

ABC HOMEOWNERS ASSOCIATION
POLICY STATEMENT FOR OPEN FORUM
AND BOARD MEETING CONDUCT

The Board of Directors welcomes resident attendance at the Board meetings, to observe business matters that take place involving the corporation.

In order to give you an opportunity to address the Board, and in accordance with Civil Code Section 1363.05(i), we've set aside a period of time at the end of each Board meeting called Open Forum.

The Open Forum at the end of the meeting can address topics on the agenda, or those, which may become future agenda items.

The procedure for Open Forum is simple:

1. Raise your hand to be recognized by the President of the Board.
2. State your concern in clear and simple terms, and please limit to three (3) minutes.
3. If someone else has already stated the concern, but you have something new to be added to the concern already expressed, then please raise your hand to be recognized; however the chair may limit participation to once per owner.
4. Please do not interrupt others while they are speaking.
5. Maintenance related items are to be directed to Management by calling or writing. (Open Forum is not the proper venue to report maintenance items.)
6. Please realize that while Open Forum is a time for you to express an opinion or concern to the Board, you may not receive an immediate response or decision. The Board will take your concerns into consideration, but may not necessarily act upon them at the meeting, unless the concern is vital to an agenda item decision.

Understanding Board Meeting Conduct:

1. The Board meeting is a meeting of the Directors of the Corporation.
2. As homeowners, you have a vested interest in your community, and you elected the Board members to take care of those interests.
3. Business matters come before the Board when a motion is made, and seconded. Each motion has a discussion period before a vote is taken. This discussion is to take place only between the Board members (and with Management if needed).
4. When a vote on a motion is taken, it is voted on by the board members only.
5. If you would like an item to be considered by the board to be on a future agenda for a decision, please submit your request or suggestion in writing at least a month before the next meeting. If you want to verbally address the Board without their making a decision at the meeting, your written input can be received up until the day before the meeting. (Note: The Board may be unable to make decisions on items until they have done the proper research and had time to consider the findings.)
6. If you are unable to attend a Board Meeting, you are always welcome to send your concerns in writing to the Board of Directors via the management company. Written requests can be sent via fax, mail, or email. In order to ensure your concerns are appropriately conveyed, all concerns must be in writing and verbal request will not be accepted.