

Information for you the Homeowner, about Homeowners forum...

In homeowners associations, residents are encouraged to attend and observe HOA board meetings. We would like you to review this information, as to how Homeowners forum is to be conducted. If a resident would like to bring an issue to the Board's attention during a board meeting, they are welcomed to speak during the **homeowner forum**—a time set aside just for homeowners so that everyone who attends has an opportunity for a meaningful exchange with the HOA board. However, you will need to Email the Board your concerns prior so that your issue may be addressed in a timely manner.

Here are some guidelines to observe:

- Although homeowners within the community are all neighbors, **a board meeting is a corporate business meeting**. Attendees should behave accordingly.
- If a member would like to address the board, you will be required to **sign in when you arrive**. You will be called in the order in which you signed up. This allows the HOA board to contact the resident should they need to gather further information on an issue and to report back to the resident with an answer.
- The homeowner forum is an **exchange of ideas, not a grievance session**. If a member is bringing a problem to the Board's attention, it is productive to hear ideas for a solution too.
- To keep the meeting businesslike, it may be best for a member to **refrain from speaking if they are particularly upset about an issue**. You may be given the opportunity to speak later, speak privately with a board member, or put your concerns in writing and email them to the Board at timberlakevbboard@gmail.com
- **Only one person may speak at a time**. Meeting attendees need to respect the opinion of others by remaining silent and still when someone else has the floor.
- **Each member will be allowed to speak for no more than three to five minutes**. Meeting attendees need to respect the volunteers' time by **limiting** their remarks.
- If a member needs more than time for the homeowner forum, the Board can have them **put their comments in writing**. Ask them to include background information, causes, circumstances, desired solutions and other considerations that they believe are important. The board may make the member's written summary an agenda item at the next meeting.

The Board of Directors in a homeowners association may not be able to resolve all member concerns on the spot, and they may choose **not** to argue or debate an issue with a member during the homeowner forum. They will take your comments and concerns under advisement.

The HOA board usually needs to discuss and vote on the issue first. But, at the very least, having guidelines to follow for the homeowner forum will help the board meeting run smoother and the exchange with members easier to manage. Please understand our meetings must be kept to under 1 hour and 15mins. So please email our Management company any questions, concerns and suggestions Prior to any meeting, or any time in between.

On to new changes for the rest of the year- join us, you will be glad you did!

Timberlake Community Association Board of Directors