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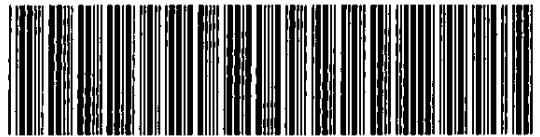
(Business Entity Name)

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SECRETARY OF STATE  
DIVISION OF CORPORATIONS  
10 APR 21 PM 1:32

## COVER LETTER

Department of State  
Division of Corporations  
P. O. Box 6327  
Tallahassee, FL 32314

SUBJECT: SILVER CITY OAKS MAINTENANCE INC.  
(PROPOSED CORPORATE NAME - MUST INCLUDE SUFFIX)

Enclosed is an original and one (1) copy of the Articles of Incorporation and a check for :

☐ \$70.00  
Filing Fee

☒ \$78.75  
Filing Fee &  
Certificate of  
Status

☐ \$78.75  
Filing Fee  
& Certified Copy

☐ \$87.50  
Filing Fee,  
Certified Copy  
& Certificate

**ADDITIONAL COPY REQUIRED**

FROM: John T Bracey  
Name (Printed or typed)

Box 32  
Address

Ft. McCoy , Florida 32134  
City, State & Zip

352-595-5833  
Daytime Telephone number

jbracey@cfl.rr.com  
E-mail address: (to be used for future annual report notification)

**NOTE: Please provide the original and one copy of the articles.**

**ARTICLES OF INCORPORATION**  
In Compliance with Chapter 617, F.S., (Not for Profit)

**ARTICLE I NAME**

The name of the corporation shall be:

Silver City Oaks Maintenance Incorporated

**ARTICLE II PRINCIPAL OFFICE**

The principal street address and mailing address, if different is:

10690 NE 151st Street, Ft McCoy, Florida 32134

Mailing— Box 676 Ft McCoy, Florida 32134

**ARTICLE III PURPOSE**

The purpose for which the corporation is organized is:

Operation and maintenance of a community owned water system.

**ARTICLE IV MANNER OF ELECTION**

The manner in which the directors are elected or appointed:

Election is by vote of the membership (see attached Bylaws)

**ARTICLE V INITIAL DIRECTORS AND/OR OFFICERS**

List name(s), address(es) and specific title(s):

Linn Baxter, President 10663 NE 151st Street, Ft McCoy, Fl. 32134

John Herr, Vice President 10510 NE 153rd Street, Ft McCoy, Fl. 32134

John T Bracey, Sec'y/Treasurer 10690 NE 151st Street, Ft McCoy, Fl. 32134

**ARTICLE VI INITIAL REGISTERED AGENT AND STREET ADDRESS**

The name and Florida street address (P.O. Box NOT acceptable) of the registered agent is:

Linn Baxter, President, 10663 NE 151st Street, Ft McCoy, Fl. 32134

**ARTICLE VII INCORPORATOR**

The name and address of the Incorporator is:

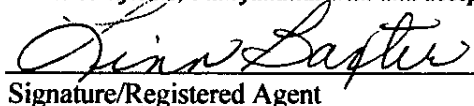
John T Bracey, Sec'y, 10690 NE 151st Street, Ft McCoy, Fl. 32134

FILED  
SECRETARY OF STATE  
DIVISION OF CORPORATIONS

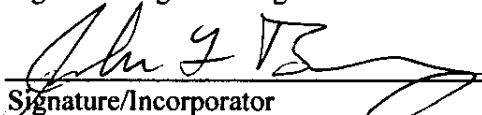
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*Having been named as registered agent to accept service of process for the above stated corporation at the place designated in this certificate, I am familiar with and accept the appointment as registered agent and agree to act in this capacity.*

  
\_\_\_\_\_  
Signature/Registered Agent

4.11.10  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature/Incorporator

4-11-10  
\_\_\_\_\_  
Date

## **INCORPORATION AND BYLAWS**

**Silver City Oaks Maintenance Inc.  
PO Box 676 Ft. McCoy, FL 32134-0676**

**WHEREAS;** The owners of dwellings within the Silver City Oaks Subdivision desire to form a non profit Corporation for the purpose of ownership and maintenance of a common water system including all appurtenances; and other expenses (as listed on the annual budget established for the calendar year) and,

Establishing other rules and regulations for the health safety and welfare of the occupants of said dwellings; and,

All, being subject to the laws and regulations of the United States, State of Florida, the Florida Statutes for associations (Chapter 720) and the County of Marion.

