

THE VILLAGE ON ISLAND ESTATE CONDOMINIUM ASSOCIATION, INC.

**RULES AND REGULATIONS REGARDING INSPECTION
AND COPYING OF ASSOCIATION RECORDS**

I. RECORDS DEFINED

The official records available for inspection and copying are those designated by Chapter 718, Florida Statutes, as amended from time to time. Exempt records shall not be produced by the Association.

II. PERSONS ENTITLED TO INSPECT OR COPY

Every lot owner or the lot owner's authorized representative, as designated in writing, (hereinafter collectively referred to as "owner") shall have the right to inspect or copy the official records pursuant to the following rules.

III. INSPECTION AND COPYING

- A.** An owner desiring to inspect the Association's records shall submit a written request to the Secretary or Manager of the Association by hand delivery or certified mail, and no requests by email are permitted. The request must specify the specific record or records requested for the inspection, including pertinent dates or time periods, and shall state whether the request is for inspection or simply a request for photocopying. The request must be sufficiently detailed to allow the Association to retrieve the records requested.
- B.** Inspection or copying of records shall be limited to those records specifically requested in advance, in writing.
- C.** No owner may submit more than one request for inspection or copying of the same record in a thirty-day period.
- D.** No owner may submit more than one request per month and the inspection of records shall not exceed eight hours in duration per month.
- E.** All inspections of records shall be conducted at the Association's manager's office or at such other location designated by the Association in response to a request from an owner or their designated representative. No owner or representative of an owner shall remove original records from the location of inspection. No alteration of the original records shall be allowed. The Association may offer the option of making the records of the Association available to an owner or their representative either electronically via the Internet or by allowing the records to be viewed in electronic format on a computer screen and printed upon request.
- F.** Records shall be made available for inspection by the Association on or before the tenth working day after the actual receipt by the Association of the written request for inspection. This time frame may be extended by written request of the owner or the

owner's representative. In addition, this time frame shall be extended in the event records are voluminous or otherwise in such condition as to render this time frame unreasonable, such as an act of God, act of nature or other circumstances that reasonably cause a delay. The Association shall notify the owner in writing that the records are available and the time, date, and place for such inspection.

- G.** Inspections shall be made only by appointment, between the hours of 9:00 a.m. to 4:00 p.m. on days the Association's manager's office is open or as otherwise designated by the Board or Manager.
- H.** If an owner desires to obtain a copy of any record, the owner shall designate in writing which record is desired or, during an inspection, the owner may designate such record by use of a tab or clip upon the pages desired. Any written request shall designate the specific record or portion thereof. Copies of the record(s) shall be available within ten working days of receipt of the request unless the owner brings their own copying or scanning equipment with them. In the event the above referenced time frame is impracticable due to the voluminous nature or condition of the records, then copies will be made available as soon as is practicable.
- I.** An owner shall pay up to twenty-five cents per page for regular or legal sized photocopies or computer printouts, and actual costs of each CD/DVD, payable by personal check at the time the copies (or electronic files) are delivered; provided however, payment in advance of copying may be required by the Association in its representative's discretion, taking into account such factors as the amount of the copying charge, the payment record of an owner, and other relevant factors. The Association may also charge any reasonable costs involving personnel fees and charges at an hourly rate for vendor or employee time to cover administrative costs to the vendor or Association.
- J.** The Association is not required to provide a prospective purchaser or lienholder with information about the residential subdivision or the Association other than information or documents required by Chapter 718, Florida Statutes, as amended from time to time.
- K.** The Association may impose fees to cover the costs of providing copies of the official records, including the costs required for personnel to retrieve and copy the records if the time spent retrieving and copying the records exceeds one-half hour and if the personnel costs do not exceed \$20 per hour. Personnel costs may not be charged for records requests that result in the copying of 25 or fewer pages.

IV. MANNER OF INSPECTION

- A.** No inspection or copying of records shall be conducted in a manner to harass any owner, resident or Association agent, officer, director, or employee.
- B.** Records shall be produced pursuant to an owner's request in accordance with Florida law, the Association's governing documents and this policy. Under no circumstances shall the Association be required or obligated to answer questions about records, as the records speak for themselves.

- C. All persons inspecting or requesting copies of records shall conduct themselves in a businesslike manner and shall not interfere with the operation of the Association office or office where the records are otherwise inspected or copied. The Association shall assign one staff person to assist in the inspection and all requests for further assistance and copying during inspection shall be directed only to that staff person.
- D. The Association may maintain a log detailing:
 - 1. The date of receipt of the written request for inspection;
 - 2. The name of the requesting party;
 - 3. The requested records;
 - 4. The date the owner was notified of the availability of the records;
 - 5. The date the records were made available for inspection or copying;
 - 6. The date of actual inspection or copying;
 - 7. The signature of the owner acknowledging access to the records and receipt of same (if applicable). Every person inspecting or receiving copies of records shall sign said log or a comparable receipt prior to inspection or receipt of copies.

