

21. **Unit Owner Participation at Unit Owner Meetings.**

- a. **Written Request.** All questions or requests to speak at a unit owner meeting shall be in writing and shall specify a specific agenda item(s). The request must be delivered to the Association at 2069 World Parkway Boulevard East, Clearwater, FL. 33763 or emailed to clearwaterinfo@otow.com no less than three (3) business days prior to the unit owner meeting.
- b. **Participation.** Unit owners shall only be permitted to speak on specific agenda items, as reflected in the posted notice of the unit owner meeting and shall be limited to comments, opinions, or questions on the specific agenda items as identified in the written request. A unit owner may speak for a cumulative maximum time of three (3) minutes during each meeting and may only address a particular agenda item one time during the meeting. Participants must be recognized by the Chairperson before being permitted to speak. The Board of Administration will not participate in a debate with any unit owner.
- c. **Board Discussion.** After all unit owners who filed their written requests with the Association prior to the meeting have had an opportunity to speak on the particular agenda item, the Board will read comments for up to three (3) minutes timely received from unit owners who are not in attendance, provided:
- i. The email address which enclosed the request matches the email address the Association and management have on file for the unit owner; and
 - ii. Provided the communication otherwise complies with this Rule 21 (i.e., it does not contain profanity or comments which are slanderous or derogatory in nature).
- Following same, the Board may discuss that item and said discussion shall be without interruption from the floor.
- d. **Prohibited Activities.** Shouting, profanity, or comments of a slanderous or derogatory nature, or otherwise disrupting the meeting, shall not be permitted. Participants engaging in this type of conduct may be asked to leave the meeting and are subject to any and all available legal remedies.

22. **Unit Owner Participation at Board of Administration and Committee Meetings.**

- a. **Written Request.** Members have a right to speak at Board of Administration and committee meetings. At least four (4) times each year, the Board meeting agenda will include an opportunity for members to ask questions of the Board of Administration. All questions or requests to speak at a meeting shall be in writing and shall specify a specific agenda item(s). The right to ask questions is limited to questions relating to reports on the status of construction or repair projects, the status of revenues and expenditures during the current fiscal year, and other issues affecting the condominium. The request must be delivered to the Association at 2069 World Parkway Boulevard East, Clearwater, FL. 33763 or emailed to clearwaterinfo@otow.com no less than one (1) business day prior to the Board of Administration or committee meeting.
- b. **Participation.** Unit owners shall only be permitted to speak on specific agenda items, as reflected in the posted notice of the Board of Administration or committee meeting and shall

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questions are limited to those submitted on the written request. A unit owner may speak for a cumulative maximum time of three (3) minutes during each meeting, which includes comments, opinions, and questions, and may only address a particular agenda item one time during the meeting. Participants must be recognized by the Chairperson before being permitted to speak. The Board of Administration or committee will not participate in a debate with any unit owner. The Board of Administration will make a good faith attempt to answer questions posed during the meeting. ~~but reserves the right to table any question(s) if the Board deems it necessary to ask advice from the Division or legal counsel or consult Association records prior to answering.~~ If the Board cannot answer a question without consulting with the Division, legal counsel, or Association documents, the tabled question(s) will be answered at ~~a future the next noticed~~ meeting of the Board of Administration. ~~, or the first noticed Board meeting following receipt of a response from the Division or legal counsel.~~ Nothing herein shall be construed as imposing an obligation on the Board of Administration to conduct research or an exhaustive records review in order to answer a question.

- c. **Board or Committee Discussion.** After all unit owners who filed their written requests with the Association one (1) business day prior to the meeting have had an opportunity to speak on the particular agenda item, the Board will read comments for up to three (3) minutes timely received from unit owners who are not in attendance, provided:
- iii. The email address which enclosed the request matches the email address the Association and management have on file for the unit owner; and
 - iv. Provided the communication otherwise complies with this Rule 22 (i.e., it does not contain profanity or comments which are slanderous or derogatory in nature).

Following same, the Board or committee may discuss that item and said discussion shall be without interruption from the floor.

- d. **Prohibited Activities.** Shouting, profanity, or comments of a slanderous or derogatory nature, or otherwise disrupting the meeting, shall not be permitted. Participants engaging in this type of conduct may be asked to leave and are subject to any and all available legal remedies.

23. **Unit Owner Inquiries.**

- a. Written Inquiries shall be directed to the Association by certified mail, in care of the Association's Manager, or the Secretary of the Association's Board of Directors. Written inquiries must be made by certified mail only. Inquiries by email or any other means of communication will not be accepted
- b. Minimum response times set forth in the Condominium Act, and as same is amended from time to time, presently set at thirty (30) days from receipt of an inquiry, shall be the minimum time frames within which the Association responds to unit owner written inquiries. This may involve the Association seeking advice from the Division, or a legal opinion, and a substantive response will be provided to all proper inquiries as required by law.
- c. The Association shall only respond to one (1) written inquiry per unit in any given thirty (30)