

GEORGETOWN EAST ASSOCIATION

RULES AND REGULATIONS REGARDING COMMUNICATIONS, RECORDS REQUESTS, OWNER PARTICIPATION AT MEETINGS, AND RECORDING MEETINGS

I. GENERAL ASSOCIATION COMMUNICATIONS

- A. Management Contact. The Board has retained the services of a management agent to facilitate the day-to-day operations of the corporation. Communications to the Association should first be addressed to the Association's designated management agent. The management agent will review the communication and either resolve the matter or refer the matter to the Board's attention. Mutual respect between the owners and Board for each other's time and interest is essential for the efficient and effective operation of the Association. Every effort should be made to direct communication through the management agent and not directly between the owners and Board members, via email or telephone, regarding Association matters.
- B. Owner Contact. Communications must be from a record Owner, or the Owner's authorized representative, as designated in writing by the Owner. Communications from non-Owners or non-designated representatives of the Owner will be responded to in the Board's discretion.
- C. Written Communication. The mailing address for all written Association communications, unless a different address is designated for assessment payment or other specific matters, is as follows:

Board of Directors
Georgetown East Association, Inc.
c/o Ameri-Tech Community Management, Inc.
Attn: Michael Diorio, Property Manager
Ameri-Tech Community Management, Inc.
24701 US Highway 19 North
Suite 102
Clearwater, FL 33763

- D. Emails. The designated management agent may, at his or her discretion, respond to written email communications, sent to the following email address:

mdiorio@ameritechmail.com

- E. Time for Response. Mail and Email communication is preferred. Not all communications require a response. However, to the extent the Association, in the discretion of the Board, determines that a response is appropriate, all reasonable efforts will be made to respond promptly. Understand that the timing of a response to your communication, should a response be appropriate, depends on a number of factors, including the content of your communication and whether it is of a nature that may be responded to quickly by the manager alone, or whether further Board input is required. If further Board input is required, please understand that Board members are volunteers, and therefore a substantive response may take time to obtain. If the managing agent, upon receipt of communication, determines that a response requires further Board input, the matter may be placed on the agenda to be taken up by the Board at the next scheduled Board meeting.

- D. Assembling of Records or Data. The Association is not required to organize or assemble records in any particular manner for an inspection, or otherwise create records or compile data to facilitate a records inspection.
- E. Records Not to be Inspected. Owners shall not have the right to inspect or copy those records which are declared by the Florida Homeowners Association Act to be non-accessible to owners, including, but not limited to, the following:
- i. Attorney-Client privileged records;
 - ii. Information obtained in connection with the approval of a sale, lease or other transfer of a parcel;
 - iii. Personnel records;
 - iv. Medical records of parcel owners;
 - v. Certain personal identifying information as provided by Statute.
- F. Scheduling. Records shall be made available for inspection by the Association on or before the tenth working day following the actual receipt by the Association of the written request for inspection, unless otherwise agreed to by the Association and the owner. The Association shall notify the owner by telephone, in person, or in writing, that the records are available and shall propose an available date and time within ten (10) business days of receipt of the request. If such Association-proposed date and time are not available to the owner, the parties shall attempt to coordinate a mutually convenient time and date, which date and time may be later than the original ten (10) business day period. The Association shall not be obligated to make records available for inspection less than ten (10) business days after receipt of the owner's written request.
- G. Hours. An owner may inspect the official records during regular business hours of the Association office. 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 inspection at 1 p.m. so that the Association staff and other Association representatives present, if any, may enjoy a lunch hour. Owners are afforded up to eight (8) hours of inspection time per month in accordance with Florida Statutes.
- H. Handling of Records. Removal, alteration or destruction of Association records by the inspecting owner or their authorized representative is prohibited. The person inspecting records shall not take files apart or otherwise move or relocate any document or page of the Official Records.
- I. Conduct. 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 officer or other location where the records are inspected or copied. Persons inspecting records shall not expect or be entitled to question an Association representative during such inspection as to the content of the records or otherwise.
- J. Supervision. The Association may assign one staff person to supervise the inspection, which person shall not be obligated or required to assist the inspecting party in any way. The inspecting parties shall not be entitled to any confidentiality, privacy or closed doors discussions or meetings during the inspection.

- b. Conduct/Removal. An owner must act respectfully and in a business-like and professional manner, abstaining from shouting, yelling, profanity, name-calling, or otherwise threatening or disruptive behavior. In the event an owner violates this restriction, or those rules above regarding the conduct of members at Board meetings, the Board of Directors shall provide such owner a warning and ask the behavior to cease. If, despite such warning, the owner continues such disruptive behavior, or again violates the restrictions above regarding conduct at Board meetings, the Board shall have the right to require that the owner leave the meeting so that the business of the meeting can continue.

IV. OWNER RIGHT TO TAPE RECORD OR VIDEOTAPE MEETINGS

- A. An owner shall have the right to tape record or videotape a Board or members' meeting provided such owner announces such intent before the start of the meeting.
- B. The only audio or video equipment and devices which owners are authorized to utilize at such meeting is equipment which does not produce distracting sound or light emissions.
- C. Audio/Video equipment shall be assembled and placed in position in advance of the commencement of the meeting.
- D. Anyone videotaping or recording a meeting shall not be permitted to move about the meeting room in order to facilitate the recording.
- E. Audio and/or video recordings of meetings shall not be posted on public forums.

Approved by Board on this 8 day of July, 2025.

Signed: _____

Title: President

Print Name: _____

Karen Bartoszak