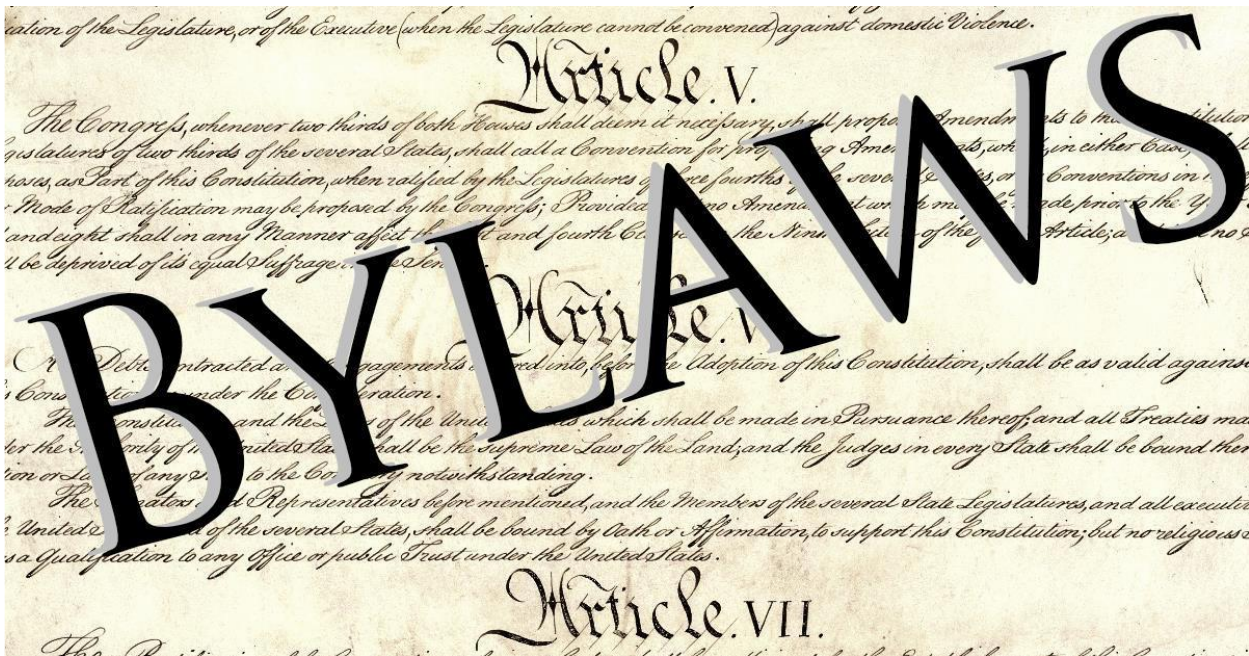




1. RAC Bylaws



BYLAWS OF THE FREEDOM PLAZA

SUN CITY CENTER FLORIDA

RESIDENTS' ASSOCIATION AND RESIDENTS' ASSOCIATION COUNCIL

PREFACE

Freedom Plaza is an entry fee Life Plan Community committed by contract with Residents to provide a specific environment and services in and about the PLAZA and GOLFVIEW TERRACE. Satisfactory fulfillment of these contracts and their success and the success of the enterprise are important to the well-being of the Residents.

DEFINITIONS

Council: See Residents' Association Council (RAC): the terms Council, Residents' Association Council, and RAC are used interchangeably.

Executive Committee: the officers (president, vice president, and secretary) and immediate past president.

Designated Resident Representative: the Designated Resident Representative (DRR) shall represent the residents before any meeting of the full governing body of the provider on any matter affecting the annual budget of Freedom Plaza and any proposed changes or increases in resident fees or services.

General Meeting: a non-business meeting of the Residents for the purpose of hearing reports and presentations relevant to residential life and providing a forum for questions by Residents.

Golfview Terrace: the six buildings numbered 5, 6, 7, 8, 9, and 10, together with any additional residential buildings built in the same area in the future.

Plaza: the main, seven-story building at Freedom Plaza.

RAC Representative: the person elected by the Residents to represent each of the several floors at the Plaza and all buildings at Golfview Terrace (hereinafter, RAC Rep).

Resident: any person residing at the Plaza or Golfview Terrace who holds a contract for continuing care with Freedom Plaza. Persons living at the Inn at

Freedom Plaza, Plaza West Health Center Skilled Long-Term Care, Freedom Plaza Assisted Living, or Freedom Plaza Memory Care are not members of the Residents' Association.

Residents' Association: all Residents of the Plaza and Golfview Terrace.

