

This Instrument Prepared by and Return to:
Anne M. Malley, Esquire
Address:
Anne M. Malley, P.A.
36739 State Road 52, Suite 105
Dade City, FL 33525

INSTRUMENT#: 2019448109, O BK 27036
PG 1822-1833 10/17/2019 at 02:56:38 PM,
DEPUTY CLERK: BKING Pat Frank, Clerk of
the Circuit Court Hillsborough County

SPACE ABOVE THIS LINE FOR PROCESSING DATA

SPACE ABOVE THIS LINE FOR RECORDING DATA

**CERTIFICATE OF RECORDING
AMENDED AND RESTATED
BYLAWS FOR
BRENTWOOD HILLS HOMEOWNERS' ASSOCIATION, INC.**

NOTICE IS HEREBY GIVEN that attached Amended and Restated By-Laws of Brentwood Hills Homeowners' Association, as originally recorded in Official Records Book 5658, Page 563, Public Records of Hillsborough County, Florida, and as amended, was duly approved in the manner required therein at a meeting held on September 16, 2019.

IN WITNESS WHEREOF, Brentwood Hills Homeowners' Association, Inc. has caused this Certificate of Recording to be executed in accordance with the authority hereinabove expressed, this 16th day of October, 2019.

BRENTWOOD HILLS HOMEOWNERS'
ASSOCIATION, INC.

(Corporate Seal)

By: *James R. Barber*
President

Attest: *P. Pamrow*
Secretary

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

On this 16 day of October, 2019, personally appeared before me, James Barber, President, and Paul Pamrow, Secretary, of Brentwood Hills Homeowners' Association, Inc., who are personally known to me or produced FL State drivers license as identification and who did take an oath.



Kelly A. Mauzy
Commission # FF980409
Expires: April 10, 2020
Bonded thru Aaron Notary

Kelly A. Mauzy
NOTARY PUBLIC
State of Florida at Large
My Commission Expires:

**AMENDED AND RESTATED
BYLAWS
OF
BRENTWOOD HILLS HOMEOWNERS' ASSOCIATION, INC.**
(A Corporation not for Profit under the Laws of the State of Florida)

**ARTICLE I
NAME AND LOCATION**

These are the Amended and Restated Bylaws of Brentwood Hills Homeowners' Association, Inc., a corporation not for profit, ("Association") under the laws of the State of Florida, approved as required by the Association's governing documents at a meeting held on September 16, 2019.

Identity. The Association has been organized to promote cooperation among lot owners and property owners in Brentwood Hills and generally to provide for the mutual assistance, welfare and improvement of all such persons. The purposes of the Association are more particularly set forth in Item 2, Section 2.01 on page 1, inclusive of the Certificate of Incorporation of the Association which has filed of record in the Office of the Secretary of State of the State of Florida, on March 21, 1989.

In the event of any inconsistency between the provisions contained herein and the provisions contained in the Articles of Incorporation of this Corporation, the terms and conditions provided in the Articles of Incorporation shall take precedence over the terms and provisions of these By-Laws and said Articles of Incorporation show control.

The office of the Association is at 1512 Brentwood Hills Blvd, Valrico, Florida 33594 or at such other place as the Board of Directors may determine from time to time.

**ARTICLE II
DEFINITIONS**

The following words when used in these Bylaws (unless the context shall prohibit) shall have the following meanings:

1. "Brentwood Hills Homeowners' Association" shall mean and refer to all existing properties and additions thereto, as are subject to the Declaration and any supplemental Declaration under the provisions of Article II of the Declaration, and may sometimes be referred to as Brentwood Hills.
2. "Association" shall mean and refer to Brentwood Hills Homeowners' Association, Inc.
3. "Dwelling Unit" shall mean and refer to all private residential living units constructed on a lot within Brentwood Hills and may sometimes be referred to as "Dwelling" or "Unit".
4. "Owner" shall mean and refer to the record owner, whether one or more persons or entities of the fee simple title to any residential dwelling unit or lot or commercial property situated within Brentwood Hills, but shall not include a mortgagee.

