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ADMINISTRATIVE PROCEDURE FOR REGULAR BOARD MEETINGS

(adopted 9/17/02)

In order to (a) facilitate the orderly transaction of business and (b) provide an open forum for community input, the Board has adopted the following format for regularly scheduled Board meetings:

- 1) Up to the first 15 minutes will be devoted to community input. During that time, owners are free to ask questions, bring ideas forward, express concerns, etc. No business will be transacted and no motions will be heard. No minutes will be taken. Speaking time allotted to each person may be determined at each session based on the number of owners wishing to be heard.

The Community Input time is outside of the regular Board meeting, taking place prior to the regular meeting being called to order. There is no planned agenda

- 2) At the end of the foregoing period, discussion will be ended and the President will call the Board meeting to order. The meeting will proceed without interruption. This is the time for the Board to conduct business. Unit owners are encouraged to attend.
- 3) There are times when the Board may have to go into Executive Session due to the sensitive or personal nature of some issues. If that occurs, unit owners will be asked to leave.