



**CONSTITUTION**  
**AND**  
**BY-LAWS AND REGULATIONS**  
**of**  
**THE BOULEVARDS OF TAMARAC CIVIC**  
**ASSOCIATION, INC.**

**Revised: November 20, 1995**

# CONSTITUTION AND BY-LAWS OF THE BOULEVARDS OF TAMARAC CIVIC ASSOCIATION, INC.

## ARTICLE I - NAME

The name of this organization shall be: The Boulevards of Tamarac Civic Association, Inc.

## ARTICLE II - PURPOSE

- To take an active part in civic affairs.
- To promote an active spirit in the community.
- To protect the interest of the taxpayers of the City of Tamarac.
- To oppose all activities or proposals which tend to depreciate or jeopardize our investments in our homes.
- To present a united front on all matters of mutual interest to our membership and our community.

## ARTICLE III - MEMBERSHIP

Membership shall be limited to *ONE VOTE PER HOUSEHOLD*.

Membership shall be to any person, and their spouse, who is the owner of property in Tamarac Lakes North, Third Section. Article III governs all of us with *ONE VOTE PER HOUSEHOLD*.

## ARTICLE IV - OFFICERS

A. The officers shall be: President, First Vice President, Second Vice President, Secretary and Treasurer.

B. In case of any vacancy during the calendar year, except in the office of President, a new officer shall be elected by the membership and such new officer shall serve until the end of the calendar year.

C. In case of a vacancy in the office of President, the First Vice President shall automatically take over as President. The vacancy thus created in the office of First Vice President shall be filled as in "B". In the event that the President and First Vice President shall vacate their office, an election will need to be held.

D. The terms of all officers shall be for one year with the privilege of re-election for a second term only except that in the event any officer is deemed by the Nominating Committee, after consulting with the Board of Directors, to be providing a service that essentially is in the best interests of the community at large, then that officer may have his or her name placed in nomination by the Nominating Committee for an additional term.

E. All officers shall assume responsibility as of January 1 of

the New year and be responsible for all club activities thru December 31 of the same year. All newly elected officers are to be sworn in at the December Meeting and take office in January.

F. All officers shall continue to serve until their successors have been elected and assume their offices.

## **ARTICLE V - DUTIES**

**PRESIDENT** The President shall:

1. Preside at all meetings and maintain order.
2. Appoint all Committees and adjust their duties as necessary.
3. Act as ex-officio member of all Committees, except the Nominating Committee.
4. Authorize essential purchases not to exceed \$100.00 per item. Items of \$100.01 and not exceeding \$300.00 are to be referred to the Board of Directors for their review. Items in excess of \$300.00 are to be reviewed by the membership at any Regular or special Meeting.
5. In case an immediate emergency occurs that must be acted upon before the next monthly meeting, the President may poll the members of the Board of Directors to approve any expenditure of more than \$300.00.
6. Appoint an audit committee to complete an audit before the December monthly meeting.
7. Present an annual report to the members at the December monthly meeting.
8. He shall be familiar and aware of all phases of the operations of this Association, and see that they are properly carried out.

Present an annual report at the end of his term.

**FIRST VICE PRESIDENT** The First Vice President shall:

1. Conduct and preside at meetings in the absence of the President.
2. Assist the President in other duties as requested.
3. Serve as By-Law and Deed Restriction Chairman to be sure By-Laws are kept up to date and deed restrictions are registered properly.
4. Work in conjunction with the city of Tamarac code Enforcement Department to try to keep our community presentable.

**SECOND VICE PRESIDENT** The Second Vice President shall:

1. Conduct and preside at meetings in the absence of the President and First Vice President.
2. Assist the President in other duties as requested.
3. Be responsible for



maintenance of all outside maintenance to the buildings and its surrounding areas, the parking areas, swimming pool repair and cleaning, shuffle board courts and maintenance to the community sprinkler system.

**SECRETARY** The Secretary shall:

1. Keep minutes of all meetings, including meetings for the Board of Directors.
2. Record minutes into a permanent record book provided for this purpose.
3. Receive, transmit and file all correspondence.

