

ADOPTED
OCTOBER 8, 1982

Laguna Beach Property Owners Association, Inc.
19211 PCB Pkwy, PMB 136
Laguna Beach, Florida 32413-7436

BY-LAWS

Last Amended
January 3, 2026

By-Laws
Laguna Beach Property Owners Association, Inc.

Article I

- Name, Seal and Address

Article II

- Purpose of Association

Article III

- Membership
- Privacy Policy

Article IV

- Meetings: Annual, Special, Quorums, and Notices

Article V

- Voting: List, Quorum, Proxies, and Votes

Article VI

- Order of Business

Article VII

- Board of Directors: Number, Tenure, Meetings Quorum, Actions and Vacancies

Article VIII

- Officers: Number, Election, Terms, Removal

Article IX

- Committees

Article X

- Dues

Article XI

- Amendments

Laguna Beach Property Owners Association, Inc.

By-Laws

Article I

The name and address of said association is:

Laguna Beach Property Owners Association, Inc.

P. O. Box 7436

Laguna Beach, FL 32413

The Seal of said association is:



Article II

This non-profit association is organized for the purpose of:

1. Ensuring that a dedicated portion of the Gulf Frontage marked "Reserved Beach" on plat of Laguna Beach Subdivision remains dedicated as a natural, undisturbed and undeveloped beach recreation area.
2. Providing for the maintenance of the "Reserved Beach" in order that the Laguna Beach Subdivision property owners and the general public may enjoy a clean and safe beach area.

3. To collect monies and pay the Ad Valorem taxes on the section of the beach marked "Reserved Beach" on the plat of Laguna Beach Subdivision, and the amended plat thereof, if it becomes necessary.

4. Improving and protecting the rights of property owners of Laguna Beach Subdivision, in Bay County, Florida, and any other activities that would be lawful.

Article III

MEMBERSHIP: The membership in said association shall be open to all people owning property in Laguna Beach, Florida, who wish to join the association by paying the assessed dues.

PRIVACY POLICY: Privacy is important to the LBPOA. This privacy policy explains how we collect, use, disclose and safeguard information when you use or interact with our website and understand the LBPOA's views and practices regarding personal data.

- **INFORMATION WE COLLECT**
 - Personal Information-We may collect personal details such as name, email, property address, phone number, and mailing address when we are contacted or use our website
 - Usage Data-Information on how you access and use our website including IP address, browser type, device information, and pages visited
 - Cookies and Tracking Technologies-We use cookies and similar technologies to enhance website experience, analyze trends, and administer the website
- **HOW WE USE YOUR INFORMATION**
 - To maintain our database for mail outs and follow membership
 - To communicate with you, including responding to inquiries
 - To analyze usage and trends to improve our website
 - To comply with legal obligations and protect our rights
- **DISCLOSURE OF INFORMATION**
 - We do not sell or share your personal information with third parties except with your consent
- **YOUR RIGHTS AND CHOICES**
 - You may review, update, or delete your personal information by contacting us
 - You may opt out of receiving marketing communications at any time

- You may disable cookies through your browser settings, but this may affect your experience on our website
- CHILDREN'S PRIVACY
 - Our database is not intended to include children. We do not knowingly collect personal information from children, only property owners
- CONTACT US
 - If you have any questions or concerns about this Privacy Policy or our database practices, please contact us at
 - EMAIL: LBPOAlagunabeach@yahoo.com
 - ADDRESS: 19211 Front Beach Rd., PMB 136, Panama City Beach, FL 32413

Article IV

ANNUAL MEETING: The annual meeting of this association shall be held on the first Saturday of October.

SPECIAL MEETINGS: Special meetings of the property owners, for any purpose or purposes, may be called by the President or by the Board of Directors, at the request of not less than 50% of the Board members.

QUORUM: The quorum will constitute not less than 50% of the Board members.

NOTICE OF MEETINGS: Written or printed notice stating the place, day, and hour of the meeting, and in case of a special meeting, the purpose for which the meeting is called, shall be delivered not less than seven and no more than fourteen days before the date of the meeting, by mail to each property owner of record entitled to vote at such meeting. When mailed such notices shall be deemed to be delivered when deposited in the US Mail or sent electronically by email.

