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HARVEY RUVIN, CLERK OF COURT
MIAMI-DADE COUNTY, FLORIDA

CERTIFICATE OF FILING OF RULES AND REGULATIONS

This Certificate of Filing of Rules and Regulations is executed this 28 day of May, 2003, by **THREE LAKES PROPERTY OWNERS ASSOCIATION, INC.**, a Florida corporation not-for-profit (the "Association").

RECITALS

WHEREAS, The Association has been established for the operation of the residential community known as Three Lakes in accordance with that certain Amended and Restated Declaration of Restrictions and Covenants for Three Lakes in Official Records Book 17455 at Page 2016 ("Original Declaration"). The Original Declaration was amended by the following documents (collectively, the "Amendments"): First Amendment to Amended and Restated Declaration of Restrictions and Covenants for Three Lakes in Official Records Book 17712 and at Page 1585 ("First Amendment"); Amendment to Amended and Restated Declaration of Restrictions and Covenants for Three Lakes in Official Records Book 17944 at Page 1480 ("Second Amendment"); Third Amendment to Amended and Restated Declaration of Restrictions and Covenants for Three Lakes in Official Records Book 18042 at Page 4263 (the "Third Amendment"); Fourth Amendment to Amended and Restated Declaration of Restrictions and Covenants for Three Lakes and Agreement to Perform Obligations in Official Records Book 18340 at Page 4941 (the "Fourth Amendment") and Amendment to Amended and Restated Declaration of Restrictions and Covenants for Three Lakes to Withdraw Property in Official Records Book 19165 at Page 1340 (the "Fifth Amendment"). All of the foregoing were recorded in the Public Records of Miami-Dade County, Florida. The Original Declaration together with the Amendments shall hereinafter be referred to as the "Declaration".

WHEREAS, the Amended and Restated Articles of Incorporation provides that the Board of Directors ("Board") may adopt rules and regulations from time to time; and

WHEREAS, at a duly noticed meeting of the Board held on the 16th day of April, 2003, the Board voted to adopt the Rules and Regulations attached hereto and incorporated herein as Exhibit "A" (hereinafter referred to as the "Meeting Rules").

NOW THEREFORE, the Association does hereby state as follows:

1. The above Recitals are true and correct and are incorporated herein by reference.

2. The Meeting Rules shall be binding upon all present and future members of the Association.

IN WITNESS WHEREOF, the undersigned have executed this Certificate of Filing of the Meeting Rules this 28 day of May, 2003.

Witnesses:

THREE LAKES PROPERTY OWNERS ASSOCIATION, INC., a Florida corporation not-for-profit

Print Name: Jorge Bauta

By: G. William Bissett
G. William Bissett, President

Print Name: Randy Simon

Print Name: Michael Ruiz

By: Pedro E. Lopez
, Secretary

Print Name: Alexander Ruiz

STATE OF FLORIDA)
) SS:
COUNTY OF MIAMI-DADE)

The foregoing instrument was acknowledged before me this 28 day of May, 2003, by **G. William Bissett as President and** Peter Lopez **as Secretary OF THREE LAKES PROPERTY OWNERS ASSOCIATION, INC.**, a Florida corporation, on behalf of the corporation. They are personally known to me and/or have produced Florida Drivers License Numbers _____ and _____ as identification.

Marilyn C Rios
Notary Public - State of Florida
Print Name: _____
My Commission Expires:

OFFICIAL NOTARY SEAL
MARILYN RIOS
COMMISSION NUMBER
CC870619
MY COMMISSION EXPIRES
OCT. 7,2003

This instrument prepared by:
Maria Victoria Arias, Esquire
SIEGFRIED, RIVERA, LERNER,
DE LA TORRE & SOBEL, P.A.
201 Alhambra Circle, Suite 1102
Coral Gables, FL 33134
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RULES REGARDING ASSOCIATIONS MEETINGS

A. Board and Committee Meetings, Members Defined

1. *Meetings of the Board of Directors* is hereby defined as a quorum of directors gathered to conduct association business. The term meeting does not include gatherings of less than a quorum of directors engaged in fact-finding investigations, or legal inquiries, or gatherings of any number of directors and its attorney with respect to proposed, pending, or reasonably anticipated litigation where the contents of the discussion would otherwise be governed by the attorney-client privilege.

2. *Meeting of a Committee* is hereby defined as a quorum of committee members gathered to conduct the official business of the committee as set forth in the resolution creating the committee. The term meeting does not include fact-finding investigations or legal inquiries by less than a quorum of committee members, or gatherings of any number of committee members and its attorney with respect to proposed, pending, or reasonably anticipated litigation where the contents of the discussion would otherwise be governed by the attorney-client privilege.

3. The term *Committee* as used herein is hereby defined as an official body created by resolution of the board of directors, or by a member of the board.

B. Attendance at Board and Committee Meetings

Every member shall have the right to attend board of director and committee meetings except as may be provided by law or the committee documents (if not inconsistent with the law). No person other than a member may be permitted to attend such meetings, except for persons invited or permitted to attend by the board chairperson.

C. Participation at Meetings

Every homeowner shall have the right to speak at meetings of the board of directors and committees, at the period the open floor has been announced by the chair, to the extent required and permissible under applicable law and the community documents, subject to the following rules:

1. General Statement: Statements by homeowners at meetings shall be restricted to agenda items and motions of the board or committee. No other statements shall be permitted except as may be authorized by the chairperson of the board or a committee, in their sole discretion. In addition:

   (a) No homeowner shall speak until recognized by the chair. A homeowner may speak only once on each agenda item and the owner's statement shall not exceed three minutes.

