

COMSTOCK HOMEOWNERS ASSOCIATION - MEETINGS POLICY

This policy was adopted by the Board on June 18, 2003, upon the advice of the Association's attorney. We are informed that many associations have adopted a policy so as to assure orderly and productive homeowner association meetings. Please review the procedures and honor the limitations so that we, as volunteer board members (whose time is as valuable as your own) may move smoothly through the meeting, and get home at a reasonable hour. We will strive for an orderly meeting so that no one is subjected to a long, drawn out evening.

HOMEOWNER FORUM TIME: Homeowners will be allowed to speak at all association meetings during the first half hour of the meeting. The only exception to this is if the Board seeks specific homeowner input or feedback on any issue that comes up, which would be accomplished by addressing the present attendees. Each owner will get 5 minutes to address the Board, unless there are more than 6 owners who desire to speak. In that case, the 1/2 hour will be divided among the owners who express the desire to speak. It is important to be at the meeting when it begins so this can reasonably be determined and the meeting can start on time.

WHO MAY SPEAK: Only one owner per unit will be entitled to speak. If tenants have issues or concerns they would like addressed, they should have the owner of the unit speak about it. If any attendee or owner interrupts others, refuses to stop when their own time to speak is up, disrupts the time of others, or prevents the Board from doing business after the forum time is over; steps may have to be taken to stop the disruptions.

WHAT STEPS MAY BE TAKEN: At the first disruption, a warning may be given. If the warnings (at least two) are not effective, the homeowner may be asked to leave the meeting. If the owner does not leave the meeting, the board may consider immediate action, including but not limited to:

- Adjourn the meeting and meet behind closed doors to finish business that cannot wait until the next meeting.
- Call the police if the disruption is continuing and serious or threatening.

If the warnings were not sufficient (nor effective), then disciplinary action may also be considered. Disciplinary action might include any or all of the following:

- Suspension of membership rights and use of the common area facilities for a specified period of time
- Suspension of membership rights in voting
- Suspension of membership rights in attending meetings
- Fines and/or monetary penalties
- Reimbursement of attorney's fees if the association needs to involve a lawyer to assist

Before any disciplinary action is imposed, the board will allow the owner an opportunity to be heard at another time in a private executive session.

The Board certainly hopes that all attendees understand the importance of protecting those at the meeting from unnecessary disruptions, and that orderly procedures are helpful and necessary in assuring that business can be accomplished reasonably. Thank you for your understanding.