

The Estates Homeowners Association

Meeting Policy and Procedure

BE IT RESOLVED, that the involvement and participation of members in the leadership of the Association is valuable and meetings will be conducted in accordance with the following procedure.

1. Scope:

To adopt a procedure and policy to be followed when giving notice of meetings and conducting meetings for the good off the community.

2. Specifics:

Meetings

A. Board Meetings

Board meetings are always open to the public and shall be held on at least a quarterly basis as called for and at the discretion of the Board. The agenda for the Board meetings will be posted on the managing agents website and, if possible, in a public place in the Association at least two days in advance.

These meeting dates/times may change to accommodate Board and Manager schedules and emergencies.

Board members will retire to Executive Session when discussing matters such as attorney/client privilege, employee issues, or matters concerning owner disputes. Separate minutes will be kept for Executive Sessions.

The general membership will have the opportunity to speak at the end of the Board meeting for a period of time not to exceed 30 minutes. At the discretion of the Board, the floor may be opened for comment prior to voting on the various agenda items.

B. Annual Meeting

Annual/budget ratification meetings will be held in the autumn each year.

Notification will be made in accordance with the "Meeting Notice" section of this policy

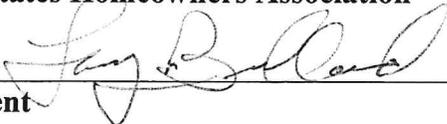
The mailing prior to the meeting will contain at a minimum:

- A meeting notice and general proxy;
- The proposed agenda for the meeting;
- The proposed budget for the coming fiscal year;
- A copy of the Association's income and expenses for the year to date; and
- A copy of the Association's balance sheet for the month ending immediately prior to the notice.

5. **Deviations:** The Board may deviate from the procedures set forth in this Resolution if, in its sole discretion, such deviation is reasonable under the circumstances.
6. **Amendment:** The Board of Directors may amend this procedure from time to time.

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 his/her name.

The Estates Homeowners Association



President

Effective Date: 03-15-2022