



Supersedes November 27, 2012

Gulf Harbors Civic Association

Preamble

The purpose of the Gulf Harbors Civic Association (GHCA) is to serve the community interest of the residents of Gulf Harbors-Floramar. This is done by fostering the development and improvement of the community through; common-use facility planning, leading the response to governmental and environmental issues impacting the community, and representing the collective rights of members to outside agencies. The Association shall be structured and operated in a manner designed to enhance the lifestyle and encourage a fraternal spirit amongst the members through recreational and social activities. Gulf Harbors - Floramar is a deed restricted community and hereby defined as all property owned by GHCA and any residential property accessed by Floramar Terrace west of US 19 in Pasco County Florida.

Bylaws

Article I – Name

The corporation, hereinafter referred to as the Association (GHCA), shall be known as the Gulf Harbors Civic Association, Inc., a 501(c) Corporation whose address is 4610 Floramar Terrace, New Port Richey, Florida, 34652.

Article II – Membership

Membership in the Association shall be issued for the period January 1st to December 31st and is subject to the following conditions:

Section 1. Membership is available to adult residents and property owners of Gulf Harbors - Floramar as defined in the Preamble, and members in good standing of a GHCA Affiliate Club on a per household basis. For the purposes of these bylaws, an adult is any person eighteen (18) years of age and older.

Section 2. Individuals renting or leasing mooring lots who do not reside in Gulf Harbors are eligible for membership. Proof of a valid lease/rental agreement must accompany the membership application.

Section 3. Membership shall be available to former GHCA members who no longer own, rent or lease property within Gulf Harbors - Floramar subdivision with the approval of the Director of Membership.

Section 4. The Director of Membership may accept the application for membership from a non-resident if their application has been submitted by and sponsored by a GHCA Authorized Club President.

Section 5. Membership in the Association is not transferable and the fee is not refundable.

Section 6. All members shall be required to abide by the Rules and Regulations, Bylaws, and Policies that have been established by the Association.

Section 7. Members in good standing shall be entitled to one (1) vote on any matter submitted for a vote at any General Meeting, a valid membership card must be presented for that vote. A maximum of two (2) votes per household per any matter are allowed.

Section 8. "Approval by the membership" shall mean the approval by a majority of the members present and voting at any General Meeting unless otherwise specified in these bylaws.

Section 9. The annual fee per Article XVI is paid in full.

Article III – Notices to Membership

When required or desirable, notice to the membership may be made by announcement at any regular or special meeting, or by mailing a notice to the members, or by e-mail, or by public notice in a local newspaper, and/or by notice in the Official GHCA Publication and/or Website.

Article IV – Membership Nullification

Any member of the Association, who has been found to be guilty of criminal activity as determined by court action, malfeasance, boat ramp violation or other activity clearly not in the best interest of the Association, may by a majority vote of the Board of Directors have their membership nullified.

Articles V – Board of Directors

The Board of Directors shall be the executive body of the Association, responsible for managing the affairs of said Association in accordance with the Articles of Incorporation, these Bylaws, and Association Policies. Only residents of Gulf Harbors-Floramars as defined in the Preamble above are eligible to serve on the Board of Directors.

Section 1. The Board of Directors shall consist of the following:

- (a) Four (4) elected Officers: President, Vice President, Secretary, and Treasurer.
- (b) Seven (7) elected Directors: Directors of Membership, Public Relations, Hall Rental, Ways and Means, Social Activities, Maintenance, and Bingo

Section 2. The immediate Past President shall act as the Chairman of the Board in an *ex-officio* capacity. In the event the immediate Past President is unavailable to serve, the Board shall elect a member to serve as Chairman. The Chairman of the Board shall preside at all meetings of the Board of Directors. The Chairman of the Board shall not cast any vote at the Board meeting except in the event of a tied vote.

