



## Summerglen Board Meeting Homeowners Forum Procedures



Notice of all board meetings will be in accordance with Section 209.0051 of the Property Code which requires an agenda to be posted on the association's website and emails to be sent to all owners who have signed up for email notification.

The statute requires the meeting to be open to all owners but it does not permit the owners to participate in the meeting itself. In order to give owners an opportunity for input, the board has established a Homeowners Forum prior to calling each regular board meeting to order.

We will have a sign in sheet available ten minutes prior to the start time of the meeting for owners to sign in and indicate whether or not they wish to address the board.

We are allotting a total of thirty minutes for Homeowner Forum at each meeting. Each owner will have a maximum of five minutes (or less) depending on the number of owners wishing to address the board at a given meeting.

Beginning promptly at the meetings start time, we will be asking owners to address the board based on the order they sign in. Once each owner's allotted time has expired, they will be asked to give the floor to the next owner. We respectfully ask everyone abide by these guidelines so that the board may conduct its regular business in a timely manner.

Once the Homeowner Forum is concluded, the board will conduct its regular meeting business and all owners are welcome to observe during the regular business but may not ask questions or participate in discussions. Any owners that are out of order will be asked to leave and if they refuse to leave, the board at its discretion may adjourn the regular session and go into executive session or they may adjourn the meeting altogether. All owners will be asked to leave during the executive session of the meeting.