

PROCEDURES REGARDING HOMEOWNERS ASSOCIATION BOARD AND MEMBERSHIP MEETINGS

WHEREAS, the Board of Directors (the “Board”) of Reserve at Sawgrass Homeowners Association, Inc. (“Association”) is charged with managing, operating, maintaining, and administering the business affairs of the Association; and

WHEREAS, the Board recognizes that Section 720.303, 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 720, Florida Statutes, the Board deems it to be in the best interest of the Association to designate uniform email addresses for the Board members and to adopt systematic policies and procedures for the use and retention of such email records.


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:
Director 1 – President president@reserveatsawgrass.com
Director 2 - Vice President vicepresident@reserveatsawgrass.com
Director 3 – Treasurer/Secretary secretary@reserveatsawgrass.com
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 720, Florida Statutes.
5. In order to ensure proper retention of such records in accordance with Florida law, Board members shall cooperate with the Association to preserve all designated Board email addresses and email correspondence while in office.
6. Board members also shall take appropriate care with designated Board email addresses and email correspondence during any Board member transition period. Upon ineligibility, resignation or removal from office, or completion of 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.

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

IN WITNESS WHEREOF, the Board of Directors of Reserve at Sawgrass Homeowners Association, Inc. has approved the provisions hereof this 16 day of December, 2020, at a duly called meeting of the Board at which a quorum was present, by a vote of 2 to 0.

Respectfully submitted,



Secretary