

**LAKE CITY AIRPARK  
BYLAWS of LAKE CITY AIRPARK LOT OWNERS  
ASSOCIATION, INC.**

ARTICLE I

**Meetings of the Membership**

**SECTION 1:** The annual meeting of the membership of the corporation shall be held at a selected time and date in the month of November each year. Each annual meeting shall be held at the Lake City Airpark, at a lot specified by the Administrative Board of Directors, in writing in a notice to all members mailed or delivered ten (10) or more days before the date of such meeting.

**SECTION 2:** Special meetings of the membership may be called for any purpose or purposes at any time, by a resolution of the Administrative Board of Directors, or at the request of a group of members entitled to cast not less than eleven (11) votes, as defined in Section 5 of these By-Laws. Written notice of any such special meeting must be given at least ten (10) days prior to the date of such a meeting, by either the Secretary or a Board member designated by those association members requesting a special meeting should the Secretary fail or refuse to give notice. Notice must be given to all members unless such members have provided a written "Waiver of Notice" to the Board.

**SECTION 3:** Notice of all regular membership meetings, signed by the Secretary, shall be mailed to each member's address as recorded with the Columbia County Tax Collector not less than ten (10) days or more than thirty (30) days before the date set for the meeting. The notice shall state the purpose of the meeting and the time and place said meeting is to be held. Any notice given in compliance with this Section shall be sufficient notice for that meeting and any adjournment thereof, except when a written "Waiver of Notice" has been provided by any member to the Board. If any member shall transfer ownership of his/her lot in the subdivision after receiving notice pursuant to this Section, it shall not be necessary for the Secretary or Board to notify the owner who succeeds the owner who received notice.

**SECTION 4:** A quorum of the general membership shall consist of members entitled to vote and shall consist of not less than eleven (11) votes either personally present or subject to cast by proxy. A majority of such quorum may decide any question that may lawfully come before the meeting with the exception of adopting any special assessment exceeding \$250.00 per lot per year, which must be approved not less than 12 votes in favor of said special assessments. A quorum shall not be required for the purpose of voting to adjourn a meeting.

**SECTION 5:** Every member voting at a meeting of the membership shall be entitled, upon each proposal presented at the meeting, to one (1) vote for each lot owned. If any lot or lots are owned by more than one person, then each person owning an interest or share in that lot shall be entitled to a fractional vote so that the total fractional vote which may be voted for anyone lot shall equal one (1). It shall not be required that owners of fractional interests in the same lot cast their votes in agreement with one another. A member is defined as a person who owns an interest of record in at least one (1) of the plotted lots in the Lake City Airpark as set forth at Plat Book 5, Page 10, of the Public Records of Columbia County, Florida. Voting by members shall be further governed by the Articles of Incorporation of Lake City Airpark Lot Owners Association, Inc., as filed with the Secretary of State of the State of Florida on September 4, 1980, Charter No.754042 but as amended in the year 2010 and by the Declaration of Restrictions of Lake City Airpark as first filed in the Official Records of Columbia County, Florida, Book 466, Page 749, Book 500, Page 389 but as amended in the year 2010. Any member, as defined herein, shall have the right to inspect all books and records of this corporation at any membership meeting or upon request delivered at least ten (10) days in advance of inspection to any member of the Administrative Board of Directors.

**SECTION 6:** Unless otherwise provided in the Articles of Incorporation of the Lake City Airpark Lot Owners Association, Inc., or the Declaration of Restrictions of Lake City Airpark and all amendments thereto, any action permitted or required to be taken at any annual or special meeting of the membership of the corporation may be taken without a meeting, without prior notice and without a vote, if consent in writing setting forth the action to be so taken shall be signed by the record owners of all lots within the Lake City Airpark. In other words, it shall be

necessary to obtain unanimous consent by way of waiver on any action to be taken without a properly noticed meeting of the membership.

**SECTION 7:** All dues or assessments enacted or imposed pursuant to the Articles of Incorporation of Lake City Airpark Lot Owners Association, Inc., the Declaration of Restrictions of Lake City Airpark and amendments thereto shall be due on February 1st each year and delinquent as of February 10th each year.

**SECTION 8:** Any member, as defined in Section 5 shall be furnished a copy of all records, checks, receipts and any and all other documents of the corporation upon request delivered five (5) days in advance. The cost of copying or reproduction shall be paid by the member before or at the time of delivery of the records requested. All members of the corporation, as defined in Section 5 hereof, shall have an absolute right to inspect the original records, checks, receipts or other document of the corporation upon request for inspection not less than five (5) days, in advance, of the date the member desires to make an inspection.

