

Grayhawk
Association of Homeowners, Inc.
OPEN BOARD OF DIRECTORS MEETINGS
MEMBER ATTENDANCE PROCEDURE

WHEREAS, the Board of Directors (the Board) of the Grayhawk Association of Homeowners, Inc. (the Association) desires to establish a procedure that will be followed by the Members of the Association who desire to attend meetings of the Board of Directors of the Association; and

WHEREAS, effective January 1, 2012, meetings of the Board of Directors shall be open to Members of the Association as required by law; and

WHEREAS, Members shall abide by the following procedures with regard to items which a Member would like to bring to the Board's attention for consideration or discussion during a meeting of the Board as well as participation of Members during meetings of the Board of Directors;

NOW, THEREFORE, BE IT RESOLVED that the following procedure has been established by the Board and which must be observed at all times by Members of the Association who desire to be present at a meeting of the Association's Board of Directors:

1. Meetings of the Board of Directors are open to Members of the Association subject to the right of the Board of Directors to adjourn to Executive Session as allowed by law. Members will be excused from the meeting during Executive Session.
2. Any Member of the Association who wishes to attend a Board of Directors meeting must notify a Director or the Association's Management Company agent at least twenty-four (24) hours in advance to ensure there will be adequate seating available.
3. If any Member wishes to address the Board of Directors, the Member must provide the Board or Management Company agent a written summary of the subject matter which the Member would like to bring before the Board for discussion at least two (2) business days prior to the scheduled meeting date in order to have it placed on the meeting agenda and to allow the Board adequate time to prepare for a constructive discussion of the matter during the meeting.

4. Members wishing to address the Board should also come to the meeting well prepared, as their presentation and/or discussion will be limited to five (5) minutes. The Member shall be responsible for supplying any Audio Visual equipment, personal computers, handouts or other presentation aides, if required, for his or her presentation. In order for the Board to conduct regular business of the Association and keep the meetings to a reasonable length, the number of Members speaking at any one Board meeting shall be limited to three (3).

5. Upon completion of the Member presentations, if any, the Board may take up its regular agenda. During this time it is imperative that Members understand they are attending a meeting of the Board of Directors and not a meeting of the Members. The Board is allowed to consider and discuss agenda items without interruption by Members in attendance. Accordingly, Members who wish to address the Board during consideration of agenda items may not participate in the discussion unless and until they are recognized by the Chairperson of the meeting. The Chair is under no obligation to recognize a Member while the Board is in the process of considering and discussing agenda items.


6. Members who do not follow the procedures set forth herein, become unruly or otherwise disrupt the meeting, thereby preventing the Board from conducting the regular business of the Association, may be asked to leave.

7. Audio or video recordings of the meetings of the Board of Directors are prohibited.

**GRAYHAWK ASSOCIATION
OF HOMEOWNERS, INC.**



Signature



Title



Date