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This instrument prepared by:  
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Our File No. 10-40-0121

**CERTIFICATE OF AMENDMENT AND FIRST AMENDMENT TO THE BYLAWS OF  
TOWNE SQUARE HOMEOWNERS ASSOCIATION OF PENSACOLA, INC.**

This First Amendment to the Bylaws of TOWNE SQUARE HOMEOWNERS ASSOCIATION OF PENSACOLA, INC. ("Association"), a Florida not-for-profit corporation, whose mailing address is P.O. Box 12507, Pensacola, Florida 32591, is dated this 3rd day of November, 2016.

WHEREAS, the initial Bylaws of the Towne Square Homeowners Association of Pensacola were prepared by the Board of Directors of the Association in 1985; and

WHEREAS, the Association desires to formally revise its Bylaws; and

WHEREAS, pursuant to Article X, Section 2(a) of the Articles of Incorporation and Article XIII of the Bylaws, not less than 75% of the entire membership of the Board of Directors not less than 75% of the votes of the entire membership of the Association have voted in favor of the revisions at a meeting duly noticed and authorized on November 3, 2016.

These Bylaws and the Association shall be subject to and operated in accordance with Chapter 720 and Chapter 617, Florida Statutes, as such may be amended from time to time. All statutory references contained herein shall incorporate all future amendments.

NOW, THEREFORE, pursuant to Article XIII of the Bylaws the Association hereby amends the Bylaws as follows:

Article III, Section 1 of the Bylaws is amended as follows:

**ARTICLE III  
MEETING OF MEMBERS**

Section 1. Annual Meetings. Each annual meeting of the members shall be held in the month of November at a place, date and time to be designated by the Board of Directors.

Article IV, Section 1 of the Bylaws shall be amended as follows:

**ARTICLE IV  
BOARD OF DIRECTORS: SELECTION: TERM OF OFFICE**

Section 1. Number. The affairs of the Association shall be managed by a Board of no less than 3 nor more than 7 directors, the exact number to be determined by the existing Board of Directors at least 30 days prior to the annual members meeting.

Article VII, Section 1(d) of the Bylaws shall be amended as follows:

**ARTICLE VII  
POWERS AND DUTIES OF THE BOARD OF DIRECTORS**

(d) fill any vacancy on the board due to the abandonment of a board seat by any person serving as a board member who becomes more than 90 days delinquent in the payment of any fine, fee or monetary obligation to the association pursuant to Section 720.306(9)(b), Florida Statutes.

Article VIII, Section 8(d) of the Bylaws shall be amended as follows:

**ARTICLE VIII  
OFFICERS AND THEIR DUTIES**

Treasurer

(d) The treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors; shall sign all checks and promissory notes of the Association; keep proper books of account; within 90 days after the end of the fiscal year, cause the Association to prepare and complete a financial report for the preceding year in accordance with Section 720.303(7), Florida Statutes; and shall prepare an annual budget and a statement of income and expenditures to be presented to the membership at its regular annual meeting, and deliver a copy of each to the members.

Article XI of the Bylaws is amended as follows:

**ARTICLE XI  
ASSESSMENTS**

As more fully provided in the Declaration, each member is obligated to pay to the Association annual and special assessments 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 thirty (30) days after the due date, the

assessment shall bear interest from the date of delinquency at the highest rate allowed 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. No Owner may waive or otherwise escape liability for the assessments provided for herein by nonuse of the Common Area or abandonment of his Lot.

[END OF TEXT]

I HEREBY CERTIFY that the foregoing is a true and correct statement of the First Amendment to the Bylaws as adopted by the Board of Directors and membership of the Association at meeting on November 3, 2016.

Witnesses:

[Signature]  
Print Name: LORIE E. HOWARD

TOWNE SQUARE HOMEOWNERS ASSOCIATION OF PENSACOLA, INC.

[Signature]  
Print Name: STEPHEN M. JONES

[Signature]  
By: Leo Carvalis, President

STATE OF FLORIDA  
COUNTY OF ESCAMBIA

The foregoing instrument was acknowledged before me this 3rd day of November, 2016, by Leo Carvalis, President of Towne Square Homeowners Association of Pensacola, Inc., a Florida Not-for-Profit Corporation, on behalf of the corporation.

Personally Known  
OR  
 Produced Identification  
Type of Identification Produced \_\_\_\_\_

[Signature]  
NOTARY PUBLIC  
Susan L. Moody



ATTEST: [Signature]  
Veronica Caruso, Its Secretary

STATE OF FLORIDA  
COUNTY OF ESCAMBIA

The foregoing instrument was acknowledged before me this 27th day of December, 2016, by Veronica Caruso, Secretary of Towne Square Homeowners Association of Pensacola, Inc., a Florida Not-for-Profit Corporation, on behalf of the corporation.

Personally Known  
OR  
 Production Identification  
Type of Identification Produced \_\_\_\_\_

[Signature]  
NOTARY PUBLIC  
Print Name: Susan L. Moody

