



HOA Club Conduct Guidelines

Updated 5/15/2025

General Conduct

1. **Respect Others** – Treat all members with kindness and respect.
2. **Inclusivity** – Welcome and support all members, regardless of background or beliefs.
3. **Integrity** – Act honestly and uphold the club's values.
4. **Accountability** – Take responsibility for your actions and commitments.

Meeting & Event Etiquette

5. **Punctuality** – Arrive on time for meetings and events.
6. **Active Participation** – Engage in discussions and contribute positively.
7. **No Disruptions** – Avoid side conversations or distractions during meetings.
8. **Follow Club Rules** – Abide by the club's policies and leadership decisions.

Behavior & Responsibilities

9. **No Harassment or Bullying** – Zero tolerance for any form of harassment.
10. **Maintain Cleanliness** – Keep club spaces tidy and respect shared resources.
11. **Responsible Communication** – Use appropriate language and tone, both in person and online.
12. **Confidentiality** – Respect privacy and do not share sensitive club matters publicly.

Club Representation

13. **Positive Image** – Represent the club well in public and online.
14. **No Misuse of Club Resources** – Use club funds, materials, and property responsibly.
15. **Follow Leadership Guidance** – Cooperate with club officers and respect their decisions.

Sales Tax

Sales Tax Collection and Reporting Policy for HOA Clubs

*** Any club that chooses not to make sales or opts to operate independently of the HOA umbrella will be solely responsible for tracking, collecting, and remitting all applicable sales taxes. The HOA assumes no liability for any tax-related oversight, errors, or non-compliance on the part of such clubs.*

All clubs that identify under the HOA umbrella that charges or collects money must coordinate with the HOA Treasurer to determine whether sales tax must be collected and reported. The current Florida sales tax rate is 7%. Since the HOA has an EIN for tax reporting purposes, the HOA Treasurer will be responsible for reporting all sales tax information and submitting payments to the state.

- Clubs must submit copies of all receipts related to sales or collections to the HOA Treasurer in a timely manner. Additionally, any collected sales tax must be transferred to the HOA Treasurer promptly to ensure accurate reporting and compliance with state regulations.
- Upon request, each club can be provided with proof of sales tax submission for their records.
- Additionally, all clubs have the option of ordering supplies through the HOA, which may be tax-free in certain instances. Clubs should consult with the HOA Treasurer or HOA Purchasing agent to determine eligibility and ensure compliance with applicable tax laws.