Section 3. In the absence of the Chairman at a Board Meeting

- (a) The President of the Association shall preside as Chairman *Pro-Tem*.
- (b) In the absence of both the Chairman and the President, the members at the meeting shall choose the Chairman *Pro-Tem*. The Chairman *Pro-Tem* of the Board shall not cast any vote at the Board Meeting except in the event of a tied vote.

Section 4. The Board of Directors shall determine what positions among the Directors and Officers require bonding for the protection of the Association.

Section 5. The Treasurer of the Association plus three (3) Directors, as appointed by the President shall be known as the Finance Committee. The committee shall prepare an estimated, itemized, operational budget for each ensuing year for the Board of Directors' approval prior at the November Board meeting. The Board approved budget will then be submitted to the membership at the November General Meeting for review. The vote to adopt the annual budget shall occur at the Annual Meeting in December.

Section 6. Any expenditure not included in the annual budget in excess of four thousand dollars (\$4,000.00) requires the prior authorization of the membership unless the Board determines the expense is an emergency and requires immediate attention.

Section 7. An annual review of the financial books of the Association shall be made by three (3) members appointed by the President from the membership at large. The review report and a list of assets and liabilities is to be prepared prior

to the Annual Meeting in December and shall be made available for inspection to any interested member of the Association, thereafter.

- (a) A physical inventory of assets shall be done every five (5) years by the Vice President and Treasurer starting 2014.
- (b) A private firm may be employed for the audit of the assets and liabilities, if the Board of Directors so dictates.

Section 8. An additional audit of the Treasurer's books shall be made if that office becomes vacant prior to the end of the Treasurer's term. A private firm may be employed for the audit, if the Board of Directors so dictates.

Section 9. The Board of Directors or their designated representative shall have the right to approve or disapprove any and all information published in the official publication or official website.

Section 10. The Board of Directors may accept, on behalf of the Association, any contribution, bequest or item for the general purpose of the Association.

Section 11. Should the President or Vice President be absent or unwilling to perform their duties at a General Membership meeting, the Chairman of the Board shall preside or appoint another officer to assume control.

Article VI – Election of Officers and Board of Directors

Election:

- A) The election of Officers and Directors shall take place at the December meeting.
- B) When there is more than one (1) candidate for any office, the President shall appoint an Election Committee consisting of five (5) members present at the meeting to oversee and verify the election.
- C) In the event that less than ten (10) votes separate any two (2) candidates for the same office, an immediate recount shall be made upon the request of the candidate with the fewest votes.
- D) A current membership card must be presented in order to vote.

Restrictions:

A) No person shall be permitted to hold elected office in the Association unless he/she is a Gulf Harbors Floramar property owner, as defined in the Preamble, and is a GHCA member in good standing.

B) Two (2) members of the same household may serve on the Board of Directors providing the current Board votes to accept the nomination of the household members. If one household member is currently sitting on the Board, they must recuse themselves from the vote.

Officers:

The four (4) officers of the Association shall consist of the following: President, Vice-President, Secretary, and Treasurer. Officers are to be elected for a term of two (2) years with elections held in December, as follows:

- (a) President and Treasurer shall be elected for terms beginning in odd years.
- (b) Vice-President and Secretary shall be elected for terms beginning in even years.

Board of Directors:

The Board of Directors shall consist of the following: Directors of Membership, Public Relations, Hall Rental, Ways and Means, Social Activities, Maintenance, and Bingo. All seven (7) Directors shall be elected for a term of two-years (2) with elections held in December, as follows:

- (a) Directors of Membership, Hall Rental, Social Activities, and Bingo shall be elected for terms beginning in odd years.
- (b) Directors of Public Relations, Ways and Means, and Maintenance shall be elected for terms beginning in even years.

Article VII - Officers Duties

Section 1. The President shall:

- (a) Preside at the meetings of the membership.
- (b) Rule on all questions of order per Robert's Rules of Order Modern Edition.
- (c) Enforce the Articles of Incorporation, the Bylaws and Policies.
- (d) Act on all matters of importance effecting the Association and the community.

