

East Quincy Highlands II Homeowners Association, Inc.  
RESPONSIBLE GOVERNING POLICY  
In Compliance with Senate Bill 100  
**POLICY REGARDING BUSINESS MEETING CONDUCT**

The Board of Directors encourages homeowner participation and input into the decision making process of our Community. It is our belief that owner involvement in decisions will result in:

- additional ideas and creative solutions to challenges we face
- increased understanding of issues and the many aspects of an issue that we must consider
- more informed owners within our Community lending support to the Board, based upon full knowledge of an issue
- development of future leaders for the Board of Directors

We, as duly elected officials of the Community, are responsible for making decisions which affects **all** members of our Community. This fiduciary responsibility is established in our governing documents, including but not limited to the Articles of Incorporation, the Declarations, the Bylaws and subsequent rules and regulations and architectural guidelines.

We volunteer our time and need to efficiently complete our business meeting within generally a two hour period of time so that business decisions can be made and the needs of our Community can be met. We agree that if we can not consistently complete our business meeting within a two hour period of time, something is wrong and needs to be corrected.

Based upon the requirements in Senate Bill 100, we as the Board of Directors of our Community will conduct ourselves in the following manner at all business meetings of the Association:

**Executive Board Meetings**

The Board of Directors will liberally follow Robert's Rules of Order in conducting each Executive Board Meeting. The Board will attempt to be as casual as possible under the circumstances of the meeting.

Based upon the requirements of Senate Bill 100, we agree to the following policies for executive board meetings and special meetings:

- a. We will open these meetings to all members or their documented representatives.
- b. We will make agendas reasonably available for examination by all members or their documented representatives.
- c. We may provide executive board meeting and special board meeting notices and agendas in electronic form at our discretion.
- d. We will allow an owner representative to participate in a meeting as long as we have received written notice from the owner assigning participation to that representative.
- e. We will allow owners and documented representatives to attend, listen and speak at appropriate times during meeting deliberations and proceedings.
- f. After the "Homeowners to Address the Board" portion of our executive board and special board meetings have ended, non-Board Members may not participate in deliberations or discussions unless a majority of our attending Board quorum votes to allow it.
- g. We will place reasonable time restrictions and allow a reasonable number of owners and documented representatives to speak on each side of an issue during the "Homeowners to Address the Board" portion of our meeting before the Board takes formal action on an item scheduled for discussion.

- h. Additional items brought before the Board which are not on the current agenda may be placed on the next board meeting agenda. If the item is a comment only, it may be considered at the Board's discretion provided no formal vote is required for that item.
- i. In the event of any open litigation issues, we will not discuss the issue in an open meeting.
- j. Executive and special meetings shall not be recorded with the use of an audio or video device. We believe the practice of recording these meetings with an audio or video device would be disruptive and discourage open discussion.

Based upon these policy requirements and for the protection of the Board, at the very beginning of each executive board meeting when owners, documented representatives or renters are present, the president will read or provide all attendees with the following statement:

*Presidential Welcome:*

*Thank you all for coming to tonight's monthly board meeting. Owners or their documented representatives and renters are invited to attend today's meeting. The members of the Board are homeowners, just like you! We volunteered to run for Board positions and were elected or appointed to those positions. As volunteers, we are not compensated and give up at least one evening each month for our community.*

*At the door, you will find two forms that we invite you to pick up if you have not done so already. Those forms are the agenda for tonight's meeting and a "Homeowner Communication Form".*

*This is a business meeting at which we need to accomplish a significant amount of work and make many decisions in a limited amount of time. As you can see from the agenda, we have much on our plate.*

*We provide an opportunity, at the beginning of our meeting, for you as owners, documented representatives and renters to address the Board with any questions or concerns you may have. Please carefully review the agenda so that you will know what we intend to discuss in this meeting.*

*If you would like to address the Board regarding items already on the agenda, we would like to have you fill out a form that is provided for that purpose. If you wish to address the Board regarding an item not on the agenda, please complete the form for consideration during our next regularly-scheduled meeting. This form allows us to respond to you in writing in the event that we need to follow up with you. **Once the "Homeowners to address the Board" portion of the meeting has ended, we ask that you please discontinue any further comments during the remaining portion of the meeting.** You are welcome to remain and listen to the rest of the regular Board meeting.*

- *If you have comments that you feel need to be made during the regular Board meeting, you may raise your hand, be recognized by the President. The attending Board will need to vote to determine whether or not to open additional discussion on an issue. If the majority of the attending Board members vote to allow your comments, you will be given 3 minutes in which to make your comments.*
- *If a majority of the attending Board members vote not to allow additional discussion on a matter, you will not be able to add your discussion to the regular meeting.*
- *If you have comments or questions that do not need to be presented at the regular board meeting, we ask that you contact your Association Business Manager or one of the Board Members outside of the meeting in reference to those issues or make your comments at the next Board meeting.*

- *Individuals who choose to interrupt the regular Board Meeting will be warned once that they are out of order. In the event of a second interruption, that individual will be invited to leave the meeting.*

*Thank you.*

### **Annual and Special Owner Meetings**

In addition to the requirements of the Bylaws of our Community, the additional requirements of Senate Bill 100 will be followed as stated below:

- a. Owner meetings will be called at least once per year.
- b. Annual and special owner meetings shall not be recorded with the use of an audio or video device. We believe the practice of recording these meetings with an audio or video device would be disruptive and discourage open discussion.
- c. Special meetings will be called by the president, a majority of board or 20% of owners (or lower percentage if our bylaws provide a lower percentage).
- d. For annual and special meetings we will deliver by prepaid first class mail, a written notice. The notice will be mailed at least 10 days prior to the meeting and not more than 50 days prior to the meeting.
- e. The meeting notice will be physically posted in a conspicuous place (if feasible and practical).
- f. The meeting notice may be electronically posted for the convenience of our clients at our discretion.
- g. The meeting notice will include the time, place and agenda items for the meeting.
- h. We shall provide notice of all regular and special meetings of unit owners to all owners who request such notice and supply the Association with their email address.
- i. In the event of multiple owners of one home, votes of the single owner who attends the meeting will be honored. If multiple owners of one home attend the meeting, one vote for each voting issue will be accepted. The majority vote from the multiple-owner household will be counted.
- j. Ballots for the election of Board Members will be conducted by secret ballot only.
- k. All issues that come before the ownership for a vote will be conducted by secret ballot only.
- l. All ballots will be counted by a neutral party or owner who is not a candidate.
- m. Results will be reported without reference to names, addresses or other identifying information.
- n. Proxies will not be considered valid if the proxies were obtained through fraud or misrepresentation.
- o. Properly prepared proxies will not be revoked without a written notice to the person presiding over the meeting.
- p. A proxy will be considered void if it is not dated or purports to be revocable without cause.
- q. Any proxy will be terminated that exists 11 months after its date unless it provides otherwise.
- r. Any vote, consent, ballot, waiver, proxy or proxy is subject to revocation if the Association's secretary, other officer or agent authorized to tabulate votes:
  - Acting in good faith finds or discovers a reasonable basis for doubt about validity of signature or signer's authority to sign.
  - A Secretary, officer or agent who accepts or rejects a previously-stated document will not be considered liable for consequences of that decision.
  - Any Association action, based upon this decision, will be considered valid unless overturned in an appropriate court of law.