

EXHIBIT A
RULES, PROCEDURES AND FINES GOVERNING ENFORCEMENT
OF DECLARATION, BY-LAWS AND RULES

The Declaration, By Laws, and the Rules and Regulations are subject to the following rules, procedures and fines:

1. Use And Aesthetic Violations

- a) Community aesthetic violations shall be given 7 days to cure; after which, a \$25 fine per week for a continuing violation.

2. Vehicle Violations

- a) Vehicle violations noted as being towable after a 24 hour notice to comply shall be subject to a one-time \$100 fine for failure to comply.
- b) Vehicle violations noted as being towable after a 14 day notice to comply shall be subject to a one-time \$100 fine for failure to comply.
- c) Violations involving vehicle repairs or maintenance, which are not subject to towing, shall be subject to a \$25 fine for each hour in which a violation occurred, up to \$100 per day. (i.e. 2.5 hours is a \$75 fine) No written warning shall be given.
- d) Vehicle washing is subject to a \$25 fine per incident. No written warning shall be given.
- e) All vehicle violations are subject to being towed in accordance with Florida Statutes after being given any required notice herein.

3. Pet Violations

- a) Pet violations related to weight limit, total number or breed restriction, shall be given 14 days to cure; after which, a \$100 fine per month for a continuing violation.
- b) All other pet violations are subject to a \$25 fine for initial incident and \$25 fine per additional day for a continuing violation. No written warning shall be given.

4. Construction Violations

- a) All construction debris/trash violations shall be given 24 hours to cure; after which, a \$25 fine for the initial violation and a \$25 fine per day for a continuing violation.
- b) Construction business hour violations shall be given 24 hours to cure; after which, a \$50 fine per day.

5. Garbage Violations

- a) All household trash violations shall be given 24 hours to cure; after which, a \$25 fine for the initial violation and a \$25 fine per week for a continuing violation.

2. Additional Provisions

- a) Violations of the Declaration, By Laws, Rules and Regulations, and Florida Statutes not noted herein with a stated fine shall be subject to a fine of \$25 per initial violation and \$25 per day for continuing violations.
- b) Once any required notice has been given, no further notice shall be given if the violation reoccurs within six (6) months, except that vehicle violations shall be given a 24hr notice before towing.
- c) Each separate incident which is grounds for a fine shall be the basis of one separate fine. In the case of continuing violations, each continuation day of same, after a notice thereof is given, shall be deemed a separate incident.
- d) Violations shall be considered as "continuing" if the violation occurs on any one or more days per week.
- e) Fines shall be imposed against the unit owner and the account for the unit, regardless of if the violation was committed by the owner's tenant, occupant, licensee, or invitee.
- f) Ongoing violations of more than thirty (30) days shall be subject to the board suspending the recreational areas use rights of the owner, owner's tenant, occupant, licensee, or invitee, in accordance to F.S.718.303(3)(a)

for a period of not less than 30 days per initial violation and not more than 12 months for an ongoing violation. Said suspension shall first include the seasonal months the pool is used.

- g) If the violation results in a towing order and the vehicle is redeemed on the property under F.S. 715.07(2)(a)3, the owner shall have an additional 24 hours to comply; after which, the vehicle shall again be subject to being towed without additional notice. If a vehicle is redeemed under F.S. 715.07(2)(a)9, the vehicle may not be brought back onto the property unless it fully complies with all community documents; if it does not comply, a new 24hr notice shall again be given and the vehicle shall again be subject to being towed.
- h) Violations which involve objects on or about the common or limited common areas are subject to the objects being removed and disposed of after any required violation notice stated herein.
- i) Any personal property or items, left in the common or limited common areas, which become the property of the Association, shall still be subject to fines as though the unit owner still owned the property or item.
- j) For billing and collection purposes, the cost to correct any violation and/or damages costs, shall be added to the owner's normal association billing account and not added to any fine imposed.
- k) Fines shall not be included in any lien for other monetary obligations due from a member.
- l) All monies received from fines shall be allocated as directed by the Board of Directors.

Payment of Fines

Fines shall be paid not later than thirty (30) days after notice of the imposition thereof.

Non-exclusive Remedy

The fines herein shall not be construed to be exclusive and shall exist in addition to all other rights and remedies to which the Association may be otherwise legally entitled.

