

**PLACID LAKE HOME AND PROPERTY
OWNERS ASSOCIATION INC.**

STANDING RULES



2010 PLACID LAKES BOULEVARD

PLACID LAKES, FLORIDA 33852

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Standing Rules

Definition:

Standing Rules are operational procedures established by the Board of Director's deemed essential to fulfilling the Association's bylaws. Standing rules may change over time due to new circumstances in the environment. They also enhance the ability of the Board to perform their duties set forth in the bylaws. Bylaws always have precedence over standing rules.

Standing Rule 1. Board Meetings: The Board meets the second Tuesday of each month at Town Hall. The meeting shall begin at 7:00 pm. The Board will not meet in July of each year.

Standing Rule 2. Membership Meetings: Membership meetings shall meet each year at Town Hall and will commence at 7:00 pm.

Standing Rule 3. Authority to Represent the Board: The Board may provide authority to a Board member to communicate on behalf of the Board to other persons, organizations and government agencies. The communication authority shall include mail, e-mail and verbal communication. It is assumed that the persons with the communication authority will provide appropriate identification and state that they are speaking on behalf of the Board.

The person should use the Association's letterhead stationary and ensure that the content of the communication is in good taste grammatically correct and words are spelled correctly. If through e-mail the content of the communication should be in good taste, grammatically correct and spelling is accurate. All communication written or verbal should be documented and copies kept on file for future reference and reported to the Board at a regular meeting.

Standing Rule 4. Dues: The annual renewal dues shall be from January 1 to December 31 of each year. Current dues are \$25.00 and the renewal fee is \$25.00 dollars. The dues were approved at the Board meeting on February 1, 2006 and the membership on February 27, 2006.

Standing Rule 5. Proxy: Proxy forms are available at the Town Hall office and should be used if at all possible.

Standing Rule 6. Member Requests to Speak: Member requests to speak can be in a letter or memorandum form that specifies the meeting, and gives a detailed explanation of the issue, and dated. The form shall also be signed by the member. The form can left at Town Hall or mailed to the president prior to the meeting.

Standing Rule 7. Election of Board Members: The chair of the nominating committee shall present only one slate of all persons nominated and provide blanks for write-in candidate's names from the floor. Each member voter will cast a vote for as many vacancies as stated by chair. For example: If the Board has four vacancies and 10 candidates are named, the voter will vote for only four.

Standing Rule 8. Duties of the Nominating Committee: The duty the nominating committee is to find the best candidate for each office. The committee may wish to find more than one person to fill each vacancy. Persons serving on the committee can be nominated for office.

The committee will obtain a copy of the membership list, the bylaws, a description of the duties of each office, and the eligibility requirements.

The committee must carefully review the eligibility requirements for each office and see that the nominees meet these requirements. If anyone is elected, and it is discovered after the election that the person is not eligible, the election of that Director is null and void. The committee will find a new nominee, and the members have to vote again.

The committee should meet, carefully review the membership list, and select the people who they think will do the best job in each office. A member of the committee should then be designated to call each nominee to see if he or she is willing to serve if elected. If someone is not willing to serve, the committee needs to meet again and find another candidate.

If a minority of the committee wishes to nominate someone else, the members in the minority can make the nomination when nominations are taken from the floor.

Standing Rule 9. Authority to Present at Association Meetings: Generally only two presenters will be scheduled for Board and membership meetings. Topics must be of interest and valuable to the audience. The time allocated is flexible and must be agreed to in advance. The presenter should when possible submit a copy of the presentation prior to the date of presentation. Handouts are acceptable and should be made available prior to or after the presentation.

Standing Rule 10. Presentations Requested by Others: The Board will review and approve or disapprove all presentations requested by other persons. Commercials or advertisements will not be accepted, unless approved by the Board.

Standing Rule 11. Tobler Memorial Park Gate Key: The District purchases and maintains the gate and gate keys at Tobler Memorial Park. The Association has the responsibility to manage the gate key distribution.

Proof of property ownership in Placid Lakes is needed to obtain a gate key. Proof of ownership can be one of the following: a current property tax bill, a closing statement or a deed of property ownership. In addition you will need to provide a photo ID such as a current driver license. The first gate key is free to residents. Should the resident seek additional gate keys the fee is \$25.00 for each gate key. The monies collected are sent to the County Office of Management and Budget.

Standing Rule 12: Use of Tobler Memorial Park and Town Hall: Property owners of Placid Lakes may schedule the use of Tobler Memorial Park or Town Hall. The resident must go to Town Hall and complete a form for reserving the Park or Town Hall. The Association volunteer worker will explain and assist the owner to complete the form.

A deposit fee of \$25.00 will be collected following the completion of the reservation form. This deposit fee will be returned to the owner if the facility is properly used and clean after its use. The Association will keep the deposit fee if the owner fails to properly use and clean the facility as stated in the reservation form.

Standing Rule 13. Sunshine Laws: The Association is not governed by the State of Florida Sunshine Laws.

Standing Rule 14. Property Rights: Board Members must sign the Acknowledgment of Rights in Work Products form confirming they agree that all work performed by them for the Association belongs to the Placid Lakes Home and Property Owners Association, Inc. This could be accomplished at the time the person is elected to the Board of Directors.

Standing Rule 15. Ordering of Supplies: The Association orders supplies through three methods using Purchase Orders that are prepared in the office by the Office Manager or President. Board Members may contact the Office Manager with their need for supplies.

1. Office supplies may be ordered from the Home and Office Essentials business on Main Street in Lake Placid. The Association budget is the source of payment for these supplies. The President or the Office Manager has the authority to obtain these supplies.
2. Town Hall and Tobler Park supplies and other miscellaneous repair items may be ordered from Do It Best Hardware in Lake Placid. The Special Benefit District budget is the source of payment for these supplies. The President has the authority to obtain these supplies using Purchase Orders that are prepared by the Office Manager.
3. Office supplies, printer paper, printer ink, file folders, and other types of janitorial supplies can be obtained and paid for from a budget in the Placid Lakes Special Benefit District. The President and/or the Office Manager will assist Board Members to prepare the descriptive information for ordering these supplies.
4. The prepared information is sent by the President to the Highlands County Office of Management and Budget who in turn will prepare a purchase order that is sent to the Highlands County vendor of choice. The Association is notified where the supplies may be obtained.

Standing Rule 16. Special Events

1. Shall be approved in advance by the Board of Directors and if the event request for funds exceeds \$500.00 dollars the membership must also approve the event funding.
2. The person receiving funding shall prepare a budget of expenditures showing each line item of expense that detail how the funds will be spent.
3. The actual expenditure of funds shall be only for those items approved by the Board of Directors and membership. Should the need arise for additional funds the person responsible for the event shall follow the above approval procedure prior to the actual expenditure. In the rare situation should additional funds be needed the person responsible for the event shall contact the President who will consult with the Vice President and Treasurer.
4. The person responsible for the event need **shall not exceed the funds** provided for the event.

5. The person responsible for the event shall provide the Board of Directors with a complete written description of the event within one week after the event and include the following information:
 - a. Persons involved in the performance of the event
 - b. Attendance of participants
 - c. photographs of the event
 - d. accounting of funds actually spent with the balance returned to the treasurer.

Approved by board of directors Jan. 10, 2012