**NOW THEREFORE;** the following Articles of Incorporation and By-Laws are herewith adopted as of the undersigned date.

### **Definitions:**

**Owner-** (Connected owner) Means the owner of a land parcel(s) upon which a dwelling unit has been placed that complies with Marion County occupancy regulations and is connected to the common water system. Owner also means; percentage ownership of the water system in relation to the total connected dwellings within the subdivision and responsible for maintenance thereof.

**Water system-** means; the well, pump(s), tank(s), filters, liners, chemical containers, water distribution mains or lines, associated buildings, and the land parcel upon which such water facilities are located (also referred to as the "Park"). The water system does not include any water lines or facilities located on an owners land parcel beyond the public street right-of-way, and any required maintenance to these lines are the sole responsibility of the property owner.

**Corporation:** Also referred to herein as "Association"

**Majority:** Means 51% of the total number of members of the association.

### **ARTICLE 1 – NAME**

The name of this Corporate Association shall be **Silver City Oaks Maintenance Inc.**, a non-profit corporation duly organized and incorporated under the laws of the State of Florida.

### **ARTICLE 2 – PURPOSE**

The purpose of this Association shall be for owning, maintaining and operating a Community water system, currently in operation, and payment of other expenses noted within the annual budget established for the calendar year.

### **ARTICLE 3 – MEMBERSHIP**

Any person defined as "Connected Owner" in the Silver City Oaks subdivision, shall be a member and shall be entitled to one vote, as long as they are in good standing with all fees and assessments paid. Owners not connected to the water system may become a member by paying the annual assessment, but

will obtain no voting powers until that time.

#### **ARTICLE 4 – OFFICERS**

The Executive Officers shall be: President, Vice-President, Secretary, and Treasurer. These officers shall serve without compensation and at the pleasure of the association members. The offices of Secretary and Treasurer may be vested in one person by vote of the membership. Officers may be reimbursed for any out-of-pocket expenses incurred in performance of their duties. These Officers form the Board of Directors.

#### **ARTICLE 5 - TERM OF OFFICERS**

The Executive Officers shall be elected for a two-year term, and may be re-elected for additional terms. Any member of the Board of Directors may be recalled and removed from office with cause by vote of the majority of the association members and in following within the Florida Statutes recall procedures.

#### **ARTICLE 6 - ELECTION**

All nominees must have expressed their willingness to serve before their names may be presented to the association members for election. Nominations can be received from the floor of the annual meeting if no nominations were received prior to the meeting. The elected officer shall assume the duties of his/her office, immediately following election or appointment or until the Board initiate an organizational meeting to determine the new appointment positions of the board (if necessary).

#### **ARTICLE 7 - DUTIES OF OFFICERS**

- 1) The President shall preside at all meetings of the association.
- 2) The Vice-President shall assume the duties of the President during his/her absence and fulfill other duties as requested by the President or Board of Directors.
- 3) The Secretary shall keep business-like Minutes of each meeting and shall read such Minutes at the next meeting. The Secretary shall have the key to the PO Box and shall receive and file all correspondence and records of the association.
- 4) The Treasurer shall receive and deposit all monies into the bank account of the association and pay all necessary expenses in accordance with the adopted annual budget. Correct and accurate accounting records of all money received, deposited, and spent shall be recorded and depicted under the following documents: Accounts Receivable Report, Accounts Payable Report and Delinquency Report. A detailed financial report shall be offered at the Annual Meeting, copies of which will be distributed to all members present at the meeting and other members not present by written request.
- 5) The officers are authorized to spend up to \$1200 annually (if necessary) for road repair and mowing. A contract of expected services and estimated cost will be kept in association records for this service.
- 6) An annual Budget will be created and adopted by the Board of Directors for the following year by November 30<sup>th</sup> of each calendar year and will be submitted to the Membership at the following January Meeting of the Association. This budget will depict the annual expected assessments and lot count and individually list all anticipated expenses. After adoption of this budget, at a duly noticed meeting, the Board will distribute the budget to all interested property owners of the community upon verbal or written request. This budget will be maintained by the Treasurer.

## **ARTICLE 8 – MEETINGS**

Owners present to establish a quorum at an official meeting shall not be less than 30% of the total membership.

1) An Annual Meeting will be held in January each calendar year. A General Meeting will be held in March each calendar year. Written notice of such meetings will be displayed in a conspicuous place on the bulletin board in the park at least one week (7 days) prior to the meeting.

