

GRAND VIEW HOA, INC.

POLICY 7 - CONDUCT OF MEETINGS

The following policy relates to the conduct of meetings of the Members of the Association as well as meetings of the Board of Directors, and thus required by law, the following are the general guidelines for the procedures to be followed during such meetings.

Meetings of Owners

1. The Association shall follow all of the requirements regarding notice of meetings of the Owners, including delivery by mail, e-mail or hand delivery a notice of the meeting and posting the notice of the meeting in a conspicuous space (for example – mailboxes) not less than ten (10) but not more than fifty (50) days before the meeting.
2. Immediately prior to the convening the meeting, the presiding Secretary will determine whether a quorum exists, as defined by the Association By-laws, by noting the Members in attendance and the proxies delivered for such meeting. The presiding Secretary will then advise the President that a quorum exists, and a meeting shall continue. If a quorum does not exist, the meeting will be continued at a later date until a quorum can be met.
3. The President, or in his absence, any Vice-President or any Board member, shall conduct the meeting. Matters to be discussed shall be as shown on the agenda.
4. As each issue requiring a vote by the Members is discussed, the President may call for a show of hands for a "yes" and a "no" vote. However, votes for the election of contested positions for the Board of Directors shall be by secret ballot. One ballot shall be prepared for each of the voting Members in attendance and by proxy and the ballots will be distributed to the same.
5. Prior to the vote for election of any contested Board member positions, or for matters requiring a vote by secret ballot, the presiding Secretary shall ask for volunteers to collect and count the ballots. The volunteers should be neutral, and shall not be a Board member or candidate for election. After counting the ballots, the volunteer(s) shall only provide the name of the winners of the election to the general membership.
6. The budget for the upcoming year will be presented at the Annual Membership Meeting. Discussion will follow and, unless vetoed by the majority of the members, the budget will be deemed approved.
7. Any matter coming before the general membership shall be approved by a simple majority of the voting Members in attendance and by proxy.

8. At any membership meeting, any Member or person designated by a Member in writing as the Member's representative, shall be permitted to attend, listen, and speak at any appropriate time during said membership meetings. However, the presiding officer may place reasonable time restrictions on those persons speaking during the meeting.

9. The Secretary shall keep minutes of all membership meetings and once approved by the Board shall constitute the official record of the meeting and will then be posted on the Association website and provided to Members upon request.

Meetings of the Board

1. All meetings of the Association's Board of Directors shall be open to attendance by all Members or their representatives. Agendas for meetings of the Board shall be made reasonably available for examination by all Members or their representatives prior to such meetings by posting them on the HOA website.

2. The Board must permit a Member or a Member's representative, with advance notice, to speak before the Board on an issue under discussion. If more than one person desires to address an issue, and there are opposing views, the Board shall also provide for a reasonable number of persons to speak on each side of such issue. The Board may place reasonable time restrictions on the persons desiring to speak during these meetings.

3. The members of the Board may hold an executive or "closed door" session and may restrict attendance to Board members and such other persons requested by the Board during a regular or special meeting. Matters to be discussed at executive session include only the following items:

a. Matters pertaining to employees of the Association or involving the employment, promotion, discipline or dismissal of an officer, agent or employee of the Association.

b. Consultation with legal counsel concerning disputes that are the subject of pending or imminent court proceedings or matters that are privileged or confidential between attorney and client;

c. Investigative proceedings concerning possible or actual criminal misconduct;

d. Matters subject to specific constitutional, statutory or judicially imposed requirements protecting particular proceedings or matters from public disclosure;

e. Any matter, the disclosure of which would constitute an unwarranted invasion of individual privacy; or

f. Review of or discussion relating to any written or oral communication from legal counsel.

4. Prior to the time that members of the Board thereof convene in executive session, the President shall announce the general matter of discussion as enumerated above.

5. No rule or regulation of the Board shall be adopted during an executive session. A rule or regulation may be validly adopted only during a regular or special meeting or after the body goes back into regular session following an executive session.

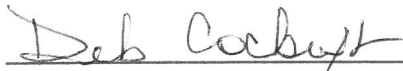
6. The Secretary shall keep minutes of all Board meetings and once approved will post them on the Association website and provide to Members upon request.

7. The minutes of all executive sessions shall indicate that an executive session was held and the general subject matter of the executive session.

Annual Review. The Board of Directors shall review this policy on an annual basis in order to ensure that it adequately protects Grand View HOA, Inc. and its Owners. The Board may amend this policy as deemed necessary.

President's Certification: The undersigned, being the President of the Association, certifies that the Board of Directors of the Association adopted the foregoing resolution and in witness thereof, the undersigned has subscribed her name.

Grand View HOA, Inc.



Deb Cockroft, President

Effective Date: 9/29/2020