**TREASURER** The Treasurer shall:

1. Maintain the General Fund and the Maintenance Fund.
2. Receive monies from all sources.
3. Issue checks to pay duly authorized bills accompanied with receipts from the respective accounts (General Fund) or (Maintenance Fund). All said checks must be signed by any two of the officers, President, 1st Vice President, 3rd Vice President, Secretary or Treasurer who are the duly authorized Signators..
4. Keep the General Fund monies and maintenance fees in separate accounts.
5. Keep a record of all homeowners and be responsible for the collection of the monthly maintenance fee and notify the lease chairperson of all changes.
6. Report monthly on current transactions and status of funds.
7. Deposit all monies into their respective checking accounts (General Fund) or (Maintenance Fund)
8. Maintain separate accounts that are necessary to comply with IRS rules. Deposit any excess monies into money market funds or certificate of deposits as voted on by the membership, keeping General Fund and Maintenance Fund in their separate accounts.
9. Keep no more than \$200.00 in Petty Cash for miscellaneous expenses.
10. Present an annual report at the December Regular Monthly Meeting.

#### **GENERAL FUND**

The income to this fund is generated by those members who attend, support and work at such activities as white elephant, bingo, dances, birthday and anniversary dinners and any other fund raising venture.

Therefore, its purpose is to underwrite any costs incurred to entertain the members or supply the clubhouse with food

and beverages, kitchen supplies and utensils, advances and expenditures for social affairs, donations to outside organizations or finance any affair authorized by the membership. From time to time the membership may elect to vote on a donation to the maintenance fund to help lessen its burden.

#### **MAINTENANCE FUND**

The income to this fund is generated primarily from the monthly payments of the homeowners. Each homeowner is 1/250th responsible for its income. The monthly payment is an amount agreed upon by the membership to cover all maintenance costs, and maintain a reasonable balance. From time to time a special assessment may be necessary for an extraordinary expenditure or when the maintenance fund is dangerously low but must be approved by the membership. These funds are to be used for the purpose of maintenance or expenses for structural club house and out building repairs, fixtures and furniture, parking areas, lawns upkeep, fertilizing and pest control, pool service, furniture and repairs, shuffle board maintenance and supplies, janitor service, kitchen and restroom supplies and utilities, fixtures and appliances, community sprinkler system expenses, parts equipment and labor, garbage pick-up, legal fees and liability insurance to protect the members, officers and board of directors as required, and any other expenses considered maintenance and are for the benefit of the entire community.

#### **ARTICLE VI - BOARD OF DIRECTORS**

A. The Board of Directors shall consist of the President who shall be the Chairman, First Vice President who shall act as Vice Chairman, Second Vice President, Secretary, Treasurer, House Chairman, Recreation Chairman, Publicity Chairman, Sunshine Chairman, Beautification Chairman, the immediate Past President, and three elected members, one of whom shall be elected each year to serve a term of three years beginning the 1st of January.

#### **B. TREASURER**

1. All monthly maintenance fees are to be collected by the Treasurer from all home owners. These funds are to be placed in an appropriate checking account. The amount of fees shall be determined by the funds necessary to maintain a reasonable balance after expenses are ascertained by and approved by the Board of Directors and a majority of voting members present at a General Meeting.

2. All expenses such as Club House, Swimming Pool,



**ARTICLE VII - DUTIES OF  
THE BOARD OF DIRECTORS**

Shuffleboard Court and equipment shall be paid from this account.

3. Insurance, including liability, Officers and Board Members Insurance and any other necessary insurance will be paid by this fund.

4. The Treasurer in collaboration with Second Vice President shall maintain the sprinkler system in the Boulevards area.

5. Pay back-yard garbage pick-up fees.

6. Maintain separate accounts that are necessary to comply with I.R.S. rules.

7. The Treasurer shall submit a report of the activities of these accounts at the Board of Directors Meeting and the General membership Meetings and posted on the bulletin board.

8. The Treasurer shall deposit Special Funds in a Money Market Fund or a Certificate of Deposit as voted by the membership at large.

C. In case a vacancy occurs among the three elected Board Members, a new member shall be elected by the membership and such new Board Member shall serve for the unexpired portion of the term of the previous Board Member.

d. In the event the immediate Past President declines to serve on the board, another member shall be elected by the membership to serve until his successor is installed at the January meeting.

E. All Board Members shall continue to serve until their successors have been elected and assume their duties.

A. Records and papers of the Boulevards are the property of the Boulevards of Tamarac Civic Association, Inc.

1. All Officers and Directors MUST turn over all records and papers of the Boulevards to the Incoming Secretary. No one owns these records or papers but the organization.

B. Meet not less than six times per year upon call by the Chairman or by written request to the Secretary by not less than four (4) members of the board.

C. Authorize any action not otherwise delegated and on any emergency situation as previously indicated in ARTICLE V - #5.