5. "Declarant" SHALL MEAN AND REFER TO Scarborough-Sembler Joint Venture, its agents, successors and assigns, or such other construction company that undertakes to develop real estate in Brentwood Hills under an agreement with the owners of the land. The Declarant may sometimes be called or referred to as "Developer".
6. "Member" shall mean and refer to members of the Brentwood Hills Homeowners' Association, Inc.
7. "General Plan of Development" shall mean and refer to either the final plan or the record plat for a particular area of Brentwood Hills.
8. "Lot" shall mean and refer to any plot of land shown upon any recorded subdivision plat of the Property for the construction of a residence or commercial structure, with the exception of the Common Area(s), together with all improvements situated thereon from time to time. A lot may also be referred to herein shall mean the Board of Directors of Brentwood Hills Homeowners' Association, Inc., which is more particularly described in Item 10, Section 10.1 on pages 3 and 4 of the Certificate.
9. "Committee" when referred to in these Bylaws shall mean the Architectural Control Committee provided for in Article VI or pages 9 through 16, inclusive of the Declaration.
10. "Common Area" shall mean all real property, including improvements thereto, owned or areas of easement held in favor of the Association or administered to by the Association for the common use and enjoyment of the members of the Association. The Common Areas may include streets, parking areas, walkways adjacent and parallel to streets and parking areas, landscaped areas outside lots, swimming pool(s), cabanas, playground(s), community structures, etc., if the same are constructed, and any and all lakes, ponds, or holding areas contained in the Property. Common Area(s) may sometimes be called or referred to as Community Property.
11. "Developer" shall mean Scarborough-Sembler Joint Venture.
12. "Articles of Incorporation" shall mean and refer to the Articles of Incorporation of Brentwood Hills Homeowners' Association, Inc., all exhibits which are attached hereto and made a part thereof, and shall include such amendments, if any, as may be adopted from time to time pursuant to the terms thereof.
13. "Residence" shall mean and refer to a private family dwelling located upon a lot.
14. "Association" or "BHHOA" shall mean and refer to Brentwood Hills Homeowners' Association, Inc.
15. "Commercial Property" shall mean all lands located in Brentwood Hills other than Lots, Common Areas, or lands dedicated to Hillsborough Country.
16. All other terms defined in these Bylaws shall have the same meaning when used herein.

**ARTICLE III
MEETINGS OF MEMBERS**

Section 1. Annual Meetings. The first annual meeting of the members shall be held within one year from the date of incorporation of the Association. Subsequent regular annual meetings of the members shall be held the third Monday of the month of March.

Section 2. Notice of Member Meetings. Written notice of each meeting of the Members shall be given by, or at the discretion of, the secretary or person authorized to call the meeting, by mailing a copy of such notice, postage prepaid, at least twenty (20) days before such meeting to each Member entitled to vote thereat, addressed to the member's address last appearing on the records of the Association, or supplied by such Member to the Association for the purpose of notice. Such notice shall specify the place, day and hour of the meeting.

Section 3. Special Meetings of Members. Special meetings of members may be called at any time by the president or by the majority of the board of directors, or upon written request of the members who are entitled to cast five percent (5%) of the votes of each class of membership.

Section 4. Quorum. The presence at the meeting of members entitled to cast, or of limited or general proxies entitled to cast, ten percent (10%) of the votes of each class of membership shall constitute a quorum for any action, except as otherwise provided in the Articles of Incorporation, the Declaration, or these By-Laws. If, however, such quorum shall not be present or represented at any meeting, the members entitled to vote thereat shall have power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum as aforesaid shall be present or be represented. Unless otherwise provided in these By-Laws, Articles of Incorporation or Declaration, decisions shall be made by a majority of the voting interests represented at a meeting at which a quorum is present.

Section 5. Proxies. At all meetings of members, each member may vote in person or by limited proxy. Every proxy shall be effective only for the specific meeting for which originally given and any lawfully adjourned meeting thereof. A proxy is not valid for a period longer than 90 days after the date of the first meeting for which it was given. A proxy is revocable at any time at the pleasure of the homeowner who executes it. Limited proxies may also be used for votes taken to amend the Articles of Incorporation or By-Laws or for any matter that requires or permits a vote of the homeowners.

