

## **VII. MEETINGS AND RECORDS OF THE ASSOCIATION**

Roberts Rules of Order shall be applicable to and govern all Association meetings, when not in conflict with the Master Documents or any policies adopted by the Board of Directors. Roberts Rules of Order for small boards of less than 12 members allows the Chair of any meeting of the Board of Directors:

- To engage in debate, without relinquishing the Chair.
- To make motions.
- To second motions that the Chair did not initiate.

The Board will require seconds to all motions made at any meeting of the Board of Directors.

### **A. Annual and Special Meetings**

The Annual Meeting is held in February of each year for the purpose of electing Members to the Board of Directors and to settle any referenda issues that may be presented. One-third (1/3) of the membership constitutes a quorum. Owners may vote in person or by proxy. Each housing unit (lot) constitutes one (1) voting member. Notice of the Annual Meeting, or any special referenda meeting, if not picked up in person by the Owners, shall be mailed to the Owners at least fifteen (15) days before the date of the meeting.

### **B. Board of Directors Meetings**

The Board of Directors meets officially, usually once a month. The agenda is posted on the official bulletin boards at least forty-eight (48) hours in advance of the meeting.

### **C. Board Workshop Meetings**

Workshop meetings of the Board are held during the month, usually on Wednesday afternoons. The agenda is posted on the official bulletin boards at least forty-eight (48) hours in advance of the meeting. Discussion of agenda items is held among the Board members. Members may be called upon to speak or request to speak, but may not speak unless recognized by the Chair.

### **D. Board Meetings with the Residents**

Residents will be given two (2) opportunities to speak at regularly scheduled Board of Directors' meetings. Residents may speak for up to three (3) minutes on any agenda item before the Directors conduct the business of TPCA, as published. At the end of the business meeting and prior to adjournment, Residents may speak for up to three (3) minutes on any subject relevant to TPCA business or issues. There will be no minutes recorded during these two (2) speaking periods.

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### **E. Participation at Association Meetings**

- 1) Every Member shall have the right to attend Board of Director, Committee, and Village Representative meetings. A meeting is defined as a quorum of Directors, Committee members, or Village Representatives gathered to conduct TPCA business. The term does not include gatherings of less than a quorum engaged in fact-finding investigations or legal inquiries, or gatherings of any number of Directors with the Board's attorney with respect to proposed or pending litigation where the content of the discussion would otherwise be governed by the attorney-client privilege.
- 2) No person other than a Member may be permitted to attend such meetings, except for persons invited to attend by the Board, Committee or Village Representatives chair.
- 3) Members shall not have the right to speak at Board, Committee or Village Representatives meetings unless recognized by the chair. A Member wishing to speak shall raise his/her hand or stand to be recognized by the chair as having the right to be heard at that time.
- 4) A Member shall only speak once on each agenda item, or any other topic relative to TPCA business or issues, properly at the meeting, and the Member's statement shall not exceed three (3) minutes.

### **F. Notice and Documentation of Meetings**

- 1) Board Meetings
  - a) The official Board meeting agenda shall be posted on each official bulletin board at least forty-eight (48) hours before the Board meeting and shall remain there until the start of the meeting.
  - b) The meeting agenda and back-up documentation shall be made to each Board Member, General Manager, Controller and Senior Administrative Assistant five (5) days before the Board meeting. Members may request copies of this documentation at their own expense.
  - c) A copy of the agenda will be available at no cost to any Member attending the meeting. These will be available to Members as they enter the meeting.
  - d) The Secretary shall record minutes of the official Board meetings and the Board workshop meetings. All meetings shall be recorded as back-up. Unofficial minutes shall be published within seven (7) days after the meeting, posted on each official bulletin board, and maintained there for at least ten (10) days after the meeting.

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- e) Packets for each meeting shall be available for inspection at the Lodge front desk for six (6) months. This packet shall contain the meeting agenda, back-up documents, and minutes of the previous meeting. The packet shall be available for inspection and copying at the Member's expense.
  - f) The distribution of documentation for the Board workshop meetings is the same as for official Board meetings.
- 2) Committee Meetings shall be listed in the TPCA monthly newsletter. Minutes of these meetings shall be posted on the official bulletin board within fourteen (14) days following the meeting. These minutes may be copied at the Member's expense.
  - 3) Village Representatives meetings shall be listed in the TPCA monthly newsletter. Minutes of these meetings shall be posted on the official bulletin board within five (5) days following the meeting.

### G. Association Records Inspection and Copying

- 1) In accordance with Florida Statute 720, Association documents and records are available for inspection and copying by Members, Certified Agents of Members and Attorneys for Members.
- 2) The following records are available at the Lodge front desk for immediate inspection:
  - a) Board of Directors meeting minutes and backup data.
  - b) Current monthly financial report.
  - c) Current annual budget.
  - d) Current copy of the *TPCA Rules & Regulations*.
  - e) Latest annual auditor's report.
- 3) Archived material inspection can be obtained by submitting a written request to the Administration Office. These records will be made available in ten (10) working days and may not be removed from the office.
- 4) Records of the Association may not be marked up, mutilated or otherwise damaged in any way. In addition to penalties and fines, all costs of document repair or replacement shall be invoiced to the person requesting to inspect the records.
- 5) Copies of the documents will be made on request and the cost will be billed to the requester. Eight and one-half by eleven-inch (8-1/2"x11") copies, not to exceed three (3) originals, will be made immediately. Four (4) or more copies will be available in three (3) working days. Copies of archived materials, special sizes, and drawings will be available in ten (10) working days.

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- 6) The list of Members, containing their addresses and parcel identification, will be made available to the Members, certified Members' agents and/or the Members' attorneys. This list shall not be sold or given to any outside agency, organization or individual.