



## Board Meeting Protocol

Board meeting protocols are put in place to make meetings run efficiently and respect the board, community members and management group's time. All owners choosing to attend and or participate in the board meeting are asked to follow the protocols and be respectful of everyone.

- Board meeting notice with Zoom invite will go out no less than two weeks in advance via email. This will also be added to association calendar on AppFolio when date is determined (end of prior meeting).
- Board meetings are to be conducted via Zoom. During the meeting, owners will be muted to ensure there are no interruptions and maintain audio quality. (Zoom meetings will enable association to include all owners in board meetings without having to find a space large enough to accommodate everyone.)
- Anyone wishing to submit an item for the agenda must do so in writing to DS Property Management no less than one week prior to the meeting. The request will be given to the board and an answer either will be given to owner at that time, or owner will be notified that the item has been placed on the agenda.
- Board meeting agenda will go out one week prior to the meeting. If any owner would like to speak on behalf of an agenda item at the meeting, request must be submitted at least one day prior to the meeting so item can be placed on the final agenda.
- Owners will be allocated no more than five (5) minutes to present their talking point. Board reserves the right to limit the number of agenda items for each meeting. Board will consider all agenda items and may table any or all for resolution at a subsequent meeting.