

CORPORATE RESOLUTION

OAK HOLLOW PROPERTY OWNER'S ASSOCIATION, INC.

RULES REGARDING

INQUIRIES; OFFICIAL RECORDS REVIEW; PARTICIPATION AT BOARD MEETINGS; AUDIO OR VIDEOTAPING BOARD, COMMITTEE OR MEMBER MEETINGS; POSTING ON THE COMMON ELEMENT

WHEREAS, Unit Owners are entitled to make inquiries pursuant to Section 720.303, Florida Statutes and are entitled to a timely and substantive response thereto; and

WHEREAS, in order to assure that the Association is able to respond timely to all Unit Owners who may make inquiries, and not be burdened with excessive or repetitive inquiries from any one Unit Owner, the Board finds it to be in the best interest of the Association and its members to adopt rules and regulations, as authorized by Section 720.303, Florida Statutes, to limit and regulate the frequency and manner of Unit Owner inquiries; and

WHEREAS, Unit Owners are entitled to view the Association's Official Records pursuant to Section 720.303, Florida Statutes; and

WHEREAS, as authorized by Section 720.303, Florida Statutes, the Board finds it appropriate to promulgate certain rules with respect to the frequency, time, location, notice and manner of inspecting the Official Records and the making of copies;

WHEREAS, Unit Owners are entitled to speak at Board meetings on designated agenda items; and

WHEREAS, as authorized by Section 720.303, Florida Statutes, the Board finds it appropriate to promulgate rules with respect to the length of time, order of speaking and advance notice to the Board of intent to speak; and

WHEREAS, as authorized by its governing documents and Chapter 720, Florida Statutes, the Board of Directors for Oak Hollow Property Owner's Association, Inc. finds it appropriate to promulgate rules regarding the following issues:

NOW, THEREFORE, be it resolved by the Board of Directors of Oak Hollow Property Owner's Association, Inc., that the Rules and Regulations of the Association are amended by adding thereto the following provisions:

1. **Inquiries.** An inquiry from a Unit Owner (an "Inquiry") must be in writing and sent in accordance with Section 720.303, Florida Statutes. An inquiry shall be limited to no more than 4 separate questions or requests for information. Each part of a multi-part question or request shall be deemed a separate question. For example, an Inquiry asking "[A]re

there plans to refurbish the Clubhouse and if so when, how will it be paid for and what persons or committee will decide on the decor?" includes 4 separate questions, and constitutes an "Inquiry." To the extent any inquiry seeks a response to more than 4 questions; it shall be deemed an additional Inquiry. For example: if the Association receives an Inquiry from a Unit Owner on July 1 that contains 6 questions, then that Inquiry will be considered as two separate Inquiries, the first 4 questions constituting one Inquiry and the next two questions being a second Inquiry.

2. Frequency and Response. The Association is obligated to respond only to one (1) Inquiry per Unit in any given 30-day time period. If any additional Inquiries are received from the same Unit, the Association need not respond before the end of the 30-day period following the last date on which the Association could have timely responded to the Inquiry last received from such Unit. For example: if the Association receives an Inquiry containing 6 questions on July 1, and an additional Inquiry of 3 questions on July 25, then the Association must respond to the first Inquiry of 4 questions by July 30, the second Inquiry of 2 questions by August 29, and the third Inquiry of 3 questions by September 28. Responses given within such time shall either be a substantive response, notify the Unit Owner that a legal opinion has been requested, or notify the Unit Owner that advice has been requested from the Division of Florida Land Sales, Condominiums, and Mobile Homes. Responses to Inquiries that are referred to the Association legal counsel for a legal opinion in accordance with Section 720.303, Florida Statutes, shall be made within 60 days of the last date on which the Association may timely respond to the to the Inquiry last received from such Unit.

3. Reference to Attorney. The Association may refer any Inquiry to its legal counsel for response, or assistance with a response, if the Inquiry includes any question or request that the President or Board determines to require a legal opinion or interpretation, or if the President or Board reasonably finds that an inquiry threatens, suggests or implies, directly or indirectly, that the Unit Owner may file a complaint, action or claim against the Association or its officers or directors, or that the Inquiry suggests or implies, directly or indirectly, that the Association has acted in any manner that is or may be in violation of law or the condominium documents, or otherwise be such as may expose the Association to potential liability. In making such decision, the Association may take into consideration any statements or correspondence from or on behalf of the Unit Owner, as well as prior Inquiries submitted by such Unit Owner.

4. Responses. In formulating a response to an Inquiry, the following provisions shall apply:

a. If there was a substantive response to the same question from the same Unit previously, and the answer remains essentially unchanged, the Association's response may refer to the prior answer.

b. If the Inquiry is in effect a request to review or be furnished copies of the Official Records of the Association, or seeks a response that may be found in the

Official Records, then the response shall advise the Unit Owner that the information sought may be obtained from a viewing of the Official Records.

c. If the Inquiry requires the Association to prepare compilations, calculate figures or otherwise extract data which is not readily calculated or ascertainable from existing reports in final form or if the Inquiry seeks information in a form, or for periods or based upon criteria, for which the Association does not maintain such information, the Association need not compile, calculate, extract, or format such information, and it shall be a sufficient response to notify the Unit Owner that the Inquiry cannot be readily answered at the time, and that the Association is not required to calculate, compile, abstract or format such information, referring the Unit Owner to the Official Records under Paragraph 4(c) if appropriate.

