

SAWYER'S LANDING HOMEOWNERS ASSOCIATION, INC.
BOARD OPERATIONS POLICY

Pursuant to Florida law and the Association's governing documents, the Board of Directors has the authority to take all action and render decisions on behalf of the corporation unless a vote of the Members is expressly required. All actions of the Board must take place at a duly noticed and called meeting of the Board of Directors which is open to the Members, with the exception of decisions protected by the attorney-client privilege, or personnel matters, in accordance with Chapter 720, Florida Statutes. Meetings of the Board of Directors shall be conducted according to the governing documents, Chapter 720, Florida Statutes, and good management practices.

The meetings of the Board shall be for the purpose of making decisions on items on the written Agenda.

The date of Board meetings shall be set by mutual consent of the Board of Directors. The President shall be responsible to call said meeting after careful consideration of the agenda.

He/She shall comply with the following procedures:

1. All items for the Agenda must be given to the Association President or manager, 7 days prior to the meeting.
2. Any member of the Board may request that items be placed on the Agenda.
3. The President and Association Manager shall establish the Agenda, 5 days prior to the agreed date of meeting.
4. No item will be placed on the Agenda, except those items that have been thoroughly studied, researched, and if needed, bid upon so that Board Members can have the information needed in order to make an informed decision. The President shall have the final authority on establishment of the agenda, subject to the right of Board Members to request that an item be placed on the agenda, and subject only to the obligation to appropriately research the matter as set forth above. Notwithstanding the foregoing, the Board may, by majority vote, table or remove any item placed on the agenda at the meeting of the Board.
5. The President or Manager will advise if an item is not placed on the Agenda.
6. Committee Reports shall be submitted to the Manager in writing at least 7 days prior to the date of the Board of Directors meeting. Committee reports will be given to Management so it can be included in the Board package, so that the Board of Directors have time to study them prior to the meeting.
7. Once the Agenda is set, it will not be changed, except in case of emergencies.
8. The Manager will be responsible to deliver a information package to all Board members that will include the following:
 - A. Agenda and Notice of Meeting.

- B. Minutes of the previous meeting.
 - C. Manager/Financial Report.
 - D. Committee Reports.
 - E. Backup, bids and recommendations on all new and old business Agenda items.
 - F. All pertinent correspondence.
9. This information package will be given to each Director, prior to the meeting date. Board members must study the package thoroughly and be prepared to take action based on the information provided. If there are any questions, Directors should get answers before the meeting. The Manager and President should be questioned on any items that are not clear to the Director.
10. Board members are responsible to be well prepared to make decisions on Agenda items.

Unit owners who wish to speak pro or con on old or new business at Board of Directors meeting must:

- 1. Make request of the Association Manager prior to the meeting.
- 2. Management will advise the President or Agent (attorney or manager) of all who wish to speak and specific Agenda items they wish to address. Each speaker will be allowed a maximum of 3 minutes total to address any item or items placed on the agenda. The Board shall designate a specific time for Member comments to allow for the efficient conduct of business by the Board. Member comments and questions shall not be taken during the period of discussion and deliberation by the Board.
- 3. No unit owner may personally attack the Board, Manager or other homeowners.
- 4. Comments of unit owners are confined to the Agenda items, and must be consistent with Roberts Rules requiring prior decorum.

The Board meeting notices will be posted no less than 48 hours in advance of the meeting on property by Management or Board of Directors by the Association Secretary.

The Association minutes must include:

- 1. A statement of Quorum listing all members of the Board of Directors, present and absent.
- 2. Proof of due notice. A reading of the notice of the meeting posted on the property 48 hours in advance of the meeting.
- 3. All Motions and Seconds must be recorded by Director name.
- 4. All votes are by poll of Directors, not specifically naming the Director and how they voted.
- 5. All reports and other items should be attached to the minutes.

The President or Agent will be responsible to control the meeting as required by this policy. All Directors are responsible to cooperate under this policy. Unit owners shall be advised of this policy and be expected to comply.

The Board may be chaired by other duly elected officers or agents as provided in the document.

The Goal of this policy is to assure well organized, planned, directed and controlled Board of Directors meetings. It further assures that Directors fulfill their obligations and numerous rights are upheld. Business is conducted in an orderly deliberative fashion to the benefit of the Community.

Paul Vella

[Paul Vella \(Jan 9, 2023 17:35 EST\)](#)

Association President

Jan 9, 2023

Date Adopted






22.07.20 Operations Policy

Final Audit Report

2023-01-09

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