D. Appropriate funds as deemed advisable up to a maximum of \$300.00. Items in excess of \$300.00 are to be reviewed by the membership at a Regular or Special Meeting when possible.

E. Conduct and transact official business when a quorum is

present, said quorum to consist a majority of the Board Members, and such actions require approval by the majority of those present and voting! The Chairman shall only vote in the case of a tie.

F. Declare a vacancy exists in any office or within the Board when ever, for any reason deemed inexcusable by the Board, an Officer or Board Member fails to attend three(3) consecutive Regular, special or Board Meetings. Such declaration by the Board shall be made only after written notice to the said Officer or Board Member and upon his failure to offer, within a period set by the Board, an explanation deemed acceptable by the Board.

G. Request the resignation of any Member, Officer or Board Member for any reason deemed advisable by three-fourths (3/4) of the Board Members present and voting at a special meeting of the Board called for this specific purpose by the Chairman or by written request to the Secretary by not less than four (4) members of the Board or by written complaint from any Member of the Association by the Secretary, such complaint to contain stipulation of irregular or unbecoming conduct detrimental to the welfare of the Association. The Board, at its own discretion, may take any other action as it deems fit and proper.

H. Require any officer or Board Member who files as a candidate for any public office to submit his resignation in writing to the Secretary for transmission to the Board for action as they may deem suitable.

#### **BOARD OF DIRECTORS ELECT**

1. The Board of Directors Elect, under the leadership of the President Elect, shall schedule a meeting within (7) days after the election and installation for the purpose of:

- a. Confirming the appointments of chairpersons.
- b. Specifying those persons who will be authorized to sign withdrawals from bank accounts.
- c. Make any other arrangements which may be necessary with regard to the upcoming administration year.
- d. All actions of the Board of Directors Elect shall not become effective until January 1 of their administrative year.

#### **ARTICLE VIII - STANDING COMMITTEES & CHAIRMEN**

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The following standing committees shall be appointed by the President for a term ending with the calendar year.

A. *Auditing Committee* - Shall complete an audit before the December Regular monthly meeting.



**B. House Chairman** - Shall be responsible for all inside clubhouse operations such as, repairs or replacement of furniture and fixtures, janitor services, kitchen and restroom supplies, utilities, fixtures and appliances, trash removal, inventory and storage of decorations, overall appearance and cleanliness of the clubhouse, tables are in their proper position for any upcoming affair. He shall have a \$200.00 petty cash fund to purchase miscellaneous items. All expenses are to be accompanied with receipts and be charged to the appropriate account as previously noted under General Fund or Maintenance Fund.

**C. Social and Recreation Chairman** - Shall be responsible for or appoint a committee and chairperson to handle any social affair such as, birthday and anniversary party's, Bus trips, shows card parties, hospitality days, bingo or any other type of recreation or entertainment for the good of the membership. Said committee to be responsible for all the necessary purchases, estimating the cost of the affair and the charge to the participants. If an affair has any chance of showing a loss the estimated amount must be approved by the membership. Said committee is responsible for the decorations and table set-up and restoring tables to normal positions, and should work in conjunction with the house chairperson.

**D. Publicity Chairman** - Be responsible for accumulating information, editing and printing of the Browsings and any other type of publicity or notification of interest to the members.

**E. Sunshine Chairman** - Be responsible for sympathy cards or get well cards to members in the hospital or any other type of good will to help make us a solid and close community.

**F. Beautification Chairman** - Be responsible for the appearance of all common ground around the clubhouse and median strips which takes in all bushes, flowers, trees, swimming pool furniture and decor, and any other outside ventures that enhances the beauty of our community.

#### **ARTICLE IX- SPECIAL AND OTHER COMMITTEES**

Special Committees shall be appointed by the President for any Association purpose and for such period within the calendar year as he shall decide.

All Committees shall report on their activities at each regular meeting or whenever the President shall so direct.



### **NOMINATING COMMITTEE**

1. The President shall appoint a Nomination Committee consisting of not less than three(3) members at a regular meeting not later than the October Meeting to serve until the slate is presented.
2. The Nominating Committee shall select nominees for each office and obtain their consent for presentation of their names for nomination at the November Meeting.
3. Each nominee must agree to be present when their names are presented at the November Meeting or provide the Committee with his written consent if he is unable to attend.
4. The Nominating Committee shall present their slate of candidates at the November Meeting, followed by nominations from the floor.
5. A motion to close the nominations shall not be entertained or put to a vote until the President is satisfied that no other nominations will be made.

