

Standing Rules for Monthly Board Meetings

AGENDA FOR THE MEETING

1. The agenda for each regular meeting of the Board shall be prepared by the association manager. Proposed agenda items must be submitted to the office by the close of business on the Saturday preceeding the meeting. After the agenda has been prepared, it shall be published as the tentative agenda of the meeting and delivered no later than 72 hours before the next regular meeting to each Board member. Changes in, additions to or deletions from the agenda shall require a vote of the Board. The final agenda will be strictly followed.

PROPERTY OWNERS PARTICIPATION WELCOME

2. Property owners' comments are invited. If a property owner wishes to comment on an agenda item, a sign-up sheet is available at the coffee table in the rear of the meeting room prior to the start of the meeting. The Board provides time on its regular agenda for members of the association to voice their concerns, but it reserves the right to limit the length of presentations or impose other restraints on them in the interest of allowing the orderly and timely conduct of business. Board members request that comments be limited to three minutes.

3. In keeping with the Board's desire to encourage two-way communication with the property owners and staff members, individuals or representation of groups shall have an opportunity to make presentations to the Board at its scheduled meetings and placed on the agenda. The Board does not, however, obligate itself to act immediately on any request or proposal, whether it be formal or informal, in writing or oral, due to the possible lack of complete information.

4. Speakers may offer criticism of association operations and programs as concern them, but the Board will not hear personal complaints about any person connected with the association in open session.

DECISION MAKING

5. Valid and intelligent decisions on important and complex matters almost always are made through possession of complete information. For this reason, and to permit mature deliberation, it is not advisable for the Board to act on items which are not on the agenda or on which its members do not have adequate information.

6. Except as otherwise specified by state law of Board policies pertaining to its own operating procedures, the Board shall operate by the rules prescribed in Robert's Rules of Order.

Effective November 1, 1996