Residents' Association Council (RAC): all RAC Reps together with the Officers and the Immediate Past President.

ARTICLE I – PURPOSES

The purposes of RAC are to:

- Section 1** Ensure that both RAC and management are at all times in conformity with Chapter 651 of the Florida Statutes.
- Section 2** Ensure that the Plaza and Golfview Terrace provide safety, satisfaction, enjoyment, and pride for Residents at a cost as reasonable as possible.
- Section 3** Facilitate communication and mutual cooperation among the Residents, Management, and Staff.
- Section 4** Maintain procedures for receiving suggestions and complaints from Residents, for which RAC committees shall seek resolution, working with appropriate staff department heads.
- Section 5** Review and evaluate all committee reports. Take necessary action to address all significant matters not resolved at the Committee level. Pursue and resolve such matters with the executive director of Freedom Plaza or, if necessary, corporate-level management.
- Section 6** Review and respond to proposals by management for changes in facilities or services.
- Section 7** Adopt rules, policies, and procedures related to the business of RAC.

ARTICLE II – MEMBERSHIP AND GOVERNANCE

- Section 1** The members of the Residents' Association shall be all residents of the Plaza and Golfview Terrace who hold a contract for continuing care with Freedom Plaza.

Section 2 The business of the Residents' Association shall be managed by a council which shall be composed of the elected RAC Reps together with the officers and immediate past president.

(1) Association members residing on each floor of the Plaza shall have the right to elect two RAC Reps.

(2) Association members residing in each two buildings of Golfview Terrace shall have the right to elect one RAC Rep for those two buildings.

Section 3 RAC Reps shall be elected for a two-year term of office. A RAC Rep may be reelected for one additional, consecutive two-year term.

Section 4 RAC Reps shall hold floor/building meetings on a regular basis to keep the Residents of their floor/buildings informed of changes and to answer any questions that might arise.

ARTICLE III - OFFICERS AND EXECUTIVE COMMITTEE

Section 1 The officers of RAC shall consist of the following: president, vice president, and secretary. These officers and the immediate past president shall comprise the Executive Committee, which the president chairs.

Section 2 The term of office for each officer shall be two years. Any of the officers may be elected for one additional term.

Section 3 A vacancy in any of the three offices shall be filled by the Council with such appointee serving for the remainder of the unexpired term of office. Any appointee may be elected for two additional terms.

Section 4 The Executive Committee shall:

(1) Act for RAC between regular meetings.

(2) Prepare the agenda for RAC meetings.

(3) Call special meetings of RAC when necessary.

(4) At the request, in writing, of three RAC Reps, call a special meeting.

ARTICLE IV - DUTIES OF OFFICERS

Section 1 The president shall:

- (1) Preside at all meetings of RAC and the Executive Committee.
- (2) Exercise the powers provided by these Bylaws.
- (3) Interact with the executive director and staff on issues raised by their actions or as received from Residents or referred by the Council or RAC committees.

Section 2 The vice president shall:

- (1) Assume the duties of the president in the absence or inability of the president to perform his/her duties.
- (2) Serve as the chairperson of the elections committee.
- (3) Perform other duties as may be assigned by the president.

Section 3 The secretary shall:

- (1) Record the minutes of all regular and special meetings of RAC.
- (2) Furnish the office of the executive director with the minutes of all general meetings, all meetings of the Council, and all committee meetings for reproduction and distribution.
- (3) Maintain the official records of RAC.
- (4) Place RAC Bylaws, standing rules, mission statements, minutes of RAC meetings, committee meetings, and special reports in a facility accessible to all Freedom Plaza Residents.
- (5) Notify all Residents of Residents' Association General Meetings and RAC Reps of Council meetings.
- (6) Perform such other related duties as may be assigned by the president.

ARTICLE V - ELECTION OF COUNCIL MEMBERS AND OFFICERS

Section 1 Each year, the president shall appoint an elections committee of at least three Council members, including the vice president, who shall chair the committee. The committee shall conduct an election in such a timely manner that it may report at the February meeting of the Council the results of the election for the position of RAC Reps

whose term is expiring. Following the acceptance of the report, the newly elected RAC Reps shall be sworn in by the current president.

Section 2 At the February Council meeting, the newly elected RAC Reps and those RAC Reps and Council Members whose term did not end shall, where there is a vacancy, elect the president, vice president, and secretary, each of whom shall be a Council Member at the time of initial election or appointment.

Section 3 RAC Reps shall be elected for a two-year term of office. A RAC Rep may be reelected for one additional, consecutive two-year term.

