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**FIRST AMENDMENT TO THE  
BYLAWS  
OF  
ARBOR MILL AT MILL CREEK HOMEOWNERS ASSOCIATION, INC.**

**THIS FIRST AMENDMENT TO THE BYLAWS** of Arbor Mill at Mill Creek Homeowners Association, Inc. ("Association") is made as of the date indicated below by a majority vote of the Board of Directors at a duly constituted meeting of the Board per Article X of the Articles of Incorporation and Section 13 of the Bylaws. Except where it would hinder, rather than assist, the understanding of the amendment, additions are indicated by underline; deletions are indicated by ~~striketrough~~.

**Section 5 of the Bylaws is deleted in its entirety and replaced with the following.  
Substantial rewording. See governing documents for current text.**

**5 ELECTION OF DIRECTORS**

**5.1 Election Procedure.** The Board of Directors shall be elected by written ballot. Regular elections shall occur in conjunction with annual meetings, and eligible candidates elected shall take office upon the adjournment of the annual meeting or special meeting (as applicable) at which they were elected. At least sixty (60) days before a scheduled election, the Association shall mail, deliver, or electronically transmit, whether by separate Association mailing or included in another Association mailing (including any regularly published newsletters) to each Member entitled to vote, a first notice of the date of the annual meeting (or special meeting, as applicable) and election. Any Member or other eligible person who desires to be a candidate for the Board of Directors must provide written notice to the Association of his or her desire to be a candidate at least forty (40) days before the scheduled election. Nomination of candidates from the floor at the annual meeting (or special meeting, as applicable) is prohibited. The Association shall thereafter mail, deliver, or electronically transmit a second notice of the annual meeting and election to all Members entitled to vote, together with an agenda, a ballot which shall list all eligible candidates in alphabetical order by surname, and any candidate information sheets which have been timely provided to the Association, at least fourteen (14) days before the annual meeting (or special meeting, as applicable) and election. Members entitled to vote shall return their completed ballots using a two-envelope system, described further below, to preserve anonymity of ballots. The election shall be decided by a plurality of ballots cast. There shall be no quorum requirement to conduct an election; however, the Association must receive ballots from at least five percent (5%) of the total, eligible voting interests of the Members in order to have a valid election for the Board of Directors. Cumulative voting is prohibited, and no Member shall permit any other person to vote or cast his or her ballot. Ballots for the election of Directors may not be cast by proxy. Any improperly cast ballots will be deemed invalid and disregarded; provided, however, that the Association may accept ballots cast in a manner that does not strictly comply with the two-

envelope system so long as the Board, in its reasonable discretion, does not have reason to suspect that the ballot was cast fraudulently or by someone other than the Member eligible to vote.

(a) Two-Envelope Election Process. Along with the second annual meeting notice, the Association shall provide a ballot, an outer envelope addressed to the agent authorized by the Association to receive the completed ballots, and a smaller, inner envelope into which the completed ballot is to be placed. The exterior of the outer envelope shall indicate the name of the Member authorized to cast the ballot, the Lot number (or property address) for which the vote may be cast, and shall contain a signature space for the Member authorized to cast the vote. Once the ballot is completed, the voting Member shall place the completed ballot in the inner, smaller envelope and seal the envelope, then place the inner envelope into the outer, larger envelope, then seal the outer envelope. Each inner envelope shall contain only one ballot. The person authorized to cast the ballot shall sign the exterior of the outer envelope in the space provided for such signature. The outer envelope containing the inner envelope and completed ballot shall either be mailed or hand delivered to the Association. Upon receipt by the Association, no ballot may be rescinded or changed.

(b) Candidate Information Sheet. Upon request of a candidate, the Association shall include a one-page information sheet, no larger than one side of a 8 ½ inch by 11 inch page, which must be furnished by the candidate at least forty (40) days before the annual meeting (or special meeting, as applicable) and election to be included with the mailing of the second annual meeting notice, ballots, and envelopes. The costs associated with the copying, mailing, and delivery shall be borne by the Association. The candidate information sheet may contain information regarding the educational and professional background of the candidate along with other truthful information and reasons for which the candidate believes he or she should be elected.

