



PONDEROSA PINES PROPERTY OWNERS ASSOCIATION

September 25, 2014

Resolution - #09-25-14 (4)

Policy and Procedure for Member Participation at Board Meetings

WHEREAS, the *2008 Restated Bylaws of The Ponderosa Pines Property Owners' Association, RECITALS, Section H.* states that Ponderosa Pines is a Class 1 Planned Community and subject to the provisions of the Oregon Planned Community Act (ORS 94.550 to 94.783) and *ARTICLE V, BOARD OF DIRECTORS, Section 5.1* states that the affairs of the Association shall be governed by a Board of Directors, and *ARTICLE VII, POWERS AND DUTIES OF THE BOARD OF DIRECTORS, Section 7.1 - General Powers* states the Board shall have power to exercise all powers, duties and authority vested in or delegated to the Association; and *Section 7.4 Duties of the Board of Directors (d)* Perform all other responsibilities given to it by the Ponderosa Pines Declaration; and *(e)* - Perform all other powers and duties granted by law.

BE IT RESOLVED THAT the Ponderosa Pine Property Owners' Association Board of Directors adopts the following policy and procedures to bring order to their board meetings and to facilitate communication between members and the Board of Directors during the meetings.

It is important to understand the role board meetings play in the overall administration of an association, as well as what the rights and duties are for the owners and directors at these meetings. Decisions affecting the association are made in board meetings. Board meetings are meetings that are held so the board can conduct the business of the association. These meetings can be both regular and special meetings. Board meetings are typically open so that the owners can attend. However, because the decision making body is the board, owners do not have the right to speak at the board meeting; or interrupt the board while they are conducting business. The chair may choose to allow the owners to speak, but it is not an absolute right. If an owner is unable to refrain from interrupting the board meeting, the board may have the owner removed. Also during the board meeting the directors will make decisions in the best interest of the association, as they are authorized to do by statute and the governing documents.

During each meeting the Board of Directors will have a "Concerns of the Members" open forum on the agenda. Twenty (20) minutes will be allowed during this open forum for members to submit their questions or comments to the Board. There will be two ways members can address the board. They may submit a written request to the Board Secretary to be added to the agenda, or they can write their name on a sign-up sheet upon arriving at the board meeting. Members who have requested to be placed on the agenda will be allowed to speak first with those signing up at the meeting to follow. Members will be allowed up to 3 minutes to ask one question or state their concern. Then the next member will be called upon until every member who requested to speak has had an opportunity, or until time runs out. Interrupting a member who has the floor will not be tolerated. If time allows, additional questions will be taken.

Only under limited circumstances will the board be able to act on items that are not already on the agenda, and not all homeowner inquiries will be addressed during the meeting. The homeowner may be advised that the board is aware of the issue, or ask the member to contact the appropriate department manager with their question, and to the extent possible the manager will respond to their inquiry either at the meeting, in the coming days, or at the next scheduled board meeting. The board reserves the right to be allowed time to prepare their response. Private matters will be addressed privately. Issues affecting the association will be addressed at the next scheduled board meeting, unless there is a need to do so earlier. The board also

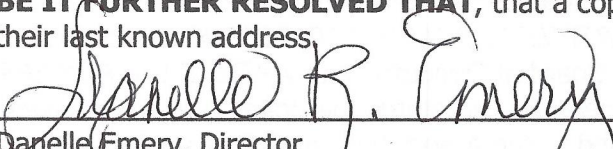


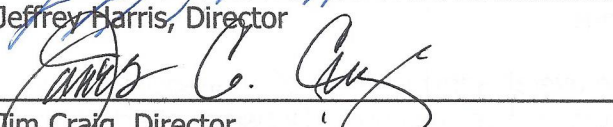
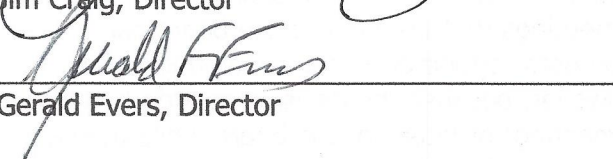


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reserves the right to post member questions along with their response to its website, by email or at the bulletin board for all members to read.

All correspondence will become property of the Association and placed into the records of the Association for a period of 3 years per ORS Chapter 65 Nonprofit Corporations, Records and Reports, 65.771 Section (5)(e) Written communications required by this chapter and those regarding general membership matters made to members within the past three years.

BE IT FURTHER RESOLVED THAT, that a copy of this resolution shall be sent to all Property Owners at their last known address.

 Danelle Emery, Director	9-25-14 Date
 Suzanne Mose, Director	9-25-14 Date
 Jeffrey Harris, Director	25 SEP 14 Date
 Jim Craig, Director	4/OCT 14 Date
 Gerald Evers, Director	10/16/14 Date

_____, Director _____ Date

_____, Director _____ Date