

*Adopted 10/15/20*

**WINSTON TRAILS FOUNDATION, INC.**

**POLICY TO PLACE AN ITEM ON THE AGENDA BY A MEMBER  
OF THE ASSOCIATION**

If a member of the association wants to bring an issue before the Winston Trails Board of Directors the matter must be submitted in writing to the Property Manager. The Property Manager will determine if the request qualifies as a valid agenda item.

If yes, the Property Manager will inform the Board and the homeowner the item will be on the agenda for the next regularly scheduled meeting.

If the matter is not a valid agenda item, the written request will be forwarded to the entire Winston Trails Board informing the Board the matter has been denied as an agenda item for the Board meeting. The issue will be addressed at the next Informational meeting.

Any member of the association can petition the Board for a meeting as outlined in the governing documents or as directed by Florida Statutes.

POLICY TO RECORD BOARD MEETINGS OF THE ASSOCIATION BY A  
MEMBER OF THE ASSOCIATION  
Adopted at Board Meeting 8-13-15

All members in attendance will be notified by the following announcement before the meeting is called to order:

“Please be advised that certain homeowners have advised that they will be either videotaping and/or recording this meeting. A member’s right to videotape and/or record is not deemed as approval by the Board. Any individual Board member or any homeowner in attendance intending for the videotaping or recording to be posted on any website, including but not limited to You Tube or Facebook without permission by the individuals being videotaped or recorded is done at the members own risk.”

- Written notice of intent to videotape or record must be provided to the Board through the Management Office not less than 24 hours prior to the scheduled meeting time including the intent to publish the recording in any way.
- The person videotaping will not be allowed to wander the room, or stick the camera in anyone’s face at any time.
- Videotaping will be allowed from the back of the room either handheld or on a tripod or something similar.
- If using a tripod, it must be set up within 20 minutes before or not less than 5 minutes before the meeting is called to order.
  - Recording devices must be held at a level so that everyone in the room can see that they are being recorded.

All applicable restrictions and requirements of Florida Statue 720 regulating recording meetings must be complied with by the member and the association.

## **POLICY ON THE RIGHT TO SPEAK AT MEMBERS OR BOARD MEETINGS BY A MEMBER OF THE ASSOCIATION**

Members (recorded parcel owners) have the right to attend all Board of Director meetings and to speak at meeting with reference to all items included on the agenda as Old or New Business. A member will have the right to speak for 3 minutes on the specific agenda item after the conclusion of the Director's debate. The member will stand, state their name and property address and have one opportunity to speak up to 3 minutes on the specific agenda item. The member must then sit at the conclusion of the 3 minutes. There may or may not be a Board response and no additional comments or follow up questions will be permitted by the member on the topic.

To be recognized by the Chair of the meeting you must raise your hand when the floor is open to member questions or comments. You must wait to be called before speaking.

The same process will be repeated for each additional item open for discussion or agenda item. This policy will be followed in accordance with Florida Statue 720 governing the right to speak at meetings for homeowner associations.

Members who raise their voices in a disrespectful manner, talk over other members or Directors will receive one warning to stop and come to order with manners appropriate to a business meeting. The second time the member is called out of order by the chair, the member will be asked to leave the meeting.

Please refrain from talking in the audience. It makes it difficult for the Board and others to hear and respond.

**WINSTON TRAILS FOUNDATION, INC.**

**POLICY OF INSPECTION OF OFFICIAL RECORDS OF THE  
ASSOCIATION BY A MEMBER OF THE ASSOCIATION**

The property management staff is directed to allow inspection of the official records of the association when requested by a member as required by law and within the time frame allowed by law.

The maximum inspection period per member provided proper notice is given by the member will be no more than one 8 hour day per month.

The cost of copying will be \$.02 per page after the first 25 pages and if needed a labor charge for retrieval and copying of \$20 per hour after the first half hour.

All applicable restrictions and requirements of Florida Statue 720 regulating inspections of the records must be complied with by the member and the association.