

# UNITED LOST LAKE PROPERTY OWNERS ASSOCIATION

## MEETING RULES

1. All meetings will adhere to the agenda. Deviations will be allowed only by consensus of the Board.
2. Any Board member or property owner wishing to add an item to the agenda or bring an issue for the Board to address must submit the topic and written information to the United Lost Lake Property Owners Association Office the Monday preceding the meeting by 2 p.m. This will give the Board time to review the information prior to the meeting.
3. Any local board wishing to add an item to the agenda or bring an issue for the Board to address must submit the topic and written information to the United Lost Lake Property Owners Association Office four (4) days prior to the scheduled meeting.
4. Any members wishing to address the Board will be allowed to do so during the member comment section. A sign-in sheet will be provided approximately 15 minutes before the start of the meeting, at which time members will be required to supply their name, address, and subject to be discussed. (In the event there is a special meeting prior to the regular meeting, the time to sign in will be extended by 15 minutes from the start of the regular meeting). Members can speak to agenda items previously discussed or any new matters of concern related to the community. The Board is permitted but not required to honor additional requests after the meeting has been brought to order. Up to 5 association members desiring to speak will be allowed 5 minutes each; if 6 or more members have submitted requests, each will be allowed 3 minutes.
5. Issues brought to the ULLPOA Board by local boards or property owners do not necessarily require a response from the ULLPOA Board. The Board reserves the right to table any issues until a later date.
6. All guests, property owners or members of local boards are required to be respectful of everyone in attendance. All guests should wait to speak until they are recognized by the ULLPOA Chairman or officer in charge of the meeting. No personal attacks or disorderly behavior that disrupts the Board meeting will be tolerated. Any person(s) being disruptive will be asked to leave.
7. No meeting is to be recorded in any fashion without acknowledgement by the Board.
8. All Board member committee reports are to be in writing for each Board member.
9. Board members who expect to leave a regular board meeting before adjournment are required to contact the ULLPOA office manager, secretary, or President prior to the meeting. The President shall announce to the membership directly after the roll call of attendance of a regular board meeting of any planned early departures.