



ASSOCIATION MEETINGS CODE OF CONDUCT

To better serve the community and the flow of Association Meetings at Lakewood Park Condominium Association, the following rules will be put into effect. In following within Florida Statute 718.

- 1. ALL BOARD MEETING NOTICES ALONG WITH THE PROPOSED AGENDA, IF PRACTICAL, WILL BE POSTED ON THE COMMUNITY BULLETIN BOARDS LOCATED AT THE ASSOCIATION'S CLUBHOUSE AT LEAST 48 HOURS PRIOR TO THE MEETING UNLESS MORE NOTICE IS REQUIRED BY THE BYLAWS OR FLORIDA STATUTE.**
 - a. The location for the posted notice will be the bulletin boards located by the mailbox areas at the Association's Clubhouse and Fitness Center. This location is subject to change, but the location will always be on Association property in a conspicuous location.
 - b. A courtesy copy of the agenda will also be posted on the Sentry Management website. These are courtesy notices only and are not subject to notice deadlines or requirements.
 - c. Board Meetings (Special, Emergency, Closed, or any other meeting requiring special announcements) or the Annual Members' Meeting may have different notice requirements depending on the type of meeting and its topic. Such notices for those meetings will be done in compliance with the Bylaws and Florida Statutes.
 - d. The Board at its discretion will schedule their Board Meetings as needed to conduct official Association business. The Board may cancel any notified meetings at their discretion at any time.

- 2. THE PURPOSE OF BOARD OF DIRECTORS' MEETINGS ARE TO CONDUCT BOARD BUSINESS AS PLACED ON THE AGENDA.**
 - a. Agenda items are determined and directed by the Board or by recommendations of the Management Team or at the recommendation of a vendor. Only agenda items will be discussed during open forum.
 - b. Owners who wish to discuss items that are not on the agenda may submit written requests to the Lakewood Park Management Team to be reviewed and shared with the Board; however, the item may or may not be added as a future agenda item and may be handled outside of regular Board Meetings.
 - c. Owners may attend Board of Directors' Meetings, unless the meeting is a closed meeting with the Association's counsel in accordance with the statutes.

- 3. MEMBERS OF THE COMMUNITY MAY SPEAK DURING THE DESIGNATED OPEN FORUM SECTION OF THE MEETING AND ONLY IN REGARD TO AN AGENDA ITEM FOR A PERIOD OF UP TO THREE (3) MINUTES ONCE RECOGNIZED BY THE MEETING CHAIR IF THE OWNER FOLLOWS THE PROCEDURES SET FORTH BELOW.**

- a. A member **MUST** sign in on the Attendance/Open Forum Sheet provided by the Management Team prior to the Meeting's Call to Order and must indicate on that sheet their **NAME, BUILDING AND UNIT NUMBER, AND WHICH SPECIFIC AGENDA TOPIC(S) THE MEMBER WISHES TO COMMENT UPON**. This is an opportunity for a member to comment on agenda items; **HOWEVER**, it is not a question-and-answer session.
- b. All members who are signed in on the Attendance/Open Forum Sheet will be permitted the floor, in order of sign-in, once recognized to speak. All members are expected to address the Board, Management Team, and fellow members in a civil manner.
- c. Any member not acting in a civil manner or in a manner which disrupts the Board Meeting to the extent that the Board cannot continue with the Meeting will be directed to leave the meeting or the Board may adjourn the meeting to reconvene at a later date and time. If a member acts aggressively or in a threatening manner, law enforcement may be called to intervene.

4. OWNERS RECORDING MEETINGS

- a. Owners may record any open Board Meeting with prior written notice of not less than 24 hours prior to each open Meeting.
- b. Any video or audio recording equipment must be placed at the rear of the room, and shall remain stationary in order to not distract or intimidate other members or the Board.
- c. Management and the Board reserve the right to inform those in attendance at CALL TO ORDER if a member has indicated that he or she intends to record the meeting.

5. APPLICATION OF STANDARDS TO COMMITTEE MEMBERS

- a. Any member(s) of any statutory committee (Architectural Review Committee, Budget Committee, Social Committee, Fining Committee) shall abide by all the above stated requirements imposed upon Directors. The Board of Directors may extend the same requirements to other non-statutory committee members at its sole discretion.

ENACTED ON September 20, 2023 AT THE BOARD OF DIRECTORS MEETING.