Section 6. Order of Business. The order of business at annual Members' Meetings, and as far as practical, at all other Members Meetings, shall be as follows:

- (a) Calling of the roll and certifying of proxies
- (b) Proof of Notice of meeting or waiver of notice
- (c) Reading of the Minutes
- (d) Reports of Officers
- (e) Reports of the Committees
- (f) Appointment by Chairman of Inspectors of Election
- (g) Election of Directors
- (h) Unfinished business
- (i) New business
- (j) Adjournment

ARTICLE IV BOARD OF DIRECTORS

Section 1. Number. The number of Directors may be increased from time to time by the ByLaws, but shall never be less than three (3) nor more than nine (9). A Board of nine (9) Directors shall manage the affairs of this Association. There shall be three (3) classes of Directors, to be known as Class 1, Class 2,

and Class 3, respectively, with three (3) Directors in Class 1 and three (2) in Class 2 and three (2) in Class 3.

Section 2. Term of Office. The term of office for each Director is three years.

Section 3. Removal. Any Director may be removed by approval of a majority of the total voting interest at a special meeting of the members called for that purpose and quorum achieved. The members of the association at the same meeting shall fill the vacancy in the Board of Directors so created.

Board directors may be recalled by an agreement in writing or by written ballot without a membership meeting. The agreement in writing or the written ballots, or a copy thereof, shall be served on the association by certified mail or by personal service in the manner authorized by chapter 48 and the Florida Rules of Civil Procedure.

Section 4. Vacancy. Any vacancy occurring on the board before the expiration of a term may be filled by the affirmative vote of the majority of the remaining directors, even if the remaining directors constitute less than a quorum, or by the sole remaining director. A board member appointed or elected under this section shall fill the vacancy for the remaining term of the seat being filled.

A Director who missed four (4) consecutive meetings shall be deemed to have resigned and such Director's position shall be vacant.

Section 5. Compensation. No Director shall receive compensation for services as a director, but may be reimbursed for his actual expenses incurred in the performance of his duties as a director. The Director shall fix the compensation of all employees of the Association. This provision shall not preclude the contracting with a Director or a person, firm or entity with which a Director is associated, for the management or maintenance of Brentwood Hills.

ARTICLE V ELECTION OF DIRECTORS

Section 1. Election. The Election occurs prior to the beginning of the Annual Meeting scheduled for the third Monday of the month of March as the first order of business, although, by motion from the membership, the opening of the envelopes can continue during the Meeting. The polls are closed when the first envelope is opened, and no additional votes can be accepted. Any owner who wishes to watch the opening of envelopes and the tallying of the votes is permitted to do so.

Section 2. Quorum. The presence at the annual meeting of members entitled to cast, or of limited or general proxies entitled to cast, ten percent (10%) of the membership shall constitute a quorum for any action, except as otherwise provided in the Articles of Incorporation, the Declaration, or these By-Laws. If, however, such quorum shall not be present or represented at any meeting, the members entitled to vote thereat shall have power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum as aforesaid shall be present or be represented. Unless otherwise provided in these By-Laws, Articles of Incorporation or Declaration, decisions shall be made by a majority of the voting interests represented at a meeting at which a quorum is present.

Section 3. Ballots. The members of the board shall be elected by written ballot. All ballots for the election of Directors are provided to all eligible member voters before the start of the annual meeting.

No unit owner shall permit any other person to vote his or her ballot without designating them as their proxy, and any such ballots improperly cast shall be deemed invalid. A unit owner who needs assistance in casting the ballot for the reasons stated in Florida Statute 101.051 may obtain assistance in casting the ballot.

Section 4. Proxies. At all meetings of members, each member may vote in person or by proxy. Every proxy shall be effective only for the specific meeting for which originally given and any lawfully adjourned meeting thereof. A proxy is not valid for a period longer than 90 days after the date of the first meeting for which it was given. A proxy is revocable at any time at the pleasure of the homeowner who executes it. Limited proxies may also be used for votes taken to amend the Articles of Incorporation or By-Laws or for any matter that requires or permits a vote of the homeowners.

Section 5. Notice. The association shall give all members actual notice of all membership meetings, which shall be mailed, delivered, or electronically transmitted to the members not less than 14 days prior to the meeting. The association shall mail, deliver, or electronically transmit, whether by separate association mailing or included in another association mailing, delivery, or transmission, including regularly published newsletters, to each unit owner entitled to a vote, a first notice of the date of the election. There will be no Nominations Committee, no write-in candidates, nor nominations from the floor at the time of the election.