V. ENFORCEMENT OF INSPECTION AND COPYING RULES

- A. Any violation of these rules shall cause the immediate suspension of the inspection or copying until such time as the violator agrees in writing to comply herewith.
- B. Any written requests for inspection or copying not complying with these rules shall not be honored.
- C. Any nonconforming requests for inspection or copying may be responded to by the Association representative notifying the requesting person of the existence of these rules and pointing out the necessity of complying herewith.
- D. The Board of Directors may take any available legal action to enforce these rules.

ADOPTED by the Board of Directors by a vote of ___ to ___ on this ___ day or _____, 2026.

**THE VILLAGE ON ISLAND ESTATE
CONDOMINIUM ASSOCIATION, INC.**

By: _____
Name: _____
Position: Secretary

THE VILLAGE ON ISLAND ESTATE CONDOMINIUM ASSOCIATION, INC.

PROCEDURES REGARDING CONDOMINIUM ASSOCIATION
BOARD AND MEMBERSHIP MEETINGS

WHEREAS, The Village on Island Estate Condominium Association, Inc. (“Association”) Board of Directors (“Board”) meet on a regular basis;

WHEREAS, the Board recognizes that the efficient operation of the Association requires open meetings and a free exchange of ideas among the directors and Membership;

WHEREAS, Chapter 718, Florida Statutes encourages homeowners’ associations to adopt reasonable rules regarding members’ input on designated agenda items at Board meetings;

WHEREAS, members have a legal right to tape record or videotape meetings pursuant to Chapter 718, Florida Statutes;

WHEREAS, Chapter 718, Florida Statutes allows homeowners’ associations to adopt rules regarding the tape recording or videotaping of Board and Membership meetings;

WHEREAS, the Association’s Board desires a reliable method of informing members of meetings;

WHEREAS, the Board desires input from members on agenda items at Board meetings; and

WHEREAS, the Board desires to ensure that the business of the Association at Board and Membership meetings is not disrupted, and that order and decorum are maintained at all times;

NOW THEREFORE, the Association’s Board resolves to adopt the following procedures concerning Board and Membership meetings:

A. Notices of Meeting. Association Board and Membership meetings shall be noticed in accordance with Florida law, as amended from time to time.

1. Notices of Board and Membership meetings shall be posted at the entrance of the community in accordance with Chapter 718, Florida Statutes, as amended from time to time.

2. Notices shall include the date, time, and location of the Board and Membership meetings, as well as an agenda for each meeting that identifies the issues to be addressed.

3. The Association shall mail each Member notice of a Board, or a Membership meeting only as required by the Association’s Bylaws or Chapter 718, Florida Statutes, as amended from time to time.

4. All notices, agendas, and any other documents required for each Board or Membership meeting, must be posted on the website or application no later than the date required for mailing and posting of the notice. The notice must be posted in plain view on the homepage of the website or application, or on a separate subpage of the website or application labeled "Notices" which is conspicuously visible and linked from the homepage.

5. The Association shall post on its website or application any document to be considered and voted on by the members during the meeting or any document listed on the meeting agenda at least seven (7) days before the meeting at which such document or information within the document will be considered.

B. Addresses at Meetings. To avoid conflicts among speakers and to avoid excessively long meetings, the procedures set forth herein are instituted for Board and Membership Meetings. Unless otherwise indicated, procedures shall apply to both Board and Membership Meetings:

1. Members' addresses at Board meetings shall be permitted during an "open forum" at the beginning of each Board meeting, unless otherwise noted on the Board meeting agenda. Members shall limit remarks to three minutes on agenda items unless otherwise permitted by the chairperson overseeing the meeting.

2. Members' addresses at Board meetings are limited to issues that directly concern items on the Board meeting agenda. Comments about items that are not on the Board meeting agenda or remarks that are inconsiderate to the Board and other members, shall be ruled out of order by the chairperson.

3. Members' addresses on agenda items at Board meetings may be up to three minutes total. Time may not be yielded or assigned from one member to another. The Board meeting chairperson's determination shall be conclusive and final concerning whether a time limit is exceeded by a Member or their representative.

4. The Board may require owners to sign up immediately before any meeting to address the Board or Membership, as the case may be.

5. Members' addresses at Board or Membership meetings may only commence when a speaker is recognized by the meeting chairperson. To be recognized at any meeting, raise one hand for identification; however, at the chairperson's discretion, persons seeking to make addresses at the meeting may be required to sign up or line up in a particular location. Members who are not recognized by the meeting chairperson shall not be permitted to speak out of order.

6. No obscene or profane language shall be permitted at any Board or Membership meeting. No shouting or other disruptive behavior shall be permitted at any Board or Membership meeting. The meeting chairperson may require any person using obscene or profane language or any person engaging in disruptive behavior to leave the Board or Membership meeting premises.