- (e) Be responsible for the execution of the policies and directives of the Board of Directors.
- (f) Sign the name of the Association on all papers and documents, the execution of which has been approved by the Board of Directors and/or the membership as may be required by law.
- (g) Turn over control of the meeting to a subordinate officer if he/she desires to take a stand on any issue or to make a proposal to the general membership, after which he/she may resume their position.
- (h) Serve as Ex-Officio member on all committees, except the Nominating Committee.
- (i) With majority approval from the Board, appoint all committee Chairpersons.
- (j) Update bank records with officers names each January and as needed.
- (k) Ensure the GHCA is adequately represented at all groups, organizations, and associations (CONA, etc.) in concert with the Vice President.

Section 2. The Vice President shall:

- (a) Perform duties of the President in the event he/she is absent, unable or unwilling to act as President.
- (b) Ensure the GHCA is adequately represented at all groups, organizations, and associations (CONA, etc.) in concert with the President.
- (c) Be responsible for the daily execution of all directives from the President and/or the Board of Directors.
- (d) Supervise all employees and ensure compliance with employment laws.
- (e) Be responsible for day-to-day supervision of all permanent on-going contractors such as janitorial, lawn care and delivery of the GHCA Publications, etc.
- (f) Represent the Association and Board of Directors in all matters associated with contractors.
- (g) Be responsible for the Managing Editor of the GHCA Official monthly publication.
- (h) Be responsible for the Web Editor and GHCA Official Website.

Section 3. The Treasurer shall:

- (a) Receive and deposit all monies belonging to the Association in such bank or banks as may be designated by the Board of Directors. Checks drawn against such funds shall be signed by two (2) of the following: Treasurer, President, Vice President, and Secretary.
- (b) Receive and Pay all expenses of the Association consistent with the annual budget or as approved by the Board of Directors. The budget may be amended by a majority vote of the general membership. The Treasurer has lead responsibility for the finance committee and budget preparation as indicated in Article V, Section 5.
- (c) Maintain close control of the annual budget, and all transactions. Make a detailed monthly report to the Board of Directors.
- (d) Make a quarterly report to the Association membership and file the Annual Report with the State of Florida.
- (e) Manage bonds, certificates and any other securities belonging to the Association.
- (f) Maintain a safe deposit box in an institution authorized by the Board of Directors, registered in the name of the Association, and held in the name of the President, Vice President, Secretary, and Treasurer.
- (g) At the expiration of his/her term or terms of office, turn over all books, records and property of the Association to his/her successor.
- (h) Be responsible for the computer equipment and software.
- (i) Will maintain a complete inventory of capital equipment, financial reports, and status reports of the Association's financial condition.
- (j) Be the Registered Agent for all GHCA Corporations.
- (k) Receive quarterly reports from all authorized groups and clubs regarding its finances and bank account records.

Section 4. The Secretary shall:

- (a) Prepare an agenda and record the minutes for both Board and General Meetings.
- (b) Maintain the records, legal papers, and documents of the Association.
- (c) Keep the Corporate Seal with such authority to affix said seal to any document authorized by the Board of Directors.
- (d) Turn over all books, records and property of the Association to the successor after the expiration of their term or terms in office.
- (e) Notify Board Members of all meetings.

Article VIII – Directors Duties

Section 1. The Director of Membership shall:

- (a) Maintain an up to date list of all property owners, residents, and tenants.
- (b) Mail invoices and membership applications annually.
- (c) Maintain a current membership list which enables search by Name, Card Number and Street Address, etc.. The list shall be kept private unless required by State Law. Publication of any personal information in the form a GHCA directory is subject to the approval of each individual member.
- (d) Collect annual fees, issue a receipt in the form of a membership card, and turn over all monies to the Treasurer. Only two (2) voting membership cards will be issued per household.
- (e) Visit or telephone new residents to Gulf Harbors and make every attempt to welcome them and encourage them to become members of this Association.
- (f) Maintain a Benefits and Welcome Package for distribution to new members.
- (g) Report to the Board of Directors and at the General Meeting on activities with resolutions.