## ARTICLE II

### **DIRECTORS**

**SECTION 1:** The business affairs and property of this corporation shall be managed by an Administrative Board of Directors consisting of not less than five (5) directors. All directors of this corporation shall be at least eighteen (18) years of age and at least one (1) director shall be a citizen of the United States. All directors shall be a record owner of an interest in at least one (1) of the lots in Lake City Airpark as shown on the plat of Lake City Airpark recorded in Plat Book 5, Page 10, of the Public Records of Columbia County, Florida. The Administrative Board, as herein defined, shall have full control over the affairs of the corporation and shall be authorized to exercise all of its corporate powers unless otherwise provided in these By-Laws, the Articles of Incorporation, or the Declaration of Restrictions of Lake City Airpark and amendments. All members of the Administrative Board shall be elected by a majority of the quorum voting at the annual membership meeting. The members of the corporation shall, at the annual meeting of the members, fix the number of members, five (5) or seven (7), of the Administrative Board of Directors for the ensuing year. The Administrative Directors shall be elected for a term of one

(1) year and shall serve until the election and acceptance of their duly qualified successor. Vacancies of the Board of Directors occurring during the year shall be filled by appointment by the Administrative Directors remaining in office.

**SECTION 2:** Regular meetings of the Administrative Board of Directors shall be held immediately following the annual meeting of the membership each year and at such other times thereafter as the Administrative Board of Directors may fix and at any other time upon the call of the President of the Administrative Board of Directors or upon the call of a majority of the directors then serving.

**SECTION 3:** Special meetings of the Administrative Board of Directors may be called at any time by the President of the Administrative Board or by any member of the Administrative Board of Directors if at least a quorum is present on at least ten (10) days written notice. Written notice for the calling of any meeting of the directors may be waived by all of the directors executing a written waiver thereof

**SECTION 4:** A quorum of any meeting of the Administrative Board of Directors shall consist of a majority of the Administrative Board of Directors. A majority of the quorum of the Administrative Board of Directors shall be empowered to decide any question which may come before the meeting. If at any meeting of the Administrative Board of Directors less than a quorum is present, the directors present or a majority of them may adjourn the meeting to reconvene at another specified time and/or place.

**SECTION 5:** Unless otherwise restricted by the Declaration of Restrictions and all amendments thereto, or the Articles of Incorporation, or by these By Laws, any action required which is upon the meeting agenda may be taken by a majority of the then elected Administrative Board of Directors. At any such meeting, any absent duly-elected directors serving on the Administrative Board of Directors may participate in the meeting by means of a telephone conference call. This may be done when a majority of the then elected and serving Administrative Board of Directors shall consent to such action in writing and waive notice of meeting in writing. Any such consent or waiver of notice shall be filed with the Secretary of the Administrative Board of Directors

together with the minutes of the proceedings of the meeting at which such action or actions were taken.

**SECTION 6:** Unless otherwise restricted by the Declaration of Restrictions of Lake City Airpark and all amendments thereto or by the Articles of Incorporation of the Lake City Airpark Lot Owners Association, Inc., by these By-Laws, the members of the Administrative Board of Directors or any committee designated or appointed by the Administrative Board of Directors may participate in a meeting of the Administrative Board of Directors, or the committee, by means of conference telephone, or other and similar communications equipment by means of which all persons participating in the meeting can hear each other, and all such participation in any meeting shall constitute presence in person at the meeting. Whenever any meeting is held by means of conference telephone or other communications, that fact shall be noted in the minutes of said meeting.

**SECTION 7:** Neither Ralph Gjoen nor Nicholas Carnevale shall serve as a director for a period of five years following the date of these Bylaws.

### ARTICLE III

#### **OFFICERS**

**SECTION 1:** The officers of the corporation shall be a President, Vice President and a Secretary-Treasurer. All officers may be directors on the Administrative Board of Directors and four (4) or more directors may, at the option of the Board, be elected or appointed as one (1) or more Assistant Secretary-Treasurers or Assistant Treasurer. Such an appointment or appointments shall be made if the Administrative Board of Directors deem same to be in the best interest of the corporation for conducting its business affairs. Each officer shall be elected annually by a majority vote of the general membership for a term of one (1) year unless sooner removed by the Administrative Board of Directors following the procedure therefore set in these By Laws. Each officer shall hold office until his successor shall have been elected and qualified. Any officer may hold two (2) or more offices except that the President shall not be the Secretary-Treasurer or Assistant Secretary-Treasurer of the corporation.

**SECTION 2:** The President shall preside at the general meetings of the membership and at the meetings of the Administrative Board of Directors. The President shall be responsible for the general supervision of the affairs of the corporation and shall make reports to the Administrative Directors and membership. The President shall execute all instruments in the name of the corporation and inscribe the seal thereon where necessary or required. The President shall perform all such other duties as are incident to the office or as are properly required of him/her by the Administrative Board of Directors.

