

**PROCEDURAL GUIDELINE
OPEN MEETINGS
CO-OWNERS ADDRESSING BOARD OF DIRECTORS**

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 procedural guideline 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 once each month. 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.

PROCEDURES FOR APPEARING BEFORE THE BOARD

To address issues in person the Board allocates time 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, Co-owners are encouraged to notify the Community Association Manager prior to the meeting stating the subject matter to be addressed. A Co-owner wishing to appeal a violation shall notify the Community Association Manager at least 7 days prior to the regularly scheduled Board of Directors meeting at which the appeal is to be heard.
2. Each Co-owner will be allocated a maximum of 15 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.
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 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, the group shall appoint one (1) person to act as group leader.
5. As it is the intent of the Board to protect the privacy of all co-owner, a co-owner may request a closed session with the Board. Entering into a closed session required all persons not involved with the subject matter to leave the meeting.
6. The Board shall consider an appeal for decision by the next scheduled board meeting at which it was presented. All other matters brought before the Board shall be considered as determined Board of Directors

Policy approved by the Board: May 23 2011
Policy mailed to co-owners: August 1, 2011
Policy effective: May 23, 2011