

**POINT BRITTANY ADMINISTRATIVE CORP. INC
BOARD OF DIRECTORS MEETING**

Date: July 18, 2024 TIME: 4:00 pm

Resident's Club: 5010 Brittany Drive S, St. Petersburg, FL 33715 / **And also via
Zoom Meeting**

<https://us06web.zoom.us/j/86131847329?pwd=dmxoMk5KdDRzdImUDg5VFRObC8xZz09>

Meeting ID: 861 3184 7329 Passcode: 117302

A G E N D A

Call to Order

Roll Call – Establish a quorum

Approval of Minutes: June 20th, 2024

General Manager's Report

Officer's Report - President's Report
 Treasurer's Report

Old Business

- **None**

New Business

- **Motion – 24-017** Motion to approve the Resolution Establishing Procedures for Records Requests.
- **Motion – 24-018** Motion to approve the Resolution Establishing Procedures for Unit Owner Inquiries.
- **Motion – 24-019** Motion to approve the Resolution Regarding the Conduct at Board Membership and Committee Meetings.

Adjournment

Next Meeting Date: August 15th, 2024

POINT BRITTANY ADMINISTRATIVE CORPORATION, INC.

RESOLUTION ESTABLISHING PROCEDURES FOR RECORDS REQUESTS

Whereas, Chapter 718 of the Florida Statutes (the Condominium Act), permits the Association to adopt reasonable rules and regulations regarding inspection and copying of Association records; and

Whereas, the Association seeks to adopt such procedures;

NOW, THEREFORE, be it resolved by the Board of Directors as follows:

1. RECORDS DEFINED

The official records available for inspection and copying are those designated by the Florida Condominium Act, as amended from time to time. A current list of "official records" as designated by the Condominium Act may be obtained from management upon request.

2. PERSONS ENTITLED TO INSPECT OR COPY

Every unit owner or the unit owner's authorized representative, as designated in writing, (hereinafter collectively referred to as "unit owner") shall have the right to inspect or copy the official records pursuant to the rules set forth herein. If a unit is owned by multiple parties, the term "unit owner" shall refer collectively to said owners such that the rights and limitations inuring to benefit the unit owner shall only apply in a singular (meaning, the limitations set forth herein shall apply to the unit as a whole and not to each individual owner).

3. INSPECTION AND COPYING

- A. A unit owner desiring to inspect the Association's records shall submit a written request to the Association by certified mail or hand delivery to the Association's management company. Where hand delivery is used by the unit owner, the Association shall provide the unit owner with a receipt acknowledging the request, which shall be retained by the unit owner. Verbal requests, requests by email, or any other method of communication will not be accepted.
- B. The written request must specify the particular record(s) requested for the inspection, including pertinent dates or time periods, and shall state whether the request is for inspection or simply a request for photocopying. The request must be sufficiently detailed to allow the Association to retrieve the records requested. Inspection or copying of records shall be limited to those records specifically requested in writing.
- C. No unit owner may submit more than one request for inspection or copying of the same record in a thirty (30) day period. Continuous requests (such as "I request a copy of certain documents every week or month") are prohibited.
- D. No unit owner may submit more than two requests per thirty (30) day period, and the inspection of records shall not exceed eight hours in duration per thirty (30) day period.

All record inspections shall be conducted at the office of the Association's managing agent or at such other location designated by the Association. No unit owner shall remove original records from the location of inspection. No alteration of the original records shall be allowed.

- E. Records shall be made available for inspection by the Association on or before the tenth (10th) day subsequent to actual receipt by the Association of the written request for inspection. This time frame may be extended by written request of the unit owner. In addition this time frame may be extended in the event records are so voluminous or otherwise in such condition as to render this time frame unreasonable. The Association shall notify the unit owner, by telephone, in person, or in writing, that the records are available and the time, date and place for such inspection.
- F. Inspections shall be made by appointment only and shall take place generally between the hours of 10:00 a.m. to 4:00 p.m. on business days, or at such other time when the Association office is open or as otherwise designated by the Board or Manager.
- G. If a unit owner desires to obtain a copy of any record, the unit owner shall designate in writing which record is desired, or during an inspection the unit owner may designate such record by use of a tab or clip upon the pages desired. Any written request shall designate the specific record or portion thereof. Copies of the record(s) shall be available within ten (10) days of receipt of the request. In the event the above referenced time frame is impracticable due to the voluminous nature or condition of the records, then copies will be made available as soon as is practical.
- H. A unit owner shall pay the reasonable expense of photocopies (not to exceed \$0.25 per page or the maximum amount permitted by law, whichever is less), payable in cash or by personal check, at the time the copies are delivered; provided however, payment in advance of copying may be required by management, taking into account such factors as the amount of the copying charge, the payment record of a unit owner, and other relevant factors. The Association shall also allow a unit owner, or his or her authorized representative, to use a portable device capable of scanning or taking photographs, to make an electronic copy of the official records in lieu of the Association providing copies of such records. The association shall not charge a unit owner or his or her authorized representative for the use of such a portable device.