   (b) Each speaker shall speak only to the chair. There will be no cross discussions with other members, board members, legal counsel, or other attendees.

   (c) Homeowners may not make participate in discussions after owner discussion is concluded on that subject.

EXHIBIT "A"

2. Protocols for Monthly Three Lakes Directors' Meetings:

(a) The Management Company, with the advice and consent of the President and other Directors when possible, establish the "official" Agenda for the monthly board meetings. Absent an emergency or other unexpected circumstance, the official Agenda will be posted in the community 48 hours prior to meetings. (If possible, the Agenda will also be posted on the community website as it is further developed).

(b) At the monthly meetings, the Board and those in attendance will stick to the published Agenda, unless the President or the Board members, in their discretion and by majority vote, decide otherwise.

(c) The monthly Board meetings should, absent valid reasons, start and end within a period of time not to exceed two to two and one-half hours from the time the meeting is called to order. The President or the Board members, in their discretion and by majority vote, can extend the meeting for a longer period.

(d) Homeowners in attendance at the meetings must act in a non-disruptive fashion, and hopefully, have as their primary concerns observing the Board's transaction of official business, bringing matters of community-wide concern to the attention of the Board, and generally becoming better informed as to the status of the affairs of the Association. Many items that homeowners wish to discuss at the monthly Board meetings concern individual or personal issues they may have with the Association, its Board or one of its committees. To the extent that the homeowner has not followed the established procedures of first presenting the issue through the management company or the applicable committee, such homeowner will likely not be allowed to disrupt the discussion of general POA business concerning the entire community.

(e) Towards the goal of having more productive, informative and organized monthly Board meetings, those individual homeowners (or groups of homeowners) wishing to speak or present specific matters of general community concern or specific matters which they wish to have included on the official Agenda, so that they can be considered by the Board, must observe the following procedures and standards of conduct:

(i) All requests by homeowners to have such issues or matters addressed by the Board, and/or to have such issues or maters added to the official Agenda for consideration, at the monthly meeting, must be presented in writing to the Management Company, *with* a copy provided to the POA's President and its Secretary.

(ii) Such written requests must be as specific as possible concerning the issue or matter to be raised and shall have attached to the letter as an Appendix any written documentation that relates to or concerns the issue or matter or which might be mentioned by the homeowner (or group of homeowners) at the meeting.

(iii) Any such request shall be delivered at least 3 working days prior to the scheduled meeting. Absent permission from the Board, the homeowner's agenda item shall be limited to 5 minutes for presentation and 5 minutes for general discussion.

(f) Emotional outbursts or demanding language directed to the Board members, others in attendance, or the homeowners of Three Lakes will not be permitted.

3. Committee Meetings – Protocols:

STATE: "Reserved for special Protocols, if any, duly and legally adopted by any committees."

D. Tape Recording or Videotaping of Board, Committee and Member Meetings

1. **Any member may tape record or videotape** a board, committee or member meeting subject to the following rules.

(a) Any audio or video equipment must be assembled and placed in position not less than 15 minutes prior to the scheduled time for commencement of the meeting unless the equipment is hand held and small in size. The Association may direct the location to be used for this purpose which shall allow for effective recording by the owner while preserving the rights of other owners to observe, hear, and participate at the meeting with minimal distraction.
(b) No equipment shall produce distracting sound or light emissions.
(c) No person may move about the meeting room to facilitate the recording.
(d) Any member wishing to record a meeting must give not less than 24 hours advance written notice to the secretary or manager. Any member who records a meeting does so based upon the understanding and condition that they must make an unedited copy of their audio or video tape available within thirty days after the meeting to the association, **if requested by the association at or within five days of the meeting**, at the association expense.

E. Enforcement of Meeting Rules

1. Ejection:

(a) Any person not a member of the association, or not lawfully holding the proxy of a member, shall be prohibited from attending meetings and/or shall be ejected there from.
(b) Any member who fails to comply with these rules shall be subject to ejection in the sole discretion of the chairperson. The chairperson shall give any non-complying person one warning regarding ejection and thereafter may call for immediate ejection of that person, and the removal of any of their equipment, if any.
(c) The chairperson of the meeting may appoint a sergeant of arms who at the direction of the chairperson shall either remove the unauthorized person or contact a law enforcement representative to remove such person.

2. Fines:

The board of directors may levy a fine, as provided in the declaration, against any person who fails to comply with these rules. Such person may contest or appeal such a fine as provided for in the community documents and under applicable Florida Law.

3. Legal Action:

The board of directors may take any action which is appropriate at law or in equity against any person who fails to comply with these rules.

F. Amending Rules

The association, through its Board, reserves the right to amend these rules from time to time as deemed necessary.

We propose to approve the above meeting rules at the Wednesday, April 2, 2003 Board of Directors meeting.

D. William Bissett 4/16/03
Bill Bissett, President Date

Michael Ruiz, Vice President Date

Pedro Lopez 4/16/03
Pedro Lopez, Secretary Date

Angel Rodriguez 4/16/03
Angel Rodriguez, Treasurer Date

1/22/03
Jorge Bruna, Director Date

Alexandar Ruiz, Director 4/16/03 Date

Randy Simon 4-16-3
Randy Simon, Director Date

Presented at the Board of Directors Meeting of 04/02/03