Section 4 RAC Reps shall hold floor/building meetings on a regular basis to keep the Residents of their floor/buildings informed of changes and to answer any questions that might arise.

ARTICLE VI - MEETINGS

Section 1 The Council shall, by resolution, establish a schedule for both General and Council meetings. Such meetings shall be not less frequent than bimonthly.

Section 2 General Meeting place: Freedom Plaza auditorium unless otherwise specified by RAC.

Section 3 Quorum: a majority of the RAC Reps shall constitute a quorum for transacting business at any RAC meeting.

Section 4 The executive director or an authorized representative of management shall be invited to attend the General Meetings of the Residents' Association.

Section 5 Residents:

(1) All Residents' Association General Meetings are open to all Residents.

(2) Any Resident wishing to make a specific presentation at a General Meeting shall give in writing at least seven business days in advance of such meeting, a notice of the presentation.

ARTICLE VII - COMMITTEES

- Section 1** The Council may establish such RAC Standing Committees and RAC ad hoc committees as it deems appropriate.
- (1) All Residents are eligible to be committee members.
 - (2) The Executive Committee shall appoint one Council member as Liaison to represent the RAC on each RAC Standing Committee.
 - (3) The term of each committee member begins on 1 July of the year of the member's election.

ARTICLE VIII — DESIGNATED RESIDENT REPRESENTATIVE

- Section 1** The RAC Council shall nominate and elect the Designated Resident Representative (DRR). The DRR does not have to be a current member of the RAC council; however, such individual must be a resident. It is expected that a DRR candidate will have demonstrable education and/or experience in financial management and budgeting for significant business or not-for-profit entities.
- Section 2** The DRR shall serve a two-year term, such term to run concurrently with the terms of RAC officers. The DRR may serve additional terms at the pleasure of the Council. If an elected DRR becomes unable to serve, the RAC Council shall elect a replacement DRR for the time remaining in the term.

ARTICLE IX - AMENDMENTS

- Section 1** Amendments to these Bylaws may be proposed by any Council member and shall be presented in writing and discussed at a regular meeting of the Council.
- Section 2** A second reading shall occur at the next regular meeting of the Council. Adoption requires a two-thirds majority of the Council.

ARTICLE X - ADMINISTRATIVE PROCEDURES

Section 1 Roberts Rules of Order shall govern all business proceedings at meetings of RAC when not inconsistent with these Bylaws.

Section 2 The President shall have the authority to appoint a qualified person, subject to approval of the Council, to serve as parliamentarian of RAC.

Section 3 RAC may adopt standing rules to provide for the application and interpretation of the Bylaws.



Standing Rules
STANDING RULES OF THE FREEDOM PLAZA
SUN CITY CENTER FLORIDA
RESIDENTS' ASSOCIATION AND
RESIDENTS' ASSOCIATION COUNCIL

A. PURPOSE AND INTRODUCTION

1. The purpose of these Standing Rules is to provide detailed procedures and policies, as determined by the Residents' Association Council, for the implementation of the Bylaws.
2. The structure of the Standing Rules follows that of the Bylaws. Reference to the Bylaws is by converting, for example, Article VI. Section 5 (1) to 6.5.1.
3. The Bylaws (2.2) provide that the immediate past president is a member of the Council. An immediate past president who is not then a RAC Rep shall continue as a member of the Council and as a voting member of the Executive Committee.
4. The Bylaws (2.2.1) provide for the election of two RAC Reps for each floor of the Plaza. One shall represent Wings B&C and one, Wings D&E. Wings A are to be considered part of the adjoining larger wings on the same floor.
5. The Bylaws (2.2.2) provide one RAC Rep for two buildings in Golfview Terrace. The current combinations are buildings five and six, seven and eight, and nine and ten. Representation of additional buildings will be provided by Council action when required.
6. A RAC Rep who is unable to attend a RAC meeting or committee meeting may designate a proxy. The proxy shall have the same privilege of voting as the RAC Rep. Paper proxies are not permitted.
7. A RAC Rep who is unable to attend any RAC meeting or carry out related duties for a period in excess of one month may request the President to designate a substitute who, with the consent of the Council, may carry out

the duties of said RAC Rep for a maximum of six months, after which the Council shall declare a vacancy to exist.

8. If a vacancy on the Council occurs, such vacancy shall be filled as follows:

The President shall appoint, if available, the nominee who received the second-highest number of votes from the floor or unit where the vacancy exists. If that nominee is unavailable, the President shall, with the consent of the Council, appoint any Resident of that floor or unit.