Section 2. The Director of Public Relations shall:

- (a) Establish liaison with governmental agencies.
- (b) Monitor and follow-up on zoning matters and advise the membership through the Board of Directors.
- (c) Report to the Board of Directors and at the General Meeting on activities with resolutions.
- (d) Appoint and chair the Building and Deed Restriction Committee to inspect, inform, and, if necessary, advise the Board of Directors and/or County as appropriate on the need to take action regarding non-compliance of deed restrictions or violations of county codes.

Section 3. The Director of Hall Rental shall:

- (a) Promote and advertise the GHCA facilities for rental.
- (b) Coordinate with GHCA Office Secretary to show the facility, write contracts, collect deposits and payments, and refund deposits for the rental of the GHCA facilities.

- (c) Maintain a calendar of rentals and commitments for the facilities in coordination with the GHCA Office Secretary as far as possible into the future.
- (d) Coordinate with the Director of Ways and Means to resolve scheduling conflicts with club and GHCA activities.
- (e) Research competitive venues and maintain rental rate information to insure GHCA remains competitive.
- (f) Report to the Board of Directors and at the General Meeting on activities.
- (g) Open and close the facility for rentals and inspect for damage, cleanliness and missing property before releasing any deposits.

Section 4. The Director of Ways and Means shall:

- (a) Be the representative and the voice of all authorized groups/clubs to the Board of Directors. Hold periodic meetings with the various presidents and/or their representatives to assure that two-way communication is maintained with the Board of Directors.
- (b) Prepare a program schedule for the monthly General Membership meetings. This shall include guest speakers or entertainment and the rotation of clubs providing refreshments on a posted schedule.
- (c) Report to the Board of Directors and at the General Meeting on activities with resolutions.

Section 5. The Director of Bingo shall:

- (a) Recruit, organize and direct a group of volunteers to conduct GHCA's game of Bingo in compliance with State and County laws, rules and regulations.
- (b) Oversee the purchase of necessary supplies; collect, deposit and record revenue and expenses.
- (c) Advertise Bingo events and establish appropriate policies and procedures for all Bingo activities.
- (d) Ensure that License renewals are signed as necessary by appropriate GHCA Officers and submitted as required by law.
- (e) Report to the Board of Directors and at the General Meeting on activities.

Section 6. The Director of Maintenance shall:

- (a) Maintain ALL GHCA property. Note: No alterations and/or maintenance of the Association facilities, cosmetic, mechanical,

physical, or structural will occur without the approval and supervision of the Maintenance Director.

- (b) Work in concert with the Vice-President to oversee contracted work being done to the Association property.
- (c) Oversee the cleaning staff and event set-up crew
- (d) Insure that the kitchen food service license is maintained in good order and current.
- (e) Oversee all kitchen activities. Any group or club using the kitchen will report directly to the Maintenance Director.
- (f) Oversee the House and Grounds Committee and any other improvement committees, i.e., Landscape, Signage, etc.
- (g) Oversee the Boat Ramp Supervisor and ramp maintenance.
- (h) Report to the Board of Directors and at the General Meeting on activities with resolutions.

Section 7. The Director of Social Activities shall:

- (a) Organize and supervise all social events and activities for GHCA; such as the, Christmas Boat Parade, Oktoberfest, Spring Membership Party, etc..
- (b) Assist GHCA Authorized Groups/Clubs and Affiliate Clubs in any GHCA organized events
- (c) Report to the Board of Directors and at the General Meeting on activities.

Article IX - Removal of Directors

As a Florida Corporation, the Board must follow State law 617.0808 regarding removal of Directors. Any Director who is removed from the Board shall not be eligible to stand for re-election until the next Annual Meeting of the members.

Article X - Vacancies on the Board

Section 1. When any Officer or Director is unable to complete his/her elected position, for any reason, the Board shall request the Nominating Committee to recommend a replacement for the vacant Board position. If the Nominating Committee fails to identify a replacement within one (1) month from the request, the Board shall appoint a replacement to serve the unexpired term.