Section 6. Candidate Application. Between the 40th and 35th day prior to the date of the annual meeting, the Association will accept resumes and information sheets about candidates, no longer than one side of an 8 ½ x 11" sheet of paper. The association is not liable for the contents of the information sheets prepared by the candidates. In order to reduce costs, the association may print or duplicate the information sheets on both sides of the paper.

ARTICLE VI MEETINGS OF DIRECTORS

Section 1. Meetings. Regular monthly meetings of the Directors shall be held the third Monday of each month, unless otherwise scheduled and five (5) days' notice of the change is published on the Brentwood Hills Homeowners' Association Web site (www.mybhhoa.com). A quorum for the Director's meeting is achieved by the presence at the meeting of a majority of the total Directors entitled to cast a vote. Outcomes of votes conducted during these meetings is determined by the majority of those Directors present.

Section 2. Quorum. The presence at the meeting of the majority number of the total number of Directors shall constitute a quorum for any action, except as otherwise provided in the Articles of Incorporation, the Declaration, or these By-Laws. If, however, such quorum shall not be present or represented at any meeting, the members entitled to vote thereat shall have power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum as aforesaid shall be present or be represented. Unless otherwise provided in these By-Laws, Articles of Incorporation or Declaration, decisions shall be made by a majority of the voting interests represented at a meeting at which a quorum is present.

Section 3. Notice. Meetings of the Board of Directors shall be open to all members, and notices of meetings shall be posted in a conspicuous place on the Association property at least 48 hours in advance, except in an emergency. Notice of any meeting in which assessments against parcels are to be

established shall specifically contain a statement that assessments shall be considered and a statement of the nature of such assessments.

An assessment may not be levied at a board meeting unless a written notice of the meeting is provided to all members at least 14 days before the meeting, which notice includes a statement that assessments will be considered at the meeting and the nature of the assessments. Written notice of any meeting at which special assessments will be considered or at which rules that regulate the use of parcels in the community may be adopted, amended, or revoked must be mailed, delivered, or electronically transmitted to the members and posted conspicuously on the property. A written notice concerning changes to the rules that regulate the use of parcels in the community must include a statement that changes to the rules regarding the use of parcels will be considered at the meeting.

Section 4. Action Without a Meeting. Any action which may be required or permitted to be taken at a meeting of the Board of Directors, other than that of obligating funds beyond those indexed in the budget, may be taken without a meeting if a consent in writing, setting forth the action so taken is signed by a majority of all the members of the Board of Directors; such consent shall be placed in the minute book of the Association with the minutes of the Board of Directors. Any action so approved shall have the same effect as though taken at a meeting of the directors.

Section 5. Special Meetings. Special meetings of the Directors may be called with the written request of a majority of the Directors. Not less than five (5) days' notice of the meeting shall be given to each Director in writing, personally or by mail, email or fax, which notice shall state the time, place and purpose of the meeting. Notice to the Association of such meeting and agenda must conform to the guidelines of a regularly scheduled monthly Director's meeting.

Section 6. Notice of Special Meetings. Notice to members of special meetings shall be given by, or at the discretion of, the secretary or person authorized to call the meeting, by electronic publication at least 5 days before such meeting. Such notice shall specify the place, day and hour of the meeting, and the purpose of the meeting.

Section 7. Parliamentary Rules. Roberts Rules of Order (latest edition) shall generally govern the conduct of corporate proceedings when in conflict with the Certificate, these Bylaws, the Declaration, or with the Statutes of the State of Florida.

Section 8. Order of Business. The order of business at a Directors' meeting shall be as follows:

- (a) Calling of the roll
- (b) Proof of due notice of meetings
- (c) Reading of minutes and disposal of any unapproved minutes
- (d) Reports of Officers and Committees
- (e) Unfinished business
- (f) New business
- (g) Adjournment

ARTICLE VII POWERS AND DUTIES OF THE BOARD OF DIRECTORS

Section 1. Powers. All of the power and duties of the Association existing under the Declaration, the Certificate and these Bylaws shall be exercised exclusively by the Board of Directors, representatives

appointed by the Board, its agents, contractors or employees, subject to approval by the Members only when such approval is specifically require by appropriate documents, subject always to the power of the Board of Directors to delegate its duties and functions to a managing agent or firm as provided in the Articles filed in the Office of the Secretary of State of the State of Florida on March 21, 1989, or any subsequent amend or amendments to such Articles.

