

THE CONSERVATORY HOMEOWNERS ASSOCIATION, INC.

Online Meeting Non-Board Member Participation

The Board meeting is for the Board of Directors to conduct business on behalf of the association. Having to conduct these meetings online due to Covid-19 creates a unique challenge for the Board members, management, and attendees. Therefore, it is imperative that attendees are aware of how they can and cannot participate in the meeting.

The meeting moderator has the ability and will mute attendees who attempt to go outside of the levels of participation as outlined below. The Board of Directors has a full agenda and will need to ensure that all business is covered and that they have the time needed to discuss. This will be strictly enforced.

Below are excerpted portions of the Business Meeting Conduct as Adopted March 2015. The full document is available on your Westwind Owner Portal.

“...e. Owners...may attend and listen, but speak only during the open forum portion of the meeting for a reasonable periods of time.

f. The Board is not obligated to take immediate action on any item presented by a Member.

g. After the open forum portion of the meeting has ended, non-Board Member may not participate in deliberations or discussions unless a majority of the Board votes to allow it.

h. Reasonable time restrictions will be placed and a reasonable number of owners...will be allowed to speak on each side of an issue during the open forum portion of the meeting before the Board takes formal action on an item scheduled for vote.

i. Additional items brought before the Board which are not on the current agenda may be placed on the next Board Meeting agenda...

k. Meetings shall **not** be recorded with the use of an audio or video device. The practice of recording these meetings with an audio or video device would be disruptive and discourage open discussion...”

If any owner has a question about items on the agenda, please email our Community Manager, Cylinda Walker, at cylinda@westwindmanagement.com.