EXHIBIT B
**Rules for Owner Participation at Board of Directors' Meetings,
Budget Committee Meetings; And Owner's Recording of Meetings**

Whereas,

- Unit Owners are entitled to speak at Board meetings on designated agenda items; and
- As authorized by Section 718.112, Florida Statutes, the Board finds it appropriate to promulgate rules with respect to the length of time, order of speaking and advance notice to the Board of intent to speak; and
- As authorized by Section 718.112, Florida Statutes, the Board finds it appropriate to promulgate rules with respect to audio and videotaping of Board, committee and member meetings.

1. OWNER'S RIGHT TO SPEAK:

Unit Owners shall have the right to participate in all meetings with reference to all designated agenda items subject to the following guidelines:

- (a) After each motion is made and seconded by the Board or Committee members, the meeting chairperson will permit Owner participation regarding the motion on the floor, which may be limited depending on the complexity and effect on the Association.
- (b) Owner participation may be prohibited after reports of officers or committees unless a motion is made to act upon the report or the chair determines it is appropriate or is in the best interest of the Association.
- (c) An Owner wishing to speak must first raise his or her hand and wait to be recognized by the chair.
- (d) While an Owner is speaking he or she must address the chair only, no one else is permitted to speak at the same time.
- (e) An Owner may speak only once for each agenda item for not more than three (3) minutes and only on the subject or motion on the floor.
- (f) Owners are limited to a total speaking time of 12 minutes.
- (g) The chair may, by asking if there is any objection and hearing none, permit an Owner to speak for longer than three (3) minutes, or to speak more than once on the same subject. The objection, if any, may be that of a Board or Committee member only and if there is an objection then the question will be decided by a vote of the Board.
- (h) The chair will have the sole authority and responsibility to see to it that all Owner participation is relevant to the subject or motion on the floor.

2. UNIT OWNERS TAPING OF MEETINGS:

With respect to Unit Owner audio or videotaping Board, committee or unit owner meetings, the following rules shall apply:

- (a) 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.
- (b) The audio and video equipment shall be assembled and placed in position in advance of the commencement of the meeting.
- (c) Anyone videotaping or recording a meeting shall not be permitted to move about the meeting room in order to facilitate the recording.
- (d) Advance written notice of not less than 24 hours shall be given to the Board of Directors by any unit owner desiring to utilize any audio or video equipment.
- (e) The video equipment shall be placed in a position in the rear of the meeting room.
- (f) The audio equipment may be placed on the table at which the Board members are sitting so long as the equipment does not require an electric cord. If the audio equipment is placed at the table at which the Board members are sitting, the unit owner is not permitted to replace the tape if the machine stops due to a full tape, except if the Board calls for an intermission during the meeting.

EXHIBIT C
CORPORATE RESOLUTION:
RULES REGARDING INQUIRIES; OFFICIAL RECORDS REVIEW

Whereas,

- Unit Owners are entitled to make inquiries pursuant to Section 718.112, Florida Statutes, and are entitled to a timely and substantive response thereto; and
- In order to assure that the Association is able to respond timely to all Unit Owners who may make inquiries, and not be burdened with excessive or repetitive inquiries from anyone Unit Owner, the Board finds it to be in the best interest of the Association and its members to adopt rules and regulations, as authorized by Section 718.112, Florida Statutes, to limit and regulate the frequency and manner of Unit Owner inquiries; and
- Unit Owners are entitled to view the Association's Official Records pursuant to Section 718.111, Florida Statutes; and
- As authorized by Section 718.111, Florida Statutes, the Board finds it appropriate to promulgate certain rules with respect to the frequency, time, location, notice, and manner of inspecting the Official Records and the making of copies; and

Therefore, Be It Resolved By the Board of Directors of Oxford Forest Condominium Association, Inc., that the Rules and Regulations of the Association are amended by adding thereto the following provisions:

1. Inquiries. An inquiry from a Unit Owner (an "Inquiry") must be in writing and be sent in accordance with Section 718.112, Florida Statutes. An inquiry shall be limited to no more than 4 separate questions or requests for information. Each part of a multi-part question or request shall be deemed a separate question. For example, an Inquiry asking "Are there plans to refurbish the cabana, and if so when, how will it be paid for and what persons or committee will decide on the extent?" includes 4 separate questions, and constitutes an "Inquiry." To the extent any inquiry seeks a response to more than 4 questions, it shall be deemed an additional Inquiry. For example, if the Association receives an Inquiry from a Unit Owner on July 1 that contains 6 questions, then that Inquiry will be considered as two separate Inquiries, the first 4 questions constituting one Inquiry and the next two questions being a second Inquiry.

