

**PUNTA GORDA ISLES SECTION 22 HOMEOWNERS ASSOCIATION, INC.**

**RULES REGARDING MEETINGS, RECORDS, ETC.**

Only Board members may introduce motions or vote at a Board meeting even though unit owners are allowed to speak on any agenda item.

The only time the Board can discuss non-emergency special assessments or amendments to the rules and regulations regarding unit use is if the unit owners have been mailed a notice of the Board meeting 14 days ahead of the meeting and notice posted on the property 14 days ahead of the meeting.

Unit owners may only address the Board on a subject after a motion is made and seconded and after having been recognized by the Chair. Comments must be limited to a reasonable period of time as established by the Chair (at least 3 minutes) and no one may speak for a second time on a question, unless all other persons wishing to speak have had an opportunity to speak on the question.

**BE IT HEREBY RESOLVED THE POLICY OF THE ASSOCIATION FOR INSPECTION OF OFFICIAL RECORDS OF THE ASSOCIATION SHALL BE AS FOLLOWS:**

WHEREAS the managing agent of the Association, Alliant Property Management, is the custodian of the records of the Association and is generally available during regular business hours, an appointment can be arranged by phone for examination of the records available as part of the normal course of business and can reasonably be examined in less than fifteen (15) minutes.

If more of the records are to be examined or more time is necessary a written request may be required. The request shall state the records requested to be examined, the amount of time needed to examine the records and the persons who will be present for the examination. Alliant Property Management shall use its best efforts to accommodate the inspection as soon after the request as possible, but in no event longer than five (5) working days from receipt of the request.

Upon presentation of the records to be examined the person inspecting the records shall sign a receipt indicating which records are provided, the date and time of the request to inspect, the date and time of the beginning of the inspection and the date and time of the conclusion of the inspection. Copies of the records may be requested and shall be furnished as soon as is reasonably possible. Alliant Property Management, shall not be required to provide the copies at the same time as the inspection if it would cause a disruption of the normal course of business but shall do so within forty-eight (48) hours of the identification of the copies of the records requested.

The Association shall charge the maximum amount allowed by law for the copies and the money shall become part of the operating funds of the Association. The cost of the copies shall be paid to the Association by the person requesting them, before the copies are delivered.

**BE IT HEREBY RESOLVED THE POLICY OF THE ASSOCIATION DESIGNATING A SPECIFIC LOCATION FOR POSTING NOTICES SHALL BE AS FOLLOWS:**

The Association shall provide a locked weatherproof bulletin board to be located at the front gate and at the marina for the purpose of posting official notices.