

This instrument was prepared by  
and should be returned to:  
Lindsay E. Raphael, Esq.  
Raphael Law, P.A.  
851 Broken Sound Parkway NW, Suite 122  
Boca Raton, FL 33487

**CERTIFICATE OF AMENDMENT TO BY-LAWS  
OF  
CORAL TRACE HOMEOWNERS' ASSOCIATION, INC.**

The undersigned, as the President and attested to by the Secretary of Coral Trace Homeowners' Association, Inc. (the "Association") certifies that the attached is a true and accurate copy of the Amendment to the By-Laws of Coral Trace Homeowners' Association, Inc., as set forth in the Declaration of Covenants and Restrictions of Coral Trace as described in O.R. Book 11805 at Page 339 of the Official Public Records of Palm Beach County, Florida, including all exhibits and amendments thereto, if any, duly adopted and approved in accordance with Section 9.3.1 of the Bylaws by resolution for the adoption of the amendment by unanimous vote of all the directors.

IN WITNESS WHEREOF, the undersigned being the President and the Secretary of this Association, has executed this Amendment to the By-Laws this 23<sup>rd</sup> day of October, 2024.

**WITNESSED:**

[Signature]  
Witness  
Michelle Watson  
Printed Name of Witness  
Mailing Address: 2530 Coral Trace Pl  
Delray Beach FL 33445

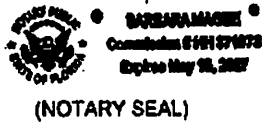
Coral Trace Homeowners' Association, Inc.  
By: [Signature]  
Print Name: Greg Rivera  
Its: President

[Signature]  
Witness  
SANFORD MAISTER  
Printed Name of Witness  
Mailing Address: 2467 S Coral Trace Circle  
Delray Beach FL 33445

**ACKNOWLEDGMENT**

STATE OF FLORIDA            )  
  ) ss:  
COUNTY OF Palm Beach    )

The foregoing instrument was sworn to, subscribed and acknowledged before me by means of  physical presence or  online notarization, this 3 day of October, 2024 by Gregory Rivera as President of Coral Trace Homeowners' Association, Inc., a Florida not for profit corporation, on behalf of the corporation. He/she  is personally known to me, or  has produced \_\_\_\_\_ as identification.



BARBARA MAJEE  
Print Name: Barbara Majee  
NOTARY PUBLIC, State of Florida  
My Commission Expires: 5-18-2027  
HH 371983

Mary Katherine Haynes  
Witness  
MARY KATHERINE HAYNES

Printed Name of Witness  
Mailing Address: 3227 Cleveland Ave  
Kearney city, mo. 64128

Denise A Himes  
Witness  
Denise A Himes

Printed Name of Witness  
Mailing Address: 5322 N. Woodbury Ave  
KC MO 64119

By: Wendy J Wilson  
Print Name: Wendy J. Wilson  
Its: Secretary

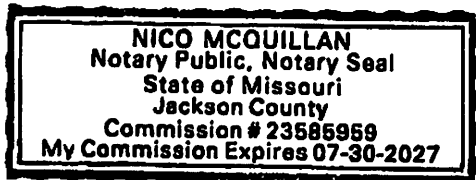
ACKNOWLEDGMENT

STATE OF MO )  
 ) ss:  
COUNTY OF Clay )

The foregoing instrument was sworn to, subscribed and acknowledged before me by means of [ ] physical presence or [ ] online notarization, this 3rd day of October, 2024 by Wendy J. Wilson as Secretary of Coral Trace Homeowners Association, Inc., a Florida not for profit corporation, on behalf of the corporation. He/she [ ] is personally known to me, or [X] has produced Drivers License as identification.

Nico McQuillan  
Print Name: Nico McQuillan  
NOTARY PUBLIC, State of MO  
My Commission Expires: 07/30/2027

(NOTARY SEAL)



**RESOLUTION OF THE BOARD OF DIRECTORS OF  
CORAL TRACE HOMEOWNERS' ASSOCIATION, INC.  
ADOPTING PROPOSED AMENDMENT TO THE BY-LAWS**

**BE IT HEREBY RESOLVED** by the Board of Directors of Coral Trace Homeowners' Association, Inc. ("Association") as follows:

**RECITALS**

**WHEREAS**, at a duly called Meeting of the Board of Directors held on 09/23, 2024 ("Board Meeting"), the Board of Directors hereby set forth this Resolution to adopt a proposed amendment to the Bylaws of Coral Trace Homeowners Association, Inc., recorded May 30, 2000 in Official Records Book 11805 at Page 372 of the Public Records of Palm Beach County, Florida.

**WHEREAS**, Article 9 of the Bylaws, entitled "Amendments" provides that the Bylaws may be amended via a resolution proposed by any director, provided that such resolution for the adoption of the proposed amendment is approved by (1) unanimous vote of all of the directors or (2) by not less than a majority of the votes of the entire membership of the Association.

**WHEREAS**, the Board of Directors hereby proposes an amendment to the Bylaws to Article 5, entitled "Directors", to add Section 5.20, entitled "Election Process and Procedures".

**WHEREAS**, at the Board Meeting held on September 23, 2024, all of the Directors were present at the Board Meeting and all of the Directors voted in person in favor of such amendment to the Bylaws.

**WHEREAS**, The proposed amendment is attached to this Resolution as Exhibit "A".

**NOW, THEREFORE**, the Board of Directors hereby states as follows:

1. The above recitals are true and correct and are incorporated herein.
2. The proposed amendment to the Bylaws as unanimously approved by the Board of Directors is attached to this Resolution as Exhibit "A".