(c) Assistance for Disability. Any Member who needs assistance with casting a ballot for reasons related to blindness, inability to read or write, or disability may obtain assistance in casting his or her ballot by contacting the Association.

(d) Counting of Ballots. The counting of ballots shall occur at the annual meeting (or special meeting, as applicable) in the presence of Members in attendance. The agent authorized to receive ballots on behalf of the Association shall bring all sealed outer envelopes to the annual meeting. A committee of at least three people who are not current Directors, Officers, candidates, or any of their spouses, shall either be appointed by the Board before the annual meeting (or special meeting, as applicable) or by the membership at the annual meeting. The committee shall first review all outer envelopes and compare the signatures thereon to the roster of Members maintained by the Association to confirm that the outer envelope was signed by a person authorized to exercise the vote for the Member and Lot. If the outer envelope is signed by an authorized person, it shall be opened, and the inner envelope shall be placed in a separate receptacle. If the outer envelope is not signed by an authorized person, it shall be marked "disregarded," shall not be opened, and shall be set aside to be kept with the Association's Official Records for at least one year following the annual meeting (or special meeting, as applicable). Once all outer envelopes have been reviewed and verified, the committee may begin to open the inner envelopes and count the ballots therein. If any ballot purports to indicate a number of votes exceeding the total number of positions available on the Board to be elected, it shall be marked "disregarded," shall not be counted, and

shall be set aside to be kept with the Association's Official Records for at least one year following the annual meeting. After all ballots have been counted, the committee shall announce the results at the annual meeting (or special meeting, as applicable).

(e) Election Not Required. An election and balloting are not required unless more candidates timely submit notices of intent to run than vacancies exist on the Board. If the number of eligible candidates who timely submit notices of intent to run is less than or equal to the total number of vacancies on the Board of Directors, then no balloting or election is necessary, and the eligible candidates shall take office upon adjournment of the annual meeting (or special meeting, as applicable), regardless of whether a quorum was attained.

5.2 Candidate Eligibility; Director Delinquencies. A person who is delinquent in the payment of any fee, fine, or other monetary obligation to the Association on the last day that he or she could provide written notice of his or her intent to be a candidate for election may not seek election to the Board, and his or her name shall not be listed on the ballot. A person serving as a Director who becomes more than ninety (90) days delinquent in the payment of any fee, fine, or other monetary obligation to the Association shall be deemed to have abandoned his or her seat on the Board, creating a vacancy on the Board to be filled according to law. For purposes of this paragraph, the term "any fee, fine, or other monetary obligation" means any delinquency to the Association with respect to any parcel (Lot). A person who has been convicted of any felony in this state or in a United States District or Territorial Court, or has been convicted of any offense in another jurisdiction which would be considered a felony if committed in this state, may not seek election to the Board and is not eligible for Board membership unless such person's civil rights have been restored for at least 5 years as of the date on which such person seeks election to the Board. The validity of any action by the Board is not affected if it is later determined that a person was ineligible to seek election to the Board or that a member of the Board became ineligible or disqualified from service after being elected or appointed.

5.3 Electronic Notices & Voting. Notwithstanding anything herein to the contrary, the Association may conduct elections and other membership votes through an Internet-based online voting system if a Member consents, in writing, to online voting and any requirements imposed by law are followed. In addition, any notice required or permitted to be provided by the Association to a Member may be provided by electronic transmission if the Member consents in writing to receive notice by electronic transmission and provides an email address to the Association to be used for such purposes.