**SECTION 3:** The Vice-President, in the absence, disqualification or disability of the President, shall exercise all functions of the President, including the performance of all duties and the exercise of all powers of the office of President and when so acting, such Vice-President shall be subject to all responsibilities given to or imposed upon the President.

**SECTION 4:** The Secretary shall have the custody of and responsibility for maintaining all of the corporate records except the financial records, including, but not limited to, membership rolls and the records of the corporation. The Secretary shall record the minutes of all meetings of the membership and of the Administrative Board of Directors and shall timely send out all notices of meetings as may be required. In addition to the foregoing, the Secretary shall perform such other duties as may be prescribed by the Administrative Board of Directors or requested by the President.

**SECTION 5:** The Treasurer shall have custody of all corporate funds and financial records and shall keep full and accurate accounts of receipts and disbursements and render accounts of receipts and disbursements at the annual meetings of the membership and whenever else required by the Administrative Board of Directors. In addition to the duties set out herein, the Treasurer shall perform such other duties as may be prescribed by the Administrative Board of Directors. All checks issued by the Treasurer shall require the signature of the President or the Treasurer who has signed the bank signature approval verification card.

**SECTION 6:** Assistant Secretaries or Assistant Treasurers, as appointed by the Administrative Board of Directors, shall have such duties and responsibilities as may be from time to time delegated to them by the Administrative Board of Directors.

**SECTION 7:** Such other directors as may from time to time be elected by the membership shall have such duties or responsibilities as may be delegated to them from time to time by the Administrative Board of the membership.

**SECTION 8:** Any officers or assistant officers or Administrative Directors may be removed from office for malfeasance or misfeasance, or conduct prejudicial to the corporation's interest by a vote of not less than two-thirds (2/3) of the whole membership of the Administrative Board of Directors at any regular meeting or special meeting of the Administrative Board. Any officer sought to be removed shall be given not less than ten (10) days notice in writing. Such notice shall contain the charges and reasons set forth with specificity for which his removal is sought and shall be given an opportunity to refute the same in writing, or orally, or both, before the Board.

**SECTION 9:** Neither Ralph Gjoen nor Nicholas Carnevale shall serve as an officer for a period of five years following the date of these Bylaws.

#### ARTICLE IV

##### **CERTIFICATES AND TRANSFERS OF MEMBERSHIP**

**SECTION 1:** Certificates of membership shall be issued in numerical order from the membership certificate book, and be signed by the President and by the Secretary or an Assistant Secretary, and sealed with the corporate seal. There shall be one (1) membership certificate issued for each of the lots in Lake City Airpark pursuant to the Declaration of Covenants and Restrictions filed in the Official Records of Columbia County, Florida.

**SECTION 2:** Transfers of certificates of membership shall be valid against the corporation and for the purpose of voting only when a transfer of a certificate and the ownership of a lot upon which a certificate is based have been registered upon the corporation's books by a person named as the member in the membership certificate, or his/her attorney-in-fact, or the purchase of any

lot within Lake City Airpark. Upon the registration or notification of a transfer of a certificate, the original certificate shall be surrendered or an affidavit that such certificate is unavailable or lost shall be filed with the corporation. The new owner or owners of the lot shall direct the transfer of the membership certificate so that it correctly reflects the current owner or owners of any such lot. The new lot owner or owners shall furnish the corporation with a certified copy of the instrument which transferred to said owner or owners the recorded title of ownership in any lot in Lake City Airpark Subdivision as recorded in plat thereof and all amendments thereto.

**SECTION 3:** If any member or purchaser of a lot shall claim to have lost or destroyed a certificate or certificates of membership issued by the corporation, the Board of Directors may direct that a new certificate be issued upon the making of an affidavit setting out the facts and circumstances of the loss or unavailability of the certificate. The affidavit shall be made by the person claiming that the certificate of membership is lost, destroyed or unavailable.

**SECTION 4:** The form of the certificates of membership of the corporation and the design therefor shall be in accordance with the specimen copy contained in the minute book of the corporation or in such other form and design as may hereafter be determined by the Administrative Board of Directors.

#### ARTICLE V

#### **AMENDMENTS**

**SECTION 1:** The members of the corporation may, by a majority vote of all of the members present of the corporation, amend or repeal these By Laws or any part thereof, provided that such amendment or repeal is not inconsistent with the Articles of Incorporation or the Declaration of Covenants and Restrictions as recorded in the Public Records of Columbia County, Florida. Any proposed amendment to these By Laws may be made by a writing delivered to the Secretary at least thirty (30) days prior to the issuance of a notice of any meeting. The Secretary shall then be responsible for transmitting a copy of the proposed amendment to all members of the corporation along with the notice of the next regular or special meeting of the membership.

