



BOARD GOVERNANCE & MEETING PROCEDURES MANUAL OWNER COMMUNICATION POLICY – 2026

This Governance and Meeting Procedures Manual is adopted by the Board of Directors of Harwood B Condominium Association, Inc. pursuant to the Association's governing documents and Chapter 718, Florida Statutes. The purpose of this policy is to promote orderly meetings, respectful communication, efficient administration of Association business, and transparency for all owners.

1. PURPOSE

This policy establishes procedures governing board meetings, owner participation, communication protocols, and conduct standards to ensure meetings are conducted efficiently and respectfully.

2. MEETING AUTHORITY

Board meetings shall be conducted by the President or the presiding officer designated by the Board. The presiding officer is responsible for maintaining order and ensuring compliance with governing documents and Florida law.

3. MEETING PROCEDURES

Board meetings shall generally follow commonly accepted parliamentary procedures similar to Robert's Rules of Order in order to ensure fair and organized discussion.

4. OWNER COMMENT PERIOD

Owners are permitted to speak during designated comment periods as required by Florida law. Owner comments may be limited to agenda items where required.

5. THREE-MINUTE SPEAKING RULE

To ensure all owners have an opportunity to speak and meetings remain efficient, individual speakers may be limited to three (3) minutes per agenda item unless extended by the presiding officer.

6. SPEAKER SIGN-IN PROCEDURE

Owners wishing to speak may be asked to sign a speaker list prior to the meeting. Speakers will be recognized by the presiding officer in the order listed.

7. SPEAKER RECOGNITION

Owners must be recognized by the presiding officer before speaking. Interruptions, cross-talk, or speaking without recognition may result in the speaker being ruled out of order.

8. MEETING DECORUM

All meeting participants shall conduct themselves in a respectful and orderly manner. Disruptive conduct includes, but is not limited to:

- Shouting or speaking over others;
- Personal attacks, threats, or abusive language;
- Repeated interruptions after being instructed to cease;
- Refusal to comply with reasonable meeting procedures established by the presiding officer;
- Conduct that materially interferes with the orderly transaction of Association business.

9. HANDLING DISRUPTIVE CONDUCT

The presiding officer shall have the authority to maintain order during meetings. A participant engaging in disruptive conduct may be issued a verbal warning. If the disruptive conduct continues after a warning, the presiding officer may rule the individual out of order, limit further comments on the matter, recess the meeting, or request that the individual leave the meeting area if necessary to restore order and allow Association business to proceed.

Nothing in this policy shall be interpreted to deny a unit owner's rights under Chapter 718, Florida Statutes, to attend meetings and to speak during designated owner comment periods in accordance with reasonable rules adopted by the Association.

This version is much more defensible because it focuses on maintaining order rather than "silencing" an owner. It also expressly acknowledges the owner's statutory rights, which is something an arbitrator, DBPR investigator, or attorney would look favorably upon if the policy were ever challenged.

10. OWNER COMMUNICATION POLICY

Owners may communicate with the Board through official channels such as the Association's designated email address, management office, or written correspondence. The Board may respond directly, through management, or through legal counsel when appropriate.

11. ROUTING COMMUNICATION THROUGH MANAGEMENT

To ensure efficient administration, the Board may require that owner communications be directed through the Association's management company or designated administrative contact.

12. MASS COMMUNICATION RESTRICTIONS

Association owner contact lists and email distribution systems are official Association records. Unauthorized use of these records for mass communication to the membership is prohibited without prior authorization from the Board of Directors.

13. MISUSE OF CONTACT LISTS

If an individual improperly uses Association contact lists or databases, the Board may issue written warnings and pursue enforcement remedies permitted under the governing documents and Florida law.

14. WARNING LETTERS

The Board may issue written warning letters when an owner engages in conduct that disrupts meetings, interferes with the administration of the Association, or misuses Association communication systems.

15. RECORD OF MEETING CONDUCT

The Board may document disruptive conduct in meeting minutes in order to maintain an accurate record of proceedings and governance actions.

16. GOVERNANCE OBJECTIVE

The purpose of these procedures is not to restrict owner rights but to ensure meetings are conducted in a respectful, productive, and orderly manner consistent with Florida condominium law.