

STONELAKE MASTER ASSOCIATION BOARD MEETING PROTOCOL

Welcome to Stonelake Master Association Board of Directors meeting. The purpose of this meeting is to conduct the administrative corporate business of the Association. In order to run an efficient and timely meeting, we ask for your assistance in following meeting protocol. We would like to take this opportunity to advise those in attendance that the meeting is a Board of Directors meeting rather than a meeting of the membership. The meeting is open and homeowners may attend and listen to the business being conducted by the Board. Your cooperation is appreciated.

BOARD MEETING PROTOCOL AND RULES OF CONDUCT

- 1. Please be courteous and respectful to other homeowners, Board of Directors and representatives from our Management Company at all times. We ask that you do not raise hands or interrupt the Board or anyone else who may be speaking. A homeowner not adhering to these protocols and/ or who becomes unruly may be asked to leave the meeting. Failure to comply will result in a special hearing with the Board where disciplinary action may be taken.**
2. Homeowners are encouraged to participate and are provided an opportunity to address the Board of Directors during the homeowner open forum/ portion of the meeting. Homeowners are required to sign in and will be invited by the Board to speak. A two minute time limit will be allotted to each homeowner who signs in to discuss items not listed on the agenda. Purpose of this session is to make comments or ask questions of the Board regarding non-agenda items. The Board will take items raised during open forum under advisement; however its purpose is not for discussion, debate or introduction of additional items of business. After the last homeowner has addressed the Board, the Board will answer questions and may elect to address comments made by homeowners.
3. Maintenance requests or reports of violations by neighbors should be directed to management after the meeting or by telephone: (916) 608-3068 or e-mail: jrodriguez@meritpm.com
4. Members unable to attend the meeting who need additional time to address the Board are encouraged to email your comments to Management. Your correspondence will be included in the Board Packet for the following meeting.

THANK YOU!

Suggestions or requests for information are always welcome. Please submit them to jrodriguez@meritpm.com