**SECTION 2:** The Treasurer shall advise the Administrative Board at all meetings of the balance on hand in the Corporate Treasury. Any item or change to the aggregate cost of which shall be



more than one-thousand (\$1000.) dollars and no cents, other than grass cutting maintenance, shall require the approval of a majority of a quorum present at any regular or special meeting of the membership.

**SECTION 3:** Any member may vote in any meeting either in person or by a signed proxy. That member holding the proxy must be in attendance at that called meeting.

## ARTICLE VI

### **Rules of the Airpark Association**

**SECTION 1:** No Resident or Lot Owner will be allowed to rent or lease a hangar to any non-lot owner for the purpose of use of the runway for any purpose whatsoever. There are twenty (20) plotted lots within the subdivision of Lake City Airpark and the owners of those lots and those lots alone shall have the right to the use of the runway and common areas. There shall be no ingress or egress to the runway or common areas from surrounding properties or lots which are not a part of Lake City Airpark as plotted in Public Records of Columbia County, Florida and amendments thereto and as more fully set out in the Declaration of Covenants and Restrictions as recorded in the Public Records of Columbia County, Florida.

**SECTION 2:** Status of the Lake City Airpark: We are licensed as a Private Airpark with Commercial privileges for Lot One (1) only. Lot One (1), a Commercial designated lot when operating as a business venture must be in possession of Product Liability insurance coverage equal to or better than the Airpark liability coverage. Also, the liability insurance protection carried by the Operator(s) of Commercial Lot One (1) must name the Lake City Airpark Association as additional insured under their policy. Also, the Operator(s) of Commercial Lot One (1) must remit to the Airpark Secretary a copy of the Insurance Liability coverage page in force as verification of continuing insurance.

**SECTION 3:** Prerequisite regarding Airpark Liability Insurance requests that all Active, Registered and Airworthy based aircraft provide the Association evidence of current insurance by submitting a Certificate of Insurance to the Association Secretary. The aircraft owner is to name the Lake City Airpark Association as additional insured under the aircraft liability policy

with minimum aircraft liability limits of one million combined single limit for property damage and bodily injury per occurrence and a minimum of one hundred thousand dollars bodily injury for each passenger seat liability.

## ARTICLE VII

### **Fiscal Year and Office of the Corporation**

**SECTION 1:** The fiscal year of the Corporation shall be as set and established by a majority of the Administrative Board of Directors of the corporation and may be changed from time to time by the action of the majority of the members of the Administrative Board.

**SECTION 2:** The principal office of the corporation shall be established by the action of the Administrative Board of Directors and must be located at one (1) or more of the residences within the twenty (20) plotted lots contained in the Lake City Airpark subdivision. Any lot owner shall be entitled to a complete set of the Declaration of Covenants, Articles of Incorporation, Airport License and By-Laws of Lake City Airpark Lot Owners Association Inc" after the payment of a reasonable cost associated with copying.

## ARTICLE VIII

### **Surface Water Management**

**SECTION 1:** Amendments to the Bylaws which directly or indirectly impact operation and maintenance of the Surface Water Management System, including, but without limitation, all lakes, ditches, canals, retention or detention areas, drainage, other Surface Water Management works, and preservation or conservation areas, wetlands and wetland mitigation areas which are owned by the Association or the owners in common, may be made only after approval by the Suwannee River Water Management District. Such approval shall be in the form of a modification to any and all permits issued by the Suwannee River Water Management District under the lawfully adopted rules of the Suwannee River Water Management District in effect at the time of application for such modification. Amendments to the Bylaws which do not impact operation of maintenance of the system may be made without authorization of the Suwannee River Water Management District; however, copies of any and all such amendments shall be forwarded to the District within thirty (30) days of approval

**SECTION 2:** Should a conflict exist or arise between any of the provisions of the Articles of Incorporation and the provisions of the Bylaws, the provisions of the Articles of Incorporation shall control.

**SECTION 3:** The books, records and papers of the Association shall at all times, during reasonable business hours, be subject to inspection by any Member or any representative of Suwannee River Water Management District."

**SECTION 4:** At any meeting, whether annual or special called meeting, of the Members or Directors, at which a Motion is made concerning the Surface Water or Storm Water Management System(s) a Motion may only be voted upon at a meeting at which the Suwannee River Water Management District has been given at least 10 days written notice and to which the Suwannee River Water Management District is invited to attend by its representatives.