7. To allow proper minutes at the beginning of an address, a member shall announce his or her name and address, and the name and address of the lot owner the speaker is representing, if applicable.

8. To avoid delays, a member's address shall be made from the member's seat at the meeting. Unless directed by the chairperson of the meeting, it is not necessary to speak from an aisle.

9. Board meetings shall be adjourned two hours after the meeting begins, unless the chair authorizes otherwise or unless the directors, by majority vote, elect to extend the time for the Board meeting.

C. Tape Record or Videotape Meetings. Members may tape record or videotape Board and Membership meetings, subject to the following reasonable restrictions:

1. The only audio and video equipment and devices that members or their representatives are authorized to use at any such meeting is equipment that does not produce distracting sound or light emissions.

2. Audio and video equipment shall be assembled and placed in position in advance of the commencement of the meeting.

3. During a meeting anyone videotaping or recording a meeting shall not be permitted to move about the meeting room to facilitate the recording.

4. A member desiring to utilize any audio or video equipment to tape record or videotape a meeting shall deliver written notice so that the notice is received by the Association's Secretary at least two business days before the meeting.

5. Recording a meeting without notice to the Association in accordance with these procedures is strictly prohibited.

D. Board Meetings by Video Conference. Board meetings may be conducted at a physical location and by video conference (Zoom, Microsoft Teams, etc.), provided that the following rules apply:

1. If applicable, the Association must publish video conference login information to members at least 48 hours in advance of the Board meeting. Video conference login information shall be posted at the entrance of the committee and on the Association's website, including a hyperlink to the platform website where the video conference will be hosted.

2. Any person attending a Board meeting by video conference must register with the Association at the time of entrance into the video conference platform. The Association need not admit any person to the video conference if their identity cannot be reasonably ascertained. Additionally, the Association may remove any person from the video conference platform if they disrupt the Board meeting.

3. Persons attending the Board meeting by video conference shall comply with all other rules and regulations governing owners attending Board meetings. Additionally, persons attending the Board meeting by video conference shall announce to those attending the meeting if they are recording the Board meeting. Persons attending a Board meeting by video conference shall mute their microphones and turn off their cameras unless they are addressing the chairperson and the Board. Persons attending a Board meeting by video conference shall not permit other persons to eavesdrop on the Board meeting.

4. The Association is not responsible for technical problems related to any persons attending a Board meeting by video conference, including but not limited to connectivity issues.

5. The Association reserves the right to suspend or terminate any video conference if it is disrupted by any person or interferes with the business or orderly conduct of the Board meeting.

6. Where context so requires, the foregoing rules shall not apply to Membership meetings, which must be conducted in person absent a State of Emergency.

E. Recording Board Meetings. The Association may post a recording of any Board meeting via a link on the Association's website. Any such post will, if made in the discretion of a majority of the Board members, be available until the minutes of the recorded Board meeting are approved by the Board. Thereafter, the Association need not preserve the recording of the Board Meeting. The foregoing policy does not apply to Membership meetings.

F. Effective date. The policies set forth herein shall take effect immediately.

ADOPTED by the Board of Directors by a vote of ___ to ___ on this ___ day of _____, 2026.

**THE VILLAGE ON ISLAND ESTATE
CONDOMINIUM ASSOCIATION, INC.**

By: _____
Name: _____
Position: Secretary

THE VILLAGE ON ISLAND ESTATE CONDOMINIUM ASSOCIATION, INC.

**RESOLUTION ESTABLISHING A DUE PROCESS COMMITTEE
AND RELATED POLICIES AND PROCEDURES**

WHEREAS, the Board of Directors (the “Board”) of The Village on Island Estate Condominium Association, Inc. (the “Association”) is charged with the responsibility of enforcing the Declaration of Covenants, Conditions, and Restrictions of Guage Line Homeowners Association Inc. (the “**Declaration**”), Bylaws and the Association’s Rules and Regulations (collectively referred to as “**Association Restrictions**”); and

WHEREAS, from time-to-time homeowners may, either intentionally or unintentionally, violate the Association’s Restrictions;

WHEREAS, violations of the Association’s Restrictions, whether intentional or unintentional, may impair the Association’s ability to enforce restrictions, diminish property values and interfere with other residents’ quiet enjoyment of their properties and the amenities in the Development (the “Development”); and

WHEREAS, the Association’s Board deems it to be in the best interest of the Association to adopt a uniform and systematic procedure for dealing with violations of the Association’s Restrictions in a timely manner to ensure consistent compliance with same throughout the Development; and

WHEREAS, the Association’s Board has retained the Association’s attorneys to protect the Association’s legal and financial interests, including those interests related to homeowners’ compliance with the Association’s Restrictions;

WHEREAS, Section 718.303, Florida Statutes provides the Association with the power to enforce the Association’s Restrictions by levying reasonable fines and/or suspensions against a Member, or any Member’s tenant, occupant, guest, or invitee for any violation of the Association’s Restrictions; and

