

Bellerive at Fox Hollow HOA

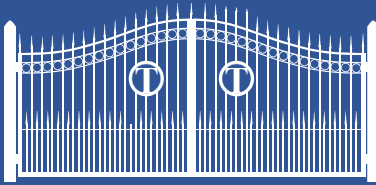
Rules of Conduct and Decorum at Meetings

General Rules and Procedures for Bellerive at Fox Hollow HOA Meetings

- I. These Rules of Conduct and Decorum at Meetings of the Bellerive at Fox Hollow HOA shall be effective immediately upon adoption by the Bellerive at Fox Hollow Board of Directors and shall remain in full force and effect until amended or repealed by the Bellerive at Fox Hollow HOA Board of Directors.
- II. All meetings of the Board will be called to order and conducted in accordance of all provisions of the HOA governing documents and Robert's Rules, latest revision.
- III. Regular, Annual, Special and Emergency Meetings of the Bellerive at Fox Hollow HOA Board of Directors are open to the public.
- IV. The business of the Bellerive at Fox Hollow HOA Board of Directors at all meetings is conducted by and between the members of the Board of Directors and by members of the Bellerive at Fox Hollow Committee(s), consultants, experts, and/or public (to include all Bellerive at Fox Hollow homeowners) requested to be present and participate. While the homeowners are invited to attend all meetings of the Bellerive at Fox Hollow HOA, the homeowner's participation is limited to that of observers unless a homeowner(s) is allowed to address the Board of Directors on a particular issue(s) or an agenda topic by these rules or at a homeowner(s) request, and is granted the right to speak by the President or presiding officer of the board.

Board of Directors Responsibilities to Facilitate an Efficient Bellerive at Fox Hollow HOA Board Meeting

- To arrive on time or preferably fifteen minutes prior to the meeting scheduled time.
- All cellular telephones will be on silent mode. Telephone conversations at a board meeting room is prohibitive, unless authorized by the President (or the presiding official) to support the meeting.
- Prepare fully by reading all documents that will be used and discussed at board meeting. These document(s) should be available to all Board of Directors no less than forty-eight hours before the scheduled meeting.
- Prepare questions and comments prior to a board meeting.
- Good timekeeping is essential for managing the meeting.
- The President (or the presiding official) may elect to use a timing device to manage a speaker for the allotted time to speak.
- Board of Directors reviewing a homeowner document(s) during a board meeting will be solely at the discretion of the board.
- Board members are encouraged to provide a cogent response to any question(s) posed by a homeowner. If a response cannot be provided at the meeting, clearly state that a reply will be provided by email and/or another agreeable form of communications.
- Remain focused on the agenda topics. Do not deviate from agenda topics.



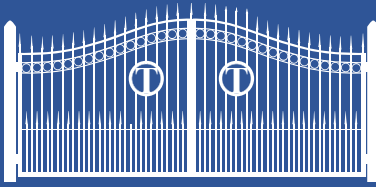
Bellerive at Fox Hollow HOA

Rules of Conduct and Decorum at Meetings

- Ensure that you know what you will be voting on and have a clear understanding of the issue(s).
- Do not use electronic devices for any other purpose than for referencing and transcribing meeting items.
- All board members will conduct themselves in a professional manner.
- Refrain from interrupting other board members as they speak.
- Do not chat or whisper or pass notes secretly with board members.
- Treat everyone with courtesy and respect, even if you disagree with their viewpoint.
- The President (or the presiding official) may elect to give a homeowner a warning regarding his/her behavior that maligns individuals, disrupts, disturbs, or otherwise impedes the orderly conduct of the board meeting. If, after receiving a warning, and the homeowners continues with his/her unacceptable behavior the presiding officer may order that person to leave the meeting. If that person continues not to comply with the order to vacate the meeting room, the President (or the presiding official) may adjourn the meeting or take other actions as appropriate.
- Do not attempt to undermine other board members with body language, stares and etc.
- Declare conflicts of interest or potential conflicts as they come up during board discussions.
- Accept that the full board is responsible for the board's resolution(s), even the board member(s) who voted against them.

Homeowners General Rules of Conduct and Decorum at Bellerive at Fox Hollow HOA Meetings

- All homeowner(s) are asked to arrive at a Board of Directors meeting in a timely manner and if the meeting is in progress, to avoid any interruptions while seating.
- All cellular telephones will be on silent mode. Telephone conversations at a board meeting room is prohibited.
- If the Board of Directors are conducting meetings via Zoom, please insure you mute your microphone, until you have been asked by the President (or the presiding official) to speak. The icon to mute is located on the lower left side of your Zoom screen.
- During Zoom meeting(s), please raise your hand to be recognize by the facilitator that you wish to address the Board of Directors.
- All homeowner(s) (and their representatives that have been approved prior to the meeting) will be afforded three minutes to speak on the agenda topic item that is being discussed by the board. At the request of the homeowner, the President (or the presiding official) may elect to provide additional time to the homeowner for said topic being discussed. The decision will be determined by the factors of scheduling, the agenda and the attendance.
- No homeowner(s) may donate any unused time to another.
- All homeowner(s) who choose to speak shall limit their comments and remarks to the agenda topic being discussed.



Bellerive at Fox Hollow HOA

Rules of Conduct and Decorum at Meetings

- Organized groups can select a spokesperson, but there will be no increase of time, unless approved by the President (or the presiding official) of the Board of Directors.
- Homeowner(s) may submit written comments and document(s) to the HOA Secretary for the board's review prior or after a board meeting. Due to time constraints, it may or may not be possible for the board to review the comments and document(s) during the board meeting.
- While homeowner(s) may speak their opinion on the HOA business, personal attacks to individual board members and/or to other homeowners in attendance will not be tolerated. All forms and displays of disrespect are discouraged for they impede dialog between the parties.
- Stamping of feet, whistles, yelling or shouting, or interrupting without being recognized by the President (or the presiding official), and/or similar demonstrations are unacceptable behavior and will be prohibited by the Board of Directors.
- Profanity, insults, rudeness, threatening conduct and/or language; ethnic, racial, gender slurs and epithets; will not be tolerated. Homeowner(s) violating this rule will be asked to leave the board meeting immediately.
- Homeowners may use video and audio devices to record all Board of Directors meetings. All videoing of the meeting will take place in a control space to limit the number of distractions and/or interruptions.

The purpose of these general rules of conduct and decorum is that no one like to waste their time at unnecessarily long meetings and/or feel that they are being disrespected or not being heard. There are certain general rules of conduct and decorum that should be established and adhered to by the Board of Directors and the Homeowners. These general rules of conduct and decorum improves communications, efficiency, effectiveness and engagement. Whether it is a board member or a homeowner, we all should remain respectful and professional.