

PROCEDURES REGARDING SPARKLING WATERS HOMEOWNERS ASSOCIATION BOARD AND MEMBERSHIP MEETINGS

WHEREAS, the Sparkling Waters Homeowners Association, Inc. (“Association”) Board of Directors (“Board”) meet on a regular basis; and

WHEREAS, the Association Membership meet on an annual basis and periodically in Special meetings; and

WHEREAS, the Board recognizes that the efficient operation of the Association requires open Board and Membership meetings and a free exchange of ideas among the directors and Membership; and

WHEREAS, Chapter 720, Florida Statutes encourages homeowner associations to adopt reasonable rules regarding Members' input on designated agenda items at Board and Membership meetings; and

WHEREAS, Members have a legal right to tape record or videotape meetings pursuant to Chapter 720, Florida Statutes; and

WHEREAS, Chapter 720, Florida Statutes encourages homeowner associations to adopt rules regarding the tape recording or videotaping of Board and Membership meetings; and

WHEREAS, the Association’s Board desires a reliable method of informing Members of meetings; and

WHEREAS, the Board desires to ensure that the business of the Association at Board and Membership meetings is not disrupted, and that order and decorum are maintained at all times;

NOW THEREFORE, the Association’s Board resolves to adopt the following procedures concerning Board and Membership meetings:

A. Notice of Meeting. Association Board and Membership meetings shall be noticed in accordance with Florida law, as amended from time to time.

1. Notices of Board and Membership meetings shall be posted to a) www.sparklingwatershoa.com, b) at each mailbox center, and c) next to the easternmost Sparkling Waters sign, in accordance with Chapter 720, Florida Statutes, as amended from time to time. The Board may also notify the Membership of meetings via email, but is not required to do so, and such emails are not required to meet the lead time requirements of other notices.
2. Notices shall include the date, time and location of the Board and Membership meetings, as well as agenda items for each meeting.
3. The Association shall mail each Member notice of a Board meeting or a Membership meeting only as required by the Association’s By-Laws or Chapter 720, Florida Statutes, as amended from time to time.

B. Addressing Meetings. Members are invited to address the directors at Board meetings and the Members at Membership meetings. To avoid conflicts among speakers and to avoid

excessively long meetings, the procedures set forth herein are instituted for Board and Membership Meetings. Unless otherwise indicated, procedures shall apply to both Board and Membership Meetings:

1. Members may address attendees for up to three minutes at Board and Membership meetings during an "open forum" period at the end of each meeting, unless otherwise noted on the meeting agenda.
2. Members may also address attendees at meetings on issues that directly concern items on the meeting agenda during the discussion of that agenda item. Comments about items not on the meeting agenda or extraneous conversations or remarks are inconsiderate to the Board and other Members, and they shall be ruled out of order by the chairperson.
3. Members' addresses on agenda items at meetings may be up to three minutes total per property. Time may not be yielded or assigned from one Member to another. The Board meeting chairperson's determination shall be conclusive and final concerning whether a time limit is exceeded by a Member or their representative.
4. The Board may require owners to sign up immediately before any meeting in order to address the Board or Membership, as the case may be.
5. Members' addresses at Board or Membership meetings may only commence when a speaker is recognized by the meeting chairperson. To be recognized at any meeting, raise one hand for identification; however, at the chairperson's discretion, when a large number of persons seeking to make addresses at the meeting are present, the chairperson may require Members to sign up or line up in a particular location. Members who are not recognized by the meeting chairperson shall not be permitted to speak out of order.
6. No obscene or profane language shall be permitted at any Board or Membership meeting. No shouting or other disruptive behavior shall be permitted at any Board or Membership meeting. The meeting chairperson may require any person using obscene or profane language or any person engaging in disruptive behavior to leave the Board or Membership meeting premises.
7. To allow proper minutes at the beginning of an address, a Member shall announce his or her name and address, and the name and address of the lot owner the speaker is representing, if applicable.
8. Board meetings and Membership meetings shall be adjourned no later than two hours after the meeting begins, unless the chair authorizes otherwise or unless the directors, by majority vote, elect to extend the time for the meeting.

C. Audio or Video Recording Meetings. Members may tape record or videotape Board and Membership meetings, subject to the following reasonable restrictions:

1. The only audio and video equipment and devices that Members or their representatives are authorized to use at any such meeting is equipment that does not produce distracting sound or light emissions.
2. Audio and video equipment shall be assembled and placed in position in advance of the commencement of the meeting.

3. During a meeting, anyone videotaping or recording a meeting shall not be permitted to move about the meeting room in order to facilitate the recording.
4. A Member desiring to utilize any audio or video equipment to tape record or videotape a meeting shall deliver written notice so that the notice is received by the Association's Secretary at least two business days before the meeting.
5. Recording a meeting without notice to the Association, in accordance with these procedures, is strictly prohibited.

D. Effective date. The policies set forth herein shall take effect immediately.

ADOPTED by the Board of Directors of the Sparkling Waters Homeowners Association, Inc. by a vote of 4 to 0 on this 7th day of December, 2023.

Sparkling Waters Homeowners Association, Inc.

By:
Barry S. Graham
Position: President

By:
Alicia G. Graham
Position: Secretary/Treasurer