### **BLOCK CAPTAINS**

Distribute Browsers and all literature and documents of interest to members to their respective homes. Make acquaintance with new homeowners and be sure they have a copy of our By-Laws and keys to pool and clubhouse. Report new homeowners to the treasurer and clubhouse lease chairperson for the purpose of maintenance and clubhouse fees. Report any outstanding violations of code restrictions to the responsible chairperson. Notify sunshine chairperson of any sickness or sympathy cards to be sent.

### **CLUBHOUSE LEASE CHAIRPERSON**

A Chairperson appointed by the owner of the clubhouse property to which a \$10.00 monthly lease fee is due from each homeowner. End of year 1/250 share clubhouse tax.

### **OTHER COMMITTEES**

Special committees shall be appointed by the President for any Association purpose and for such period within the calendar year as he shall decide. All committees shall report on their activities at each regular meeting or whenever the President shall so direct.

## **ARTICLE X- MEETINGS**

Regular Meetings shall be held on the third Monday of each month except that another date may be set by the Board to avoid conflict with special occasions or holidays.

Opened for business by the President only when a quorum of twenty-five (25) members is present.

Cancelled during the months of June, July, and August by a majority vote of the Board if there is no business to be

transacted during this period which would require action by the membership.

Special Meetings are called by the President as he may direct or upon written request to the Secretary by four (4) members of the Board or by twelve (12) members of the Association.

Limited to the subject for which the meeting was called, unless a motion to suspend the Rules to consider another specific subject is carried by a two-thirds (2/3) affirmative vote of the members present and voting.

Annual Meetings shall be held in December of each year for the purpose of, Presentation of annual reports by the officers and committee chairmen and for the election and installation of officers. Newly elected officers will not be responsible for club activities until January 1, of their administrative year.

*Election of Officers.*

Consideration of such other business as may be essential. Rules governing conduct of all Meetings shall above all, be courteous and with common sense and shall comply with "Roberts Rules of Order, Revised" insofar as they do not conflict with these By-Laws and specifically as follows:

1. members desiring to discuss any matter shall wait for recognition by the President before addressing the meeting.
2. Members shall not speak on any subject for more than three minutes except by special permission of the President, preferably obtained prior to the meeting.
3. Member shall not be permitted to speak more than once on the same subject except by unanimous consent of the members present or except for permissible rebuttals.

**ARTICLE XI - ELECTION OF  
OFFICERS/BOARD MEMBERS**

A. Elections shall be held at the December Meeting.

B. The names of the Nominees are to be read at this time.

This means those who had been nominated by the Nominating Committee as well as all others nominated from the floor.

C. Ballots shall be secret and shall be counted and tabulated by vote tellers appointed by the President.

D. Elected officers and board members shall assume their duties the 1st day of January.

**ARTICLE XII - NON-PROFIT  
ORGANIZATION**

All business and financial dealings of this Association shall comply with the Florida Laws governing Non-Profit Organizations.



## **ARTICLE XII - AMENDMENTS**

Amendments to this Constitution and By-Laws may be made by a two-thirds (2/3) majority vote of the members present who are authorized to vote under the One Vote Per House Amendment and voting on such changes as may be deemed necessary. Proposals for changes may be submitted in writing to the Executive Committee (Duly elected Officers of the Association) for their consideration by any member or group of members. Notice of changes approved by the Executive Committee shall be presented to the General Meeting at least thirty (30) days prior to voting on adoption. Voting may be by secret ballot.

## **ARTICLE XIV - ORDER OF BUSINESS**

1. Minute of Silent Prayer - followed by the Pledge of Allegiance to the Flag of these United States of America.

2. Secretary's Report

3. Treasurer's Report

4. Sunshine Chairman's Report

4. Publicity Chairman's Report

6. House Chairman's Report

7. Recreation Chairman's Report

8. Beautification Chairman's Report

9. Report of special Committees

10. Unfinished Business

11. New business

12. For the Good of the Association

13. Adjournment

This constitution and By-Laws was approved by two-thirds (2/3) majority of the Members of the Association on November 20, 1995, printed in December 1995 and will be in effect until amended.

