

Franklin Park West (FPW) Homeowners Community

Conduct of Meetings Policy

This is the FPW policy and procedures for conducting Owner and Board of Director Meetings in an efficient and equitable manner that affords Owners an opportunity to provide input and comments on decisions affecting the community in accordance with the Bylaws.

Meetings.

General Board of Directors (BOD) meetings and All Owners Meetings are open to all FPW Homeowners Owners or designated representatives. All persons attending meetings are required to sign in listing their name and unit number(s). The FPW Board President, or designee will chair all meetings.

Agenda.

Copies of the agenda will be available at the meeting. The agenda for all meetings will follow the order of business specified by the BOD.

Meeting management.

The FPW Board President, or designee will chair all meetings.

The BOD may place reasonable time restriction on persons speaking during the meeting. Owners, or their designated representative, shall be permitted to comment or ask questions regarding the issue at hand. If more than one person desires to address an issue and there are opposing views, the Board President will ask for a show of hands to determine those "for and against" and shall select equal numbers of speakers from all sides. The Board President shall provide for a reasonable and equal time for the speakers. Anyone desiring to speak, shall first be recognized by the chair. Only one person may speak at a time. The speaker who is addressing the Board should not be interrupted. Comments are to be offered in a civilized manner and without profanity, personal attacks, or shouting. Comments are to be relevant to the purpose of the meeting or issue at hand. The Board President may limit each speaker's time to speak. Anyone disrupting the meeting, as determined by the Board President, shall be asked to "come to order". Anyone who does not come to order will be asked to immediately leave the meeting.

Owners may be given an opportunity to speak on items not on the meeting agenda during "Open Discussion" part of the agenda. The Board President will designate time limits to speakers to allow as many Owners as possible to speak.

If it becomes evident that the discussion of a particular issue will exceed the time allocated on the agenda, Board President may table the issue to a future meeting, schedule a special meeting or work session to further address the issue.

Voting.

Voting may be done with a show of hands or by ballots. On vote with a show of hands, owners who own more than one unit, hand votes must be counted for each unit. Each unit is allowed one vote. A quorum must be established for voting. A quorum is a majority of the FPW Board at Board Meetings, or 20% of Unit Owners in a General Meeting. There are 74 units so a quorum is fifteen (15) Units represented or voting by proxy. Voting can be done by proxy, but a proxy cannot be given for longer than a period of 11 months. When a quorum is not established, voting must be postponed until such time that a quorum can be established. Results of voting shall be written into the minutes of the meeting.

Recording of Minutes.

Note taking at the FPW HOA meetings is permitted. Recording by video or audio of any meeting is permitted unless explicitly not permitted by the FPW HOA President. The secretary will take minutes of the meetings, and these are available for review.

Conduct in the Meetings.

No one is entitled to speak until recognized by the Board President. Specific time limits set for speakers shall be strictly observed. Personal attacks, whether physical or verbal, and offensive language will not be tolerated. All comments are to be directed to the Board President and not to other individuals in the meeting. All comments are to be restricted to the agenda item being discussed. Participants must be courteous and behave in a reasonable manner.

Control of Inappropriate Behavior in a Meeting.

If an Owner or their representative, is unreasonable or disrupts a meeting, refuses to stop speaking when requested, or is otherwise in violation of the provisions of FPW HOA Documents, the Board President may call a recess and attempt to speak directly with the offending Owner, or adjourn the meeting to another time. The Board President may at any time call law enforcement or security to bring the situation under control. Anyone at the meeting, found in violation of this policy can be fined for disruptive and/or unruly behavior in accordance with the CC&Rs.

Executive Meetings

The members of the Board may hold a closed door, executive session and may restrict attendance to the Board members and such other persons requested by the Board during a regular or specially announced meeting for discussion of the following:

- Matters pertaining to employees of FPW HOA.
- Consultation with legal counsel concerning disputes.
- Investigative proceeding concerning possible or actual criminal misconduct.
- Matters that would constitute an unwarranted invasion of individual privacy.

- Review of or discussion relating to any written or oral communication from legal counsel.
- Matters subject to specific constitutional, statutory, or judicially imposed requirements protecting particular proceedings or matters from public disclosure.

Attorney-Client Privilege Communications

Upon final resolution of any matter for which the FPW HOA BOD received legal advice, or that has pending, or any contemplated litigation, the Board may elect to preserve the attorney-client privilege in any appropriate manner, or may elect to disclose such information, as it deems appropriate about such matter in the open HOA meeting.

Approved and adopted by the FPW HOA Board of Directors

President *[Signature]* date 2-28-2024
Vice President *[Signature]* date 2-28-24
Secretary *[Signature]* date 2/28-24
Member at Large *[Signature]* date 2/28/24