The undertaking and contracts authorized by the initial Board named by the Declarant and any substitutes or replacements of the initial Board named by the Declarant shall be binding upon the Association in the same manner as through such undertakings and contacts had been authorized by the first Board of Directors duly elected by the membership at the first annual meeting of the membership, notwithstanding the fact that the Members of the initial Board of Directors, or those named by the Declarant to replace the initial Board of Directors, may be or are Directors of officers of, or otherwise associated with, the Declarant, subsidiaries or affiliates of the Declarant, or other entities doing business with the Associate and members of the Association.

The Association, by and through its Board of Directors, shall have power to:

- (a) adopt and publish rules, regulations and policy resolutions and to establish penalties for the infraction thereof;
- (b) suspend the voting rights and right to use of the Common Areas of a member as set out in the Declaration.
- (c) exercise for the Association all powers, duties and authority vested in or delegated to this Association and not reserved to the membership by other provisions of these By-Laws, the Articles of Incorporation, or the Declaration;
- (d) declare the office of a member of the Board of Directors to be vacant in the event such member shall be absent from three (3) consecutive regular meetings of the Board of Directors; and
- (e) employ a manager, an independent contractor, or such other employees as they deem necessary, and to prescribe their duties.

Section 2. Duties. It shall be the duty of the Association, by and through its Board of Directors, to:

- (a) cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the members at the annual meeting of the members, or at any special meeting when such statement is requested in writing by one-fourth (1/4) of the Class A members who are entitled to vote, at least ten (10) days prior to the annual meeting or special meeting;
- (b) supervise all officers, agents and employees of this Association, and to see that their duties are properly performed;
- (c) as more fully provided in the Declaration, to:
 - (1) fix the amount of the annual assessment against each Lot at least thirty (30) days in advance of each annual assessment period; and
 - (2) send written notice of each assessment to every Owner subject thereto at least thirty (30) days in advance of each annual assessment period; and
 - (3) foreclose the lien against any property for which assessments are not paid or to bring an action at law against the Owner personally obligated to pay the same.
- (d) issue or to cause an appropriate officer to issue, upon demand by any person, a certificate setting forth whether or not any assessment has been paid. Reasonable charges may be made by the Board for the issuance of these certificates. If a certificate states an assessment has been paid, such certificate shall be conclusive evidence of such payment;
- (e) procure and maintain adequate liability and hazard insurance on property owned by the Association;

- (f) cause all officers or employees having fiscal responsibilities to be bonded, as it may deem appropriate;
- (g) cause the Common Area to be maintained; enter into contracts on behalf of the Association in accordance with the requirements of Chapter 720 of the Florida Statutes;
- (h) establish prior to the beginning of the fiscal year and prior to setting the assessments for the coming year, an annual budget for the Association, including maintenance of common areas, and establish reserve accounts for replacement of those parts of the common elements which have a limited useful life span.

3. Fiscal Management. The provisions for fiscal management of the Association, set forth in Article V on pages 6 through 8, inclusive, of the Declaration of Covenants, Conditions and Restrictions dated February 28, 1989, recorded March 3, 1989, in Official Record Book a, Pages through 1182, inclusive, of the Public Records of Hillsborough County, Florida, shall be supplemented by the following provisions:

1. At or after the first meeting of the Members, the assessment roll shall be maintained in a set of accounting books in which there shall be an account for each Class A Lot and Class B Lot. Such account shall designate the name and the address of the Owner or Owners; the amount of each assessment against the Owner; the date and amounts in which assessments came due; the amounts paid upon the account; and the balance due upon the assessments.
2. Subject to the provisions of section 8 and 9 of Article V on page 8 of the Declaration, the Board of Directors shall determine the method of payment of such assessments and the due dates thereof, and shall notify the Members thereof.
3. Depository of the Association shall be such bank or banks or other financial institutions which shall be designated, from time to time, by the Directors, and in which monies of the Association shall be deposited. Withdrawal of money from such account shall be only by checks, signed by such persons as are authorized by the Directors.