2. Frequency and Response. The Association is obligated to respond only to one (1) Inquiry per Unit in any given 30 day time period. If any additional Inquiries are received from the same Unit, the Association need not respond before the end of the 30 day period following the last date on which the Association could have timely responded to the Inquiry last received from such Unit. For example, if the Association receives an Inquiry containing 6 questions on July 1, and an additional Inquiry of 3 questions on July 25, then the Association must respond to the first inquiry of 4 questions by July 30, the second Inquiry of 2 question by August 29, and the third Inquiry of 3 questions by September 28. Responses given within such time shall either be a substantive response, notify the Unit Owner that a legal opinion has been requested, or notify the Unit Owner that advice has been requested from the Division of Florida Land Sales, Condominiums, and Mobile Homes. Responses to inquiries that are referred to the Association legal counsel for a legal opinion in accordance with Section 718.112(2)(a)2, Florida Statutes, shall be made within 60 days of the last date on which the Association may timely respond to the to the Inquiry last received from such Unit.

3. Reference to Attorney. The Association may refer any Inquiry to its legal counsel for response, or assistance with a response, if the Inquiry includes any question or request that the President or Board determines to require a legal opinion or interpretation, or if the President or Board reasonably finds that an inquiry threatens, suggests or implies, directly or indirectly, that the Unit Owner may file a complaint, action or claim against the Association or its officers or directors, or that the Inquiry suggests or implies, directly or indirectly, that the Association has acted in any manner that is or may be in violation of law or the condominium documents, or otherwise be such as may expose the Association to potential liability. In making such decision, the Association may take into consideration any statements or correspondence from or on behalf of the Unit Owner, as well as prior Inquiries submitted by such Unit Owner.

4. Responses. In formulating a response to an inquiry the following provisions shall apply:

- (a) If there was a substantive response to the same question from the same Unit previously, and the answer remains essentially unchanged, the Association's response may refer to the prior answer.
- (b) If the Inquiry is in effect a request to review or be furnished copies of the Official Records of the Association, or seeks a response that may be found in the Official Records, then the response shall advise the Unit Owner that the information sought may be obtained from a viewing of the Official Records.
- (c) If the Inquiry requires the Association to prepare compilations, calculate figures, or otherwise extract data which is not readily calculated or ascertainable from existing reports in final form, or if the Inquiry seeks information in a form, or for periods or based upon criteria, for which the Association does not maintain such information, the Association need not compile, calculate, extract, or format such information, and it shall be a sufficient response to notify the Unit Owner that the Inquiry cannot be readily answered at the time, and that the Association is not required to calculate, compile, abstract or format such information, referring the Unit Owner to the Official Records under Paragraph 4(c) if appropriate.

5. Inspection and Copying Official Records. With respect to the inspection and copying of Official Records, the following rules shall apply:

- (a) All Unit Owner requests to inspect or copy Official Records must be in writing and delivered to the Association office.
- (b) The Association and requesting Unit Owner shall schedule a mutually convenient time for the inspection, which if not otherwise agreed to, shall be within five (5) business days of the receipt by the Association of the written request.
- (c) A Unit Owner may request an inspection of the Official Records no more often than one (1) time each calendar month. If the Owner makes an additional request, then the inspection based upon the additional request shall be made in the next month for which an inspection of the records for such Unit is not already scheduled. If a Unit Owner is unable to inspect all records requested in a single visit, then the remaining records shall be deemed an additional request and be inspected the following month.
- (d) A Unit Owner may inspect the Official Records during regular business hours of the Association office, and during a time not to exceed six (6) hours per inspection. If the inspection time involves the lunch hour, from 12 noon to 1 p.m., then the Owner shall be required to leave at noon and resume his/her inspection at 1 p.m. so that the Association Director and any other Association representatives present, if any, may enjoy a lunch hour.
- (e) The Association is not required to organize or assemble records in any particular manner for an inspection, except for the Association's convenience.
- (f) Unit Owners shall not have the right to inspect or copy those records which are declared to be non-accessible to Unit Owners by law.
- (g) Association Records may not be removed from the Association office, and the Unit Owner may not take files apart or otherwise move or relocate any document or page of the Official Records.
- (h) If a Unit Owner requests copies of any Official Record, whether in conjunction with an inspection or independently thereof, the Unit Owner must clearly mark or otherwise identify the exact page(s) or document(s) to be copied. The Association shall thereafter, and within a reasonable time, make such copies for the Unit Owner at his/her expense, and notify the Owner when the copies are available. The fee for copies is \$.50 per page. The Association may, in its discretion, mail the copies to the Owner at the Owner's request, provided that the postage is prepaid. The Association may require that the copy cost be prepaid before they are made, and shall require payment before delivery. The Owner may make digital copies using a hand held or similar digital device as provided for in F.S.718.