## 9 COMMITTEES

~~9.1 The standing committee of the Association shall be the Nomination Committee. The Nominating Committee shall have the duties, authority and functions as described elsewhere in these Bylaws.~~

9.2 The Board shall have the power and authority to appoint such ~~other~~ committees as it deems advisable. Any committee appointed by the Board shall consist of a Chairman and two (2) or more other members and ~~shall~~ may include a one or more members of the Board (unless

prohibited by law). Committee members shall serve at the pleasure of the Board, and shall perform such duties and functions as the Board may direct.

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## 11 MEETINGS OF MEMBERS

~~11.1 The annual meetings of the Members shall be held prior to April 30<sup>th</sup> of each year, at such time as the Board may designate, or at such other date and time as may be selected by the Board. The Association shall hold one annual meeting of the Members in each calendar year on such date and time, and at such location, as the Board may determine. Annual meetings shall be held between eleven (11) and thirteen (13) months from the date of the preceding annual meeting, provided that the Association must hold one annual meeting of the Members each calendar year.~~

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~~11.3 Notice to all meetings of the Members shall be given to the Members by the Secretary. Notice may be given to the Member either personally or by sending a copy of the notice through the mail, postage fully prepaid, to his address appearing on the books of the Association. Each Member shall be responsible for registering his address and telephone number with the Secretary and notice of the meeting shall be mailed to him at such address. Notice of the annual meeting of the Members shall be delivered at least thirty (3) days in advance. Notice of any other meeting, regular or special, shall be mailed at least seven (7) days advance of the meeting and shall set forth in general the nature of the business to be transacted; provided, however that if the business of any meeting shall involve any action as governed by the Articles of Incorporation or the Declaration in which other notice provisions are provided for, notice shall be given or sent as therein provided. Notice of all meetings of the Members shall be given to the Members by or at the direction of the Secretary. The Association shall provide notice to Members of all membership meetings, which shall be mailed, delivered, or electronically transmitted (to Members who consent in writing to receive notice by electronic transmission and designate an email address for that purpose) to each Member at least fourteen (14) days before the meeting. In addition to mailing, delivering, or electronically transmitting the notice of any membership meeting, the Association may, by reasonable rule, adopt a procedure for posting notice of the meeting in a conspicuous place within the community. Each Member must provide written notice to the Association designating an address, and if the Member desires to receive notice by electronic transmission, an email address, for the purpose of receiving meeting and other notices from the Association. If a Member fails to designate an address in writing as required, notice to the Member's property address within the Arbor Mill at Mill Creek community shall be deemed proper notice. Notices of membership meetings must include a description (i.e., an agenda) of the purpose or purposes for which the meeting is called. Notwithstanding, if the business of any meeting shall involve any action governed by the Articles of Incorporation or the Declaration for which other notice provisions are provided, notice shall be given or sent as therein provided.~~

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12 PROXIES

~~12.3 For elections of the Board, the Members shall vote in person at a meeting of the Members, or by a written ballot that each Member personally casts.~~

ADOPTED on this 7th day of October, 2025, by a majority vote of the Board of Directors at a duly constituted meeting of the Board per Article X of the Articles of Incorporation and Section 13 of the Bylaws.

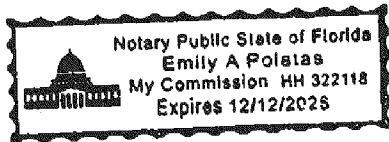
ARBOR MILL AT MILL CREEK  
HOMEOWNERS ASSOCIATION, INC.

By: [Signature]  
Printed: Scott Craig  
As its: Vice President

c/o Priority Community Management  
225 Land Grant St., Ste. 5  
St. Augustine, FL 32092

STATE OF FLORIDA )  
COUNTY OF Johns )

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this 7 day of October, 2025, by Scott Craig, as Vice President of Arbor Mill at Mill Creek Homeowners Association, Inc., on behalf of the corporation.



[Signature]  
(Signature of Notary Public - State of Florida)

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known or Produced Identification  
Type of Identification Produced: \_\_\_\_\_