**ADOPTED** by the Board of Directors this 23 day of September, 2024.

**CORAL TRACE HOMEOWNERS  
ASSOCIATION, INC.**

By: Gregory Rivera  
Print Name:  
Title: President

By: Wendy J. Wilson  
Print Name:  
Title: Secretary

## EXHIBIT "A"

### AMENDMENT TO ARTICLE V OF THE BYLAWS OF CORAL TRACE HOMEOWNERS' ASSOCIATION, INC. ADDING SECTION 5.20, ENTITLED "ELECTION PROCESS AND PROCEDURES"

New language is indicated by underlined type.  
Deleted language is indicated by ~~struck through type~~.

#### 5.20 Election Process and Procedures.

(a) This Section is intended to clarify and/or establish the process and procedures for the Election of directors by the members of the Association. Therefore, as it relates to any language found within this Section that conflicts with any other portion of this Article V, the Association's Bylaws and/or the Association's Articles of Incorporation, it is intended for this Section to control and prevail.

(b) Not less than sixty (60) days prior to the annual meeting, the Association shall mail, deliver or electronically transmit a first notice of the annual meeting to all members. The first notice shall advise of the available number of Board seats and include an "Intent to be a Candidate" form ("Intent Form"). Any member or other eligible person desiring to be a candidate for the Board must submit an Intent Form to the Association no later than forty (40) days prior to the annual meeting. A ballot listing the names of the candidates for the Board (in alphabetical order by surname together with a second notice of the annual meeting, agenda and proxy, voting instructions, a small inner envelope in which the election ballot shall be placed, a self-addressed outer ballot envelope containing spaces for the members to print and sign their names and to insert their Lot addresses will be mailed to all members no later than fourteen (14) days prior to the annual meeting. No ballot shall indicate which candidates are incumbents on the Board. No write-in candidates shall be permitted. No ballot shall provide a space for the signature of or any other means of identifying the voter.

(c) Upon request of a candidate, the Association shall include an information sheet, no larger than 8-1/2 by 11 inches furnished by the candidate, which must be furnished by the candidate to the Association at least thirty five (35) days before the Election, to be included with the mailing, delivery, or transmission of the ballot, with the costs of mailing, delivery, or electronic transmission and copying to be borne by the Association. The Association is not liable for the contents of the information sheets prepared by the candidates. In order to reduce costs, the Association may print or duplicate the information sheets on both sides of the paper.

(d) Once the ballot is filled out, the voter shall place the completed ballot in the inner smaller envelope and seal the envelope. The inner envelope shall be placed within the outer larger envelope, and the outer envelope shall then be sealed. Each inner envelope shall contain only one (1) ballot, but if a person is entitled to cast more

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than one ballot, the separate inner envelopes required may be enclosed within a single outer envelope. The voter shall sign the exterior of the outer envelope in the space provided for such signature. Each member shall be entitled to cast one (1) vote for as many nominees as there are vacancies to be filled for the Board. The nominees receiving the greatest number of the votes shall be elected as Directors. There shall be no cumulative voting. No nominations from the floor of the meeting will be permitted.

(e) All Election envelopes received by the Association shall be retained by the Association and shall not be opened until the Election. Each ballot distributed at the annual meeting shall be placed in an inner and outer envelope in the manner provided in subsection (c) above. As the first order of business at the annual meeting, the Association shall collect Election ballots from members who have not cast ballots.

(f) In the event that a quorum is not achieved for the annual meeting, the existing Directors will serve until the next annual meeting and Election. An Election is not required unless more candidates are nominated than vacancies exist for a position on the Board.

(g) If a quorum is achieved at the annual meeting, all envelopes and ballots shall be handled by an impartial committee appointed by the Board. The impartial committee, or "inspectors", shall not include any of the following individuals or their spouses: (1) current Board members; (2) officers of the Association; or (3) candidates for the Board. The business of the annual meeting may continue during this process. The signatures and Lot addresses on the outer envelopes shall be checked against a list of qualified voters. Any exterior envelope not signed by the eligible voter shall be marked "Disregarded", and any ballots contained therein shall not be counted. The voters shall be checked off on the list as having voted. Then, all inner envelopes shall be first removed from the outer envelopes and shall be placed into a receptacle. Upon the commencement of the opening of the outer envelopes, the polls shall be closed, and no more ballots shall be accepted. The inner envelopes shall then be opened and the ballots shall be removed and counted. Any inner envelope containing more than one ballot shall be marked "Disregarded", and any ballots contained therein shall not be counted. All envelopes and ballots, whether disregarded or not, shall be retained with the official records of the Association.

(h) Provided the requirements of Section 720.317, Florida Statutes, entitled "Electronic Voting", are followed, voters may submit their respective ballots for the Election via the authenticated online voting system utilized by the Association.

(i) Proxies may be utilized for the election of directors for those submitting ballots in person as outlined within Section 3.2.3 of the Bylaws herein.

(j) If two or more candidates for the same position receive the same number of votes, which would result in one or more candidates not serving on the Board, the Association shall conduct a runoff election. The runoff election shall be conducted by written ballot. Within seven (7) days of the date of the Election, the Association shall mail or personally deliver to the members, a notice of the runoff

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Election. The only candidates eligible for the runoff Election are the runoff candidates from the previous Election. The notice shall inform the members of the date, time and location the runoff election is scheduled to occur. The notice to the members shall also include a runoff election ballot which lists the names of the candidates in alphabetical order by surname. The runoff Election must be held not less than twenty one (21) days nor more than thirty (30) days after the date of the election at which the tie vote occurred.