Article V

VOTING LIST: A complete voting list of property owners entitled to vote at such meetings, arranged in alphabetical order, shall be kept on file by the Secretary and/or Treasurer. Property owners entitled to vote are those who have paid their assessed dues.

QUORUM: Property Owners entitled to vote, represented in person, or by proxy, shall constitute a quorum, at a meeting of property owners. (10/07/2000-revised from 'a majority of the property owners entitled for vote', for 'property owners entitled to vote')

PROXIES: At all meetings a member owner may vote by proxy which has been executed in writing.

VOTES: Each member owner entitled to vote shall be entitled to One Vote upon each matter submitted to a vote at a meeting of the property owners. Only one vote is allowed regardless of how many properties are owned by individual and only one person from said properties is allowed to vote no matter how many people are on the deed.

Article VI

ORDER OF BUSINESS: The order of business of this association shall be:

1. Roll Call
2. Reading of Minutes of Proceeding Meeting
3. Reports of Committees
4. Reports of Officers
5. Treasurer Report
6. Old/Unfinished Business
7. New Business
8. Good and Welfare
9. Adjournment

Article VII

BOARD OF DIRECTORS:

1. The business and affairs of this association shall be managed by its Board of Directors.

2. The number of members of the Board of Directors of the association shall be twelve. (*10/08/2022-revised from 'eighteen' to 'twelve'*). Five shall be property owners but non-residents. (*10/8/2022-revised from 'nine or More' shall be non-residents of Laguna Beach*), and the remaining seven shall be property owners but residents. Of those elected to the Board of Directors all twelve will serve a 3-year period. Each Director shall remain in office until his successor is elected for three years at the annual meeting. Directors may succeed themselves if elected.
3. The Board of Directors may provide, by resolution, the time and place for the holding of regular or special meetings, without other notice.
4. A majority of the number of Board of Directors, fixed by paragraph 2 of this Article, shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.
5. The acts of the majority of the directors' present at a meeting at which a quorum is present shall be the act of the Board of Directors.
6. Board Member Vacancy & Election Rules:
 - Automatic Appointment When Only One Candidate Applies-If a Board Member position remains unfilled for one (1) full year and only one (1) candidate submits a bio for that position, the Board of Directors may automatically appoint that individual to fill the vacancy without requiring an election.
 - Election Required When Multiple Candidates Apply-If more than one (1) candidate submits a bio for the same vacant Board position, an election for that position shall be held at the next Annual Membership Meeting. All eligible members may vote, and the candidate receiving the highest number of votes will fill the position.
7. Board members reserve the right to replace a member who has not attended 3 consecutive meetings.

Article VIII

OFFICERS:

1. The officers of the association shall be President, Vice-President, Secretary and Treasurer, each of whom shall be elected by the Board of Directors.
2. The officers of the association to be elected by the Board of Directors shall be elected annually at the first Meeting of the Board of Directors after each annual meeting of the qualified property owners.
3. Any member of the board elected by the general membership may be removed by the Board of Directors whenever, in the board's judgement, the best interest of the association would be served thereby. *(10/02/1999-revised from 'Any officer elected by the Board of Directors may be removed' to 'Any member of the board elected by a general membership may be removed')*.
4. The President shall be the principle executive officer of the association and subject to the control of the Board of Directors. The President shall in general control all of the business and affairs of the association. The President shall, when present, preside at all meetings.
5. The Vice-President shall perform the duties of the president during the absence of said President.
6. The Secretary and/or Treasurer shall:
 - A. Keep the minutes of the property owners and Board of Directors' meetings, see that all notices are duly given in accordance with provisions by these By-Laws.
 - B. Have charge and custody of and be responsible for all funds of the association, receive and give receipts for monies due and payable to the association, and deposit such monies in the name of the association in an approved bank. All checks to be signed by any two of the following officers: President, Vice-President, Secretary or Treasurer. Any money withdrawn from savings such as Certificates of Deposit, bonds, securities, etc., shall be signed by all Four officers, or appointee of said officers, such as Treasurer, in accordance with the Financial Institution. The Treasurer is appointed as agent for the corporation as a Registered Agent (RA).

