

Board Interaction Procedures:

Internal and External

1. Board concurrence/approval should occur prior to communication with Lot Owners
2. In the event a Board Member wishes to communicate with Lot Owners outside of Board actions, the communication should clearly state that the message does not represent Board business or views of the Board.
3. An agenda is to be produced for every Board meeting and the agenda is to be followed during the meetings. The agenda, including time and meeting place, shall be sent to all Board members for input/additions at least one week prior to meetings and the final agenda must be distributed 2 days prior to meetings. The agenda will also be sent to all Lot Owners by the Secretary.
4. All handouts for Board meetings should be distributed to Board members at least 2 days prior to the meetings.
5. As Board members, all members should hold each other accountable for commitments.
6. At each Board meeting, a list of action items should be produced prior to adjournment.
7. Approval of reports, minutes, agendas and questions may occur via email. Fellow Board members should respond within 4 days. If a member fails to respond, this will be taken as approval of the original message. Responses are to be sent to all Board members. Each Board member is responsible for his/her direct communications with all other Board members.
8. No complaints will be entertained by the Board unless there is a written notice with the originator's name.
9. Voting via email is acceptable for Board votes when requested. If the 4-day response time is not practical (i.e. Emergency or other time constraints) phone calls can be utilized.
10. If a verbal concern is brought to a Board Member, the Board will discuss the concern only if the originator is identified.

7/11/2018