

Procedures for monthly Board of Directors Meeting

Board shall mean and refer to the Board of Directors of the Bellafont Gardens Property Owners' Association, Inc. (Article 1, paragraph 4 of By-Laws of the Bellafont Gardens Property Association, Inc.).

Director shall mean and refer to a member of the Board (Article I, Paragraph 10 of By-Laws).

Member shall mean the Owners of the Units within Bellafont Gardens. Each owner shall be entitled to one (1) Membership in the Association. (Article I, paragraph 14 of By-Laws).

The regular meeting of the Board shall be held on the 3rd Monday of each month unless otherwise determined by the Directors. Members may present any concerns or questions to the Directors at said meeting as long as Member is on the agenda for that month's meeting.

To get on the agenda, the Member needs to contact the Board President at least one (1) week prior to the meeting. If the member does not contact the President within the time allowed, that Member may be placed on the following month's agenda.

Once the Member has voiced their concerns and questions, and has answered questions which may be posed for clarification by any of the Directors, the Member will leave the meeting so that the Directors may discuss the Member's concerns/questions and continue with the Board meeting. Other non-Board members, with the exception of the Facilities Manager, will also leave the meeting at this time.

The President will contact the Member who voiced the concerns/questions with the Board decision.

The Board will place the minutes of each meeting on the Bellafont Gardens website. The financial statements will be placed on same website on a quarterly basis.