



Cherry Grove Condominiums

Please attend **Cherry Grove Condo Association Board of Director's meetings**. We now are opening more of the meeting to our co-owners so you can learn more of what is going on in your community.

Please see our [Open Meeting Policy](#) below

Our Next Meeting is...

You're Invited

When: November 21, 2006
Where: Walton Wood Center (Cherry Hill & Lilley)
Time: 6:00 pm

**CHERRY GROVE CONDOMINIUM ASSOCIATION
CANTON, MICHIGAN**

**POLICY: OPEN MEETINGS AND PRESENTING
MATTERS BEFORE THE BOARD OF DIRECTORS**

DATE: 10/20/2006

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POLICY

It is the policy of the Board of Directors to be open to Co-owner contact. Co-owners are encouraged to communicate all concerns and questions to the Board of Directors in writing at any time. Submitting issues in writing allows the Board an opportunity to thoroughly research an issue and provide a response addressing concerns and questions. However, if the response does not clarify or address issues to co-owner satisfaction, attendance at a Board meeting may help facilitate resolution. This policy has been instituted to allow Co-owners direct access to all Directors, while allowing the Board to conduct its business in a timely manner.

The Board of Directors normally holds regular meetings on the third Tuesday of each month. Currently meetings are held at the Walton Senior Living Center, corner of Cherry Hill and Lilley Roads. Please contact the Community Association Manager at the management company if you have any questions, or wish to verify a meeting date and time.

Please note that some matters coming before the Board may be sensitive in nature and require the meeting to be closed to non-board members. Should a closed meeting be deemed necessary, co-owner(s) will be asked to leave.

A. ATTENDING OPEN MEETINGS

Co-owner(s) wishing to attend and observe a regular Board of Directors meeting are welcome to do so. Meetings normally begin at 6:00 p.m. Co-owners may speak or ask questions **ONLY** during the time allocated to co-owner comments at the start of the meeting, unless otherwise invited to do so by the Board.

B. PROCEDURES FOR APPEARING BEFORE THE BOARD

To address issues in person time is allocated at the beginning of each regularly scheduled meeting to allow for co-owner questions, comments, and presentations. The following procedure has been established for this purpose.

1. To address the Board a co-owner must wait until he/she is recognized by the chair.
2. Each co-owner will be allocated a maximum of 5 minutes to address the board on any particular issue. However, not more than the first 30 minutes of any regularly scheduled Board of Directors meeting will be designated for Co-owner questions, comments or presentations unless this provision is waived by a majority vote of the Board of Directors. A co-owner may address a specific issue only once per meeting unless they have additional information to provide on that subject.
3. A co-owner addressing the Board shall speak only for him or her self. Co-owners wishing to be represented by another person shall provide a signed written statement to that effect, specifically naming the individual who will speak on their behalf, the subject to be presented, and the consideration or action desired.
4. Co-owner(s) should be prepared to fully present their issue or inquiry. In the event of a group appearing, it is advised that one (1) or two (2) persons should act as group leader. A group shall present its issue in accordance with the provisions of item 2 above.
5. As it is the intent of the Board to protect the privacy of all co-owners, a co-owner may request a closed session with the Board. Entering into a closed session requires all persons not involved with the subject matter to leave the meeting.

Co-owners requesting a closed session must contact the Community Association Manager at least 10 days prior to the meeting in writing, specifically stating the subject matter to be addressed with all pertinent details. The matter will then be placed on the meeting agenda. Written notification received less than 10 days before a regular meeting may cause the request to be placed on the next months regular meeting agenda. A majority vote of the Board may waive this requirement.

C. PROCEDURES FOR APPEAL TO THE BOARD OF DIRECTORS

1. A Co-owner wishing to appeal a violation or decision of the Board must notify the Community Association Manager at least 10 days prior to the regularly scheduled Board of Directors meeting at which the appeal is to be heard. Upon receipt of the notification, the Board will place the matter on the next regularly scheduled meeting agenda and allocate time for the appeal presentation.
2. The Co-owner should be fully prepared to present his or her issues and reason for appeal. A maximum of 5 minutes shall be provided for this purpose unless a majority of the Board votes to extend the time limit.
3. The Board shall consider the appeal for decision within 30 days of the meeting at which it was presented.

ADOPTION

This regulation was approved by a passing vote of the Board of Directors on the date indicated above and as such takes effect thirty (30) days from the date stated above.

Any amendment, change, or elimination of this regulation can be made in accordance with the applicable provisions of the Condominium By-Laws.

EXCEPTIONS

No exceptions to these rules and regulations shall be claimed without written approval from the Board of Directors of the Association.