ARTICLE VIII OFFICERS AND THEIR DUTIES

Section 1. Enumeration of Offices. The officers of this Association shall be a president and vice-president, who shall at all times be members of the Board of Directors, a secretary, and a treasurer, and such other officers as the Board may from time to time by resolution create.

Section 2. Election of Officers. The election of officers shall take place at the first meeting of the Board of Directors following each annual meeting of the members.

Section 3. Term. The officers of this Association shall be elected annually by the Board and each shall hold office for one (1) year unless he shall sooner resign, or shall be removed, or otherwise disqualified to serve.

Section 4. Special Appointments. The Board may elect such other officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Board may, from time to time, determine.

Section 5. Resignation and Removal. Any officer may be removed from office with or without cause by approval of a majority of the total voting interest at a special meeting of the members called for that purpose and quorum achieved. Any officer may resign at any time by giving written notice to the Board, the president or the secretary. Such resignation shall take effect on the date of receipt of such notice or

at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 6. Vacancies. A vacancy in any office may be filled by appointment by the Board. The officer appointed to such vacancy shall serve for the remainder of the term of the officer he replaced.

Section 7. Multiple Offices. Any Director may hold two (2) or more offices, except that the President shall not also be the Secretary.

Section 8. Duties. The duties of the officers are as follows:

(a) **President.** The President shall be the chief executive Officer of the Association. He shall have all the powers and duties which are usually vested in the office of the President of the Association, including, but not limited to, the power to appoint committees from among the Members, from time to time, as he may, at this discretion, deem appropriate, to assist in the conduct of the affairs of the Association.

(b) **Vice-President.** The Vice-President shall, in the absence or disability of the President, exercise the power and perform the duties of the President. He shall also generally assist the President and exercise such other powers and perform such other duties as shall be prescribed by the Directors.

(c) **Secretary.** The Secretary shall keep the minutes of all proceedings of the Directors and the Members. He shall attend to the giving and serving of all notices to the members and directors, and such other notices as may be required by law. He shall have custody of the seal of the Association and shall affix the same to instruments requiring a seal, when duly signed. He shall keep the Records of the Association, except those of the Treasurer, and shall perform all of the duties incident to the office of Secretary of an Association and as may be required by the Directors or President.

(d) **Treasurer.** The Treasurer shall have custody of all of the property of the Association, including funds, securities, and evidence of indebtedness. He shall keep the assessment rolls and accounts of Members that are required to implement the provisions of Article V on pages 6 through 8, inclusive, of the Declaration of Covenants, Conditions and Restrictions, dated February 28, 1989, recorded March 3, 1989, in the Official Record Book 5632 at pages 1158 through 1182, inclusive of the Public Records of Hillsborough County, Florida. The Treasurer shall also keep the books of the Association in accordance with good accounting practices, and he shall perform all other duties incident to the office of the Treasurer.

ARTICLE IX COMMITTEES

The Association shall appoint an Architectural Control Committee, as provided in the Declaration. In addition, the President shall appoint other committees as deemed appropriate in carrying out its purpose.

ARTICLE X BOOKS AND RECORDS

Section 1. Books. The books, records and papers of the Association shall at all times during reasonable business hours, be subject to inspection by any member. The Declaration, the Articles of Incorporation and the By-Laws of the Association shall be available for inspection by any member at the principal office of the Association, where copies may be purchased at reasonable cost. Books, records and papers may also be available online via secured log-in for members at the Association Web site (www.mybhhoa.com).

Section 2. Minutes. Minutes of all meetings of members and of the Board of Directors shall be kept in a businesslike manner and shall be available for inspection by members, or their authorized representatives, and Board Members at reasonable times. Subsequent to transfer of control of the Association to owners other than the Declarant, the Association shall retain these minutes as required by law.