WHEREAS, Section 718.303, Florida Statutes (2025) provides in pertinent part as follows:

An association may levy reasonable fines for violations of the declaration, association bylaws, or reasonable rules of the association. A fine may not exceed \$100 per violation against any member or any member’s tenant, guest, or invitee for the failure of the owner of the parcel or its occupant, licensee, or invitee to comply with any provision of the declaration, the association bylaws, or reasonable rules of the association unless otherwise provided in the governing documents. A fine may be levied by the board for each day of a continuing violation, with a single notice and opportunity for hearing, except that the fine may not exceed \$1,000 in the aggregate unless otherwise provided in the governing documents. A fine of less than \$1,000 may not become a lien against a parcel. In any action to recover a fine,

the prevailing party is entitled to reasonable attorney fees and costs from the non-prevailing party as determined by the court.

(a) An association may suspend, for a reasonable period of time, the right of a member, or a member's tenant, guest, or invitee, to use common areas and facilities for the failure of the owner of the parcel or its occupant, licensee, or invitee to comply with any provision of the declaration, the association bylaws, or reasonable rules of the association. This paragraph does not apply to that portion of common areas used to provide access or utility services to the parcel. A suspension may not prohibit an owner or tenant of a parcel from having vehicular and pedestrian ingress to and egress from the parcel, including, but not limited to, the right to park.

(b) A fine or suspension levied by the board of administration may not be imposed unless the board first provides at least 14 days' written notice of the parcel owner's right to a hearing to the parcel owner at his or her designated mailing or e-mail address in the association's official records and, if applicable, to any occupant, licensee, or invitee of the parcel owner, sought to be fined or suspended. Such hearing must be held within 90 days after issuance of the notice before a committee of at least three members appointed by the board who are not officers, directors, or employees of the association, or the spouse, parent, child, brother, or sister of an officer, director, or employee. The committee may hold the hearing by telephone or other electronic means. The notice must include a description of the alleged violation; the specific action required to cure such violation, if applicable; and the hearing date, location, and access information if held by telephone or other electronic means. A parcel owner has the right to attend a hearing by telephone or other electronic means.

(c) If the committee, by majority vote, does not approve a proposed fine or suspension, the proposed fine or suspension may not be imposed. The role of the committee is limited to determining whether to confirm or reject the fine or suspension levied by the board.

(d) Within 7 days after the hearing, the committee shall provide written notice to the parcel owner at his or her designated mailing or e-mail address in the association's official records and, if applicable, any occupant, licensee, or invitee of the parcel owner, of the committee's findings related to the violation, including any applicable fines or suspensions that the committee approved or rejected, and how the parcel owner or any occupant, licensee, or invitee of the parcel owner may cure the violation, if applicable, or fulfill a suspension, or the date by which a fine must be paid.

(e) If a violation has been cured before the hearing or in the manner specified in the written notice required in paragraph (b) or paragraph (d), a fine or suspension may not be imposed.

(f) If a violation is not cured and the proposed fine or suspension levied by the

board is approved by the committee by a majority vote, the committee must set a date by which the fine must be paid, which date must be at least 30 days after delivery of the written notice required in paragraph (d). Attorney fees and costs may not be awarded against the parcel owner based on actions taken by the board before the date set for the fine to be paid.

(g) If a violation and the proposed fine or suspension levied by the board is approved by the committee and the violation is not cured or the fine is not paid per the written notice required in paragraph (d), reasonable attorney fees and costs may be awarded to the association. Attorney fees and costs may not begin to accrue until after the date noticed for payment under paragraph (d) and the time for an appeal has expired. ...

WHEREAS, pursuant to Florida law, the Board has created the Due Process Committee (hereinafter referred to as the “Committee” or “Due Process Committee”) to comply with Section 718.303, Florida Statutes (2025).

NOW, THEREFORE, BE RESOLVED THAT, a Due Process Committee shall be created consisting of at least three (3) Members who are not officers, directors, or employees of the Association or the spouse, parent, child, brother, or sister of an officer, director, or employee of the Association.

BE IF FURTHER RESOLVED THAT, the following Policies and Procedures shall be adopted and adhered to by the Due Process Committee, which shall serve at the pleasure of the Association’s Board of Directors:

GUIDELINES FOR ENFORCEMENT

The following are procedures to be followed for the failure of a Member or Member’s tenant, guest, occupant or invitee to abide by the Association’s Restrictions:

First Notice.

Except in cases involving an emergency, which shall warrant just cause to depart from any and all policies and procedures in this resolution, Community Manager shall send to Member (and the Member’s tenant, guest, occupant or invitee, if applicable) a first notice advising that a condition or behavior observed at or on the Member’s property or within the Development is in violation of the Association’s Restrictions. The Member or Member’s tenant, guest, occupant, or invitee shall have from one (1) to sixty (60) days, depending upon the nature of the violation, from the date of the letter within which to bring any violation into compliance.

