

**AMENDMENT TO THE RULES AND REGULATIONS  
OF  
NORTHLAKE CONDOMINIUM ASSOCIATION, INC.**

The Rules and Regulations of the ASSOCIATION are hereby amended to include the following:

**1. Rule prohibiting harassment or interference.**

The ASSOCIATION recognizes that members of the Board are volunteers, and wishes to encourage board members of the Association to serve as members of the Board in accordance with the ASSOCIATION Bylaws. Therefore, the ASSOCIATION desires to protect members of the Board, as well as the Manager from verbal, written, or physical harassment or interference (collectively hereafter referred to as “harass”, “harassment” or “harassing conduct) by its members, or the members’ tenants, occupants, invitees, licensees, guests, and contractors or subcontractors. In addition, the ASSOCIATION recognizes that it has an obligation to prevent any person from harassing any director or Manager. Accordingly, it is hereby made a violation of these Rules and Regulations for any officer or director of the ASSOCIATION or a member of the Association, or a Member’s tenants, other occupants, invitees, licensees, guests, or the contractors or subcontractors of the Association (hereafter collectively referred to as “Person”) to directly or indirectly engage in any of the following conduct:

(a) Harass or otherwise interfere with any Officer or Director of the ASSOCIATION while acting in his or her capacity on behalf of the ASSOCIATION, or to take any action to communicate at an unreasonable hour, to harass whether verbally, in writing, physically, or to otherwise threaten or interfere with the right of quiet enjoyment of any Officer or Director of the ASSOCIATION because of any action taken by that Officer or Director on any issue pending or expected to be pending before the ASSOCIATION.

(b) Harass or otherwise interfere with the duties and responsibilities of the ASSOCIATION’s Manager, and other staff members, including but not limited to, the on-site manager. All Persons shall at all times conduct themselves in a courteous and dignified manner towards the Manager and shall not take any action to harass, whether verbally, in writing, physically, or to otherwise threaten or interfere with, the tasks and duties of the Manager.

(c) Publish a false, defamatory, libelous, or slanderous statement regarding: (i) any member of the ASSOCIATION's Board of Directors; (ii) the Board of Directors; (iii) the ASSOCIATION Manager; or (iv) the ASSOCIATION, (collectively hereafter referred to as a "Protected Party" or "Protected Parties"), regardless of what means the Person uses to publish such statement(s), including the internet. It shall further be a violation of these Rules and Regulations for any Person to state or imply any Protected Party has engaged in inappropriate conduct, misconduct, breached a duty owed to the ASSOCIATION, or engaged in illegal activity, while acting in the course and scope of their duties for the ASSOCIATION, or furthering the legitimate business of the ASSOCIATION unless such statement or implication is true.

(d) Create a hostile work environment for any Protected Party. For purposes of this paragraph, the ASSOCIATION relies upon The U.S. Equal Employment Opportunity Commission's ("EEOC") definition of a hostile work environment. The EEOC states "harassment" that can create a hostile work environment (which can be created by "non-employees") is "unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive."

(e) Disclose any of the ASSOCIATION's official records or information contained in such records on the internet, or to any third persons by any other means, unless said disclosure is to that Person's spouse, another Owner of the ASSOCIATION who has the lawful right to said records, or to that Person's legal or accounting professionals, or as may otherwise be required by law.

(f) In the event, any Person has a complaint concerning any member of the Board of Directors of the ASSOCIATION, it must be directed to the Manager in writing on a form prescribed by the ASSOCIATION. In the event any resident of the Association has a complaint concerning the Manager, it must be directed to the Board of Directors, in writing on a form prescribed by the ASSOCIATION. The Board of Directors shall then review the complaint, at which time the Board or designated member of the Board will investigate the complaint to recommend to the Board what action, if any, to take.

**2. Rule prohibiting interference and/or Contact with Association Vendors or Contractors.**

No Person may contact any contractor, subcontractor, or vendor (hereafter collectively "Contractor") of the ASSOCIATION without the express written consent of the ASSOCIATION. The Manager, the President of the ASSOCIATION, and in the absence of the President, the Vice President of the ASSOCIATION are the authorized contact representatives between the ASSOCIATION and a Contractor of the ASSOCIATION. The ASSOCIATION shall cause a list of approved contacts to be sent to each Contractor of the ASSOCIATION to prevent conflicting messages, the ordering of unapproved work and/or services, or any such other potential interference with any Contractor of the ASSOCIATION. No Person may communicate with any Contractor of the ASSOCIATION in any manner while the Contractor is on ASSOCIATION property to perform any of their obligations to the ASSOCIATION. No Owner shall direct any Contractor of the Association to perform additional services for the Owner while the Contractor is on the Owner's property to perform services for the Association unless Owner agrees to pay for those additional services. If any Contractor must enter a Person's home to perform work on behalf of the ASSOCIATION, that Contractor will be accompanied by a member of the ASSOCIATION or Manager, as determined by the ASSOCIATION in its sound business judgment. Nothing herein shall prevent a Person from contacting a Contractor if the communication is solely related to work contracted by the Person and to be paid by the Person as a separate service and/or charge. In the event any Person has a comment or a complaint concerning any Contractor, they are directed to contact the ASSOCIATION's Manager or the President of the ASSOCIATION. In the event any Owner has a complaint regarding any Contractor of the ASSOCIATION, the complaint should be directed to the Manager in writing on a form prescribed by the ASSOCIATION. Said Complaint shall then be reviewed by the Manager and President of the Association, which may then be brought to the Board of Directors at the President's discretion at its next scheduled meeting for a determination of whether any action is warranted, as determined by the Board.

**3. Enforcement.**

Any violation of these Rules and Regulations will be deemed a violation of the ASSOCIATION's Rules and Regulations and enforced pursuant to Florida law and the ASSOCIATION's governing documents. The President of the Association, or the Vice President in the absence of the President, shall determine in his or her sound business judgment whether any Person has committed a violation of these Rules and Regulations. Should any person commit a violation of these Rules and Regulations, then the Person committing the violation, as well as Member

responsible for the Person's conduct, if applicable, will be notified in writing of said violation(s) as well as demanded to cease and desist from engaging in such behavior again in the future. Should a Person commit or be in violation of these Rules and Regulations at any point in time in the future or engage in behavior that would be considered a continuous or multiple violations of these Rules and Regulations, as determined by a majority of the Board of Directors at a duly noticed board meeting, a fine of \$100.00 per violation shall be levied against the Person committing said violation(s). The Board of Directors of the ASSOCIATION deems \$100.00 per violation of these Rules and Regulations to be reasonable. The Member responsible for the violation of these Rules and Regulations and the violator (if different from the Member) will then receive a notice and an opportunity to be heard before the Association's Fining Committee in accordance with Section 718.303, Florida Statutes. At any time that the President or the Board of Directors.

The ASSOCIATION may also in its discretion require the violator to cease and desist from verbally communicating with the Board, the Manager, or both until further notice, and to require the violator to only communicate with the ASSOCIATION in writing, but not by text messages or by email, to a specific individual, including the ASSOCIATION's legal counsel, via certified mail return receipt requested. The ASSOCIATION's right to fine a Person for any violation of these Rules and Regulations is not intended to be an exclusive remedy, but rather shall be in addition to all other rights and remedies the ASSOCIATION may have under its governing documents and applicable law, including the ASSOCIATION's right to institute a lawsuit against any Person the ASSOCIATION determines in its sound business judgment to have violated these Rules and Regulations, and/or the owner of the property where the person resides, and seek injunctive relief and/or monetary damages.