Section 3. Records. The Association shall maintain each of the following items, when applicable, which shall constitute the Official Records of the Association, as further defined in Florida Statutes:

- (a) A copy of the plans, permits, and warranties for the improvements to the Common Area, but not including the construction drawings of the individual homes and lots.
- (b) A copy of the By-Laws of the homeowner's association and of each amendment to the By-Laws.
- (c) A copy of the Articles of Incorporation of the homeowner's association and of each amendment thereto.
- (d) A copy of the current rules of the homeowner's association.
- (e) The minutes of all meetings of the Board of Directors and of members, which minutes shall be retained for a period of not less than seven (7) years.
- (f) A current roster of all members and their mailing addresses, parcel identifications, and, if known telephone numbers. The association shall also maintain the electronic mailing addresses of those members consenting to receive notice by electronic transmission. If the member revokes permission to utilize the electronic addresses, these shall be removed from the records. However, the association is not liable for an erroneous disclosure of the electronic email address.
- (g) All of the insurance policies of the homeowners' association or a copy thereof, which policies must be retained for at least seven (7) years.
- (h) A current copy of any management agreement, lease, or other contract under which the association has any obligation or responsibility. Bids received for work performed must be kept for a period of one (1) year.
- (i) Accounting records for the homeowners' association and separate accounting records for each parcel, according to generally accepted accounting principles, and the requirements of Chapter 720 of the Florida Statutes. The requirements for inspection and copying of records as set out in Florida Statutes shall be followed. The accounting records shall include, but are not limited to:
 - (1) Accurate, itemized, and detailed records of all receipts and expenditures.
 - (2) A current account and a periodic statement of the account for each member of the homeowners' association, designating the name and current address of the member, the due date and amount of each assessment, the date and the amount paid upon the account, and the balance due.
 - (3) All tax returns, audits, reviews, accounting statements, and financial reports of the homeowners' association.
- U) A copy of the disclosure summary described ins. 720.401(1).

**ARTICLE XI
ASSESSMENTS**

As more fully provided in the Declaration each member is obligated to pay to the Association all assessments as listed in the Declaration, which are secured by a continuing lien upon the property against which the assessment is made. Any assessments which are not paid when due shall be delinquent. If the assessment is not paid within ten (10) days after the due date, the assessment shall bear interest at the highest rate permitted by law, and the Association may bring an action at law against the Owner personally obligated to pay the same or foreclose the lien against the property, and interest, costs, and reasonable attorney's fees of any such action shall be added to the amount of such assessment, provided however, in no event shall this interest rate exceed the maximum allowable by law. No Owner may waive or otherwise escape liability for the assessments provided for herein by non-use of the Common Area or abandonment of his Lot.

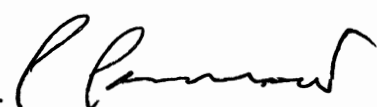
**ARTICLE XII
AMENDMENTS**

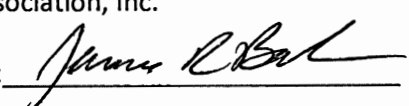
Amendments to these Bylaws shall be proposed and adopted in the following manner:

1. Upon proper notice, the Bylaws may be amended, altered, or rescinded by a majority vote of those members of the Board of Directors present at any regular meeting, or any special meeting called for that purpose as specified in the Articles of Incorporation. Amendments may also be adopted upon vote of a majority of the total votes cast in person or by proxy, at any meeting called for this purpose.
2. Notwithstanding the foregoing provisions of this Article X, no amendment to these Bylaws may be adopted or become effective prior to the first Annual Meeting of the Membership of the Association, without the prior written consent of the Declarant.
3. In the case of any conflict between the Articles of Incorporation and the Bylaws, the Articles of Incorporation shall control; and in the case of any conflict between the Declaration and these Bylaws, the Declaration shall control.
4. So long as there is Class B membership, any amendments to these By-Laws must be approved in writing by the Federal Housing Administration and Veterans' Administration.

The foregoing Amended and Restated Bylaws of Brentwood Hills Homeowners Association, Inc were duly adopted at the meeting of the Board of Directors held on the 16th of September 2019.

IN WITNESS WHEREOF, I have hereunto subscribed by name and affixed the seal of said Association this 16 day of October 2019.

Attest: 
Paul F. Pamrow Secretary

Brentwood Hills Homeowners'
Association, Inc.
By: 
JAMES R. BARBER President