2) Executive Meetings will be held at least one week prior to the Annual Meeting and General Meetings as required. No association decisions will be made at Executive Meetings that require a vote of the members of the association.

3) Special Meetings may be held at the call of an Officer by an ad-hoc committee of three (3) association members to be initiated by requests to the board in writing. The Board will have 14 days to schedule the requested "special meeting".

4) All meetings shall be conducted by Robert's Rules of Order. The President may appoint a Parliamentarian to settle any procedural disputes.

5) Minutes of all meetings shall be made and kept in a business-like manner and filed in a safe place and retained by Secretary(s) for not less than seven (7) years.

## **ARTICLE 9 - ASSESSMENTS**

- 1) Annual maintenance assessments are due by January 31st each calendar year and payable to Silver City Oaks Maintenance Inc. and mailed to PO Box 676, Fort McCoy, Florida, 32134 or hand delivered to the Treasurer who will issue a receipt for same. Assessment payment may be made in two installments: half due by January 31st with total due paid by June 15th each calendar year.
- 2) Any new dwellings placed on a land parcel within the Subdivision shall pay an initial system connection fee of \$500. This fee is due prior to the County issuance of the permanent Occupancy Permit for the dwelling. The annual Maintenance assessment will be pro-rated for the remainder of the calendar year calculated 30 days after receipt of the initial \$500 connection fee.
- 3) A member may be credited for labor on behalf of specific maintenance of water system in lieu of assessment payment. Such credit will be based on labor rates for similar work in the commercial sector. A detailed voucher will be filed in place of assessment payment in the association's accounting records.
- 4) Non-payment of assessments will result in collection action as follows: A late fee of \$10 will accrue on balance due after payment is 30 days past due (July 16<sup>th</sup>). A Final Demand for payment may be issued on any property that is delinquent as of November 30<sup>th</sup> of the calendar year. The notification will be sent via Certified Mail to the last known address of the property owner. Per the Florida Statutes, the association has the right to file a Lien on a delinquent property after 45 days of final demand for payment is mailed. All costs incurred for the collection of debt will be the sole responsibility of the delinquent property owner.

## ARTICLE 10 – LIABILITY

All common areas of the subdivision- i.e. recreation area- and use of common physical assets are maintained by volunteers and are used at a person's own risk.

## ARTICLE 11 -GENERAL SUBDIVISION RULES

- 1) Property owners shall be responsible for the behavior of their guests and/or occupants and shall be liable for any damages incurred to the common areas, including but not limited to, roadways, water system, and park.
- 2) Discharging of firearms shall be in conformance to the laws of Marion County Florida, and is not permitted within the confines of a subdivision.
- 3) All homeowners will comply with the county ordinances and guidelines regarding the household occupancy limits of the State of Florida.
- 4) All homeowners will comply with the established county ordinances for subdivisions regarding the maintenance of dwellings and general property care and appearance.
- 5) Open burning is prohibited. Each dwelling shall have a burn barrel or an enclosed burn device and no material other than "natural" shall be burned. All other material and/or garbage should be taken to the county dump facility located on Hwy 316. Violators may be reported to the Marion County Fire Department.
- 6) Owners having visitors in camping vehicles connected to the water system by any means shall pay \$50 per month for the water usage payable to Silver City Oaks Maintenance Inc.
- 7) To establish additional security to the neighborhood, no yard sales or similar sales are permitted within Silver City Oaks.
- 8) Solicitations within the subdivision are prohibited.

## ARTICLE 12 – POLITICAL ACTIVITY

No occupant of any dwelling within the Subdivision may conduct, imply, or perform any political activity in the name of the Corporation.

## ARTICLE 13- AMENDMENTS OF BY-LAWS

- 1.) These By-laws may be amended or revised by a simple majority of the qualified members, provided the proposed amendment or revision is provided in writing prior to the voting, or by mail to all property owners within the association with a return paper ballot citing a voting deadline.
- 2.) The current officers shall review the complete by-laws at least every two years and any revision recommendations shall be given to the association members at a general meeting and provided by mail to all member of the association for the purposes of acquiring appropriate member voting on proposed revision.
- 3.) When a property is to be sold, any and all prospective buyers are to be advised of the By-laws of the association by the seller and/or real estate sales person. These by-laws shall be incorporated in a property deed by physical attachment or by reference.
- 4.) No By-law shall be amended by reference to its title or number only.

Adopted by proper action of the Association this 11 day of April 2010.

Kevin Satter President