

The Villages at Lynx Creek

Association Meetings Rules of Decorum

The Board and the HOA management want to assure that all residents that wish to attend our community meetings are welcomed and treated in an environment that affords them the opportunity to hear and be heard on the issues with respect. For many, this may be their first time they have lived in an HOA community and are not sure of the rules of decorum. Others may want to know the meetings will be held in an orderly manner without disturbances. The purpose of the meetings include: making you aware of any proposed changes to our governing documents, updates to the community, or any potential or current problems the community faces as a whole. To that end we have created the following rules of decorum for our meetings:

1. Please arrive in a timely manner. Most HOA meetings start at 2:30p and most Community Manager Meetings at 10a. We offer Zoom meetings for those residents that cannot attend in person. A volunteer monitors the broadcast and the attendee has the opportunity to send comments that will be addressed if they fall within the guidelines listed below.
2. Please silence and do not use your cell phones.
3. No personal conversations during the meeting. No cross talk at tables that will interfere with the topic under discussion.
4. No one in attendance is allowed to air personal grievances or level an insult against any member of the HOA, the Board or an employee of the HOA at these meetings. If residents have a grievance, they should send a written grievance to the Community Manager or to the Board through the Association office.
5. As topics are discussed from the meeting agenda, there will be a time for discussion and you will be made aware of when to make comments or ask questions.
6. Raise your hand and wait to be recognized before speaking. A microphone will be brought to each speaker so that all in attendance can easily hear your comment or question. All speakers must give their full name and lot number before speaking.
7. The Board and management will give their full attention to the speaker. Interruptions by those in attendance will not be tolerated. If you wish to speak on the subject, respectfully wait your turn to be heard.
8. Residents are allowed to voice their concern and if necessary, discuss the matter with person(s) they are speaking with. The President, Community Manager, or assigned speaker may end the conversation regarding the topic when they deem it appropriate. If the topic is one to be voted on by the Board, another Board member must second the motion. At that point, the board chair should not allow any debate on the issue but ask for an immediate vote.
9. As a norm, the last item on the meeting's agenda will be an open session in which residents may speak on a topic of their choosing as long as it falls within the guidelines listed above. As listed above, you must give your name and lot number before you speak. You will have three minutes to speak on the topic. You will be notified when you have 30 seconds left to speak. If, after the original topic you have discussed, you have another topic to bring up and no one else is waiting to speak, you may do so and have three minutes to speak on this new topic. Board members, Committee members or the Community Manager or staff will address the topic and will notify the speaker when the topic has been closed. Again, no interruptions by those in attendance will be tolerated. If you wish to speak on the topic that has been brought up, you may wait your turn for your three minutes to speak and follow the guidelines listed.
10. The President or Community Manager will announce when the meeting is adjourned.

At the Board's discretion; residents who violate the stated rules are subject to being warned, if necessary asked to leave the meeting, and further be subject to a \$100 fine with late fees attached and if not paid, possible suspension of attendance at future meetings, and the possibility of a suspension of the use of the community facilities. C&R's page 21, 6.13.4 and 6.13.5