Frank Nestasia, President  
Walter Falck, Secretary

**CERTIFICATE OF AMENDMENT TO THE BY-LAWS  
OF  
THE BOULEVARDS OF TAMARAC CIVIC ASSOCIATION, INC.**

WHEREAS, the TAMARAC LAKES NORTH THIRD SECTION community consists of real property subject to the Use and Building Restrictions Deed (Declaration of Covenants and Restrictions) originally recorded in Official Records Book 3336, at Page 6, of the Public Records of Broward County, Florida, as amended in Official Records Book 15991, at Page 241, of the Public Records of Broward County, Florida, and as re-recorded for revitalization in Official Records Book 41435, at Page 875, of the Public Records of Broward County, Florida, with the real property in the community being more fully described as follows:

TAMARAC LAKES NORTH THIRD SECTION, according to the plat thereof recorded in Plat Book 63, at Page 7, of the Public Records of Broward County, Florida;

WHEREAS, THE BOULEVARDS OF TAMARAC CIVIC ASSOCIATION, INC., is the Florida not-for-profit corporation responsible for the maintenance, management, and operation of the above-referenced community;

WHEREAS, the attached Amendments to the By-laws were adopted in accordance with Article XIII of the By-laws at duly-called meetings of the Membership, at which quorums were present, on December 15, 2008, and July 22, 2009;

NOW THEREFORE, BE IT RESOLVED that Articles IV, V, VI, and VII of the By-laws, and the Rules and Regulations, are amended as set forth on the Amendment sheet appended hereto.

IN WITNESS WHEREOF, I, the duly authorized officer of THE BOULEVARDS OF TAMARAC CIVIC ASSOCIATION, INC., have affixed my hand this 29 day of September, 2009.

WITNESSES

Sign Cathleen Kessler

Print Cathleen Kessler

Sign Jeanne Malley Biers

Print Jeanne Malley Biers

THE BOULEVARDS OF TAMARAC  
CIVIC ASSOCIATION, INC.

By: Kristi Dooley

KRISTI DOOLEY  
President

(4)



**AMENDMENTS TO  
CONSTITUTION AND BY-LAWS  
OF  
THE BOULEVARDS OF TAMARAC CIVIC ASSOCIATION, INC.**

(Please note: Additions are indicated by underlining, deletions by “-----“, and unaffected language by “.....”)

**ARTICLE IV – OFFICERS**

A. The officers shall be: President, ~~First Vice President, Second Vice President,~~ Secretary and Treasurer. [As of the effective date of the amendment to this provision, any references within this Constitution and By-laws to First Vice President or Second Vice President shall refer and apply to the Vice President, there being only one Vice President.]

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**ARTICLE V – DUTIES**

**PRESIDENT** The President shall:

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4. Authorize essential purchases not to exceed \$100.00 per item. Items of \$100.01 and not exceeding ~~\$300.00~~ \$1,000.00 are to be referred to the board of directors for their review and must be approved by the majority vote via electronic vote or at any regular or special board meeting. Items in excess of ~~\$300.00~~ \$1,000.00 are to be reviewed by the membership at any regular or special meeting.

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**ARTICLE VI – BOARD OF  
DIRECTORS**

The affairs of the Corporation shall be managed by a Board of Directors consisting of nine members. Each shall be elected for a two-year term with terms staggered, so that four members shall be elected one year and five members, the next year. Four of the members will be designated as the Officers = President, Vice President, Secretary, and Treasurer and shall serve in that capacity for one year. Five of the members shall be designated as Directors. The Board of Directors shall take office the first day of January, following elections at the membership meetings in January of each year. The nine members of the Board of Directors shall decide amongst themselves which members shall be the four officers and which ones shall be the five directors.

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ARTICLE VII – DUTIES OF  
THE BOARD OF DIRECTORS

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F. ~~Declare a vacancy exists in any office or within the Board whenever for any reason deemed inexcusable by the Board an Officer or Board Member fails to attend 3 consecutive Regular, special or Board Meetings. Such declaration by the Board shall be made only after written notice to the said Officer or Board Member and upon his failure to offer, within a period set by the Board, an explanation deemed acceptable by the Board.~~ Any Board Member who is absent four (4) meetings in a twelve-month period can be removed from the Board with a majority vote of the entire Board of Directors.

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RULES AND REGULATIONS

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MAINTENANCE AND  
REPAIR OF RESIDENCE

Color Pallet for Boulevards of Tamarac Single Family Homes. In order to enhance the look of the Community and increase property values within the community, the exterior of all single-family residences in the community shall be a uniform color of white, or may be one of the seventeen (17) pastel shades designated on the color pallet maintained by the Association.

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