Section 2. Florida State Statute 617.0809 is the law to be followed when a vacancy occurs.

Article XI - Editors and Committees:

Section 1. Managing Editor whose duties shall be:

- (a) To be responsible for all phases of creating, editing and publishing of the Official GHCA publication.
- (b) To assist with all publicity, press releases and/or communication with the news media.
- (c) To work in concert with the Web Editor to ensure coordination between the website and printed material.
- (d) The Board of Directors shall have final approval on all information, articles, or advertisements published in the GHCA Official publication.
- (e) The Managing Editor will not hold a Board position and will report to the Vice President. The Managing Editor will be appointed by the Board of Directors.

Section 2. Web Editor whose duties shall be:

- (a) To maintain and keep current the GHCA Official Website.
- (b) To work in concert with the Managing Editor to ensure coordination between the website and printed material.
- (c) To advise the Board monthly about articles published as well as inappropriate articles submitted and declined.
- (d) To monitor the content, tone and decency of all content on the GHCA Official Website and have the power to edit or delete offensive entries.
- (e) The Board of Directors shall have final approval on all information, articles, or advertisements published on the GHCA Official website.
- (f) To monitor e-mails addressed to the GHCA at the official website and respond accordingly, subject to Official GHCA Policies. Further, the Web Editor shall forward such messages to the person or persons on the Board as appropriate from the content of the message.
- (g) Ensure that electronic communications (website, e-mail) are not used to circumvent or eliminate any specific requirement in the Bylaws of the Association (i.e., notice to membership, voting, etc.), but rather will be used to augment information sharing as a service to the Gulf Harbors community.
- (h) To maintain and keep current these bylaws and policies on the GHCA official website.

- (i) The Web Editor will not hold a Board position and will report to the Vice President. The Web Editor will be appointed by the Board of Directors.

Section 3. House and Grounds Committee:

- (a) Shall report to the Maintenance Director of GHCA.
- (b) Will consist of five (5) members which will be appointed by the Maintenance Director to assist in repairs and maintenance of all GHCA properties
- (c) Shall meet quarterly or more frequently as needed.
- (d) Will oversee and/or recommend improvements, changes, corrections, etc., to GHCA property.
- (e) Shall arrange for the installation and removal of any Seasonal decorations.

Section 4. Long-Range Planning Committee:

- (a) Shall be appointed by the GHCA Board of Directors and composed of Association members and the Chairman of the Board.
- (b) Shall be empowered to formulate recommendations on future activities to the GHCA Board of Directors in a LRPC Report to the Board of Directors each October or as necessary.

Section 5. Nominating Committee:

- (a) Will be elected at every December General Meeting for the upcoming year. It will consist of five (5) members, none of whom are presently holding office either as an Officer or a Director.
- (b) The existing nominating committee shall nominate candidates for the upcoming years nominating committee. Nominations will also be accepted from the floor during the December General Meeting.
- (c) If there are more than five (5) nominees, election of the five (5) committee members shall be by written ballot. The five (5) nominees receiving the most votes will be the Nominating Committee for the upcoming year.
- (d) If there are only five (5) nominees, no election is necessary, and they automatically become the Nominating Committee.
- (e) The committee will be considered a Standing Committee, nominating, and when requested by the Board, suggesting members to fill vacated, unexpired terms.

- (f) The committee shall submit a slate of vetted candidates for all expiring Board positions. The candidates will be presented to the membership at the December meeting for review and a final vote.

Article XII – Membership Meetings

Section 1. Regular meetings of the Association shall be held on the first Thursday of each month, excluding June, July and August, at 7:30 p.m., in the Association building.

Section 2. All meetings shall be conducted in accordance with the Articles of Incorporation, Bylaws, and Policies of the Association.

Section 3. A quorum shall consist of a minimum of three (3%) percent of the current membership present when a vote is to be taken.

