

This Instrument Prepared by and Return to: Mankin Law Group
Address: 2535 Landmark Drive, Suite 212, Clearwater, FL 33761

**CERTIFICATE OF AMENDMENT TO THE RULES AND REGULATIONS OF
BAYOU PASS VILLAGE PROPERTY OWNERS' ASSOCIATION, INC.**

WE HEREBY CERTIFY THAT the attached Amendments to the Rules and Regulations for Bayou Pass Village Property Owners' Association, Inc. were duly approved at a meeting of the Board in the manner required by the Association's Declaration of Protective Covenants, Conditions, Restrictions and Easements on January 15, 2019. Such Rules and Regulations were not previously required to be recorded. The Rules and Regulations are enacted and amended pursuant to the Declaration as originally recorded at Official Records Book 14700, Page 1164, et. seq. of the Public Records of Hillsborough County, Florida, and as amended.

IN WITNESS WHEREOF, we have affixed our hands this 22nd day of January, 2019 at Hillsborough County, Florida.

WITNESSES

[Signature]
Signature of Witness #1

MICHAEL J. MORINA
Printed Name of Witness #1

[Signature]
Signature of Witness #2

Eric Crispen
Printed Name of Witness #2

BAYOU PASS VILLAGE PROPERTY OWNERS' ASSOCIATION, INC., a Florida not-for-profit corporation

By: [Signature]
Vanessa Josey, President

Attest: [Signature]
Joey Henderson, Secretary

STATE OF FLORIDA)
COUNTY OF HILLSBOROUGH)

BEFORE ME, the undersigned authority, personally appeared Vanessa Josey and Joey Henderson, to me known to be the President and Secretary, respectively, of Bayou Pass Village Property Owners' Association, Inc., and they acknowledged before me that they freely and voluntarily executed the same as such officers, under authority vested in them by said corporation. They are personally known to me or have produced _____ and _____ (type of identification) as identification. If no type of identification is indicated, the above-named person is personally known to me.

WITNESS my hand and official seal in the County and State last aforesaid, this 22nd day of January, 2019.

My commission expires:

[Signature]
Notary Public

Printed Name: Tania Martinez



BAYOU PASS VILLAGE PROPERTY OWNERS' ASSOCIATION, INC.'S

**BOARD RESOLUTION AMENDING RULES REGARDING
OFFICIAL RECORDS REQUESTS**

WHEREAS, pursuant to Florida Statutes Chapter 720.303, the Board desires to create an Association rule regarding requests for inspection and copying of official records;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors adopts the following rule.

**INSPECTION OF BAYOU PASS VILLAGE PROPERTY OWNERS' ASSOCIATION, INC.'S
RECORDS**

Pursuant to Florida Statute section 720.303, every member or the member's authorized representative, as designated in writing, shall have the right to inspect or copy the official records of Bayou Pass Village Property Owners' Association, Inc. ("Association") in accordance with procedures conforming to Florida Statutes, as amended from time to time, and approved by the Association's Board of Directors.

1. Requests must be made by a member or his/her authorized representative. If the authorized representative is NOT an attorney who is currently admitted to practice in Florida by the Florida Bar, the member must provide the Association with a signed, written statement naming the authorized representative and indicating the representative's authority to request the Association's records.
2. Requests must be made in writing by a member or his/her authorized representative (hereinafter collectively referred to as "member") and must be provided to the Association in one of the two ways:
 - a. Sent via certified U.S. Mail, return receipt requested to: Bayou Pass Village Property Owners' Association, Inc., c/o Association Manager, PO Box 615, Ruskin, FL 33575 ("Management Office")
 - b. Hand delivered to the Management Office at a time when a person with authority (such as the licensed community association manager) is present. The person with authority will provide the member with receipt indicating the date on which the request was received.
3. Requests are limited to one (1) per calendar month per member.

4. Repeated requests for records that have already been provided or inspected (within 90 days) will be considered fulfilled and will not be provided. A request for records which were previously provided to the member will be fulfilled upon a request that is properly submitted more than 90 days after the inspection of the same records.
5. Requests will be fulfilled by providing the member with an opportunity to inspect the records at the Management Office, Monday through Friday, from 9:00 a.m. – 5:00 p.m. (excluding holidays). The Association shall provide the member with an inspection time within the required statutory time limits. Inspections shall be limited to one (1) inspection per month, which may last up to a maximum of eight (8) hours.
6. Requests for electronic records (e.g. emails) must be stated with sufficient specificity for the Association to reasonably comply within the statutory time limit for response to an official records request. For security reasons, the member will not be provided access to any computer used to store electronic records. Any records requested by the member will be printed for inspection by the member.
7. The charge for copies shall be 25 cents (\$0.25) per page for copies made on the Association's or Management Office's copier. If the copies requested exceed 25 pages, the Association or Community Association Manager shall have the option of having the copies made by an outside duplicating service, and the member shall be charged the actual cost of copying, as supported by the vendor invoice.
8. For any copy request in excess of 25 pages, the Association may charge a personnel cost of \$20.00 per hour, providing that the personnel time spent exceeded one-half hour. This includes the time spent searching and printing any requested electronic records.

