

**PROVIDENCE LAKES MASTER ASSOCIATION, INC.
RULES & REGULATIONS**

MEETING GUIDELINES

- 1. ANY HOMEOWNER MAY REQUEST A MATTER TO BE AN AGENDA ITEM, IF THE SAME IS SUBMITTED TO THE ASSOCIATION IN WRITING 7 DAYS PRIOR TO THE DATE SET FOR SUCH MEETING. IF THE BOARD OF DIRECTORS DECIDES THIS IS A PROPER MATTER FOR CONSIDERATION AT SUCH MEETING, IT WILL BE ADDED TO THE AGENDA FOR THE MEETING. THAT HOMEOWNER WILL HAVE A MAXIMUM TIME LIMIT OF 15 MNUTES TO SPEAK ON THAT AGENDA ITEM.**
- 2. ANY HOMEOWNER WHO WISHES TO SPEAK AT THE MEETING BUT IS NOT ON THE AGENDA WILL HAVE A MAXIMUM TIME LIMIT OF 3 MINUTES ON EACH ISSUE WITH A MAXIMUM OF 3 DIFFERENT TIMES TO SPEAK. THAT HOMEOWNER MUST FILL OUT THE ATTACHED SHEET BEFORE THAT AGENDA ITEM COMES UP ON THE AGENDA.**
- 3. WHEN THE HOMEOWNER IS CALLED UPON, STAND AND STATE YOUR NAME AND ADDRESS BEFORE YOU BEGIN TO SPEAK ANY TIME DURING THE MEETING.**
- 4. SHOULD A HOMEOWNER DESIRE TO TAPE RECORD OR VIDEO TAPE A MEETING, WRITTEN REQUEST SHALL BE MADE TO THE ASSOCIATION 7 DAYS PRIOR TO SUCH MEETING. THE RECORDING DEVICES MUST BE UNOBTRUSIVE, QUIET AND STATIONARY WITH NO DISTRACTING SOUNDS OR LIGHT EMISSIONS AND MUST BE SET UP PRIOR TO THE MEETING. ANY EXPENSE INCURRED BY THE ASSOCIATON SHALL BE PAID BY THE HOMEOWNER. THE ENTIRE MEETING SHALL BE TAPE RECORDED OR VIDEO TAPED. A COMPLETE UNEDITED COPY OF THE TAPE OR VIDEOTAPE SHALL BE FURNISHED TO THE ASSOCIATION AT THE HOMEOWNER'S EXPENSE. SUCH TAPE SHALL BE PROCESSED, DEVELOPED, AND COPIED BY A THIRD PARTY TO BE SELECTED BY THE BOARD OF DIRECTORS AND HOMEOWNER AT THE EXPENSE OF THE HOMEOWNER.**