

This instrument prepared by and)
should be returned to:)

)
Robyn Marie Severs, Esquire)
Becker)
100 Whetstone Place, Suite 302)
St. Augustine, FL 32086)
(904) 423-5372)

)
Cross-reference Official Records)
Book 529, Page 302, Official)
Records Book 529, Book 327, and)
Official Records Book 1015, Book)
1009, all of the Public Records of)
St. Johns County, Florida.

**CERTIFICATE OF SECOND AMENDMENT TO THE BY- LAWS OF CAPTAINS'
QUARTERS OF ST. AUGUSTINE BEACH CONDOMINIUM ASSOC., INC**

I HEREBY CERTIFY that the following amendments to the By-Laws of Captains' Quarters of St. Augustine Beach Condominium Assoc, Inc. were duly adopted by the Association membership, via written consent in lieu of a meeting. Said amendments were approved two-thirds of the unit owners and by the holders of first liens on any units in accordance with Section 17 of the Declaration and Section 718.110(11), Florid Statutes. The original Declaration of Condominium of Captains' Quarters, a Condominium is recorded at O.R. Book 529, Page 302, of the Public Records of St. Johns County Florida. The original By-Laws of Captains' Quarters of St. Augustine Beach Condominium Assoc., Inc. are recorded in Official Records Book 529, Page 327, and are amended at Official Records Book 1015, Page 1009, both of the Public Records of St. Johns County, Florida.

1. Article III, Section 5 of the By-Laws is amended as follows:

Section 5. Notice of Meetings. It shall be the duty of the secretary to mail, **deliver, or electronically transmit** a notice of each annual or special meeting, stating the purpose thereof as well as the time and place where it is to be held, to each owner of record at least fifteen (15), but not more than thirty (30) days prior to such meeting. The mailing of a notice in the manner provided in this Section shall be considered notice served. In addition, the secretary shall post in a conspicuous place on the condominium property said notice at least fourteen (14) days prior to the annual meeting.

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2. Article III, Section 6 of the By-Laws is amended as follows:

Section 6. Minutes of All Meetings. ~~Minutes~~ **Minutes** of all meetings of unit owners and the Board of Directors shall be kept in a **business-like manner** and shall be ~~book~~ available for inspection by unit owners, or their authorized representatives, and board members at any reasonable time. The Association shall retain these minutes for a period of time of not less than seven (7) years.

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3. Article III, Section 8.C. of the By-Laws is amended as follows:

C - Not less than sixty (60) days before a scheduled election, the Association shall mail or deliver to each unit owner entitled to vote, a first notice of the date of the election. Any unit owner or other eligible person desiring to be a candidate for the Board of Directors must give written notice to the Association not less than forty (40) days before a scheduled election. ~~The Board shall hold a meeting within five (5) days after the deadline for a candidate to provide notice to the Association of intent to run. At this meeting, the Board shall accept additional nominations. Any unit owner or other eligible person may nominate himself or may nominate another unit owner or eligible person if he has permission in writing to nominate the other person.~~ At least fifteen (15), but Not less not more than thirty (30) days before the election, the Association mail or deliver a second notice of the election to all unit owners entitled to vote therein, together with a ballot which shall list all candidates. The marked ballot shall either be mailed or hand delivered to the Association upon receipt by the Association, no ballot may be rescinded or changed.

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4. Article IV, Section 7 of the By-Laws is amended as follows:

Section 7. Regular Meetings. Regular meetings of the Board of Directors may be held at such time and place as shall be determined from time to time by a majority of the Directors, but at least two such meetings shall be held during each fiscal year. Notice of regular meetings of the Board of Directors shall be given to each Director, personally or by mail, telephone or electronic transmission ~~telegraph~~, at least ten (10) days prior to the day named for such meeting.

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5. Article IV, Section 8 of the By-Laws is amended as follows:

Section 8. Special Meetings. Special meetings of the Board of Directors may be called by the president on three (3) days' notice to each Director, given personally or by mail, telephone or ~~telegraph~~ electronic transmission, which notice shall state the meeting time, place (as hereinabove provided) and purpose of the meeting. Special meetings of the Board of Directors shall be called by the president or secretary in like manner and on like notice upon the written request of at least three directors.

6. Article IV, Section 9 of the By-Laws shall be amended as follows:

Section 9. MEETING NOTICES. Adequate notice of all meetings, which notice shall specifically incorporate an identification of agenda items, shall be posted conspicuously on the condominium property at least forty-eight (48) hours preceding the meeting except in an emergency. Any item not included on the notice may be taken up on an emergency basis by at least a majority plus one of the members of the Board. Such emergency action shall be noticed and ratified at the next regular meeting of the Board. However, written notice of any meeting at which nonemergency special assessments, or at which amendment to rules regarding unit use, will be considered shall be mailed, ~~or~~ delivered, or electronically transmitted to the unit owners and posted conspicuously on the condominium property not less than fourteen (14) days prior to the meeting. Notice of any meeting in which regular assessments against unit owners are to be considered for any reason shall specifically contain a statement that assessments will be considered and the nature of any such assessments.

Executed in St. Johns County, Florida, on this the 10 day of April, 2020.

Signed, sealed and delivered
in the presence of:

CAPTAINS' QUARTERS OF ST. AUGUSTINE
BEACH CONDOMINIUM ASSOCIATION, INC.,
a Florida corporation not for profit

BY: [Signature], President

Signature

Printed Name

Signature

Printed Name

STATE OF FLORIDA
COUNTY OF ST. JOHNS

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 10 day of April, 2020, by Mark Morris as President of Captains' Quarters of St. Augustine Beach Condominium Assoc, Inc., a Florida Corporation, on behalf of the corporation. He/She is personally known to me or has produced (type of identification) as identification.

Notary Public

Printed Name

My commission expires: July 16, 2020

