

## Guidelines/Policy for Quarterly Board Meetings

Quarterly Board Meetings are usually held in February/March, June, September and December. The exact dates, times and locations are posted on our Facebook Page at least 7 days prior to the meetings. They are open to all homeowners, who are encouraged to attend. The effective way to voice concerns is to come to the meetings and share your thoughts and opinions with the entire Board.

Unfortunately, seating is limited so be sure to notify a Board member at least 5 days in advance if you plan to attend so as to reserve your place. If you want to present a concern or raise an issue at the meeting, you must let a Board member know in advance. Give your name, street address and the topic you would like to discuss. You will be given 5 minutes at the beginning of the meeting to present your topic. The Board may or may not discuss your topic during the meeting, after homeowner presentations are made, but at a minimum your topic will be noted and tabled for later discussion.

In the interest of time, homeowners may observe, but not participate in meetings of the Board once the homeowner presentations have been completed. To preserve privacy, all non-Board members will be asked to leave when the Executive Session of the meeting begins at the end of the open meeting. During the Executive Session, delinquent accounts and related personal topics are discussed. Until otherwise notified, face masks and social distancing are required.

In short, the Quarterly Board Meetings are divided into 3 parts: (1) Homeowner presentation session; (2) the Board member discussion session; and, (3) the Executive Session. Parts (1) and (2) combined generally run for one hour. Robert's Rules of Order are followed and the Minutes are provided to all homeowners via eMail. Anyone who becomes argumentative or who does not adhere to the rules may be asked to leave at any portion of the meeting. Quarterly Board meetings are not Open Forum Meetings.

The agenda for Part 2 will be:

First Order of Business (includes ratification of Minutes/Resolutions, status of ARC requests, and Officer status updates)  
Officers' Reports and Notices  
Committee Reports and Notices  
Old Business Updates  
New Business  
Adjournment

Residents will be notified of specific/requested topics – especially New Business - via our Facebook page or via eMail