

# **STEEPLECHASE ASSOCIATION, INC.**

## **POLICYSTATEMENT**

**DATE:** 9/25/2006 (REVISED 1/18/10)

**APPROVED:** 2006 Board of Directors & Amended 2010 Board of Directors

**TITLE:** Open Forum Policy

**INTENT:** Provide an opportunity for which homeowners can personally address neighborhood concerns or issues to the Board of Directors at a board meeting. SCHOA Board meetings will be open to homeowners in good standing, subject to room availability. Regularly scheduled meetings will be noticed on the SCHOA web site. Homeowners may attend but they are asked to RSVP to a director and to sign in at the meeting. In order to allow the Board to conduct its business, homeowners are asked not to speak or ask questions during the regular meeting, unless pre-approved as noted in the next paragraph. If a member wishes to speak to the board, please notify a Board member in advance to insure you are on the agenda.

The Board President or a majority vote of the Board present at the meeting may allow a homeowner to address or ask questions to the Board. In most cases, homeowner presentations should be pre-scheduled and included in the meeting agenda.

### **DETAILS:**

Scope: Issues involving those which are covered by existing government laws and/or personal disputes between neighbors outside of Association By-Laws/Covenants are out of scope. Any issue which has previously been addressed and voted on by the Board of Directors is NOT out of scope.

Submittal: Homeowners are asked to submit requests in writing 1 week prior to the scheduled meeting and provide the topic and a brief detail regarding the issue to be discussed. Requests may be submitted to any Board member via mail, email, phone or in person.

Approval: The Board shall be notified of any request to attend the open forum session and topic to be discussed. The President and Vice-President shall approve all requests and notify the secretary to place the item on the agenda.

Notification: The board member submitting the requests shall notify the homeowner of the request status and/or provide the date, time and place of the next board meeting if approved.

Meeting: Open forum topics shall be limited to 5 minutes; however, may be extended by the Board for discussion no longer than 15 minutes. After the open forum is complete, the board will discuss the item further and conduct remaining association business. Homeowners are allowed to attend the board meeting during the Open Forum and remainder of regular business as practiced with City Council Meetings. Executive session will not be exercised except in very rare cases involving employees hired by the Board or sensitive litigation issues.

Action: If any Board actions and/or decisions are required, they will be placed in the meeting minutes. If a homeowner has a follow-up comment or question after the OPEN FORUM, he/she is encouraged to either discuss it with the submitting board member or write it down and submit it for discussion at the next board meeting.