

BRITTANY CONDOMINIUMS OWNERS ASSOCIATION
OPEN FORUM AND BOARD MEETING POLICY
Adopted June 19, 2008

This policy has been adopted by the Board of Directors of the Brittany Condominiums Owners Association in accordance with the Association's legal documents and parliamentary procedure. The purpose of this policy is to maintain order during Board meetings so that the regular business of the Association may be addressed in a timely manner. (Amended June 19, 2008)

1. As members of the Association, owners are welcome to attend the regularly scheduled Board of Directors meetings, but must abide by this policy.
2. The last thirty (30) minutes of each Board meeting will be set aside as an open forum to provide owners an opportunity to address any issues they might wish to raise with the Board of Directors.
3. Each owner will have up to 5 minutes to present their concerns. The Board may respond by asking questions for the purpose of clarification, but may not reach a decision on any matter an owner presents during this open forum. Issues requiring a decision may be placed on the meeting agenda under new business and any decision reached by the Board regarding an owner's concern will be communicated to the owner by the management company via a written letter.
4. Following the open forum portion of the meeting, not to last more than 30 minutes, the President will officially call the meeting adjourned. The Board of Directors may choose, at that time, to stay and discuss any further concerns on an individual basis.
5. During the regular portion of the meeting, owners present may not speak unless they are directly asked a question by a member of the Board of Director's. Any owner speaking out of turn will be excused from the meeting. If owners continue to speak out of turn the meeting will be reconvened to a closed session and all owners present will be excused.