



## ANASTASIA LAKES HOMEOWNERS ASSOCIATION

### POLICIES & PROCEDURES FOR MEETINGS

#### I. Board of Directors Meetings

1. The Anastasia Lakes Board of Directors (“Board”) shall meet as needed but no less than quarterly.
2. Board meetings shall be held at the management office, unless otherwise stated in the notice/agenda. Board meetings are to be held during non-business hours so that all members have an equal opportunity to attend.
3. Notice of Board meetings shall be posted on a sign at the entrance to the community in accordance with Florida State Statutes and association governing documents. The meeting Agenda will be emailed to all owners who have their email addresses on file with management at least one (1) week in advance of the meeting. The Agenda will also be laminated and copies posted at the mailboxes and a digital copy on the community website at [www.anastasialakes.com](http://www.anastasialakes.com). Members may comment by email to the Management with pertinent background information and/or recommendations regarding an Agenda item prior to the meeting.
4. A quorum of the Board shall be required for all Board meetings. At least 51% of the members of the Board shall constitute a quorum.
5. Owners will be required to sign up at each meeting to speak on a specific Agenda item for that meeting. Owners must wait to be called upon to speak and only one owner shall be allowed to speak at a time. The Board will limit the duration to 3 minutes and reserves the right to also limit the frequency of owners’ comments. The Board will take action on each Agenda item once all comments have been heard, as set forth herein.
6. At the conclusion of the business on the agenda owners will be afforded an opportunity to comment for the purpose of proposing a topic to be added to the next meeting agenda. This time will not be an open forum for general discussion.
7. Prior to adjournment, the Board shall schedule the date and time of the next Board meeting whenever possible.
8. **Important Note:** Board meetings are held for the Board to conduct the business required for the operation of the Association. A Board meeting is not the appropriate forum for owners to voice general concerns. All concerns should be brought to the attention of management as they arise so they can be addressed accordingly.

#### II. Annual Owners Meetings

1. The annual meeting of the Anastasia Lakes Homeowners Association (“Association”) shall be held in the month of January each year, at 7:00p.m., or such other time as may be deemed appropriate by the Board. The location of the Annual meeting shall be the management office unless otherwise specified on the meeting notice/agenda.
2. The election of the Board shall take place at the annual meeting. The first notice of the election shall be mailed and/or emailed to all owners 60 days in advance.
3. The final notice of the annual meeting shall be mailed and/or emailed to all owners at least 10 days before the annual meeting. This notice shall include the agenda, a general or limited proxy for establishing a quorum and collecting a vote of the owners when required (for matters other than the election).
4. If there are more than five (5) candidates, the final notice will also include ballots and candidate information sheets for the election of directors. If there are not more than five (5) candidates, no election will be required, and the Board of Directors will be announced at the annual meeting.
5. Notice of the annual meeting shall be posted onsite in the form of a laminated agenda placed at the mailboxes at least 10 days in advance and a sign posted at the community entrance at least 48 hours in advance. Notices will also be posted on the community website at [www.anastasialakes.com](http://www.anastasialakes.com).
6. A quorum of the owners is required to hold the annual meeting. At least 50% of the owners shall constitute a

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quorum. A quorum is not required to hold the election of the Directors.

7. Owners will be allowed to comment on agenda items. Owners must wait to be called upon to speak and only one owner shall be allowed to speak at a time. The chairperson of the annual meeting will limit the duration of the comments to 3 minutes and reserves the right to limit the frequency of owners' comments.