IN WITNESS WHEREOF, the Board has adopted this resolution this 15th day of January, 2019, by a vote of 7 to 0 at a duly called meeting at which a quorum was present.

**BAYOU PASS VILLAGE PROPERTY OWNERS'
ASSOCIATION, INC.**

By: _____

Secretary

**Audio and Videotaping Rules for Meetings of the
Board of Directors, Members and Committees**

Bayou Pass Village Property Owners' Association, Inc.

Complying with the Florida Statutes Chapter 720.306 (10) – meetings of the Board of Directors, members, voting and election procedures, amendments and according to the Division of Homeowners' Associations which define Division Rules on Videotaping, the Board of Directors Bayou Pass Village Property Owners' Association, Inc. adopts the following rules:

1. Any unit owner may tape record or videotape meetings of the board, committee meetings, or unit owner meetings, subject to the following restrictions:
2. The only audio and video equipment and devices which unit owners are authorized to utilize at any such meeting is equipment which does not produce distracting sound or light emissions.
3. Advance notice before meeting begins shall be given to the Board of Directors by a member desiring to utilize any audio or video equipment.
4. Tape Recording and Video equipment placement location is to be determined by the Board of Directors.
5. Any member videotaping or recording a meeting shall not be permitted to move about the meeting room.
6. Any tapes or videos taken at a meeting may not be disseminated outside of the association other than to an owner's legal counsel or agent without the written consent of the Board of Directors.
7. There shall be no audio or video taping of meetings by a third party (non-member) without a written request and approval by the Board of Directors.
8. Taping anyone and then posting it online or published without their permission is against the law.
9. The meetings are not public record and not for commercial use, it is a felony in Florida to secretly tape meetings.

IN WITNESS WHEREOF, the Board has adopted these resolutions this 15th day of January, 2019, by a vote of 7 to 0 at a duly called meeting at which a quorum was present.

**BAYOU PASS VILLAGE PROPERTY
OWNERS' ASSOCIATION, INC.**

By: _____

[Handwritten Signature]
Secretary

Board Resolution for Banking

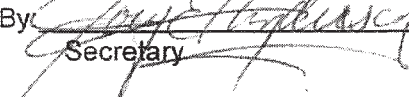
1. **Account Signers:** Signers on the account shall be the President, Treasurer, and Vice-President of the Association and the Managing Agent.
2. **Signatures Required on Checking Account:** There shall be 2 signatures on all checks. Bank statements will be verified monthly and if an error was made then a Board Member or the Treasurer (if the Treasurer is not a Board Member) shall initial next to the image of the cleared check for verification purposes.
3. **Signatures Required on Money Market/Savings/CDs:** There shall be 2 signatures required on all checks. Signers shall be the President, Treasurer, and Vice-President of the Association. Bank statements will be verified monthly and if an error was made then a Board Member or the Treasurer shall initial next to the image of the cleared check for verification purposes.
4. At no time shall anyone be a co-signer on a check payable to them or a corporation in which they or a member of their immediate family have an ownership interest greater than 1%.

Board Resolution for Expenditures

1. **Utility Payments:** All utilities will be established on an automatic ACH system through the vendor in order to avoid delays on payment processing. All utility bills will be reviewed and initialed by a Board Member or the Treasurer.
2. **Procedure:** Managing Agent may approve expense up to \$500 for operation of the Association; Expenses from \$500 to \$1,000 require approval of one Board member or the Treasurer; Expenses in excess of \$1,000 will require approval from a majority of the Board. Expenses not approved by a majority of the Board pursuant to this provision will be ratified by the Board at a future Board meeting.
3. **Reporting:** All miscellaneous expenditures (not reoccurring in nature) shall be detailed on the Manager's Report.

IN WITNESS WHEREOF, the Board has adopted these resolutions this 15th day of JANUARY, 2019, by a vote of 7 to 0 at a duly called meeting at which a quorum was present.

**BAYOU PASS VILLAGE
PROPERTY OWNERS' ASSOCIATION, INC.**

By: 
Secretary

**Rules for Speaking Meetings of the
Board of Directors, Members, and Committees**

Bayou Pass Village Property Owners' Association, Inc.

Complying with the Florida Statutes Sections 720.306(2)(a) and (6), the Board of Directors Bayou Pass Village Property Owners' Association, Inc. adopts the following rules regarding speaking at meetings and parliamentary procedure:

1. Members shall have the right to speak on all agenda items prior to the Board voting on such agenda item.
2. Members must speak only to the specific agenda item up for discussion at that time. The discussion period shall occur after the Meeting Chairperson has introduced the agenda topic, held a Board discussion on the topic (if the meeting is a Board meeting), and announced that such item is open for comment by the Members. The Meeting Chairperson may choose to wait to open the agenda item for comments until after a motion and second have been made, if the Chairperson believes such procedure is appropriate. The Board may, but is not required to, respond to a Member's comment.
3. Members are required to sign up prior to speaking. Each member will be allowed three (3) minutes to speak on each agenda item.
4. Members shall refrain from speaking until recognized by the Meeting Chairperson.
5. Members may not speak more than twice on any one issue, subject to the discretion of the Meeting Chairperson.
6. During reports, Members shall hold all questions until the reports are finished.
7. Members may not interrupt anyone who validly has the floor or otherwise disrupt the meeting.
8. Members must refrain from engaging in personal attacks on either Board Members, fellow Association Members, the community association manager, or others in attendance at the meeting.
9. It is further understood that Members of the Board must also refrain from engaging in personal attacks on fellow Board Members or fellow Association Members.

