

**Policy #29: Monthly Board Meetings and Annual Homeowners' Meetings**

**General Provisions**

- The Board Meetings are scheduled for the third Tuesday of each month at 5 PM with the following exceptions:
  1. The Board Meeting may be cancelled either in advance or at the beginning if a quorum of members will not be or are not present.
  2. The Board Meeting may be moved to another date due to conflicts of scheduling for any reason that could prevent the board from conducting its' duties.
- As a courtesy, the General Board Meeting is open to all residents for observation only except for the "Residents' Forum" portion of the meeting.

**Residents' Forum**

- The Residents' Forum typically takes place at the beginning of the board meeting after the establishment of a quorum and call to order, but may be changed when circumstances call for a shift in the agenda. The Residents' Forum is limited to a maximum of 30 minutes. The Board, at its' discretion, may extend that time if warranted and agreed on by a majority of the members.
- The Residents' Forum is in place to provide time for each resident who wishes to address general issues, make suggestions or statements they wish to have on record with the Board.
- Each resident wishing to speak must sign in before the meeting starts and note the topic of their address.
- Each resident is limited to 5 minutes to address the board. The Residents' Forum is limited to a maximum of 30 minutes or less at the discretion of the Board Chair. The time allotment will be announced at the beginning of the Residents' Forum.
- After each resident's address, the Chairman may wish to make a statement in regard to the topic, but is not required to. Any other person, whether resident or board member, wishing to speak to a particular residents' topic, must ask for and be recognized by the Board Chair.
- Any resident signed up but not called on, will be moved up the list to speak at the next meeting of the Board.
- No topics pertaining to ACC Requests and/or Work Orders will be permitted. These issues must be addressed in writing on the proper forms. Said forms are available at the management office or on our web site at: <http://www.pgchoa.com/index.htm> .
- Once the Residents' Forum is closed, the residents are welcome to observe the rest of the General Meeting but may not comment or ask questions during the meeting.