Section 4. At any time when the attendance at a meeting falls below a quorum level, the meeting may be called to order and continued, but no vote pertaining to the operation of the Association can be taken.

Section 5. A current voting membership card must be presented in order to vote.

Section 6. The December Meeting shall be considered the Annual Meeting of the Association.

Article XIII - Special Meetings

Section 1. The President may call a special meeting of the membership by public notice to the members, at any time he/she deems it advisable, to discuss a subject requiring consideration prior to the next meeting.

Section 2. The President shall be compelled to call a special meeting upon the receipt of a petition containing one-hundred (100) GHCA member signatures or five (5%) percent of the current GHCA membership, whichever is less.

Article XIV – Sergeant-at-Arms - Shall:

- (a) Maintain order at any General or Special Membership Meetings.
- (b) Have guests sign Guest Register.
- (c) Check membership cards at the door to accurately attest to the number of members present and allowed to vote. A current voting membership card must be presented in order to vote.

- (d) Keep an accurate count of members present for purpose of a quorum.
- (e) Assist the election committee with ballots, if required.

Article XV - Board of Directors Meeting

Section 1. The regular meeting shall be held at the Association building once a month at a date and time agreed upon by the members of the Board of Directors.

Section 2. Special meetings of the Board may be called by the President or by a majority of the Board. The Secretary will notify all Board Members of any special meetings.

Section 3. A quorum exists when a majority of all sitting Board members are present at the meeting.

Section 4. Any member may arrange through the GHCA office to present an issue to the Board of Directors at its next regularly scheduled meeting. The issue must be presented in writing prior to the meeting, but the member will be invited to comment.

Article XVI – Annual Fees

Section 1. The annual fees, for each calendar year are due and payable no later than February 1 of each year. Annual fees are not transferable, not prorated, and not refundable. However, a new owner or resident of Gulf Harbors - Floramar with closing documents or a lease dated after September 1st of that year may pay 50% of the annual fee for that years membership.

Section 2. Annual fees for the upcoming year will be set by the Board of Directors prior to presenting the annual budget at the November General Meeting.

Section 3. Members of the Association who have been single members in good standing prior to and continuously since October 2nd, 2008, are here and after grandfathered and eligible to pay annual fees on a one-half household basis as long as they remain a single adult household.

Section 4. Boat Ramp "Personal Key Lease", "Commercial Key Lease" and "Replacement Key" fees will be set for the upcoming year by the Board of Directors prior to the presentation of the annual budget at the November General Meeting.

Article XVII – Amendments and Application

Section 1. Proposed amendments or changes to the Bylaws must first be submitted in writing to the Board of Directors for review. The proposed amendments or changes will then be presented to the membership for review. At least twenty five (25) days must pass before a vote can be taken on the changes. The vote will be added to the agenda and will occur at a General Meeting. Passage of the amendments or changes to the Bylaws require a Two-thirds (2/3) vote of the eligible members present and voting at the General Meeting.

Section 2. The rules contained in Robert’s Rules of Order, Modern Edition, shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or other rules and regulations of the Association.

Section 3. The Bylaws shall be reviewed and/or revised at a minimum every five (5) years beginning January, 2014 by a Bylaws Committee made up of GHCA Members. Said committee will report recommendations to the GHCA Board of Directors. The Board will review these recommendations and formally submit any changes to the membership for approval at a General Meeting.

Article XVIII - Authorized Groups/Clubs

Section 1. They shall operate under the Bylaws, Articles of Incorporation, and Policies of the Association.

- (a) Their own rules shall not conflict with the Association’s.
- (b) They shall designate a President, Vice President, Treasurer, and Secretary and/or Secretary/Treasurer.