Second Notice.

If the first notice mentioned above does not generate total compliance by the Member or the Member’s tenant, guest, occupant, or invitee, a second notice to correct the violation of the Association’s Restrictions shall be issued by the Community Manager. Said notice shall advise the offending party that the Board of Directors may impose fines or suspensions against them at an upcoming meeting.

Board Levy of a Proposed Fine or Proposed Suspension.

If the first and second notices mentioned above do not generate total compliance by the Member or the Member's tenant, guest, occupant, or invitee the matter shall be reviewed by the Community Manager and a recommendation, including a fine, suspension or both may be made to the Board of Directors.

The Association's Board of Directors shall review the Community Manager's recommendation at an open and noticed Board of Directors meeting, at which time the Board of Directors may levy a fine, suspension and/or approve other legal action to enforce the Association's Restrictions. The maximum amount of a fine shall be \$100 per day, up to a maximum of \$1,000 per violation.

Due Process Committee Hearing Notice.

Provided that the Association's Board of Directors finds that a particular violation warrants a fine or suspension of rights as a sanction, the Board of Directors shall direct the Community Manager to advise the homeowner or other party facing a fine or suspension, in writing, of the Board of Director's decision.

The notice shall be sent to the Member or person's address of record on file with the Association, and it shall provide the party to be fined or suspended with at least fourteen (14) days' notice of an opportunity to be heard by the Due Process Committee. The notice must include a description of the alleged violation; the specific action required to cure such violation, if applicable; and the date and location of the hearing. A parcel owner has the right to attend a hearing by telephone or other electronic means.

When a Due Process Committee meeting is scheduled, the Community Manager shall be responsible for posting notice of the Due Process Committee meeting in the Development.

The Community Manager (or a member of the Board of Directors or the Association's legal counsel) may present the Association's case, in person or in writing, to the Due Process Committee at the noticed meeting where a fine and/or suspension is being considered.

If the Due Process Committee, by majority vote, does not approve a proposed fine or suspension, the proposed fine or suspension may not be imposed. The role of the Due Process committee is limited to determining whether to confirm or reject the proposed fine or suspension levied by the Board.

Decisions of the Due Process Committee.

Within seven 7 days after the hearing, the Due Process Committee shall provide written notice to the parcel owner at his or her designated mailing or e-mail address in the Association's official records and, if applicable, any occupant, licensee, or invitee of the parcel owner, of the Due Process Committee's findings related to the violation, including any applicable fines or suspensions that were approved or rejected, and how the parcel owner or any occupant, licensee, or invitee of the parcel owner may cure the violation, if applicable, or fulfill a suspension, or the date by which a fine must be paid.

If a violation has been cured before the hearing or in the manner specified in the written notice required above, a fine or suspension may not be imposed.

If a violation is not cured and the proposed fine or suspension levied by the board is approved by the Due Process Committee by a majority vote, the Due Process Committee must set a date by which the fine must be paid, which date must be at least 30 days after delivery of the written notice required above.

Collection of an Unpaid Fine.

If the payment of the fine is not received during the timeframe required, the fine and any outstanding violation may be referred to the Association's attorney for further review and possible legal action. If a fine is not paid after ninety (90) days from the date it is due, suspensions of the Owner's or tenant's common area privileges and voting rights, if applicable, may occur.

Suspensions Due to Non-Payment of a Fine.

Non-payment of a fine may result in legal action being taken to collect the fine from the responsible party, if the fine and any associated attorneys' fees and costs to the Association are not paid within applicable timeframes, whether a violation is corrected or not. Recovery of a fine imposed by the Association shall not excuse an offending party from future compliance with the Association's Restrictions.

Additional Enforcement Action.

If the foregoing does not result in total compliance by the Member, the violation may be referred to the Association's legal counsel to issue a violation letter demanding compliance.

If the Association's legal counsel's violation demand letter does not result in total compliance by the Member or the Member's tenant, guest, occupant, or invitee, the Association's legal counsel may issue a pre-suit mediation notice and demand, as provided for in Chapter 718.1255, Florida Statutes, as amended from time to time.

Litigation enforcing the Association's Restrictions may also be filed in the event any of the foregoing does not result in complete compliance with the Association's Restrictions.

DUE PROCESS COMMITTEE MEETING GUIDELINES

The purpose of fines and suspensions imposed by the Association is to gain compliance by the Member or the Member's tenant, guest, occupant, or invitee with the Association's Restrictions.

The purpose of the Due Process Committee is to review and assess fines and suspensions levied by the Board of Directors.

The Due Process Committee shall elect a Chairperson and may elect a Recording Secretary from among its members. Members of the Due Process Committee shall be appointed by the Association's Board of Directors, and they may be removed and/or replaced as determined by the Association's Board of Directors from time to time.

