

**NAPLES RESERVE HOMEOWNER'S ASSOCIATION**  
**PROCEDURES REGARDING HOMEOWNERS ASSOCIATION**  
**BOARD AND MEMBERSHIP MEETINGS**

**WHEREAS**, the Naples Reserve Homeowner's Association, Inc. (the "Association") Board of Directors ("Board ") meet on a regular basis;

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

**WHEREAS**, Chapter 720, Florida Statutes encourages homeowners associations to adopt reasonable rules regarding members' input on designated agenda items at Board meetings;

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

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

**WHEREAS**, the Association's Board desires a reliable method of informing members of meetings;

**WHEREAS**, the Board desires input from members on agenda items at Board 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.** Notices 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 at the entrance(s) of the community in accordance with Chapter 720, Florida Statutes, as amended from time to time.

2. Notices shall include the date, time and location of the Board and Membership meetings, as well as an agenda for each meeting that identifies the particular issues to be addressed.

3. The Association shall mail each Member notice of a Board meeting or a Membership meeting only as required by the Association's Bylaws or Chapter 720, Florida

Statutes, as amended from time to time.

**B. Addresses at 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' addresses at Board meetings shall be permitted during an "open forum" at the beginning of each Board meeting, unless otherwise noted on the Board meeting agenda.
2. Members' addresses at Board meetings are limited to issues that directly concern items on the Board meeting agenda. Comments about items that are not on the Board 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 Board meetings may be up to three minutes total. 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. 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.
6. 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.
7. To avoid delays, a member's address shall be made from the member's chair. Unless directed by the chairperson of the meeting, it is not necessary to speak from an aisle.
8. Board meetings shall be adjourned 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 Board meeting.

C. Tape Record or Videotape 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 Naples Reserve Homeowner's Association, Inc. by a vote of 5 to 0 on this 10 day or FEBRUARY, 2021.

By:   
Name: RANDALL SPARRANZA  
Position: President

By:   
Name: CRAIG GOESTE  
Position: Secretary