- C. The Secretary and Treasurer shall be bonded. The Treasurer shall keep Articles of Incorporation and Board updated annually with the Florida Department of Business Regulation known as SUNBIZ.
- D. Financial Books shall be cash audited annually by a C.P.A.
- E. The Treasurer shall ensure all annual property taxes are paid on Parcel #37241-000-000, unless otherwise stated by Florida Statute 193.0235, and reported to the Board annually.

Article IX

COMMITTEES:

All committees of this association shall be appointed by the President and their term in office shall be the duration of the assignments.

Article X

DUES:

The dues of this association shall be set by the Board of Directors as determined by vote of the General Membership. Dues shall be \$50.00 per property owner per year, effective as of September 1, 2005. (*10/02/2004-revised from '\$25.00 for property with improvement and \$10.00 for vacant lots' to 'Dues shall be \$50.00 per property owner per year, effective September 1, 2005'.*) The above dues will not be voted on each year.

Article XI

AMENDMENTS:

These By-Laws may be altered, amended or repealed and new By-Laws may be adopted by a majority vote of the Board of Directors, subject to approval of the majority vote of the general membership at the annual meeting.

AMENDMENTS TO THE BY-LAWS

On October 1, 1988-the membership voted to change ARTICLE VIII, Section 6, paragraph B., the last sentence to read: All checks to be signed by any two of the following officers: President, Vice President, Secretary or Treasurer. Any money withdrawn from savings such as Certificated of Deposits, bonds, securities, etc., shall be signed by all four officers. The Treasurer is appointed as agent for the corporation.

On October 7, 1989-the membership voted to change ARTICLE VII, paragraph 2, the first sentence to read: The number of members of the Board of Directors of the association shall be eighteen. Nine shall be residents of Laguna Beach, Florida and the remaining nine shall be property owners, but non-residents.

On October 2, 1999-the membership voted to change ARTICLE VII, paragraph 3 to read: Any member of the board elected by the general membership may be removed by the Board of Directors whenever, in the board's judgement, the best interest of the association would be served thereby.

On October 7, 2000-the membership voted to change ARTICLE V to read: QUORUM. Property owners entitled to vote, represented in person, or by proxy, shall constitute a quorum at a meeting of the property owners.

On October 2, 2004-the membership voted to change ARTICLE X to read: DUES: General membership dues shall be \$50.00 per property owner per year, effective as of September 1, 2005. The above dues will not be voted on each year.

On October 8, 2022-the membership voted to change ARTICLE VII, page 5, last paragraph Board of Directors #2 shall read the number of members of the Board of Directors of the association shall be twelve. Five shall be property owners but not residents. Of those elected by the Board of Directors all twelve will serve a 3-year period.

October 8, 2022-the membership voted to add a 7th item to ARTICLE VII, page 7, to Board of Directors to read 7. Board members reserve the right to replace a member who has not attended 3 consecutive meetings.

October 10, 2025-the membership was voted to add to ARTICLE VIII. 6. B, page 8, shall read "Any money withdrawn from savings such as Certificates of Deposit, bonds, securities etc., shall be signed by all four officers, or appointee of said officers, such as Treasurer, in accordance with the Financial Institution. The Treasurer is appointed as agent for the corporation as a Registered Agent (RA)".

October 10, 2025-the membership was voted to add to ARTICLE VIII. 6. C, page 8, shall read "The Treasurer shall keep Articles of Incorporation and board updated annually with the Florida Department of Business Regulation known as SUNBIZ".

October 10, 2025-the membership was voted to add to ARTICLE VIII. 6., an addition of a D. which shall read "Financial Books shall be cash audited annually by a C.P.A.

October 10, 2025-the membership voted to add to ARTICLE VIII, an addition of E. which shall read "The Treasurer shall ensure all annual property taxes are paid on Parcel #37241-000-000, unless otherwise stated by Florida Statute 193.0235, and reported to the Board annually".

January 3, 2026-the membership voted to add the Privacy Policy to its own section of ARTICLE III, page's 4 and 5.

January 12, 2026-Added to Article V, page 6- Only one vote is allowed regardless of how many properties are owned by individuals and only one person from said properties is allowed to vote no matter how many people are on the deed.

October 3, 2026-Article IV-page 5-take out 10:00 and replace with "The annual meeting of this association shall be held on the first Saturday of October of each year."

October 3, 2026-Article IV-page 5-added the following to the end of the 4th sentence to state "...delivered when deposited in the US Mail or sent electronically by email".