

Meadow Stone Lodge Homeowners Association

Policy Statement for Open Forum and Board Meeting Conduct

Amended: November 19, 2024

The Board of Directors welcomes resident/owner attendance at Board meetings to observe business matters that take place involving the Meadow Stone Homeowners Association. We value the insights and input from all owners and ask that you respectfully adhere to the following Policy adopted by the Board of Directors.

The Board of Meadow Stone Lodge Association is a policy governance board. This means that we establish policies to guide our decision-making to ensure we are accountable to the Meadow Stone Homeowners Association.

To give all owners an opportunity to address the Board, and in compliance with *Civil Code Section 1363.05(i), the Board will have a time at the beginning of each meeting (called Open Forum). If time permits there will be a similar forum at the end of each meeting. At the discretion of the board, other items may have a comment period of 2 minutes per owner. This information will be included on the agenda when applicable. In a “zoom” meeting, after Open Forum has concluded, owners may type comments or questions in chat. Addressing or answering comments and/or questions will be at the discretion of the Board chair.

The procedure to participate in Open Forum is simple.

1. Raise your hand to be recognized by the Chair of the meeting, the Board President and wait to be called. State your concerns, comments, suggestions in clear simple terms, and please limit your comments to two (2) minutes. Providing your comments in writing will help facilitate follow-up.
2. If someone else has already stated the concern, but you have something else to add to the concern already expressed, then please raise your hand to be recognized, however due to time restraints, the Chair may limit participation to once per owner.
3. Please don't interrupt others while they are speaking.
4. 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 cannot act upon them at the meeting unless the concern pertains to an agenda item.
5. If you would like an item added to the agenda at a future meeting, please submit your request or suggestion in writing at least two weeks before the next regularly scheduled Board meeting (Note: The Board may be unable to make decisions on items until they have completed the proper research and consider their findings).
6. Anyone attending the meeting or addressing the Board is requested to behave in a civil and adult manner. Negative behavior such as insulting, screaming, shouting, use of profanity, threats of violence against any person or their property will not be tolerated. Should this kind of behavior occur, the offending party(ies) will be asked to leave the meeting.

Understanding Board Meeting Conduct:

1. The Board meeting is a meeting of the Directors of the Meadow Stone Homeowners Association.
2. As homeowners, you have a vested interest in your community, and you elected the Board members to take care of those interests. Owners are welcomed to attend the business portion of the meeting but do not participate in the discussions or action taken by the Board.
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 Management, if needed).
4. When discussion has been completed on the motion, the Board then votes on the motion before them.

Thank you for your cooperation and adherence to this Open Forum Policy.

* California Civil Code 1363.05

(i) (1) Except as described in paragraphs (2) to (4), inclusive, the board of directors of the association may not discuss or take action on any item at a nonemergency meeting unless the item was placed on the agenda included in the notice that was posted and distributed pursuant to subdivision (f). This subdivision does not prohibit a resident who is not a member of the board from speaking on issues not on the agenda.