

MEADOW RUN HOMEOWNERS ASSOCIATION, INC.

- Policy: Running Effective Board Meetings
- Purpose: To ensure that actions are taken at a duly called Board of Directors meeting, and that decisions which are important to the community are made and action taken.
- Agenda: The Board and management will do their best to stick to agenda items.
- Code of Conduct: Innuendos, unpleasant behavior and speaking out of order impedes the business of the association and is unacceptable.

Member's right to speak: All members who wish to speak will be asked to sign in at the beginning of the meeting. At the end of the meeting, you will be asked to speak for a maximum of 3 minutes on agenda items only or a subject raised by the Board. You may address the Board of Directors when called upon. Members with another issue may speak before the board **only** if they have submitted a written request to the Board 7 days prior to the meeting.

Owner inquiries: Let it be noted that all homeowner inquiries do not need to be answered in a homeowner forum. The Board will take all comments under advisement. Members addressing the Board will be advised that the Board is aware of the issue or that the members should contact one of the following; a designated Board Member, Committee member, Management or authorities with their questions.

Response: The Board Chair and Management will advise you of their timely response and action in writing or at the next duly called Board of Directors meeting.

Private Matters not related to association responsibilities: Remember to always keep private matters private.

William Peck
MRB Sec.

4/20/17