The Chairperson of the Due Process Committee shall administer each meeting, assure that respect and proper decorum are always observed, and ensure that the policies and procedures for the Committee are followed in a fair and impartial manner.

The Community Manager or Recording Secretary shall document decisions made by the Due Process Committee within twenty-four (24) hours after any meeting of the meeting is adjourned.

The Member or the Member's tenant, guest, occupant, or invitee shall have the opportunity to state why he or she is not in compliance with the Association's Restrictions and may offer defenses or mitigating information for the Due Process Committee's consideration. The Member or the Member's tenant, guest, occupant, or invitee has the right to have legal counsel and/or witnesses present at any hearing. The Committee shall listen to the case presented by the Member or the Member's tenant, guest, occupant or invitee, or their legal representative. Committee members may also question the Member or the Member's tenant, guest, occupant, or invitee, as well as any witnesses who may be present.

The Committee shall review the information that has been presented by the Community Manager or other approved Association representative, as well as statements of any witnesses or complainants who may be invited to attend the hearing by the Community Manager or the offending party to produce evidence to substantiate the complaint, defenses or mitigating factors. The Community Manager shall also physically view the outstanding violation prior to the meeting and present photographic evidence, if possible. Committee members may also independently visit the property prior to any hearing to view conditions, if appropriate in the Committee member's discretion. Committee members shall not, however, engage in any other investigation about an alleged violation, including discussions with a Member or the Member's tenant, guest, occupant, or invitee, outside of the Committee meeting.

After reviewing all evidence and listening to information presented at the hearing the Committee shall deliberate and render a final decision in front of the person subject to the fine if they are present. Committee members shall make each decision based upon the Association's Restrictions and reasonable inferences that may be made based upon the Association's Restrictions.

If the committee, by majority vote, does not approve a proposed fine or suspension, it may not be imposed. The role of the committee is limited to determining whether to confirm or reject the fine or suspension levied by the board.

APPLICATION OF THESE POLICIES AND PROCEDURES

These policies and procedures are intended to guide both the Members of the Association and the Due Process Committee. The failure of the Association, including the Association's Board of Directors, Community Manager or the Due Process Committee to strictly follow the policies and procedures herein or as otherwise practiced by the Association in its normal course of business, shall not be a defense to the imposition of any fine or a suspension for a violation of the Association's Restrictions, provided that the imposition of the fine or suspension is consistent with Florida law and the documents governing the Association and the properties subject to the Declaration. Deviation from these policies and procedures should only occur when there is a

reasonable basis to do so, which reasonable basis can be identified and justified by the party making that deviation or such that it is not material or relevant to the outcome of the decision-making process. These policies and procedures are intended to ensure a fair covenant enforcement process that benefits all Members and allows the parties to resolve violations of the Association's Restrictions without legal action, including mediation, arbitration and/or litigation. These policies and procedures shall not apply to sanctions imposed due to the non-payment of any fee, fine, or monetary obligation owed to the Association, as provided for in Section 718, Florida Statutes (2025).

IN WITNESS WHEREOF, the Board of Directors has approved the provisions hereof this ____ day of _____, 2026, at a duly called meeting of the Board at which a quorum was present, by a vote of _____ to _____.

Respectfully submitted,

Secretary

THE VILLAGE ON ISLAND ESTATE CONDOMINIUM ASSOCIATION, INC.
COLLECTION POLICY

WHEREAS, the Board of Directors (the “Board”) of The Village on Island Estate Condominium Association, Inc. (the “Association”) is charged with the responsibility of collecting assessments for common expenses from homeowners pursuant to the governing documents of the Association; and

WHEREAS, from time-to-time homeowners become delinquent in their payments of assessments and fail to respond to demands from the Association to bring their accounts current; and

WHEREAS, the Association’s Board deems it to be in the best interest of the Association to adopt a uniform and systematic procedure for dealing with delinquent accounts in a timely manner, and further believes it to be in the best interest of the Association to refer these accounts promptly to the Association’s attorney for collection, so as to minimize the Association’s possible loss of revenues; and

WHEREAS, the Association’s Board has retained the Association’s attorneys to protect the Association’s legal and financial interests, including those interests related to the collection of unpaid assessments from homeowners; and

WHEREAS, the Association’s Board has directed the Association’s attorneys to represent the Association on the terms outlined in this resolution, or as otherwise recommended by the Association’s attorneys;

NOW, THEREFORE, BE IT RESOLVED that, the Association’s attorneys shall pursue all collection and other matters that the Association’s Board, acting through the Association’s Management Company, may from time to time refer to them and to provide any advice and counsel that the Association’s Board may from time to time require; and

BE IT FURTHER RESOLVED that, the Association’s Management Company is directed to send to any homeowner who is more than fifteen (15) days delinquent in the payment of any regular assessment, special assessment or other charges authorized by the Association’s governing documents or statutes (hereinafter referred to as “Assessments”), a written notice of the delinquent balance and a request for immediate payment; and