Section 2. All finances and property of these authorized groups/clubs shall be considered as part of the Association. The authorized groups/clubs will not carry more than \$500.00 in their individual accounts unless funds are necessary for their day-to-day operation. Any balance over \$500.00 shall be remitted to the Association on a monthly basis. The authorized groups/clubs shall establish and maintain a bank account in a GHCA Board of Directors-approved bank under the Gulf Harbors Association’s Federal ID number. The Association Treasurer at their option can be a signatory on authorized groups'/clubs' account. All groups/clubs shall report its finances and bank account records to the GHCA Treasurer quarterly.

Section 3. The association, the authorized groups/clubs, and affiliate organizations will work together to aid in the success of each others' activities and fundraisers by promoting or advertising where ever possible.

Section 4. Authorized groups/clubs do not charge additonal dues. The only requirement is to be a GHCA member in good standing. The President of an authorized group/club can sponsor a non-resident to the Director of Membership for consideration to become a GHCA member.

Section 5. All group/club contracts must be signed by the GHCA's President or Vice President.

Section 6. All groups/clubs have the authority to sponsor events and fundraisers.

Section 7. Any Authorized group/club can request that up to 50% of the proceeds acquired as a result of a *special event* fundraiser be donated to a specific charitable cause. Special events are fund raising functions outside of and in addition to normal group/club activities.

Section 8. Authorized groups/clubs shall be established or endorsed and/or disbanded by the Board of Directors.

Article XIX - Affiliate Clubs

Section 1. An Affiliate Club is an area organization with its own established leadership and doctrine that provides an activity, function, or service that is in concert with the GHCA Preamble as well as the function and purpose of GHCA Authorized groups and clubs.

Section 2. The intent of the affiliation between GHCA and any such club would be to expand the activities and enrich the lifestyle within the community, and further the efforts of both groups and yet at no time infringe on either groups bylaws or written charter.

Section 3. The GHCA Board of Directors will determine the suitability using the criteria above, of any affiliate club and execute an "Affiliation Agreement" between the two organizations. The Agreement will state the goals, expectations, contributions, shared resources, benefits, and obligations acceptable to both organizations.

Section 4. Any member in good standing of an Affiliate Club is eligible, upon completion and acceptance of the membership application and payment of the annual fee, to become a member of the GHCA.

Article XX – RULES AND REGULATIONS FOR BOAT RAMP USE AND OPERATION

The two boat ramps in Gulf Harbors - Floramar subdivision are located on Private Property owned and maintained by the Gulf Harbors Civic Association (GHCA) for the sole private use of its members.

Beginning January 1, 2014 any GHCA member who desires access to the GHCA private boat ramps **MUST** lease a key to access the boat ramps. **No one thereafter is authorized to open the ramps for another except as provided here within.**

Any GHCA member in good standing who is twenty-one (21) years of age or older may lease a "Personal Boat Ramp Key" at the current non-prorated, non-refundable annual lease fee.

In no case may a Personal Key Holder use their Personal Key for their business' access. If a resident, as defined in the Preamble, is a member and also owner of a marine related business that requires access to the GHCA private boat ramps for their business, a "Commercial Key" **MUST** be leased at the current commercial non-prorated, non-refundable annual lease fee. The Commercial Key Holder may use their key for business and personal needs.

Prior to receiving any boat ramp key, members must read and sign the following documentation:

- 1.) "Release and Waiver of Liability for GHCA Private Boat Ramps Located in the Gulf Harbors - Floramar Subdivision"
- 2.) "Boat Ramp Key Holder Acceptance Form"

The GHCA Board of Directors will appoint a "Ramp Supervisor" who will report directly to the GHCA Maintenance Director. The Ramp Supervisor will monitor Rules and Regulations compliance, address ramp maintenance issues, change the locks annually, and maintain an adequate key supply for GHCA Members. Only the Ramp Supervisor or a member of the GHCA Board of Directors are authorized to deny access to the GHCA boat ramps for any reason.

GHCA boat ramp locks will be changed during the first full week of January every year and new keys will be available for lease thereafter.

Members who have lost their key, or for any reason fail to return the previous year's key, will not be issued a new key until a "Replacement Key" fee is paid to GHCA. The "Replacement Key" fee is in addition to the current annual key lease fee.

