

STONEWOOD TOWERS PROCEDURE NO. 2

Subject: Official Meetings

Background-

Florida Statute Section 718.112(2) (C) provides that the Condominium By-laws shall provide for Board of Administration meetings and if they do not do so, shall be deemed to include the following.

- A. Meeting of the Board of Administration shall be open to all unit owners and any unit owner may tape record or videotape such meetings.
- B. The right to attend such meetings includes the right to speak at such meetings with reference to all agenda items in accordance with Roberts Rule of Order.
- C. Adequate notice of all regular Board meetings shall specifically incorporate an identification of agenda items and shall be posted conspicuously on Condominium property at least forty-eight (48) hours preceding the meeting, except in an emergency.
- D. Any item not included on the notice may be taken up on an emergency basis by at least a majority plus one (1) of the members of the Board.

Procedure-

In accordance with policy established in Florida Statutes as enumerated above, the following additional procedures are established.

- A. Unit owners desiring to make a statement regarding agenda items will be limited to three (3) minutes duration.
- B. All meeting notices and agenda items will be posted on the official Bulletin Board adjacent to the Stonewood Post Office in E Garage at least forty eight (48) continuous hours preceding the meeting except in an emergency.
- C. Owners who desire items to be placed on the agenda must submit same, in writing, to the Board of Administration at least seventy-two (72) hours prior to the scheduled meeting.
- D. Monthly Board meeting schedule will be determined by the Board of Directors, each year when the new Board takes office.
- E. Owners desiring to use audio or video equipment to record meetings shall give the Board of Administration one (1) day notice.
- F.
 1. Every effort will be made by the Board and the Stonewood Office to have unapproved minutes of the Board meetings made available to all unit owners within 8-10 days of a Board of Administration meeting.
 2. A copy of the unapproved minutes of all meetings of the Board of Administration will be posted on the official bulletin board, adjacent to the mail room in the E Garage.

3. Unit owners having a valid email address, on record with the office will receive these minutes via email.
4. Unit owners who do not use email can request the Stonewood office to send them a printed copy by US Mail.
5. Let it be noted that these are unapproved minutes, subject to change by the Board at the next Board meeting. The posting is only for the information of the unit owners. Unit owners are not authorized to make suggestions as to additions or corrections to the minutes.