10. Members and Board Members must at all times behave with common courtesy and civility, and refrain from the use of abusive, rude, and crude language.
11. At the discretion of the Board, a public forum will be held following the adjournment of Board meetings for Members to raise issues that were not on the agenda. Members must sign up prior to the start of the meeting to speak during the public forum time. Each member will be allowed three (3) minutes to speak during the public forum time. During the public forum, Members may not speak for a second time until everyone who wants to speak has been given a chance to speak once.
12. If the Board decides to further discuss and/or act on an issue raised during the public forum, the Board shall place that topic on the agenda for the next scheduled meeting of the Board. In cases where the Board deems action to be necessary prior to the next scheduled Board meeting, the Board may take action without a meeting and ratify the action at the next scheduled Board meeting.
13. The time limit for the public forum shall be thirty (30) minutes, subject to extension by the Board as it deems reasonable.
14. The Chairperson shall have the authority to maintain order at the meeting, not only in regard to the specific rules stated here, but also generally, including but not limited to setting up the meeting room, disturbances/noises that interrupt or disturb the meeting, and parliamentary procedure.
15. It is understood that, pursuant to Florida law, certain Board and Committee meetings are not open for attendance and comment by Members. These Rules shall only apply to meetings which are open to Members.

IN WITNESS WHEREOF, the Board has adopted these resolutions this 15th day of January, 2019, by a vote of 7 to 0 at a duly called meeting at which a quorum was present.

**BAYOU PASS VILLAGE PROPERTY
OWNERS' ASSOCIATION, INC.**

By: _____

Secretary

**Code of Ethics for Board and Committee Members
Bayou Pass Village Property Owners' Association, Inc.**

Board and Committee Members should:

1. Strive at all times to serve the best interests of the Association as a whole regardless of their personal interests.
2. Use sound judgment to make the best possible business decisions for the Association, taking into consideration all available information, circumstances and resources.
3. Act within the boundaries of their authority as defined by law and the governing documents of the association.
4. Provide opportunities for residents to comment on decisions facing the association, when appropriate.
5. Perform their duties without bias for or against any individual or group of owners or non-owner residents.
6. Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the Association.
7. Conduct open, fair and well publicized elections. (Board Members)
8. Always speak with one voice, supporting all duly adopted Board decisions, even if the Board member was in the minority regarding actions that may not have obtained unanimous consent. (Board Members)
9. Accept the position with the intention of attending all Board and/or Committee meetings, as applicable. While holding the position, use all reasonable efforts to attend meetings, and if unable to attend, notify the community association manager, Board president, or committee chairperson of such unavailability at least 24 hours before the meeting (emergencies excepted).
10. Lead by example by abiding by the provisions of the Governing Documents.

Board and Committee Members should not:

1. Reveal confidential information provided by contractors or share information with those bidding for association contracts unless specifically authorized by the Board.
2. Make unauthorized promises to a contractor or bidder.
3. Advocate or support any action or activity that violates a law or regulatory requirement.
4. Use their positions or decision-making authority for personal gain or to seek advantage over another owner or non-owner resident.
5. Spend unauthorized Association funds for their own personal use or benefit.
6. Accept any gifts related to his/her position as a director or committee member – directly or indirectly – from owners, residents, contractors or suppliers.
7. Misrepresent known facts in any issue involving association business.
8. Divulge personal information about any association owner, resident or employee that was obtained in the performance of board duties.

9. Make personal attacks on colleagues, staff or residents.
10. Harass, threaten or attempt through any means to control or instill fear in any board member, owner, resident, employee or contractor.
11. Reveal to any owner, resident, or other third party, the discussions, decisions and comments made at any meeting of the Board that are properly closed or held in executive session. (Board Members)
12. The Association does not use or monitor social media. Board and/or Committee Members shall not post anything to social media in their capacity as directors or committee members. If posting anything regarding the Association on social media, the Board and/or Committee Member shall state in that posting that such posting is in a personal capacity and is not being made as a Board and/or Committee Member.
13. Before posting a negative statement regarding the Association on social media, a Board and/or Committee Member should first use best efforts to resolve the issue at the Board level. Since the Board is may not be aware of the issue, they should be given the opportunity to address it before a Board and/or Committee Member publicly posts a negative comment.

IN WITNESS WHEREOF, the Board has adopted these resolutions this 15th day of January, 2019, by a vote of 7 to 0 at a duly called meeting at which a quorum was present.

**BAYOU PASS VILLAGE PROPERTY
OWNERS' ASSOCIATION, INC.**

By: _____

Secretary