

HOMEOWNER – MEETING CONDUCT INFORMATION

Thank you for coming to this meeting. Owners or their documented representatives and renters are invited to attend these meetings. The members of the Board are homeowners, just like you! We volunteered to run for Board positions and were elected or appointed to those positions. As volunteers, we are not compensated for our service to the community.

This is a business meeting at which we need to accomplish a significant amount of work and make many decisions in a limited amount of time. We provide an opportunity at the beginning of our meeting for owners, documented representatives and renters to address the Board with any questions, comments or concerns you may have. Please carefully review the Agenda so that you will know what we intend to discuss in this meeting.

If you would like to address the Board regarding items already on the Agenda, complete the Homeowner Communication form that is provided for that purpose, and you will be recognized by the presiding officer at an appropriate time. If you wish to address the Board regarding an item not on the Agenda, please complete the form for consideration during our next regularly-scheduled meeting. This form allows us to respond to you in writing in the event that we need to follow up with you.

Once the “Homeowners to Address the Board” portion of the meeting has ended, we ask that you please discontinue any further comments during the remaining portion of the meeting. You are welcome to remain and listen to the rest of the regular Board meeting.

- If you have comments that you feel need to be made during the regular Board meeting, you may raise your hand to be recognized by the presiding officer. The attending Board members will need to vote in the majority to open additional discussion on an issue. If the majority of the attending Board members vote to allow your comments, you will be given 3 minutes in which to make your comments.*
- If a majority of the attending Board members vote not to allow additional discussion on a matter, you will not be able to add your discussion to the regular meeting.*
- If you have comments or questions that do not need to be presented at the regular board meeting, we ask that you contact your Association Business Manager or one of the Board Members outside of the meeting in reference to those issues.*
- Individuals who choose to interrupt the regular Board Meeting will be warned once that they are out of order. In the event of a second interruption, that individual will be invited to leave the meeting.*

Thank you again for your attendance and your consideration of these meeting conduct guidelines.