

LAKWOOD VILLAGE OF PUNTA GORDA HOMEOWNERS ASSOCIATION, INC.

Punta Gorda, Florida 33982

STANDING RULES AND PROCEDURES

EFFECTIVE NOVEMBER 16, 2021

1. RULES

- a. Bylaws and Standing Rules and Procedures shall be emailed to Lakewood Homeowners Association Members at their provided email address following the approval from the Homeowners Membership.
- b. Each Board of Director shall receive a printed sealed copy of the current Bylaws and Standing Rules and Procedures.
- c. The current Bylaws and Standing Rules and Procedures shall be posted on the Lakewood Village Homeowners website at www.lakewoodvillagehoa.com
- d. A Lessee of Lakewood Village may request in writing or by email a printed copy or an email copy of the Bylaw and Standing Rules and Procedures
- e. Copies of the ByLaws and Standing Rules and Procedures, Florida Statutes Chapter 723 and current Perspectives and Rules shall be kept in the Lakewood Village Library in a binder for Residents reference.

2. MEMBERSHIP MEETINGS

- a. Lakewood Village lessees are entitled and encouraged to attend and have a voice in all Homeowners Association (HOA) membership meetings provided they are current in their dues payment. A lessee is considered current if their dues are paid no later than 4:00 p.m. on the day prior to any such meeting.
- b. The Treasurer maintains an up to date list of all Lakewood Village lessee residents, their telephone numbers and any applicable email addresses. Additionally, the Treasurer maintains an up to date list of all lessee residents having current membership in the HOA. Upon request, the Treasurer will provide a current copy of these lists to a resident for their private use; these lists may not be used for commercial purposes.

3. ACTIVITIES/EXPENDITURES/REIMBURSEMENTS

- a. The Chairperson of any committee planning an event requiring cash expenditures shall request a cash advance from the Treasurer in accordance with Bylaws Article IX - General. Receipts for all purchases shall be promptly turned over to the Treasurer for reconciliation and payment.
- b. The HOA maintains a Sam's Club membership for Association-related purchases. Membership cards are held by the treasurer and available for use by the Committee Chairpersons.
- c. An Activity Expense form can be obtained from the Treasurer or the LWV HOA web site, and is to be promptly given to the Treasurer listing any fees collected for a given activity along with all receipts documenting related expenditures. Net proceeds are to be credited to the General Fund.
- d. All requests for financial donations from management for an activity must be approved by the Board of Directors. All financial donations from management shall be recorded into the HOA General Fund for the intended use of the donation.

4. GIFTS / DONATIONS / ENDOWMENTS

- a. Undesignated gifts/donations/endowments of \$500 or more are to be presented to the membership at the next scheduled membership meeting following receipt of any such gift/donation/endowment. The Board of Directors shall entertain a motion(s) from members present for the use of any such funds.
- b. The Board of Directors has the authority for disbursement of undesignated donations/ endowments of a lesser amount.

5. WEEKLY "COFFEE HOURS"

- a. An informal "coffee hour" is routinely scheduled Friday mornings in the Clubhouse. Announcements can be made by the President or his/her designee, or by members present. However, other than an announcement of an upcoming Board of Directors or Membership Meeting, HOA business is not to be conducted at the "Coffee Hours"
- b. Speakers may be invited from time to time to present relevant information.
- c. Refreshments may be available at a nominal fee. Any net proceeds collected shall be credited to the General Fund.

6. COMMUNICATIONS

- a. A periodic Lakewood Village Newsletter and monthly events calendar will be posted on the Lakewood Village website (www.lakewoodvillagehoa.com) and on the clubhouse bulletin board. See the newsletter for information regarding submission of articles.
- b. Interior clubhouse bulletin board has designated sections for Activities, HOA matters, Master Calendar, Residential, and Commercial notices.
- c. A locked exterior bulletin board is reserved for HOA and activity announcements. The key is located in the kitchen pantry on the key holder.
- d. A Communications Committee designee has responsibility for maintaining all bulletin boards and the outside easel board for removing out of date postings.

7. RECREATIONAL ACTIVITIES/ EQUIPMENT/ SUPPLIES

- a. The HOA maintains shuffleboard, tennis and pool room equipment. Shuffle cues and discs for general use are stored in the clubhouse exercise room. Team shuffle equipment is stored in a locked cabinet in the exercise room; keys to the cabinet are held by shuffleboard captains.
- b. Unaccompanied children under age 16 are not permitted to use the pool table.**
- c. The HOA owns and maintains certain equipment and supplies within the clubhouse. Supplies for games and clubhouse activities (except tennis balls and pickle balls) are provided by the HOA.

8. KITCHEN STOREROOM

- a. Some HOA kitchen supplies are stored in the locked storeroom opposite the kitchen.
- b. Keys for storeroom are held by each Board Member and Activities Chairpersons.

9. PERSONAL USE / BORROWING OF HOA EQUIPMENT AND SUPPLIES

- a. Books, games and DVD/videos are available in the clubhouse library and may be borrowed.
- b. No tables, chairs, or kitchen supplies/equipment may be borrowed from inside the clubhouse or the clubhouse kitchen.**
- c. Tables and miscellaneous tools located in the outside storage shed may be borrowed. Key is in the Kitchen pantry.

10. MISCELLANEOUS

- a. Lakewood Village automobile ID stickers are available, the first sticker is free, more are available at a nominal cost.
- b. Safety and/or Committee Chairpersons are responsible for securing the clubhouse following late evening activities.
- c. All clubhouse doors are automatically locked/unlocked at pre-set hours.
- d. Exterior restroom doors must remain unlocked during posted pool hours.
- e. Emergency keys are held by the HOA President, Vice President and office: 941-575-1286, after hours 941-575-7945.

