

## Board Meeting Conduct

The Board of Directors welcomes resident attendance at the Board meetings to observe business matters that take place involving the Association.

In order to give you an opportunity to address the Board, and in accordance with our state statutes and governing documents, we have set aside a period of time at the end of each Board meeting (called Open Forum).

During the Open Forum you can address topics on the agenda, or those that may become future agenda items. The following are the basic tenets of our Board meetings:

- The Board meeting is a meeting of the directors of the Association.
- The meeting follows a set agenda prepared in advance of the meeting and is the time when board members attend to the affairs of the Association.
- As homeowners, you have a vested interest in your community, and you elected the Board members to take care of those interests.
- Business matters come before the Board when a motion is made and seconded. Each motion has a discussion period before a vote is taken. This discussion is to take place only between the Board members.
- When a vote on a motion is taken, it is voted on by the Board members only.

### The procedure for Open Forum is simple:

- No later than 48 hours preceding the scheduled meeting date, owners must write their request to be placed on the Open Forum Agenda to their community manager. The request must include the intended topic of discussion.
- At the meeting, state your concern in clear and simple terms, and limit your presentation to three minutes.
- Please do not interrupt others while they are speaking.
- Maintenance related items are to be directed to the management company by calling or emailing community manager. (Open Forum is not the proper venue to report maintenance items.)
- While the Open Forum is a time for you to express an opinion or concern to the Board, you may not receive an immediate response or decision. The Board will take your concerns into consideration but may not necessarily act upon them at the meeting.
- If you would like an item to be considered by the Board to be on a future agenda for a decision, please submit your request or suggestion in writing 48 hours before the next meeting.
- The request should clearly state that is submitted for Open Forum Agenda. Questions submitted to the management without clear intent will not be placed on the Agenda.
- The request to be on the Agenda can be sent at any time between the meetings but no later than 48 hours prior to the meeting.