The GHCA Board of Directors will review and set boat ramp "Personal Key Lease", "Commercial Key Lease", and "Replacement Key" fees for the upcoming year at each October Board of Directors meeting.

Any boat, vehicle or material launched or loaded from the GHCA private boat ramps must be in operable condition and be accompanied by sufficient manpower to insure safe launching or loading. No maintenance or repair work of any kind is permitted in the boat ramp area.

Use of the two GHCA private boat ramps is limited specifically to members of the GHCA and further limited to daylight hours between sunrise and sunset on the day of use. Boat ramps may only be used during night-time hours under emergency circumstances with the approval of and supervision of the Boat Ramp Supervisor, a

member of the GHCA Board of Directors, or their designee. **No Member is to contact the Ramp Supervisor directly unless for an emergency opening.**

In the event of a storm approaching (e.g.: tropical storm warning, hurricane warning and evacuations) the ramps will be accessible to Personal and Commercial Key Holders **ONLY**. In preparation for the storm, any Member desiring access to the boat ramp **MUST** lease a boat ramp key from the GHCA office during normal office hours well in advance of the storm.

If a member is having dock or seawall construction performed to their own property and a GHCA ramp is needed to facilitate the construction, the member may use their key to allow their contractor access to the ramp providing the member completes and submits the "GHCA Private Boat Ramp Request for Contractor Access" form to the GHCA Office no less than 24 hours in advance of the boat ramp use by the contractor.

The Member who signed the " Ramp Key Holder Acceptance Form " must be present to open the boat ramp gate and must supervise the contractor to insure adherence of GHCA boat ramp rules and regulations. The Personal Key Holder will be liable for any trash left behind and for any damage to the GHCA boat ramps and facilities.

If it is not possible for the Personal Key Holder to be present while the contractor is using the boat ramp, the GHCA Office Staff, upon request, can direct the Ramp Supervisor to open the boat ramp for the contractor on behalf of the Key Holder. The "GHCA Private Boat Ramp Request for Contractor Access" form must still be submitted to the GHCA Office no less than 24 hours in advance of the boat ramp use by the contractor. The Key Holder, subject to #1 and #2 above will still remain liable for any damages inflicted by the contractor's use of the boat ramp. **No Member is to contact the Ramp Supervisor directly unless for an emergency opening.**

If a GHCA Key Holder Member has "out of town" guests staying with them, the Key Holder may use their key to open boat ramps for their guests watercraft. The Key Holder Must be present with their guest at the boat ramp during use. The Key Holder will be liable for adherence to the "Rules and Regulations for Boat Ramp Use and Operation" and for any damages incurred during their guests' use of the boat ramps.

The two (2) GHCA boat ramps are private property and available to GHCA Members who have leased a key, **ONLY**. Any member who has not leased a key, or a non-member who has accessed the boat ramps without complying to these Rules and Regulations; as stated here within, will be deemed trespassing and treated as such.

Key Holders are responsible for ensuring that the boat ramp is left clean, clear of personal belongings and trash, and that the gate is securely locked before they depart the boat ramp. If someone else is waiting to use the boat ramp prior to your departure, it is each Key Holder's responsibility to either close and lock the gate before you leave or obtain proof of their membership and view their ramp key prior to leaving the gate open for them.

Members who lease keys to use the boat ramps need to be fully aware that the ramps are for their personal use **ONLY** and that abuse and/or violation of these Rules and Regulations could result in the forfeit of their leased key and may, at the discretion of the GHCA Board of directors, result in the forfeit of further use of the GHCA boat ramps and/or their GHCA membership. Abuse is defined as, but not limited to, opening the ramp for/or loaning the key to anyone else, allowing non-members boat ramp access other than stated above, leaving the gate open or unlocked, using the ramp after hours, using a Personal Key for business purposes, opening the ramp for a contractor without completing and submitting a "GHCA Private Boat Ramp Request for Contractor Access" form.