "Purchasing Agent" and appoint a person to fill this position. Such Purchasing Agent's duties shall include the purchase of supplies and equipment for the Association at Board discretion. The Purchasing Agent shall advise the Board in matters related to contemplated purchases and shall have a revolving fund of **THREE HUNDRED DOLLARS (\$300.00)**, for cash purchases. Amended 2014

ARTICLE III MEMBERSHIP: 3.07 MEETINGS

ADDING MEETINGS 3.07 (4) VIDEO TAPING:

ADDING: Video taping at Association Meetings will be recorded to provide a video reference should one be needed in the future. Recordings may also be used by the Secretary for reference in

preparing meeting minutes.

- 1.) The President will assign one person to record the meetings. If that person is unable to attend a meeting, an alternate will be designated. If no alternate can be enlisted, the meeting will be conducted without benefit of video recording.
- 2.) If the meeting is being recorded it should be announced to members at the start of business.
- 3.) Only Association Meetings will be video recorded
- 4.) The person making the recordings shall do so from a stationary position in the meeting room.
- 5.) Archival (DVD) copies of meetings recorded will be stored by either the Secretary or President for seven (7) years.
- 6.) The Secretary or President shall make reasonable accommodations to meet any member's request to view a meeting that has been recorded.

12/1/2014