

# **Canyon Ridge at Carmel Del Mar Condominium Association**

## **POLICY STATEMENT FOR HOMEOWNERS FORUM AND BOARD MEETING CONDUCT**

The Board of Directors of Canyon Ridge at Carmel Del Mar welcomes resident attendance at the Board meetings to observe business matters that take place involving the association.

In order to give each homeowner an opportunity to address the Board, we've selected a period of time at the end of each meeting called Homeowners Forum. While you are welcome to stay and listen to the business discussed at the meeting, input from the audience during that time may not be permitted.

### **The procedure for Homeowners Forum is simple:**

1. Raise your hand to be recognized by the President of the Board.
2. State your name and address for the record.
3. State your concern in clear and simple terms, and limit it to three (3) minutes.
4. If someone has already stated the concern, but you have something new to be added to the concern already expressed, then please raise your hand to be recognized.
5. Please do not interrupt others while they are speaking.
6. Maintenance related items are to be directed to The Walters Management Company by calling or writing (Homeowners Forum is not the proper venue to report maintenance items).
7. Please realize that while the Homeowners 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 may not necessarily act upon them at the meeting, unless the concern is vital to an agenda item.
8. If you would like an item to be considered by the Board to be a future agenda item for decision, please submit your request or suggestion in writing at least 10 days prior to the meeting day. (Note: The Board may be unable to make decisions on items until they have done the proper research and had time to consider their findings).

### **Understand Board Meeting Conduct:**

1. The Board meeting is a meeting of the Directors of the Corporation.
2. As homeowners you have a vested interest in your community and the Board members take care of those interests.
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 a vote on a motion is taken, it is voted on by the Board members only.