BE IT FURTHER RESOLVED that, the Association’s Management Company is directed to send any homeowner’s account that is more than thirty (30) days delinquent in the payment of any Assessments to the Association’s attorney for immediate legal action; and

BE IT FURTHER RESOLVED that, when required by law, the Association’s attorney is directed to send to any homeowner who remains delinquent thirty (30) days after the payment of any Assessment was initially due a forty-five (45) day notice advising of the Association’s notice of intent to lien the homeowner’s lot to collect Assessments, which forty-five (45) day notice shall include demand for all pre-lien attorney’s fees and costs of collection; and

BE IT FURTHER RESOLVED that, as required by law, the Association’s attorney upon

receipt of written instructions from the Board shall record a claim of lien against any lot when the homeowner remains delinquent after the forty-five (45) day notice to the homeowner has expired, and the homeowner shall be liable for payment of all attorney's fees and costs of collection imposed by the Association and the Association's attorney; and

BE IT FURTHER RESOLVED that, as required by law, following the recording of a claim of lien against any lot, the Association's attorney is directed to send to any homeowner who remains delinquent a forty-five (45) day notice advising of the Association's notice of intent to foreclose the claim of lien to collect Assessments, which forty-five (45) day notice shall include demand for all attorney's fees and costs of collection, including those related to the claim of lien; and

BE IT FURTHER RESOLVED that, the Association's attorney is directed, upon receipt of written instructions from the Board, to file a lawsuit seeking all relief available, at law or in equity, against any homeowner who remains delinquent forty-five (45) days after notice of the Association's intent to foreclose the claim of lien to collect Assessments has been sent; and

BE IT FURTHER RESOLVED that, as permitted by law, and recommended by the Association's attorney, the Board has the discretion in its business judgment to depart from the above-stated processes from time to time in order to protect the Association's legal and financial interests; and

BE IT FURTHER RESOLVED that, the Management Company is directed to consult with the Association's attorney and turn over for a response or other action any account where the homeowner files or is the subject of a petition for relief in bankruptcy or a lender has commenced any action for foreclosure of its lien right against a lot, whether the homeowner's account with the Association is delinquent or not; and

BE IT FURTHER RESOLVED that, in addition to all other remedies available to the Association, if a homeowner's account is delinquent more than ninety (90) days, the Association shall suspend the homeowner's rights, as well as the homeowner's tenant's and guest's rights, to use Common Area. If the Association imposes a suspension, the Association must provide written notice of such suspension by mail or hand delivery to the homeowner and, if applicable, to any tenant, licensee, or invitee of the homeowner.

BE IT FURTHER RESOLVED that the following policies shall apply to all delinquent accounts turned over to the Association's attorney for collection:

1. All contacts with a homeowner who has been placed with the Association's attorneys for collection, including a demand letter, lien, or lawsuit, shall be handled through the Association's attorney.
2. Neither the Management Company nor any Association officer or director shall discuss the collection of the amount directly with a homeowner after it has been turned over to the Association's attorneys, unless one of the Association's attorneys is present or has consented to the contact.

3. All sums collected on a delinquent account shall be promptly remitted to the Association upon receipt. The Association's attorney shall request an account history from the Association's Management Company before settling or closing an account. The Association's Management Company shall promptly provide the Association's attorney with same.
4. The Association's attorney's legal fees and costs shall be assessed against each delinquent lot and its owner when the account is turned over to the Association's attorneys for collection.

IN WITNESS WHEREOF, the Board of Directors has approved the provisions hereof this _____ day of _____, 2026, at a duly called meeting of the Board at which a quorum was present, by a vote of _____ to _____.

Respectfully submitted,

Secretary

THE VILLAGE ON ISLAND ESTATE CONDOMINIUM ASSOCIATION, INC.

**RESOLUTION DESIGNATING BOARD EMAIL ADDRESSES
AND RELATED POLICIES AND PROCEDURES**

WHEREAS, the Board of Directors (“Board”) of The Village on Island Estate Condominium Association, Inc. (the “Association”) is charged with managing, operating, maintaining, and administering the business affairs of the Association; and

WHEREAS, the Board recognizes that Section 718, Florida Statutes encourages an open exchange of ideas among the Board, the managing agent, and all members in arriving at reasoned Board decisions regarding Association business; and

WHEREAS, from time to time the efficient operation of the Association requires Board members to communicate about Association business and undertake necessary study and other due diligence through email communications regarding Association business; and

WHEREAS, the Association must exercise appropriate care in maintaining the records of the Association as required by Chapter 718, Florida Statutes, the Board deems it to be in the best interest of the Association to designate uniform email addresses for the Board and to adopt systematic policies and procedures for the use and retention of such email communications.

