

Official Records Citrus County FL, Angela Vick, Clerk of the Circuit Court & Comptroller  
#2020061243 BK: 3107 PG: 1478 11/10/2020 10:16 AM 1 Receipt: 2020052982  
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Prepared by:  
Pine Ridge Property Owners Association, Inc.  
Return to:  
James R. De Furio, P.A.  
PO Box 172717  
Tampa, FL 33672-0717

**CERTIFICATE OF AMENDMENT  
TO THE  
BYLAWS OF  
PINE RIDGE PROPERTY OWNERS ASSOCIATION, INC.**

I HEREBY CERTIFY that the amendments attached as Exhibit "A" & "B" to this Certificate was duly adopted as amendments to the Bylaws of Pine Ridge Property Owners Association, Inc. The Pine Ridge Amendment, Unification, and Complete Restatement of Declarations and Restrictions, is recorded in Official Records Book 1986, at Page 431, of the Public Records of Citrus County, Florida.

DATED this 6 day of November, 2020.

WITNESSES:

PINE RIDGE PROPERTY OWNERS  
ASSOCIATION, INC.

Joyce Thomas  
Signature

By: Michael Perry  
Michael Perry, President

JOYCE THOMAS  
Print Name

Gail A. Denny  
Signature

By: Wayne Tuch  
Wayne Tuch, Secretary

Gail A. Denny  
Print Name

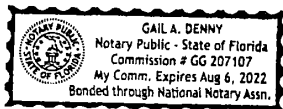
STATE OF FLORIDA  
COUNTY OF CITRUS

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 6 day of November, 2020, by Michael Perry, as President, and Wayne Tuch, as Secretary, of Pine Ridge Property Owners Association, Inc., a Florida Corporation, not-for-profit, on behalf of the corporation, who are personally known to me or have produced \_\_\_\_\_ as identification.

[Notary Seal]

Gail A. Denny  
Notary Public

Gail A. Denny  
Name typed, printed or stamped  
My Commission Expires: \_\_\_\_\_



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## Exhibit A adopted 1.29.2020

### DIRECTORS

#### Section 1. NUMBER AND TERM

The Corporation shall be governed by a board of directors consisting of five (5) persons. All directors must meet the requirements of Article I, Section 6 herein. The term of office shall be two (2) years and directors may serve two (2) successive terms.

After serving two successive terms, a member may not be re-elected until a period of one year passes from the end of the term served. The sole exception shall be that if a vacancy is filled by appointment and the appointee serves at less than six regular board meetings then that person shall be eligible for two successive terms. [The determination to increase the membership of the Board shall be by referendum of the membership and shall be completed by October of the year in which such change is to be made.]

#### Section 2. VACANCY AND REPLACEMENT

~~If the office of any Director becomes vacant for any reason, the next highest vote getter in the last election will automatically be awarded the Director's seat. The Election Chairperson will notify the candidate within two (2) business days. If the next eligible candidate refuses the position, then the next highest vote getter will be awarded the seat and notified. This will repeat until the vacant seat is filled. If the seat cannot be filled from the last election candidates, then the previous Election results will be used and so on until the seat is filled.~~

~~If the vacancy cannot be filled in the above manner, the board must fill the vacancy within five (5) business days.~~

If the office of any Director becomes vacant for any reason including a seat or seats not filled during an election, the first runner-up in the last election will be offered one of the Director's seat or seats, if that candidate is still qualified to hold a seat on the Board. The Election Chairperson will notify the candidate within 2 business days. If the first runner-up accepts, the new Director will be seated at the next scheduled meeting.

If the first runner-up declines the position or more than one seat becomes vacant, then The Election chair will ask for volunteers to fill the vacancy or vacancies. Within 30 calendar days of their knowledge of the vacancy or vacancies the Board will select, by simple majority vote, an individual or individuals as necessary from the list of volunteers.

If the vacancy or vacancies cannot be filled by a Board selection, the Election Chair will conduct an election for the vacancy(s) within 90 days of the Board's failure to select a Director(s). The newly elected Director or Directors will be seated at a special meeting held within 3 business days of the election results being determined. If the above process does not result in the filling of the Director vacancy or vacancies the Board will again have the opportunity to fill the position or positions, from any volunteer(s), by a simple majority vote within 5 days of the election results. Should the Board fail to fill the vacancy or vacancies the process in this paragraph will repeat and continue until the vacancy or vacancies no longer exist.

#### Section 3. REMOVAL

Directors may be removed from office with or without cause by the vote or agreement in writing by a

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**Exhibit B adopted 10.28.2020**

AMENDMENT TO THE BYLAWS

**OF**

**PINE RIDGE PROPERTY OWNERS ASSOCIATION, INC.**

Amendment to Articles V, VI, and VII of the Bylaws of Pine Ridge Property Owners Association, Inc., a Florida not-for-profit corporation, formerly known as Pine Ridge Service Corporation, which Bylaws were originally recorded as an exhibit to the Pine Ridge Subdivision Declaration of Restrictions, originally recorded at Official Records Book 301, Page 589, et seq. of the Public Records of Citrus County, Florida, and as amended from time to time thereafter, including that certain The Pine Ridge Amendment, Unification and Complete Restatement of Declarations of Restrictions recorded at Official Records Book 1986, Page 431, et. seq., of the Public Records of Citrus County, Florida, as that has also been amended from time to time thereafter.

