

## MEETINGS OF DIRECTORS

The neighborhood bylaws require that regular meetings of the Board of Directors shall be held every three (3) months without notice, at such place and hour as may be fixed from time to time by resolution of the Board. Special meetings of the Board of Directors shall be held when called by the president of the Association or by a majority of the directors, after not less than three (3) days notice to each director.

Attendance at Board meetings is open to all members of the neighborhood. However, the time and location of a board meeting can be moved on short notice with a majority vote. Therefore, anyone wishing to attend a board meeting should contact the board prior to the meeting to confirm the meeting time and location.

### I. Procedures to attend a board meeting or to request a Board action.

- A. In practice our Board meets more frequently than required by the by-laws. The Board has tentatively reserved Seton conference room 3A at 7:30PM on the 2<sup>nd</sup> Tuesday of each month for the months of February through November, 2006. Actual meeting times and locations may change to accommodate Board member scheduling conflicts.
- B. If a homeowner wishes to be added to the board agenda to request an action from the board or to request a hearing with the Board regarding a decision of the architectural committee, he/she should send an email to the Board ([Board@balconeswoods.org](mailto:Board@balconeswoods.org)) requesting time at the next meeting. The email should include the topic or action to be discussed and a list of names and email addresses for all persons who may be called to speak on behalf of the homeowner's position. Specifically, any issue regarding the architectural committee needs to be highlighted since the members of the ACC will also need to be present at the hearing.
- C. The Board will then notify this homeowner via email as to the exact time and place of the next Board of directors meeting.

### II. Rules of order regarding hearings with the Board

- A. The Board President will call the matter for hearing and will summarize the subject of the hearing and the current status of the matter.
- B. The Homeowner will be allowed 5 minutes to summarize their position.
- C. The Homeowner will be allowed an additional 15 minutes to present their position through additional comments or the statements of other persons named on the hearing request correspondence.
- D. If the Homeowner believes they need additional time to present their position, the Board will consider any reasonable request.
- E. Board members may ask questions of any speakers during the hearing. The time taken for questions will not count against the established time limits.
- F. No public comments will be taken during the hearing.

III. Procedures for making and documenting board decisions

- A. After completion of all hearings, the Board will deliberate on the matter to reach a decision.
- B. The Board will announce its decision to the homeowner if they are present. If appropriate, the Board will notify the homeowner of its decision in writing by certified mail, return receipt requested, within 5 business days of the hearing.
- C. All decisions made by the board will be included in the meeting minutes and reported to the neighborhood at the annual meeting.