

RESOLUTION OF THE BOARD OF DIRECTORS OF
LAKEWOOD RIDGE TOWNHOMES ASSOCIATION, INC.
BOARD AND MEMBERSHIP MEETING RULES OF CONDUCT

WHEREAS, each member of Lakewood Ridge Townhomes Association, Inc. ("the Association") has an ongoing interest and right under Florida law to participate in the governance of their community; and

WHEREAS, the Board of Directors ("the Board") has an equal interest and duty under the law to ensure that the management of the community's affairs are carried out professionally and in accordance with the provisions under Florida Statutes, the governing documents, and applicable rules of conduct; and

WHEREAS, the Board wishes to promote orderly and efficient meetings of the Board and of the membership of the Association;

NOW THEREFORE BE IT RESOLVED, that the Board hereby adopts the Rules of Conduct to take effect immediately upon adoption:

1. Any member of the Association may attend a meeting of the Board of Directors, and may speak to the Board and other owners present on matters that are on the agenda for the meeting, or are being addressed by the Board. The Board may establish a time during the meeting for Owner Comments and Questions, and the Board does not need to allow Owner input when the Board is discussing or acting upon an agenda item.
2. At membership meetings, Owners are entitled to speak on the issue being addressed by the membership. There will also be a time for general Owner Comments and Questions at the end of the meeting, which will permit input on any matters of general interest to the membership.
3. **Time Limits:** In addition to any time constraints that the Board may impose on itself, the Chairperson reserves the right to limit the amount of time allotted per agenda item and/or the individual time allotted per member to speak on any agenda item. The general rule is that members will have a maximum of three minutes' time at both Board and membership meetings to address any issues, unless such time limit is extended by the Chairperson of the meeting or the Board.
4. **Member Participation:** Members should identify themselves by their name and address. In the absence of a Member, a representative of such Member may attend a meeting and speak on behalf of the Member, provided that such representative is either: (a) a licensed attorney-at-law in the State of Florida; or (b) appointed as the attorney-in-fact for the owner pursuant to a power of attorney.
 - a. Members are invited to speak with respect to agenda items during the designated "Owners Comments" period of Board meetings, although the Board or the Chairperson may allow input at other times.
 - b. Unless the Board or Chairperson decides otherwise, there is a maximum time limit of three (3) minutes per member during the "Owners Comments" period.

- c. A member may address the Board only once during the "Owners Comments" period unless the Board or Chairperson allows other comments on additional issues brought up after the initial comments by such member.
 - d. When a member is speaking, he or she must address any comments or remarks only to the Chairperson, unless permission is granted by the Chairperson for the member to address someone else.
 - e. Only one person is to speak at any one time and members who have been recognized as having the floor should not be interrupted.
 - f. The Chairperson will have the sole authority and responsibility to see to it that all member participation is relevant to the subject or motion being addressed.
 - g. At the discretion of the Chair, members may be allowed to speak to individual agenda item under consideration during Board discussion periods. Members shall raise their hand seeking recognition, and may speak only if and when they are recognized by the Chair.
5. Members must conduct themselves in a civil and respectful manner at all times, and must refrain from interrupting others while they are speaking, raising their voice unnecessarily, and making any personal attacks or other inappropriate statements.
6. Members must confine their remarks to the issues before the Board or to the merits of the motion or resolution under consideration.
7. Members should come and go as necessary from the meeting space in the least disruptive manner possible.
8. Enforcement: It is the intent of the Board to maintain order and enforce the aforementioned rules. Disregard of these rules will result in:
 - a. The Chair may declare the member out of order.
 - b. Should the member fail to come to order, the Chair will request that the member leave the meeting.
 - c. The Chair shall be the sole arbiter of when member statements or actions are out of order.
 - d. Fines or other sanctions may be proposed if owners refuse to comply with these and other rules relating to meeting attendance and participation, including barring owners from meetings if they continually fail to observe these rules and disrupt meetings.
9. Tape Recording or Videotaping of Meeting: Any unit owner may tape record or videotape a Board or membership meeting subject to the following rules:
 - (a) No tape recording or videotaping of any meeting shall interfere with or obstruct the meeting and no equipment shall obstruct any unit owner's view, hearing or access to the meeting. The only audio and video equipment and devices which unit owners are authorized to utilize at any such meeting is equipment which does not produce distracting sound or light emissions.

- (b) All audio and video equipment shall be assembled and placed not closer than twenty (20) feet from the table at which the Board is seated. At the discretion of the Board, microphones or audio recording devices may be placed upon the table at which the Board is seated.
- (c) Members videotaping or recording a meeting shall not be permitted to move about the meeting room in order to facilitate the recording.
- (d) Any owner desiring to utilize any audio or video equipment shall provide advance written notice to the Board.

RESOLVED AND ADOPTED by The Board of Directors of Lakewood Ridge Townhomes Association, Inc. this 17 day of October, 2016.

By:

A handwritten signature in black ink, consisting of stylized, overlapping loops and a long horizontal stroke extending to the right.

President