

Meeting Guidelines and Resolution for Heritage Greens Community Association (Rev June 2020)

WHEREAS, Section 720.303 (2) (b) of the Florida Homeowners' Association Act, provides that the Association may adopt written reasonable rules governing the frequency, duration, and manner of Owner statements at meetings of the Board; and

WHEREAS, Section 720.306(6) of the Florida Homeowners' Association Act, provides that the Association may adopt written reasonable rules governing the frequency, duration, and manner of Owner statements at membership meetings; and

WHEREAS, Section 720.306(10) of the Florida Homeowners' Association Act, provides that any parcel owner may tape record or videotape meetings of the board of directors and meetings of the members; and

WHEREAS, the Board of Directors believes it is in the best interest of the Association to adopt rules, as contemplated by the above-referenced statutory provisions.

NOW THEREFORE, the following rules regarding Owner participation at meetings are adopted:

BOARD and COMMITTEE MEETINGS

1. Board and Committee Meetings Defined.

- a. "Board Meeting" is defined as a quorum of Directors gathered to conduct Association business
- b. "Statutory Committee Meeting" is defined as a quorum of Statutory Committee members gathered to conduct the business of the committee
- c. "Statutory Committee" means a group of Board members, Owners, or Board members and Owners appointed by the Board or a member of the Board to approve or disapprove architectural decisions with respect to a specific Lot/Tract owned by a Member of the Association, or to make a final decision regarding the expenditure of Association funds.

2. Attendance at Board or Statutory Committee Meetings. Owners have the right to attend Board and Statutory Committee meetings except as provided by law. No person other than an Owner or Board member shall be permitted to attend such meetings, unless permitted by the Chairman of the meeting.

3. Participation at Meetings.

- a. Monthly Board meetings are for Board members to conduct Association business. All members are welcome to attend, listen and participate as outlined in the meeting agenda and conform to the meeting Guidelines.
- b. Annual Meeting held every March or April is a members meeting.
- c. Board expects that all meetings, board or committee, will be conducted in an orderly fashion with respect to all board members and homeowners in attendance.
- d. Owners have the right to speak at Board and Statutory Committee Meetings; no other person shall be permitted to speak at such meetings, unless pre-arranged and permitted by the Chairman.
- e. Time will be set aside at the:
 - i. Beginning of every meeting for Owner statements regarding designated agenda items. An owner will be permitted to speak once in reference to each

designated agenda item, unless otherwise requested to speak again by the Chairman of the Meeting. An owner will only have three (3) minutes to address the agenda items.

- ii. End of every meeting for Owner statements regarding any miscellaneous items and potential future agenda topics. An owner will only have three (3) minutes to address the miscellaneous topics.
- f. For the allotted time at the beginning or end of the meeting other owners cannot yield their time for the purpose of extending another Owners time limit.
- g. There will be a sign in sheet available at the beginning of each meeting for Owners to request to speak about designated agenda items (beginning of meeting) or miscellaneous topics (end of meeting).
- h. The Chairman will recognize those Owners wishing to speak using the sign in sheet as a guideline.
- i. If an Owner desires to speak on more than one designated agenda item, the Chairman will allow all others to speak before addressing this Owner for additional speaking points.
- j. Whenever possible the Board will provide handouts for members in attendance, available during the meeting for everyone to follow along.
- k. Board requests that all sidebar conversations during meetings be kept to a minimum so the agenda topics may be audible for all in attendance. Side conversations will receive a warning and any subsequent interruption will result in the individual being asked to leave the meeting.
- l. Board will make every effort to answer questions either at the meeting or via email afterwards, if research is required to obtain a qualified answer. Suggestions made at a Board meeting will be taken under advisement.
- m. Items of a litigious nature or regarding personnel issues are confidential to the parties or association involved in the lawsuit and may not be discussed at public board meeting. If brought up during a Board meeting, the Board will motion to move to Executive Session to discuss, vote to move to Executive Session, and if approved, the room will be cleared.
- n. Workshop meetings to discuss annual budget preparations, homeowner delinquencies, agenda preparation, vendor interviews and personnel matters will be held as needed, and attendance will be limited to Directors only.

4. Taping of Meetings

- a. Owners may tape record or videotape any Meetings of the Board or Statutory Committees.
- b. An Owner desiring to tape record or videotape a meeting shall submit a written notice to the entire Board of Directors at least 1 hour in advance of the meeting, advising that the meeting will be recorded or videotaped. A separate written notice must be made for each meeting the Owner desires to record or videotape.
- c. No recording or videotaping of any Meeting shall interfere with or obstruct the Meeting, and none of the equipment used for taping shall interfere with or obstruct any person's view of the Meeting or ability to hear the Meeting, or block access to or from the Meeting or to or from the seating in the Meeting, or constitute a tripping hazard. No extra lighting for videotaping is allowed.

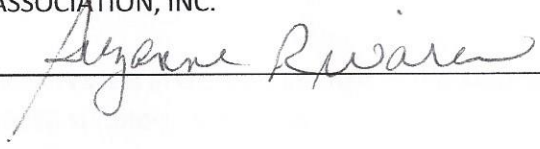
5. Enforcement of Meeting Rules

- a. Property Manager will make every attempt to keep order at all meetings along with Chairman.
- b. Any member unwilling to comply with these rules as they are laid out may be asked to leave the meeting or may be escorted from the meeting if majority vote of board so dictates (Roberts Rules Section 73).

This Rule shall be effective on the date approved by the Board of Directors. The number of Board members who voted in favor of this Rule is 5. The number of Board members who voted against this rule is 0. The vote of each Director is reflected in the minutes of the meeting at which the Rule was adopted.

HERITAGE GREENS COMMUNITY ASSOCIATION, INC.

BY: Suzanne Rivara _____



Suzanne Rivara, President

Date: June 23, 2020