

Calabag Parc at Tower Lake
Homeowners Association, Inc.

Meeting Code of Conduct

Pursuant to Florida Statute 720.306 (6) Homeowners have the right to speak at any meeting for at least 3 minutes with reference to all items opened for discussion or included on the agenda. The Association may adopt written rules governing the frequency, duration, and other manner of member statements.

Accordingly, the Board of Directors for the Homeowners Association adopts the following rules:

1. A Homeowner must raise his/her hand and be recognized by the President or Chairman of the Board or Committee to speak on an item on the agenda at the time it is addressed unless otherwise authorized by the President/Chairman;
2. A Homeowner may speak for up to 3 minutes on any one agenda item at the time it is addressed by the Board or Committee unless otherwise authorized by the President/Chairman;
3. A Homeowner may speak for up to 3 minutes on any HOA related issue if there is an open forum on the agenda or the Board approves to open the floor for Community Concerns after all agenda items have been completed and being recognized by the President/Chairman;
4. At the President/Chairman's discretion, up to 2 more minutes may be granted to the Homeowner for rebuttal;
5. A Homeowner must direct his/her statements to the Board unless authorized by the President/Chairman to speak to another party;
6. A Homeowner must keep his/her statements respectful and using the proper volume (no yelling/screaming);
7. A Homeowner must refrain from the use of profanity;
8. A Homeowner must refrain from name calling or using anything other than the names of both homeowners and Board members; and
9. A Homeowner must refrain from any other act or gesture, etc. that would be improper, unsightly, offensive, disrespectful, disruptive, threatening, obnoxious or unlawful.

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Violation Process for Meetings

Pursuant to Florida Statutes 720.305 the following shall apply to the adopted rules herein:

- 1st violation: The President/Chairman should warn the offending Homeowner.
- 2nd violation: The President/Chairman should warn with removal from the meeting with the next violation
- 3rd and additional violations: The President/Chairman shall advise the Homeowner and will call the member out of order and will be instructed to leave. If member refuses to leave, the President/Chairman may either; adjourn the meeting or request for police escort which any fees for such will be charged to that member.

If the act, gesture, etc. is egregious in the President/Chairman's judgment, he/she has the discretion to levy action without the first two violation warning steps.