

## **BRIAR OAKS HOMEOWNERS ASSOCIATION 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 Homeowner's Forum. Homeowner's Forum is for presenting issues; it is not a question and answer period. Not use threatening or offensive speech, shout or use vile words. 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 the Board members present.
- Once the Homeowners' Forum section of the meeting is closed; it is the Board's turn to conduct business without interruption.

### **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 the 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 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 the Hearing without the owner present, however the Board need not allow the attendance.