If there is no such Resident available from the floor or unit, the President shall, with the consent of the Council, appoint some other Resident to fill the vacancy.

9. A RAC Rep appointed to fill a vacancy on the Council shall serve for the remainder of that term.

10. The Bylaws (8.1) provide for the election of a Designated Resident Representative (DRR).

Note: Section B thru D are reserved

E. ELECTION OF COUNCIL MEMBERS AND OFFICERS

1. The Bylaws provide for the election of RAC Reps (5.1) managed by an elections committee. The committee shall provide nomination forms for the use of Residents of the floors and buildings scheduled to elect new RAC Reps. The committee shall collect and tally the nomination forms. If more than one Resident is nominated for any position, the committee shall conduct an election according to the requirements of the Bylaws and report the results to the Council.
2. An officer may, but need not, resign as a RAC Rep. An officer making this choice shall be replaced as a RAC Rep as provided in these Bylaws. Any officer who does resign as a RAC Rep shall, nonetheless, continue as a voting member of the Council. The retiring president, who becomes the immediate past president, shall continue to be a member of the Council and shall continue to be a voting member of the Executive Committee in that office.

3. The choice of the President to resign as a RAC Rep may only be exercised once and must be exercised on or before 1 September of the year in which the election occurs.

F MEETINGS

1. The Bylaws (6.5.2) provide time during General Meetings for Residents to make specific presentations. The Resident shall be allowed a reasonable time at the meeting to address the Association. The Resident's written request shall indicate the length of the presentation, and RAC considers ten minutes "reasonable." RAC requires advance copy or summary of any presentation to be delivered at least 24 hours before the meeting; however, RAC reserves the right, to be exercised by the President or his or her designee, to halt any presentation deemed inappropriate or disruptive, in the sole discretion of the President. By submitting a request to make a presentation, a Resident is thereby assenting to these conditions.
2. The President shall allow a reasonable time for responses from the Residents.
3. The format shall be as follows:
 - Any Resident, upon raising his/her hand and being recognized by the presiding officer, shall be given three minutes to respond to the previous presentation.
 - A Resident shall not be given a second time to speak until other Residents who wish to speak have done so, with the same three-minute time limit.
 - The President in his/her discretion may call for a motion to end the discussion. If seconded and passed by a majority of the Residents present, the next presentation for which a request was received in writing in a timely fashion shall be discussed following the same format.
 - Upon termination of discussion on the presentations for which requests had been received in writing, the floor shall be open for discussion on any other topic, following the same format and time limits.
4. The minutes of RAC and General meetings shall primarily reflect what was done at the meetings rather than what the members said. A copy of the minutes of RAC and General meetings for the most recent three years shall

be available to all Residents in a facility accessible to all Freedom Plaza Residents.

G COMMITTEES

1. RAC Standing Committees shall include, but are not limited to, the following: Administrative Services, Associate Appreciation, Community Activities, Movie Sub-Committee, Dining, Casual Dining Sub-Committee, Finance, Golf, Health Care, Housekeeping, Maintenance, Racket Sports, Technology, and Visually Impaired Persons. Each RAC Standing Committee shall have a mission statement and responsibilities that it has approved, and that the Council has confirmed.
2. RAC Standing Committees shall meet on scheduled dates that will allow time for the committee secretary to prepare minutes and have them available to all RAC members prior to the next scheduled RAC meeting.
 - 2.1. Each RAC Standing Committee may refer issues and questions flowing from the exercise of its responsibilities, when appropriate, to RAC. The RAC committee liaison or the committee chair will normally bring such matters to RAC at the next following meeting, and the RAC liaison will deliver a prompt summary of the response(s) of RAC, which will be confirmed in writing once the minutes of the meeting(s) where the matter was on the agenda have been approved.
 - 2.2. In order to avoid any potential conflict with RAC or Freedom Plaza policies or guidelines and to ensure that RAC communications with the Residents be uniform in approach and branding, all communications from a RAC Committee to the Residents as a body must be approved in writing by the Executive Committee in advance of distribution.
3. Each chairperson or a committee member alternate representative shall attend each General Meeting.
4. The Bylaws (7.3) provide for the appointment of a RAC Rep as a committee liaison, one for each committee. That person shall serve as a full-fledged voting member of that committee.

5. A Committee member is selected for a term of two years. A member may choose to serve a second consecutive two-year term of two years, for a total of four years. If a RAC committee member or sub-committee member serves consecutive time on both a parent committee and a subcommittee of that parent committee, the aggregate time is counted toward time of service. A third two-year term is only available at the request of the committee chair and with the majority vote of the Council.