NOW, THEREFORE, BE IT RESOLVED that the following policies and procedures shall generally apply to Board email addresses and email communications:

1. The foregoing recitals are incorporated by reference as if completely restated herein.
2. The following Board email addresses are designated:
3. During the term of office, Board members shall exclusively use the designated Board email addresses for Association business. Board members are strictly prohibited from using personal email addresses for Association business while in office.
4. The designated Board email addresses and email communications contained therein are the sole and exclusive property of the Association, and as such, shall be maintained as records of the Association in accordance with Chapter 718, Florida Statutes.
5. To ensure proper retention of such records in accordance with Florida law, Board members shall promptly cooperate with the Association to preserve all designated Board email addresses and email correspondence while in office and after their terms, as applicable.
6. Board members shall take appropriate care using designated Board email addresses and when engaging in email communications.

7. Upon ineligibility, resignation, or removal from office, or completion of a term of office (unless reelected to same office), Board members shall relinquish control of designated Board email addresses and email communications and shall timely transfer access and passwords thereto to their duly appointed or elected successors or other Board designees.

8. The policies set forth herein shall apply to any matter that concerns the use of designated Board email addresses and email communications by any member of the Board for Association business.

IN WITNESS WHEREOF, the Board of Directors of The Village on Island Estate Condominium Association, Inc. has approved the provisions hereof this ___ day of _____, 2026, at a duly called meeting of the Board at which a quorum was present, by a vote of _____ to _____.

Respectfully submitted,

Secretary

THE VILLAGE ON ISLAND ESTATE CONDOMINIUM ASSOCIATION, INC.

**RESOLUTION CONCERNING BOARD COMMUNICATIONS
WITH MEMBERS AND SOCIAL MEDIA USE**

WHEREAS, the Board of Directors (the “Board”) of The Village on Island Estate Condominium Association, Inc. (the “Association”) is charged with administering the business affairs of the Association, including communicating information to members of the Association and their authorized agents; and

WHEREAS, Social Media is a common method of communicating information via the internet to Association members, including, for example, through websites and applications such as Facebook; Next Door; Instagram; YouTube; and X, formerly Twitter (“Social Media”); and

WHEREAS, Social Media may be beneficial if properly used by the Association’s Board to communicate information from the Board to the members of the Association; and

WHEREAS, the improper use of Social Media by an officer, director or management company personnel could result in confusion, miscommunications or even legal liability for the Association; and

WHEREAS, from time-to-time members of the Association and others may use Social Media in a manner that is not constructive and may harm the Association and the community; and

WHEREAS, the Association has engaged professional management to assist with the administration, oversight, and management of Association business, including the management of the Association’s website;

NOW, THEREFORE, BE IT RESOLVED that the following policies and procedures shall generally apply to the Association’s officers, directors, committee members, and management personnel communicating about Association business and issues online, including but not limited to communications on Social Media and on the Association’s website:

1. The foregoing recitals are incorporated by reference as if completely restated herein.

2. The Association’s managing agent shall cause the Association’s website to be updated from time-to-time to provide owners with notice of Board meetings, notice of membership meetings, and other information that may be beneficial to the Association’s members and residents of the community.

3. All content on the Association’s website shall be subject to approval by the Association’s President; provided that, it shall be consistent with the Association’s management contract, the Association’s governing documents, and other directives and decisions of the Association’s Board of Directors.

4. The Association's President, who acts as the Chief Executive Officer of the Association in accordance with Articles of Incorporation and Bylaws of the Association, may communicate information to Owners via the Association's "Official Social Media Accounts" from time-to-time. The Association's "Official Social Media Accounts" shall include the following: ***a.) Official Facebook Page; b.) Twitter Account; and c.) The President's Blog; and d) Such other Social Media accounts that the Board of Directors approves of from time-to-time.***

5. The Association's Official Social Media Accounts shall be the property of the Association, and they shall be administered only by an active officer or director of the Association, which shall default to the President absent other Board approval at a duly noticed Board meeting. At the conclusion of service, the Association's officers and directors who have oversight and control of the Association's Official Social Media Accounts shall not use the Association's Official Social Media Accounts promptly relinquish control of the Association's Official Social Media Accounts to the new officers and directors of the Association. The term "prompt" shall mean within 24 hours of an officer or director no longer serving on the Board.

6. Social Media Accounts that are not Official Social Media Accounts of the Association shall not be used by any officer, director, or management personnel to communicate with Association members or their agents about Association business or issues impacting the community.

7. No officer, director or management personnel shall post any material or comments online about Association business, including but not limited to posts on Official Social Media Accounts or other Social Media of any kind without the advance written permission of the Association's Board. Any such permission shall only be granted at an open and noticed meeting where the decision of a majority of the Board members shall control.

8. Even where a vote of the Board is not unanimous, all officers and directors shall abide by and be bound to follow the decisions of the Board of the Association.

IN WITNESS WHEREOF, the Board of Directors has approved the provisions hereof this _____ day of _____, 2026, at a duly called meeting of the Board at which a quorum was present, by a vote of _____ to _____.

Respectfully submitted,

Secretary