EPROC

East Pasco Resident Owned Communities, Inc.

MINUTES

Friday, March 13, 2026

Jeanne Andrews, President of the Board from Strawberry Square provided information about the host park.

The meeting was called to order by President Stein at 8:59 a.m. at the Strawberry Square Clubhouse. President Stein led the attendees in a silent reflection and prayer, then the Pledge of Allegiance. Board members present: Barb Stein, President; Frank Brooks, Vice-President; Robert Lawrence, Treasurer; Cindy Megill, Secretary; Cheri Briggs, Director at Large

Secretary Cindy Megill took Roll Call. There were 10 member communities represented and 1 affiliate member. The minutes to the February 13, 2026 meeting were read by Ms. Megill. A MOTION by Frank Brooks, Vice-President was made and seconded by Barb Stein, President to accept the minutes as presented. With all in favor, the MOTION CARRIED, and the minutes will be put on the website.

Robert Lawrence presented the treasurer's report as of 03/13/2026. The EPROC Account Balance is at $2500 with the expense since the last meeting being Song Printing for the maintenance of the EPROC Web Site ($42.50 @ mo.) and doughnuts from the training sessions totaling $146.03. The financial report will be attached to the minutes of this meeting.

Presentation: Today is a Members Only Open Forum to discuss concerns that affect all Associations. Some topics from the recent trainings are:

- Board Directors are elected by the voting membership. This elected Board appoints the Executive Board positions.
- Defining the role of President of the Board of Directors – It was stated by the attorneys that this role has NO EXECUTIVE AUTHORITY and cannot make independent decisions that commits the Association to a certain action of consequence without prior Board approval. The role of President is to ensure that the decisions of the Board of Directors are carried out, signs contracts and ensure that the Board of Directors and Board Committees complete the duties of their respective positions and follow the applicable Statutes.
- Should there be a director vacancy on the Board, the remaining directors appoint a new director from the membership for the unexpired term. Then that position is open at the next election.
- Once an officer has been appointed by the Board, that officer can temporarily perform the duties of a vacancy from another officer until the issue (health/illness, etc.) is resolved but cannot assume the TITLE of another officer's position. All officers are required to complete their 1-year term of office and cannot change offices midstream. For example: The Vice-President assumes the duties of the President should he or she be <u>temporarily</u> unable to do so but keeps the position and title of Vice-President.
- Should an Officer vacancy occur, the directors must elect one of the remaining directors, who is not currently an officer, to the open position for the unexpired term.
- Board Planning Meetings are not required by law but are extremely helpful in keeping your board meetings within a reasonable amount of time.
- It is recommended that you post an agenda for the Board Planning Meeting adding as the last 2 items:
  - Any Additional Business
  - Questions and Answers from the Membership

Let those in attendance know that this is a board planning meeting and all questions or comments will be addressed once the business is completed or at a future Board Meeting. Stick to it with a gavel if needed.

- It is recommended that you request all motions be written and submitted to the Secretary ahead of time to help with the flow of your meetings.
- All board committees require at least one director as a member **except the Fining Committee.** Some committees require that all members be directors, i.e. Background/credit check committee. Remember that all committees make recommendations to the board, they do not make any decisions unless your governing documents provide for it. Ad-Hoc committees are temporary.
- Calling an emergency meeting requires a unanimous vote by all directors as your first order of business.
- Specific to 718 communities: the law changed two years ago to include a Q & A at the end of all board meetings. A good practice would be to place on your agenda the rules to follow for the Q & A portion to include: one question/comment per unit not to extend more than 3 minutes. All issues are to be respectfully presented, and no threatening or foul language will be tolerated. Have a timer and set it for each person. The law requires the question and answer period and they have the right to ask questions, however, are under no obligation to answer at that meeting– always thank them and let them know that you will speak with the directors and if needed obtain advise from CAM or legal and get back to them at YOUR earliest convenience. Even if you know the answer, remember you are not a board of one – you are one of a board and all should be involved in the answers. Then put it in writing.
- What is a Planning Meeting – a strategic session held by directors, with shareholders present, for the upcoming formal board meeting and setting the agenda. Shareholders can bring forth concerns that can become an agenda item.
- What is a Town Hall Meeting – it is a more open forum where the board brings forth updates discuss topics and allow for transparent communication between the board and shareholders. However, this must be a respectful inter-exchange. Some questions and answers may occur.
- Question of Privilege – used to address immediate urgent matters regarding the rights, safety, dignity or comfort of the assembly or an individual member. It can interrupt pending business such as issues with noise, room temperature, or personal reputation. It does not require a second and is ruled upon immediately by the chair. It can only interrupt a speaker if the matter is urgent but cannot interrupt a vote.
    - Comfort/Safety of the Assembly: I rise to a question of privilege regarding the temperature in the room or requesting to fix ventilation or noise disturbances
    - Rights of a Member (Personal Privilege): “I rise to a question of personal privilege” to address an unfair attack on reputation or correct a record.
    - Procedural Action: Addressing a threat to safety
- Motion to reconsider a vote – allows a decision to be reviewed and potentially reversed usually within the same session or the next board meeting and is prompted by new information or recognition of an error. The purpose is to correct a rushed or mistaken decision without initiating a completely new time-consuming process. The new motion requires a second. The effect, if passed, is the original motion is brought back for debate and a new vote taken as if the first vote never happened. However, a motion to reconsider a vote cannot occur on a vote that has already been reconsidered; a vote where the motion’s provisions have already been partially carried out; or a vote on a contract where the other party has already been notified.
- Point of Order – used to raise an immediate complaint that rules are being broken, such as disruptive conduct, incorrect voting, or improper procedure. It allows a member to interrupt proceedings, requires a prompt ruling from the chair, and ensures adherence to regulations. Examples of use include someone speaking out of turn, exceeding time limits or if a motion is being discussed without a proper second. It can be appealed if board members disagree with chair’s ruling by a majority vote.

Old Business

- Our board training sessions were well received, and again thanks to our parks who hosted, we could not do it without you, and we all appreciate your willingness to help.

New Business

- Member Meeting: We are required to have four meetings a year, we are removing the February meeting as the Board Training is in the same month
- Dates and venues for next season are as follows and will be posted to our web page:
  - October 16, 2026 – Affiliate Members Forum at Colony Hills
  - November 13, 2026 – Election of Board Members to be installed at that meeting; Topic: Recruitment & Retention of Board Members at Sleepy Hollow Mobile Estates
  - December 11, 2026 – Senator Danny Burgess or representative at Green Hills Estates
  - January 8, 2027 – Attorney on statute changes for 2027 at Emerald Pointe
  - February 12, 2027 (date approximate) – Board Certification Training: Statute 719 at Country Aire Estates; Statute 718 at Spanish Trails Sr. Village; Statute 720 at Casa Del Sol
  - March 12, 2027 – Members only in-house round table discussions at Strawberry Square

Next Meeting Date – October 16, 2026 at Colony Hills, 35144 Wagner Way, Zephyrhills, FL 33541 at 9 AM.

Being no further business, the meeting was adjourned at 10:25 a.m.

Respectfully Submitted By,
Cindy Megill, EPROC Secretary