5.1 Any resident may serve as a non-voting advisor to the Committee at the invitation of the Committee Chair during that Chair's term.

5.2 Any Committee member whose terms are up may reapply to the same committee for membership at the next annual selection, i.e., a year after his terms are up.

5.3 Any member deemed vital to the function of the VIP Committee or the Technology Committee by his Committee Chair is not term limited. The Chair shall give the list of those exempted to the Chair of the RAC Elections Committee on request.

6. Only one resident of an apartment shall ordinarily serve on a committee. That restriction may be waived for Members of the VIP and Technology Committees upon request by the Chair of the committee. Exceptions for other committees require a request by the Committee Chair and approval by the Council.

7. A Resident may serve on no more than two committees at the same time.

8. RAC Standing Committees shall normally have a maximum of nine members, including the Council appointed member. If any committee requires more than the nine members to fulfill its responsibilities, it may request an exemption from the Executive Committee. Such exempt committees are described as RAC Working Committees. Current RAC Working Committees are:

- Administrative Services
- Community Activities
- Housekeeping
- Maintenance
- Technology.

9. Committee chairs shall maintain a list of committee members and the start dates of each member's initial and current term. In the spring of each calendar year, the RAC Elections Committee shall undertake to fill committee vacancies.
 - 9.1. The elections committee will undertake to survey all Residents of the Plaza and Golf View Terrace, soliciting volunteers for membership on RAC Standing Committees.
 - 9.2. Committee chairs shall provide the Elections Committee with the names of any committee member whose term is expiring who requests to serve an additional term with a recommendation as to whether the Council should grant the request, keeping in mind the need to maintain adequate turnover in committee membership.
 - 9.3. Once the Council has reached a decision with respect to granting additional requests, the chairs will select from the lists of volunteers developed by the Elections Committee to fill vacancies on their committees. Interim vacancies shall be filled by the same process using the bank of volunteers maintained by the vice president.
10. After the new members have joined their respective committees, each committee shall elect its own chair and secretary.
11. In the event the replacement of a RAC Committee member is required, Council may take this action by a two-thirds vote of the RAC Reps present at any regular or special meetings of the Council.

H DESIGNATED RESIDENT REPRESENTATIVE (DRR)

1. The Election Committee shall circularize the entire Independent Living residency requesting that individuals interested in being considered for the DRR position submit a statement of their qualifications, as set forth in Section 1 of Article VIII of the Bylaws. The Election Committee will identify qualified candidates and submit their names to the Council. The Council will vote on these candidates at its February meeting. The candidate receiving the greatest number of votes will be elected. In case of a tie, there shall

immediately be a runoff election. Runoffs will continue until a candidate is elected.

2. The DRR shall be notified by a representative of the provider at least 14 days in advance of any meeting of the full governing body at which the annual budget and proposed changes or increases in resident fees or services are on the agenda or will be discussed. The DRR shall be invited to attend and participate in that portion of such meeting designated for the discussion of such matters.
3. For this purpose, the provider shall be the owner or the manager of Freedom Plaza, and the meetings of the full governing body shall be meetings of any group of the senior officers of the provider authorized to make final decisions affecting the annual budget of Freedom Plaza and any proposed changes or increases in resident fees or services.
4. The duties of the DRR shall include, but not necessarily be limited to:

Attendance at all provider meetings when the annual budget and/or proposed changes or increases in resident fees or services are on the agenda and will be discussed:

- Monitor changes in services offered to residents;
- Receive and review monthly financial statements, quarterly and annual reports filed with OIR, and annual audited financial statements;
- Regular attendance at RAC Council meetings;
- Quarterly reporting to RAC Council on DRR activities;
- Attendance and reporting, as appropriate, at RAC General Meetings;
- Quarterly, or more frequent, attendance at Finance Committee meetings;
- Occasional attendance at other RAC Committee meetings;
- Occasional attendance at FLICRA meetings;
- Meeting, as appropriate, with Executive Director and Departmental Directors.

These Standing Rules were adopted on 22 August 2014 and amended at the following RAC meetings: November 2014; May, June, and October 2015; January and February 2016.

These Standing Rules were overhauled in 2019, and this revised version was adopted in June 2020.

Standing Rules (G1, G2.2 revised, G8 added) were amended and adopted on October 23, 2020.

Standing Rules G5, G5.1, G5.2 were amended and adopted on November 19, 2021

Standing Rules G5.3 and G.6 were amended and adopted on March 1, 2022.

Standing Rules (Definition and H added) were amended and adopted on January 26, 2024.

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