4. MANNER OF INSPECTION

- A. No inspection or copying of records shall be conducted in a manner to harass any unit owner, resident or Association agent, officer, director or employee.
- B. All persons inspecting or requesting copies of records shall conduct themselves in a businesslike manner and shall not interfere with the operation of the Association office or office where the records are otherwise inspected or copied. The Association office, or office of inspection, shall assign one staff person to assist in the inspection and all requests for further assistance and copying during inspection shall be directed only to that staff person.

- C. No more than two (2) Unit Owners at a time shall be permitted in the office to conduct records inspections.
- D. The Association may maintain a record detailing:
 - (1) The date of receipt of the written request for inspection;
 - (2) The name of the requesting party;
 - (3) The requested records;
 - (4) The date the unit owner was notified of the availability of the records;
 - (5) The date the records were made available for inspection or copying;
 - (6) The date of actual inspection or copying; and
 - (7) The signature of the unit owner acknowledging receipt or access to the records.

5. ENFORCEMENT OF INSPECTION AND COPYING RULES

- A. Any violation of these rules shall cause the immediate suspension of the inspection or copying until such time as the violator agrees in writing to comply herewith.
- B. Any written requests for inspection or copying not complying with these rules shall not be honored. Any nonconforming requests for inspection or copying may be responded to by the Association representative notifying the requesting person of the existence of these rules and pointing out the necessity of complying herewith.
- C. The Board of Directors may take any available legal action to enforce these rules, including the levy of a fine.

6. Consistent with the purpose outlined in this Resolution, the Association shall, as soon as reasonably possible, provide a copy of this Resolution to the owners, advising of the Board’s rule with regard to the subject matter, so all persons shall be placed on notice of the position of the Board of Directors with regard to same.

IN WITNESS WHEREOF, the Board of Directors has adopted this Resolution on this _____ day of _____, 2024.

POINT BRITTANY ADMINISTRATIVE CORPORATION, INC.

BY:

(Signature)

(Printed Name, Title)

POINT BRITTANY ADMINISTRATIVE CORPORATION, INC.

**RESOLUTION OF THE BOARD OF DIRECTORS
REGARDING PROFESSIONAL COURTESY AND ESTABLISHING PROCEDURES FOR
CONDUCT AT BOARD, OWNERS AND COMMITTEE MEETINGS**

WHEREAS, the Declaration of Condominium for Point Brittany Administrative Corporation, Inc. (the "Declaration") named the undersigned Association responsible for operation of the community, specifically including enforcement of its rules and regulations on matters of common interest to its residents; and

WHEREAS, Chapter 718.112(2)(c) of the Florida Statutes states that the Association may adopt reasonable rules regarding the right of owners to speak at board and committee meetings, and governing the frequency, duration, and other manner of owner statements; and

WHEREAS, Chapter 718.112(2)(c) of the Florida Statutes and Rule 61B-75.004 of the Florida Administrative Code likewise provide that the Association may adopt rules regarding the placement and use of audio and video equipment by unit owners who exercise their right to tape and/or record association meetings;

NOW, THEREFORE, be it resolved by the Board of Directors as follows:

OWNER/RESIDENT CONDUCT RULES

1. Owners and residents shall treat other owners, residents, guests, the Board of Directors and the Association's vendors with respect and courtesy. Abusive, harassing or threatening behavior is strictly prohibited. Examples of prohibited conduct include, without limitation, the following:
 - A. Obstructing or interfering with the ability of the Board of Directors to conduct business or exercise its powers and duties;
 - B. Harassing or attempting to intimidate residents, directors or committee members in any manner;
 - C. Sending harassing, intimidating or threatening communications to residents, directors or committee members by phone, email or otherwise;
 - D. Interfering with or disrupting any meetings or the election process;
 - E. Attempting to direct or assert control over the Association's agents, employees, or any contractors providing services to the Association.
2. Owners, residents and guests shall not divert any vendor from performing the services for which such vendor was engaged by the Association.
3. Vendors and their personnel are not permitted to be diverted by a resident or guest for the purposes of personal servitude.

MEETING RULES

1. At all meetings of the Board of Directors and all committee meetings, owners shall have the right to speak on all designated agenda items under the following conditions:
 - A. Only one owner of a unit will be allowed to speak on each agenda item.
 - B. Owners will only be allowed to speak when called upon by the chairperson of the meeting. Interrupting other speakers, including directors or committee members, is not permitted.
 - C. Owners may speak for a maximum of three (3) minutes on each agenda item unless otherwise authorized by the chairperson of the meeting. The chairperson of the meeting shall give the floor to the owner subsequent to the calling of the agenda item, but prior to the vote of the owners or Board upon the agenda item. As this is not a legislative assembly, minutes may not be assigned from one owner to another.
 - D. Statements by owners shall be restricted solely to items designated on the agenda of that meeting. No other statements shall be permitted except as may be authorized by the chairperson of the meeting.