5. Inspection and Copying Official Records. With respect to the inspection and copying of Official Records, the following rules shall apply:

a. All Unit Owner requests to inspect or copy Official Records must be in writing and delivered to the Association's management office.

b. The Association and requesting Unit Owner shall schedule a mutually convenient time for the inspection, which if not otherwise agreed to, shall be within five (5) business days of the receipt by the Association of the written request.

c. A Unit Owner may request an inspection of the Official Records no more often than one time every ten (10) days. If the Owner makes an additional request, then the inspection based upon the additional request shall be made in the next ten (10) day time period for which an inspection of the records for such Unit is not already scheduled. If a Unit Owner is unable to inspect all records requested in a single visit, then the remaining records shall be available for inspection during the next business day.

d. A Unit Owner may inspect the Official Records during regular business hours of the Association's management office, and during a time not to exceed eight (8) hours per inspection. If the inspection time involves the lunch hour, from 12 noon to 1 p.m., then the Owner shall be required to leave at noon and resume his inspection at 1 p.m. so that the Association staff and other Association representatives present, if any, may enjoy a lunch hour.

e. The Association is not required to organize or assemble records in any particular manner for an inspection, except for the Association's convenience.

f. Unit Owners shall not have the right to inspect or copy those records which are declared to be non-accessible to Unit Owners by law.

g. Association Records may not be removed from the Association office, and the Unit Owner may not take files apart or otherwise move or relocate any document or page of the Official Records.

h. If a Unit Owner requests copies of any Official Record, whether in conjunction with an inspection or independently thereof, the Unit Owner must clearly mark or otherwise identify the exact page(s) or document(s) to be copied. The Association shall thereafter, and within a reasonable time, make such copies for the Unit Owner at his expense, and notify the Owner when the copies are available. The fee for copies is \$.25 per page if the copies are made on the Association's photocopier and the actual expense if the copies are made by an outside vendor. The Association or its authorized agent may charge a reasonable fee for providing good faith responses to requests for information, other than that required by law, but the fee may not exceed \$150 plus the reasonable cost of photocopying and any attorney's fees incurred by the Association in connection with the response. The Association may, in its discretion, mail the copies to the Owner at the Owner's request, provided that the postage is prepaid. The Association may require that the copy costs be prepaid before they are made, and shall require payment before delivery.

i. Any Unit Owner requesting that the Association make copies of personal documents (other than Official Records) for such Owner, or that the Association permit the Owner to make such copies on the Association copy machine, must pay \$.25 per page for such copies, payable in advance.

j. A member or his or her authorized representative may use a portable device, including a smartphone, tablet, portable scanner, or any other technology capable of scanning or taking photographs, to make an electronic copy of the official records in lieu of the association's providing the member or his or her authorized representative with a copy of such records. The association will not charge a member or his or her authorized representative for the use of a portable device.

6. **Owner Participation at Board Meetings.** Unit Owners shall have the right to participate in all meetings with reference to all designated agenda items or other association related matters. However, the chairperson shall limit each Unit Owner's participation to a total of three minutes, and the first Unit Owner speaking shall not be recognized again until all other Unit Owners wishing to speak have been heard on any one agenda item. Any Unit Owner desiring to speak at a meeting must file a written request with the Association a reasonable time in advance of the meeting. Members wishing to speak should stand, state their full name and unit number before beginning their remarks. The chairperson may initiate a motion restricting comments from members until the agenda is complete.

7. **Unit Owner Taping Meetings.** With respect to Unit Owner audio or videotaping Board, committee or unit owner meetings, the following rules shall apply:

a. 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. The audio and video equipment shall be assembled and placed in position in advance of the commencement of the meeting.

c. Anyone videotaping or recording a meeting shall not be permitted to move about the meeting room in order to facilitate the recording.

d. Advance written notice of not less than 24 hours shall be given to the Board of Directors by any unit owner desiring to utilize any audio or video equipment.

e. The video equipment shall be placed in a position in the rear of the meeting room.

f. The audio equipment may be placed on the table at which the Board members are sitting so long as the equipment does not require an electric cord. If the audio equipment is placed at the table at which the Board members are sitting, the Unit Owner is not permitted to replace the tape if the machine stops due to a full tape, except if the Board calls for an intermission during the meeting.

8. Posting on the Common Element. The Board of Directors is authorized to place Association notices on the common element in posting locations as designated by the Board of Directors. There exists on the common element one community bulletin board located in the clubhouse hallway for unit owners, tenants and invitees to post notices reflecting items for sale, rent or requests for wanted items. Unit Owners, tenants and invitees are prohibited from posting documents of any other type or nature on the community bulletin board. Unit Owners, tenants and invitees are prohibited from posting documents elsewhere on the common element. Unit Owners, tenants and invitees are also prohibited from posting documents on the Association designated posting location.