

BOCA LAKES CONDOMINIUM ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING

AGENDA

Date Posted and Emailed to Owners: March 24, 2026

Meeting Date: Thursday, March 26, 2026

Time: Immediately following the Special Meeting of the Board of Directors

Location: Boca Lakes Clubhouse

1. Call Meeting to Order

2. Roll Call / Establishment of Quorum

3. Proof of Notice

4. Legal Update

5. Management Report

6. Business

A. Appointment of Board Director

B. Video-Conference Attendance and Procedures

Consideration of approving a resolution authorizing and regulating video-conference attendance and meeting procedures.

C. Video-Conferencing Equipment

Consideration of approving the purchase of video-conferencing equipment.

D. Electronic Voting Contract

Consideration of approving an electronic voting service contract.

E. Landscaping / Landscaping Contract

Consideration of approving new landscaping services and/or contract.

The Boca Lakes Condominium Association Board of Directors values your input and opinions.

Please remember that proper meeting etiquette must be followed at all Board of Directors meetings. Disrespectful or disruptive behavior cannot be tolerated, and attendees may be asked to leave the meeting.

BOCA LAKES CONDOMINIUM ASSOCIATION, INC.

**RESOLUTION AUTHORIZING AND REGULATING VIDEO-CONFERENCE
ATTENDANCE AND MEETING PROCEDURES**

A meeting of the Board of Directors of BOCA LAKES CONDOMINIUM ASSOCIATION, INC. (the “Association”) was held on the ____ day of March, 2026 after duly noticing said meeting in accordance with the Bylaws and Florida law, and after said meeting was called to order and upon a call of the roll, a quorum was found to be present, and after a motion was duly made, and seconded, and carried by at least a majority vote, it was resolved as follows:

RECITALS

WHEREAS, Chapter 718, Florida Statutes (the “Condominium Act”), governs the operation of the Association and board procedures; and

WHEREAS, Section 718.112(2)(c) of the Condominium Act requires boards of residential condominiums with more than 10 units to meet at least quarterly and provide owners opportunities for questions at least four times per year, and confirm owner rights to speak on designated agenda items; and

WHEREAS, Section 718.112(2)(b)-(c) of the Condominium Act expressly authorizes meetings conducted by video conference, imposes recording and retention duties for such meetings, and requires that any meeting conducted via video conference includes a physical location for in-person attendance and notice containing a hyperlink and call-in number; and

WHEREAS, Section 718.111(12) of the Condominium Act requires associations operating 25 or more units to maintain an official website or secure owner portal and to post specified records, including links/recordings and minutes for qualifying meetings within the prior 12 months; and

NOW, THEREFORE, BE IT RESOLVED that the Board adopts the following policy governing video-conference participation and meeting protocols:

1) Definitions:

- a. “Video Conference” means a real-time audio and video meeting conducted via a video-enabled platform (e.g., Zoom, Microsoft Teams).
- b. “Video-Conference Meeting” means any board of directors meeting, membership meeting, or a committee meeting required to be noticed in the same manner as board meetings in which one or more directors or owners attend via video conference with audio capability.

2) Physical Location:

Every Video-Conference Meeting must have a physical location within the notice where owners may attend in person. “Zoom-only” or “Teams-only” meetings are not permitted. The Association

will ensure the meeting room includes screen/speaker equipment so in-person attendees can see, be seen, hear, and be heard with remote participants.

3) Notice & Agenda:

- a. **Regular Board Meetings (48 hours):** Notice with agenda must be posted at least 48 hours in advance at the Association's designated conspicuous location per the Posting Rule (see #5 below). The Association may, as a courtesy, provide notice by email; however, such delivery is not required by statute.
- b. **Board Meetings Requiring 14 Days' Notice:** For Board meetings at which the Board will consider adoption of a non-emergency special assessment, rules affecting unit use, or the annual budget, notice with an agenda must be mailed, delivered, or electronically transmitted to all unit owners and conspicuously posted on the condominium property at least fourteen (14) days prior to the meeting.
- c. **Video-Conference Content in Notices:** If the Board meeting is to be conducted via video conference, the notice must state that the meeting will be via video conference and include: (i) a hyperlink to join; (ii) a conference call-in number; and (iii) the physical location for in-person attendance.
- d. **Agenda Limitation:** Board action is limited to posted agenda items, except that a majority of the Board plus one may declare an emergency item for immediate action subject to ratification at the next properly noticed meeting with the item on the agenda. This should be used sparingly.