2. An owner desiring to make an audio or video recording of any meeting of the Board of Directors, a committee, or the owners may do so under the following conditions:
 - A. Owners must inform the Board of Directors or committee conducting the meeting of their desire to make such recordings at least twenty-four (24) hours in advance of the meeting.
 - B. Prior to opening the meeting, all in attendance will be advised that the recording is taking place.
 - C. If a video recording is to be made, the recording owner must restrict the visual portion of the recording to the Board of Directors or committee members conducting the meeting. No video recording of other attending owners may be made without their express written permission.
 - D. No tape recording or videotaping of any meeting shall interfere with or obstruct the meeting and no equipment shall obstruct any owner's view, hearing or access to the meeting. The only audio and video equipment and devices which owners are authorized to utilize at any such meeting is equipment which does not produce distracting sound or light emissions.
 - E. All audio and video equipment shall be assembled and placed not closer than twenty (20) feet from the table at which the Board is seated. At the discretion of the Board of Directors, microphones or audio recording devices may be placed upon the table at which the Board is seated.
 - F. Owners videotaping or recording a meeting shall not be permitted to move about the meeting room in order to facilitate the recording.
 - G. Live broadcast or transmission is expressly prohibited.

REMEDIES

In addition to the remedies for rule and covenant violations set forth in the Declaration, the following remedies are available at the discretion of the chairperson:

1. Any person not authorized by law to attend a meeting may be prohibited from attending the meeting or ejected therefrom.
2. Any owner or authorized representative who fails to comply with these rules shall be subject to ejection in the sole discretion of the chairperson, or the chairperson may adjourn the meeting. The chairperson shall give any non-complying individual one (1) warning regarding ejection or adjournment and thereafter may call for immediate ejection or adjournment as the case may be.
3. In accordance with Florida statutes, the Association may impose fines and/or suspensions against any individual who fails to comply with these rules.
4. The Association may take any further and additional action as permitted by law, including the commencement of legal action against the individual for all appropriate and just relief.

IN WITNESS WHEREOF, the Board of Directors has adopted this Resolution at a duly called, noticed and convened meeting held this _____ day of _____, 2024, and shall become effective immediately.

POINT BRITTANY ADMINISTRATIVE CORPORATION, INC.

BY: _____
(Signature)

(Print Name, Title)

POINT BRITTANY ADMINISTRATIVE CORPORATION, INC.

RESOLUTION OF THE BOARD OF DIRECTORS ESTABLISHING PROCEDURES FOR
UNIT OWNER INQUIRIES

WHEREAS, Chapter 718 of the Florida Statutes (the Condominium Act), permits the Association to adopt reasonable rules and regulations regarding the frequency and manner of responding to unit owner inquiries, including the right of the Association to adopt a rule limiting an Association response to one (1) written inquiry per unit in any given thirty (30) day period, provided any additional inquiry or inquiries are responded to in the subsequent thirty (30) day period or periods, as applicable; and

WHEREAS, the Association seeks to adopt such procedures;

NOW, THEREFORE, be it resolved by the Board of Directors as follows:

1. The above recitations are incorporated herein and made a part hereof by reference.
2. The Board of Directors hereby adopts the following rules and regulations with regard to responding to written unit owner inquiries, defined as such by the Condominium Act, as amended from time to time:
 - a. Written inquiries shall be directed to the Association by certified mail, in care of the Association's Manager, or the Secretary of the Association's Board of Directors. Written inquiries must be made by certified mail only. Inquiries by email or any other means of communication will not be accepted.
 - b. Minimum response times set forth in the Condominium Act, and as same is amended from time to time, presently set at thirty (30) days from receipt of an inquiry, shall be the minimum time frames within which the Association responds to unit owner written inquiries. This may involve the Association seeking advice from the Division, or a legal opinion, and a substantive response will be provided to all proper inquiries as required by law.
 - c. The Association shall only respond to one (1) written inquiry per unit in any given thirty (30) day period. This limitation shall be interpreted to mean only one (1) specific inquiry per unit will be permitted each thirty (30) days, with no sub-parts or multiple questions contained within a single inquiry. If more than one (1) single inquiry is received, or if the inquiry contains sub-parts or multiple questions (deemed to be an additional inquiry or inquiries), the additional inquiry or inquiries received from the same unit owner shall be responded to in the subsequent thirty (30) day period, or periods, as applicable.
 - d. The Association will not conduct research, or a detailed review of the official records of the Association, in order to respond to an inquiry. In such

cases, the response may be that the unit owner is permitted to review the official records of the Association in regard to such matter, which shall be calendared for inspection, consistent with any rules adopted by the Association covering inspection, as part of the Association's response.

- e. Written inquiries will be limited to issues concerning Association operations, and not to personal information pertaining to individual owners of the Association or the Board, or persons affiliated with the Association, except as otherwise specifically provided by law.
3. Consistent with the purpose outlined in this Resolution, the Association shall, as soon as reasonably possible, provide a copy of this Resolution to the owners, advising of the Board's rule with regard to the subject matter, so all persons shall be placed on notice of the position of the Board of Directors with regard to same.

IN WITNESS WHEREOF, the Board of Directors has adopted this Resolution at a duly called, noticed and convened meeting held this _____ day of _____, 2024, and shall become effective immediately.

POINT BRITTANY ADMINISTRATIVE CORPORATION, INC.

BY: _____
(Signature)

(Print Name, Title)