

## PASEO WESTPARK MAINTENANCE ASSOCIATION POLICY FOR OPEN FORUM AND BOARD MEETING CONDUCT

The Board of Directors welcomes and encourages homeowner attendance at the Board meetings to observe business matters that take place involving the Association.

In order to give each homeowner an opportunity to address the Board in accordance with California Civil Code Section 4925, a period of time at the beginning of each Board meeting called the Open Forum is scheduled.

During Open Forum, a homeowner may address any topic that concerns the Association, including topics on the agenda, or those which may become future agenda items. If you want your concerns known on an agenda item before the Board takes action, the Open Forum is the place for you to express an opinion.

Any item related to Common Area Maintenance should be directed to Action Property Management by calling or emailing the Community Care Department so that the details may be gathered and a work order issued..

The procedure for Open Forum is simple:

1. Sign in on the sign-in sheet that is available at the meeting and check the "Wish to Speak?" box. The Chairperson of the Meeting will call on each homeowner who has checked this box in sign in order.
2. When you are called on, state your concern in clear and simple terms, and please limit it to **three (3) minutes**.
3. Please do not interrupt others while they are speaking.
4. 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. The Board will take your concerns into consideration, but may not necessarily act upon them at the meeting, unless the concern is vital to an agenda item decision.
5. Once the Open Forum is closed, members may observe the business portion of the meeting, but may not participate. Members who are disruptive during the business portion of the meeting may be asked to leave the meeting after a warning is given.

Understanding Board Meeting Conduct:

1. The Board meeting is a meeting of the Directors of the Association.
2. As homeowners, you have a vested interest in your community, and you elected the Board members to take care of those interests.
3. Business matters are outlined in the agenda, which is posted in the Association's web site at least four (4) days prior to the meeting in accordance with Civil Code. Each motion has a discussion period before a vote is taken. This discussion is to take place only between the Board members (and with Management and invited guests, such as legal counsel or service providers, if needed).
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 to be on a future agenda for a decision, please submit your request or suggestion in writing to the Community Managers at least a month before the next meeting.

*Adopted by the Board of Directors July 25, 2022*