



STONELAKE MASTER ASSOCIATION BOARD OF DIRECTOR'S MEETING

Welcome to the Stonelake Master Association Board of Director's meeting. The purpose of these meetings is to conduct the business of the Association. In order to run an efficient and timely meeting, the Board requests your assistance in adhering to the following **Rules of Conduct** and **Meeting Protocol**. The Board would like to take this opportunity to advise those in attendance that a Board Meeting is an open meeting of the Board of Directors so that the Board can hear, discuss, or deliberate upon any item of business scheduled to be heard. These meetings also provide an opportunity for homeowners to present information to the Board in Open Forum.

RULES OF CONDUCT

1. **Please be courteous and respectful to all homeowners, Board of Directors and representatives from the Association's management company.**
2. **Please do not interrupt any homeowner or Board Member when they are speaking.**
3. **When making comments, please be considerate of other homeowners, Board Members and staff of the Association's property management company.**
4. **A homeowner not adhering to the rules of conduct and/or becomes unruly may be asked to leave the meeting. Failure to comply with such a request will result in a special hearing with the Board where disciplinary action may be taken.**

MEETING PROTOCOL

Homeowners are encouraged to participate and are provided two opportunities to address the Board of Directors.

(1) Open Forum

The purpose of the *Open Forum* session is for homeowners to present ideas, make comments or pose questions to the Board regarding items which are not listed on the meeting agenda.

- A five (5) minute time limit will be allotted to each homeowner who wishes to introduce an item not included on the agenda.
- Homeowners requesting to speak are required to stand when addressing the Board.
- After the last homeowner has addressed the Board, the Board will take items raised under advisement.
- The Board may choose to make comment, discuss, debate or provide information/clarification on items presented.
- The Board may direct certain items to Committees for consideration and decision outside of the Board meeting.

MEETING PROTOCOL (continued)

(2) Agenda Items

The Board President will announce an item on the agenda, and a Board Member will provide background information if needed.

- The Board President will call on each homeowner who indicates (by raising their hand) they wish to comment.
- A three (3) minute time limit per agenda item will be allotted to each homeowner who wishes to comment.
- Homeowners requesting to speak are required to stand when addressing the Board.
- Homeowners should limit their comments to one comment per agenda item and provide information related to the item being heard.
- At any time, the President may close comments/input from homeowners.
- The Board will then discuss the item with each other and may choose to make a motion to take action.

OTHER INFORMATION

If you have a maintenance request, report of violation, or you would like to file a complaint, you should contact the management company after the Board meeting, by telephone 916-925-9000, or e-mail: jmitchell@vierramoore.com

For homeowners unable to attend but wish to comment on an agenda item, email your comments ahead of time to the Board or the Association's management company. Contact information for the Board of Directors is listed on Stonelakeclub.com (the community newsletter and web site). Homeowners can also request to meet with one or two Board of Directors in private to present ideas or share information.

Suggestions regarding meeting protocol or requests for information are always welcome. Please submit them to: jmitchell@vierramoore.com

THANK YOU FOR ATTENDING!