Additions indicated by underlining  
 Deletions indicated by ~~striking through~~  
 Unaffected text by ...

...

**ARTICLE V**  
**MEMBERSHIP**

Section 1. VOTING

...

C. The Association may authorize online voting in accordance with the requirements of Section 720.317 of the Florida Statutes, as it may be amended from time to time. The Association's online voting procedures will include notice to the Members of the opportunity to vote electronically, reasonable procedures and deadlines for Members to consent to electronic voting, and reasonable procedures and deadlines for Members to opt out of electronic voting. A Member's consent to online voting remains valid until the Member opts out, and the Member will not receive mailed/paper ballots or proxies unless and until the Member opts out. Once the Association has authorized and adopted an online voting system, the Association may, but is not obligated, to offer electronic voting for any matter which requires a vote of the Members.

D. For election of the Board of Directors, Members may not vote by general proxy, but shall vote in person at a meeting of the Members by a ballot that the Member personally casts, by limited proxy completed and submitted by the Member, or by electronically voting through an Internet-based online voting system adopted by the Association in accordance with Section 720.317 of the Florida Statutes, as it may be amended from time to time.

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E. For votes on amendments to the Declaration, Articles, or Bylaws, Members shall vote in person at a meeting of the Members by a ballot that the Member personally casts, by limited proxy completed and submitted by the Member, or by electronically voting through an Internet-based online voting system adopted by the Association in accordance with Section 720.317 of the Florida Statutes, as it may be amended from time to time. A general proxy may be used to establish quorum and for other matters which properly come before the meeting and for which the law permits use of a general proxy.

F. A Member voting electronically shall be counted as being in attendance at the meeting for purposes of determining a quorum.

...

**ARTICLE VI  
MEETINGS**

...

Section 2. ANNUAL MEETING

Regular annual meetings shall be held ~~at 10:00 AM on the second Tuesday of April of each year, if not a legal holiday, or non-business day, and if a legal holiday or non-business day, then on the next business day following~~ annually at such time and place as shall be determined by the Board of Directors.

**ARTICLE VII  
NOTICES**

The purpose of the notice is to inform the Voting Membership and the Board of Directors, give adequate time for preparation, and to detail an agenda.

Section 1. NOTICE TO MEMBERS OF THE ANNUAL MEETING

All notices to be given to the Members shall be given in the following manner:

A. Procedure: Delivered by first class mail to the last known address of the Voting Member and by posting at the Community Center Bulletin Board. To the extent permitted by law, notice may be delivered electronically to Members who have consented in writing to receipt of notices electronically, in accordance with such rules and procedures as the Board of Directors may adopt from time to time. A Member who has consented to receiving notices electronically will not receive mailed/paper notices unless and until the Members rescinds consent to receiving electronic notices.

...

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**Exhibit B Adopted on 10/28/2020**

**BYLAWS AMENDMENT**

**Amendment to the Pine Ridge Property Association bylaws pertaining to ITEM C Tennis Committee.**

Current:

C Tennis Committee

~~The President shall appoint and may relieve with or without cause the chairperson, subject to majority approval of the Board. The chairperson will then appoint the secretary.~~

~~Reference Tennis Committee Operations Policy amended and adopted by the Board of Directors from time to time.~~

Proposed:

C Tennis and Pickleball Committee

The President shall appoint and may relieve with or without cause the chairperson and co-chairperson, subject to majority approval of the Board. The chair will then appoint the secretary. The chairs shall be chosen to represent each sport, one Tennis and one Pickleball and together with the Secretary, manage shared community resources as a leadership team as detailed in the Community Complex Use Rules.

Reference Tennis Committee Operations Policy amended and adopted by the Board of Directors from time to time.

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Adopted 10.28.2020 BOD

Only Members and visiting relatives may engage Personal Trainers to provide services for them, for a fee on property owned and/or operated by the Pine Ridge Property Owners Association (PRPOA). Such Trainers and Group Activity Instructors must complete a Trainer/Group Activity Instructor Application Form, for approval by the PRPOA Manager, prior to beginning activity. The form will require identifying information, the name of the Member for whom the trainer is providing service and the trainer must provide current proof of liability insurance as specified by the PRPOA manager. The form shall be required to be updated annually or immediately upon addition of new students.

With respect to personal trainers teaching equestrian activity, all of the provisions of Chapter 773 of the Florida Statutes shall apply and all of the procedures of Attachment C shall be observed.

## **TENNIS COMMITTEE/PICKLEBALL (PRT/PC) OPERATIONS POLICY**

### **1. PURPOSE:**

To regulate and promote the use of the tennis/pickleball facilities within the Pine Ridge community in conjunction with the Pine Ridge Property Owners Association, Inc. (PRPOA) Board of Directors.

