

HTCRHOA Policy

for

Conduct of Meetings

For the Board to meet, there must be three or more Board members present. Board members may attend Board meetings via conference call connection.

All meetings will follow a published agenda. The President will be responsible for producing the agenda.

All Board meetings will be conducted in an informal but disciplined manner. It is the President's responsibility to ensure that the meetings follow this policy and are conducted in an efficient manner.

It is the objective of the Board to discuss one issue at a time before proceeding to the next issue.

If any lot/homeowners are present, they may participate when recognized by the President. After all parties have had a chance to discuss the issue, the HTCR Board will either come to a decision or table the issue until more information is gathered.

Voting:

If an item requires a vote, movement for passage will require a motion and a second for a proper vote to occur. Prior to a vote, the item to be voted upon will be clearly stated. The vote will be a verbal vote. The result of the vote will be clearly described in the minutes.

Minutes will be produced for all Board meetings. The minutes will be created and reviewed by Board members for accuracy. Minutes will be published on the HOA web site.