

GlenOak Hills Community Association

[ADOPTED] RULE CHANGE AND POLICY REGARDING OPEN FORUM AND BOARD MEETING CONDUCT

The proposed policy amendment to the Open Forum and Board Meeting Conduct Policy was adopted by the Board of Directors at the Open Session Board Meeting on January 25, 2024. Please retain a copy for your records.

Open Forum and Board Meeting Conduct Policy

The Board of Directors welcomes members of the GlenOak Hills Community Association at the monthly General Board meetings to address the board and observe business matters that take place involving the corporation.

To give you an opportunity to address the board, and in accordance with Civil Code Section 1363.05(i), we have set aside up to 30 minutes time at the beginning of each Board meeting (called Open Forum).

If you want your concerns known to the Board then Open Forum is the place for you to express your opinion. The Board is not able to act immediately on any issues presented during Open Forum due to public notice requirements. However, the Board can refer any issues brought up during Open Forum to future Board agendas for consideration and possible action.

Open Forum Rules & Conduct:

1. Homeowners' Open Forum will be conducted at the beginning of each General/Open Board meeting prior to Board business.
2. The time allotted to Open Forum will be up to 30 minutes.
3. Complete a "Request to Speak" form and submit it prior to the beginning of the meeting to the representative from Avalon Management then wait to be recognized by the presiding Officer of the Board.
4. When recognized to speak, please stand behind the podium. State your concern in a clear and simple terms to the board members and not the audience. Do not approach the Board Members or walk amongst the audience.
5. You must stop speaking when you are informed that your time to speak has expired.
6. The amount of time each speaker will be given to speak will be announced at the beginning of the meeting and will be between three to five minutes, depending upon how many people want to speak. If you are not called upon to speak by the end of the allotted time for open forum, your request to speak form will be carried forward to the next

general meeting, or you may supplement your oral presentation with a written statement to the Board.

7. Homeowners present at the meeting may grant their time to speak to another homeowner. A presenting homeowner may only assume the time of one other homeowner of a separate interest lot. The presenting homeowner may only be granted the total of two separate times to speak, their own and one other. The Board may grant additional time for homeowners to speak depending upon how many people want to speak.
8. Please realize that while the Open Forum is a time for you to express an opinion or concern to the Board you may not receive an immediate response or decision. Although the Board will take your concerns into consideration they may not act upon them at the meeting unless the concern is vital to an agenda item decision.
9. Unless invited to do so by a majority of the Board members in attendance, persons who are not board directors are not entitled to speak during any other portion of the Board meeting.
10. All cell phones must be turned off or on mute. If you need to talk on your phone then please exit the meeting.
11. Audio and/or visual recording of the meeting by any audience member is not allowed.
12. Audience members shall not interrupt, interfere, or make noise during Open Forum and the Board meeting.
13. Handing out leaflets, advertisements, or any other material is prohibited without prior consent of the Board.
14. The use of inappropriate language, gestures, threats, or personal attacks when you are speaking is not allowed. Any speaker doing so will be warned once and will not be allowed to continue speaking to the Board upon a second occurrence.
15. Disruptive audience members will be warned once and will be asked to leave the meeting upon a second interruption.
16. Maintenance related items are to be directed to Avalon Management by calling, writing or emailing. (Open Forum is not the proper venue to report maintenance items.)

Board Meeting Procedure:

1. The Board meeting is a meeting of the Directors of the Corporation.
2. As homeowners, you have a vested interest in your community, and the elected Board members take care of those interests.
3. Business matters come before the board when a motion is made, and seconded. Each motion then has a discussion period before a vote is taken. This discussion is to take place only between the Board members (and with Management, if needed). Audience members are to observe the discussions only and are not to interrupt nor disturb the Board Members.
4. When a vote on a motion is taken, it is voted on by the Board members only.

5. If you would like an item to be considered by the Board for a decision, please submit your request or suggestion in writing at least a month before the next meeting. If you only want to verbally address the Board, without their making a decision at the meeting, your written input can be received up until the day before the Board meeting. (Note: The Board may be unable to make decisions on items until they have done the proper research and had time to consider their findings.)
6. The Open Forum Rules & Conduct shall be followed by all association members and shall only be modified by a quorum of the board.

CERTIFICATE OF SECRETARY

I certify I am the duly appointed Secretary of the GlenOak Hills Community Association, a California nonprofit mutual benefit corporation, and that the foregoing Resolution was duly adopted by the Board of Directors of this corporation at a duly noticed and agendized open session of the Board held on January 25, 2024, in Riverside County, California, following the Association's compliance with Civil Code Section 4360 requiring the members be given at least 30 days' prior notice and an opportunity to comment upon a proposed rule change.

Dated: _____

Secretary
GlenOak Hills Community Association