

Galerie Homeowners Association Official Board Meeting Rules

Homeowners' Forum

At the beginning of each regular monthly meeting of the Board of Directors, any owners present will have the opportunity to briefly inform the Board of issues they have observed, conditions that exist, or other matters which may require Board attention. Each owner may:

- Speak for up to three minutes, during which time Directors will listen and take notes. This time limit is necessary to provide all members a fair opportunity to speak, and to permit the Board to commence its agenda. Owners exceeding this time limit may be asked to yield the floor to the next owner wishing to provide comments.
- Not interrupt others during their time to speak at Homeowners' Forum.
- Not engage any or all of the Directors or Management in a discussion. Homeowners' Forum is for presenting issues; it is not a question and answer period.
- Not use threatening or offensive speech, shout or use vile words. These are never helpful and will not be tolerated. If such conduct happens, the owner will first be warned to cease such language. If the warning is not heeded, unruly or disruptive person(s) may be asked to leave the meeting upon a vote of the majority of Board members present. This applies not only to Homeowners' Forum, but also to anyone who interferes with the progress of the Regular Session.
- Once the Homeowners' Forum section of the meeting is closed; it is the Board's turn to conduct business without interruption. The exceptions to this rule are either when Committee reports are provided by non-Board members or when such outside input is authorized by a majority of the Board members present.

Board Meeting – Regular Session

Once Homeowners' Forum is closed, the Board will conduct business as set forth on an agenda which is posted on the bulletin board at the main pool at least four days prior to the meeting.

Board members shall:

- Not interrupt owners during Homeowners' Forum. Follow-up questions seeking additional information may be posed only after the owner has completed their three-minute presentation.
- Review the Board packet in advance of the meeting.
- Be ready to discuss and vote on all items on the agenda. Except regarding unforeseen emergency issues which arise occasionally, only matters listed on the pre-posted agenda shall be discussed and decided at the meeting.
- Keep on topic.
- Move the meeting in an orderly manner through the agenda.
- Not use threatening or offensive speech, shout or use vile words.

Galerie Homeowners Association Official Board Meeting Rules (Continued)

Board Meeting – Executive Session

All of the above guidelines apply to Executive Session of the meeting. Topics discussed in Executive Session include contract formation, litigation, discipline, and foreclosure and personnel matters. Unless summoned to a hearing at Executive Session, owners are not present during Executive Session.

Hearing Procedures

- Owners have 10 minutes to address the Board and to respond to the violation in question.
- The Board will listen, take notes, and ask relevant questions.
- The owner will then be dismissed.
- After the owner has been dismissed; the Board will make a determination as to what action, if any, will be taken. The owner will be notified of the results of the Hearing within 10 days.
- An owner may submit a request to allow their legal counsel to be present, however the Board need not allow the attendance. If the Board approves the attendance of the owner's legal counsel, the Association's legal counsel shall be present as well.
- An owner may submit a request in writing to reschedule the Hearing. The request shall include the reason for the request. The Board may consider the request; however, it need not approve the request and the Hearing may proceed as scheduled.
- The owner may submit a request to allow a tenant to be present at Hearing without the owner present, however the Board need not allow the attendance.