ANNUAL ELECTION PROCEDURES

The following election procedures are provided for informational purposes only. The most current Florida Statutes and Florida Administrative Code shall always apply.

First Notice of Election:

- The first notice of an election shall go out no less than 60 days prior to the election either by mail or personal delivery. Section 718.112(2)(d)4.a., F.S. Rule 61B-23.0021(4), F.A.C.
- The First Notice of Election shall not serve as official notice of the Annual Member's Meeting; such notice is prohibited from going out more than forty-five (45) days prior to the date of thereof. By-Laws Paragraph 2.3
- Members have the right to submit his or her name in writing as a candidate for election to the board no less than 40 days prior to the election. Section 718.112(2)(d)2., F.S. Rule 61B-23.0021(5), F.A.C.
- Members have the right to submit a candidate information sheet no less than 35 days prior to the election. Section 718.112(2)(d)4.a., F.S. Rule 61B-23.0021(7), F.A.C.
- Contrary to our By-Laws, a Nominating Committee is prohibited. F.S. Rule 61B-23.0021(9), F.A.C.

Second Notice of Election:

- A second notice of the election, a ballot, an inner ballot envelope, an outer envelope and copies of any timely submitted candidate information sheets shall go out no more than 34 days and no less than 14 days prior to the election either by mail or personal delivery. Section 718.112(2)(d)4.a., F.S. Rule 61B-23.0021(8), F.A.C.
- Members have the right to vote for the board by written, secret ballot if there are more candidates than vacancies. If there are not more candidates than vacancies then the association is not required to hold an election. Section 718.112(2)(d)2., F.S. Rule 61B-23.0021, F.A.C.
- Nominations from the floor and/or write-in candidates are not allowed. F.S. Rule 61B-23.0021(3), F.A.C.

Conducting of Annual Meeting & Election:

- It is against Florida Law for anyone to open the Outer Ballot Envelope outside the presence of the membership at a duly called meeting.
- A quorum of the Association Members is NOT required in order to conduct the election meeting at any annual meeting; however, at least 20 percent of the eligible voters must cast a ballot in order to have a valid election.
- The "first order of business" at any membership meeting involving an election shall be to collect the ballots not yet cast.
- Nominations from the floor and/or write-in candidates shall not be allowed at any election meeting; doing so will result in your ballot being voided.
- Ballots may be cast up until before the first Outer Ballot Envelope is opened.
- All completed ballot materials shall be handled and checked at the election meeting by an impartial Election Committee and no others.
- Ballots must be checked against a list of eligible voters prior to opening the outer envelope. Any outer envelope not containing the signature and unit number(s) of an eligible voter shall be marked "Disregarded" and not counted.
- Upon opening the outer envelope, the Inner Ballot Envelope shall be placed in a ballot receptacle.
- Once all Inner Ballot Envelopes are in the receptacle, the Election Committee shall remove them from the receptacle and begin opening them. Any ballot sheet which contains more votes than the votes allowed, or notes the owner who cast it, shall be marked "Disregarded" and not be counted.
- The election of Directors shall be decided by plurality of the votes with "weighted voting".
- The newly elected Board shall take office upon adjournment of the annual meeting as stated in By-Laws paragraph 3.3.
- **All records from the election shall be maintained as part of our official records for a minimum of one (1) year. This includes ALL outer envelopes, inner envelopes, ballots, sign in sheets, list of eligible owners and other documents used.** All these official records are open to the owners for inspection pursuant to Florida law.