4) Quarterly Meetings & Owner Participation:

The Board of Directors must meet at least once per quarter. At least four times each year, the agenda must include an item for owner questions. At every Board meeting, owners have the right to address designated agenda items and ask questions relating to construction/repair status, current-year revenues and expenditures, and other issues affecting the condominium. The Board may adopt reasonable written rules for frequency, duration, and manner of owner statements.

5) Posting Rule (Conspicuous Location):

The Association maintains a written rule identifying the conspicuous location on the property where official notices are posted. This Resolution reaffirms that rule and directs management to keep it current and visible.

6) Director & Owner Remote Participation:

- a. **Directors:** Directors may attend and vote via video conference. Directors attending remotely count toward quorum; however, see #7(c) below for Annual Member Meetings. A speaker must be used to enable all participants to be heard by those physically present.

- b. **Owners:** Owners attending by video conference have the same participation rights as if physically present, subject to reasonable meeting rules.

7) Member (Unit-Owner) Meetings:

- a. Member meetings may be conducted in person or by video conference (with a physical location provided).
- b. If the annual membership meeting is conducted by video conference, a quorum of the Board must be physically present at the noticed physical location.
- c. Members may not vote via the video conference platform on matters appropriate for a member vote. The Association has or will be implementing electronic voting pursuant to Section 718.128 of the Act to facilitate electronic voting by members at member meetings.

8) Recording, Retention, and Website Posting:

- a. **Mandatory Recording:** Effective July 1, 2025, All board, membership, and committee meetings conducted by video conference must be recorded (audio/video).
- b. **Retention:** The Association must retain the video recording as an official record for at least one year (and any longer period required by applicable records-retention provisions).
- c. **Website/Portal Posting:**

The Association will post the recording or a hyperlink to it and the approved minutes for all video-conference meetings of the board, membership, and committees meetings during the preceding 12 months.

The Association must also post on its website or application any document to be considered and voted on by the owners during the meeting or any document listed on the agenda at least 7 days before the meeting at which the document or the information within the document will be considered.

Unless a shorter period is otherwise required, a document must be made available on the Association's website or made available for download through an application on a mobile device within 30 days after the Association receives or creates an official record.

- d. **Privacy & Exempt Meetings:** If a meeting (or portion) is properly closed (e.g., pending litigation/personnel matters), the Association will follow counsel's guidance to ensure confidentiality and compliance with official-records rules.

9) Website/Owner-Portal Compliance:

The Association must maintain an official website or secure owner portal and post required official records in accordance with §718.111(12), including the rolling 12 months of minutes and the recordings or hyperlinks required in #8(c).

10) Technology & Meeting Room Standards:

The Association authorizes management to: (i) maintain a standard platform (e.g., Zoom/Teams), (ii) configure automatic recording for Video-Conference Meetings, (iii) maintain naming conventions (e.g., YYYY-MM-DD_Board_Meeting.mp4), and (iv) provide audio and video equipment at the physical location so all participants can be seen and heard. If such audio and video equipment cannot be provided by management, the Association will purchase such equipment.

11) Conflicts; Governing Documents:

If the declaration, articles, or bylaws impose more restrictive requirements (e.g., longer notice periods or specified county/onsite location), those provisions control.

12) Implementation:

Management is authorized to prepare templates for notices with required hyperlink, call-in number, and physical-location fields; maintain the Posting Rule on the property; and update the Association’s website/portal workflow to satisfy statutory recording and posting requirements. Management shall refer to Attachment A to this Resolution for guidance to implement video-conference meetings in accordance with this Resolution.

The Board of Directors for the Association approved the adoption of the above Resolution by a vote of ____ For and ____ Against.

IN WITNESS WHEREOF, this Resolution has been approved and executed this ____ day of _____ 2026.

BOCA LAKES CONDOMINIUM ASSOCIATION, INC.

By: _____

Pat Chapman, President

Attest: _____

Laun Biancardi, Secretary

Attachment A — Practical Checklist (for CAM/Management)

1. Before Posting

- Choose a **physical location** room and verify A/V works.
- Create the **video link** and **call-in number**; paste into notice.
- Prepare the **agenda** (limit voting to posted items; flag any true emergencies).

2. Post Notice

- **48 hours** for standard board meetings; **14 days** and written notice for non-emergency special assessments, unit-use rules, and budget meetings (or longer if bylaws require).

3. During the Meeting

- Start **recording** before calling to order.
- Ensure remote participants can be **seen/heard** in the room.
- Include **owner question** segment when applicable.

4. After the Meeting

- Save the recording to the Association's official records repository.
- **Post the recording or hyperlink** and **approved minutes** to the website/portal and retain the recording for at least **one year**.