### **2. REQUIREMENT:**

- a. The PRT/PC shall make written monthly reports to the PRPOA management concerning tennis facilities utilization, current needs, and future needs.
- b. All revisions to tennis facility documents shall be submitted to the Board of Directors via the PRPOA management for approval.
- c. The PRT/PC may maintain a roster of all members.

### **3. MEMBERSHIP:**

- a. Any member of the PRPOA who plays tennis/pickleball may request their name be placed on the PRT/PC roster.

### **4. MEETINGS:**

- a. There shall be one annual scheduled in September. Two weeks' notice shall be provided on the Community Center bulletin board special meetings may be called by the Chairperson or Co-chairperson upon seven (7) days' notice as set forth in section 4.a. above.

### **CHAIRPERSON**

- a. The President shall appoint the chairperson/Co-chairperson, subject to majority approval of the Board. The chairperson will then appoint the secretary.

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Adopted 10.28.2020 BOD

6. DUTIES:

a. Chairperson:

- (1) Schedule and conduct the PRTC meetings and other meetings as required.
- (2) Attend the PRPOA Board of Directors meetings as the PRTC representative or provide a written report on PRTC matters.
- (3) Shall attempt to resolve issues pertaining to the operations of the tennis facility prior to referring same to the PRPOA Board of Directors.
- (4) Schedule the use of the tennis courts. (The PRPOA management shall approve Court use schedules.)
- (5) Shall provide tennis team rosters to the PRPOA management.
- (6) Shall perform all duties incidental to this office.

b. Secretary:

- (1) Shall prepare the agenda, and keep minutes of meetings.
- (2) Shall post all notices.
- (3) Shall obtain a copy of the approved trainer/instructor list from the PRPOA management and post on the PRTC bulletin board.
- (4) Shall act in the place of the Chairperson when Chairperson is not available.

7. PERSONAL TRAINERS:

See Attachments A. B. E. & F.

8. SUBCOMMITTEES:

From time to time, the Chairperson with the advice and consent of a majority of the Board shall establish such subcommittees as deemed desirable.

**TENNIS/PICKLEBALL CENTER RULES & REGULATIONS**

1. COURT USAGE

The use of the Pine Ridge Tennis/Pickleball Center is limited to Members of Pine Ridge, their guests and participants of sanctioned events. Tenants who reside in Pine Ridge homes owned by Members have rights of Members.

2. GENERAL RULES OF PLAY

- a. The rules of tennis as established by the United States Tennis Association (USTA) and International Federation of Pickleball (IFP) shall apply at all times except when in conflict with the Tennis/Pickleball Committee rules.
- b. Proper tennis/pickleball etiquette shall be observed at all times. Excessive noise, racquet throwing, or profanity shall not be tolerated.
- c. Trash and other litter shall not be left on the courts, gum and food products must be disposed of in appropriate trash receptacles.
- d. Alcoholic beverages are prohibited on the courts.

*What is the rule maker?*

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- e. Use of tennis/pickleball courts shall at all times be subject to the control of the management of PRPOA, Inc.
- f. The courts are intended for tennis/pickleball only, no roller blades or skate type units are permitted on the same. No hockey play on the courts.

### 3. DRESS CODE

Proper tennis/pickleball attire is required at all times. Appropriate attire is defined as follows: Men: Shirts, shorts, sweaters, and warm-ups.

Women: Tee shirts, tank tops, shorts or skirts, sweaters and warm-ups.

All Players: Non-marking tennis shoes are required.

### 4. GUEST PLAY

The Member must accompany guests of Members or tenants. Three guests are permitted per Member or tenant in open play on one court.

### 5. SCHEDULING PRIORITY

- a. Play is limited to two hours. These times may be extended if one or more courts are free at the end of the playing period. (Exception see 5b , 5c)
  - Reserving courts is limited to 2 hours (exception see 5b, 5c) and must comply with the 51% rule set by PRPOA Inc. The 51% rule must have Pine Ridge owners and Pine Ridges tenants making up 51% of players. A list of players with names and phone numbers, showing which players are Pine Ridge members to verify the Pine Ridge 51% rule must be provided to the Tennis Committee Chairperson.
  - Any Scheduled play that does not present within 15 minutes of the reserved court time will forfeit their reservation.
- b. League play shall last no longer than four hours. Formation and scheduling of leagues must be coordinated through the Tennis/Pickleball Committee with the approval of the management of PRPOA, Inc. Must comply with 51% rule. Schedules shall be posted on bulletin boards located at the tennis/pickleball courts.
- c. Special events shall last no longer than four hours. Up to four courts may be reserved for special play. Formation and scheduling of special events must be coordinated through the Tennis/Pickleball Committee with the approval of the management of PRPOA, Inc.
- d. Courts that are not reserved are open play and are on a first come, first serve basis.

## SHUFFLEBOARD RULES

1. Absolutely no skateboarding, rollerblading, or riding bicycles on the courts.
2. The combination to access the equipment and a copy of the game rules is available at the administrative office.
3. Age requirements for use are described in community rules and regulations number 3 preceding this section.
4. Equipment must be placed back in the proper cabinet and improper use of equipment will not be tolerated.
5. Absolutely no throwing of discs or equipment.

## PLAYGROUND RULES