



The Ormond Heritage

CONDOMINIUM MANAGEMENT ASSOCIATION, INC.

One John Anderson Drive, Ormond Beach, Florida 32176
(386) 672-6778 Fax (386) 672-5187 E-Mail ormondheritage@gmail.com
Web Site <http://ormondheritage.org/>

Board Policy Resolution 2025-02 Meeting Code of Conduct

WHEREAS, The Ormond Heritage Condominium Management Association, Inc. (OHCMA), is established pursuant to Chapter 718, Florida Statutes to manage and operate The Ormond Heritage, and,

WHEREAS, according to Florida Statute 718.111(3) the association has the power to manage the condominium property which includes but is not limited to actions associated with maintenance, management, and operation of the condominium property, and,

WHEREAS, according to OHCMA Articles of Incorporation, Article 7, the affairs of the association shall be managed by a board of directors (board), and,

WHEREAS, the board of OHCMA is empowered to govern the affairs of and to establish reasonable rules and regulations controlling the operation of the condominium property pursuant to the Articles of Incorporation (Articles), Article 3 and By-Laws, Article 5, and,

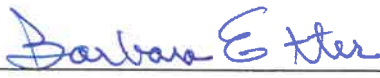
WHEREAS, Florida Statute 718.112(2)(c) grants the association the right to adopt reasonable written rules concerning the operations of association meetings,

NOW, THEREFORE, BE IT RESOLVED THAT the attached Right, Responsibilities, and Code of Conduct for Meetings of The Ormond Heritage Condominium Management Association, In., and the Committees thereof be executed now and into the future by the then association board and management:

Approved this 21st day of January, 2025, by vote of The Ormond Heritage Condominium Management Association, Inc., Board of Directors.



Signature, President



Signature, Secretary



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RIGHTS, RESPONSIBILITIES, AND CODE OF CONDUCT FOR MEETINGS OF THE ORMOND HERITAGE CONDOMINIUM MANAGEMENT ASSOCIATION, INC., and THE COMMITTEES THEREOF

WHEREAS, the Ormond Heritage Condominium Management Association, Inc. ("Association"), through its Board of Directors ("Board"), conducts an Annual Membership Meeting for all unit owners ("Owners") of the Ormond Heritage, plus regularly-scheduled and special meetings of the Board throughout each calendar year; and

WHEREAS, the various committees of the Board of Directors ("Committees") conduct their own respective meetings throughout each calendar year; and

WHEREAS, with certain exceptions, all Board and Committees meetings are open to all unit owners; and

WHEREAS, with certain exceptions, all Board and Committees meetings are closed to all others; and

WHEREAS, the Board encourages the owners to be involved in the affairs of the Ormond Heritage, including through regular meeting attendance; and

WHEREAS, in order to ensure that all Board and Committees meeting are conducted in an appropriate businesslike and ethical manner, and take into account the best interests of the Association as a whole, it is essential that all in attendance at such meetings, including Board members, Committees members, and owners, adhere to the following Code of Conduct.

1. Owners may attend all Board and Committees meetings with the exceptions of:
 - a. Meetings to discuss litigation;
 - b. Meetings to discuss personnel/employee issues.
2. Those who are not Owners may not attend any Board or Committees meetings unless:
 - a. Their attendance has been approved in advance by the Board; or
 - b. They have a Power of Attorney from an Owner to attend and act in the Owner's stead; said Power of Attorney must have been appropriately signed and filed at least forty-eight hours prior to the meeting in question.
3. Owners may record (either video or audio) Board or Committees meetings as long as recording equipment does not produce distracting lights and/or sounds. Should such distraction or distractions occur, the Board or Committees shall have the right to direct the recording be discontinued.
 - a. Notice shall be given of the intent to record the meeting in question at least forty-eight hours prior to the meeting in question.

- b. All recording equipment shall be in place with recording commenced prior to the call to order of the meeting in question and shall remain in place until the meeting in question shall have been adjourned.
 - c. The Association reserves the right to require certain placement of equipment depending upon the location of the meeting in question and the size of the equipment.
4. All Owners must sign the attendance roster at any Board or Committee meeting where they are in attendance. Such attendance rosters shall be made a part of the Association's records.
5. In order to maintain proper decorum and to allow the Board or Committee to conduct its business, Owners in attendance at any Board or Committee meeting shall remain refrain from speaking until recognized by the Board or Committee. Side conversations and comments shall be kept to a minimum to avoid distracting and/or preventing other meeting attendees from being able to hear and/or participate in the meeting.
6. All meeting attendees, including Board or Committee members, Owners and all others in attendance, shall refrain from engaging in personal attacks on Board members, Committee members, Association staff, or others in attendance.
7. Owners may speak to noticed agenda items, subject to the following:
 - a. Owner comments shall be restricted to noticed agenda items;
 - b. When speaking, Owners should be mindful of and abide by time limits that may be set by the chair of the meeting;
 - c. In an effort to promote and maintain collegiality at all Board and Committee meetings, said meetings shall be conducted in a flexible, open manner.
 - d. In presenting their remarks, Owners shall wait for acknowledgment by the Board or Committee prior to speaking.
 - e. In presenting their remarks, Owners be respectful of the Association business being conducted and with their fellow Owners.
8. Should any meeting attendee fail to follow the procedures outlined in #7 above, causing disruption to the conduct of the meeting in question, said attendee shall be advised that he/she is out of order and must cease speaking and/or disruption. Should such meeting attendee's unacceptable behavior continue, the Board or Committees may, at their discretion, and as a last resort, remove said attendee from the meeting.
9. Information Packets for Meetings:
 - a. While there is no requirement of dissemination of Board or Committees informational packets (containing data pertinent to the business to be considered at any meeting) to all non-Board or non-Committees prior to meetings, such packets will be made available to all Owners at such meeting.
 - b. In the interest of reducing operational costs, Owners may receive abridged versions of the informational packets. Full and complete copies of each such informational packet will be posted on the Association website as soon as practicable.
10. Should issues over and above those outlined in Paragraphs 1 – 9 above arise during the course of a Board or Committees meeting, the Board or Committee shall, at their respective discretion, discuss alternative procedures to continue such meeting. Said procedures must be made in accordance with the general guidelines as outlined in this Meetings Code of Conduct.