



HOA Member Participation in Monthly Board Meetings

The Sovereign Oaks HOA Board of Directors is committed to openness and transparency and recognizes that every HOA member has a right to attend and participate in monthly Board meetings. The Board has created the following process to encourage member participation while enabling the Board to conduct monthly meetings that are productive and considerate of all participants time and interests. HOA members planning to attend Board meetings should notify the Board of their intentions, as described below, both to confirm meeting time and place and to ensure time is reserved on the agenda for discussion.

Observing and Participating in Board Meetings: Monthly HOA Board meetings are generally held on the first Monday of the month at 7:00 p.m. and are scheduled to last 90 minutes. Non-Board HOA members are welcome to attend, observe and participate in the monthly Board meetings. There are generally three different portions of Board meetings:

- **Open Discussion and Questions**
 - **Regular Order Agenda**
 - **Executive Session**
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- **Open Discussion and Questions:** During this first segment of the meeting, limited to 30 minutes, non-Board members may ask questions or discuss issues with the Board. Any HOA member who wishes to be placed on the agenda to discuss a topic must inform the Board at least 10 (ten) days prior to the meeting by sending an email to board@sovereignoakshoa.com or speaking with a sitting board member. stating the topic(s) that they wish to discuss and the names of those individuals planning on attending. They may also provide information to the Board for its review prior to the meeting. If they wish to discuss a topic of a sensitive nature in Executive Session, they should make that known as well. Any HOA member wishing to attend as an observer without presenting to the Board, should also inform the Board ahead of time as a courtesy and to ensure adequate seating is available.

 - **Regular Order:** After questions and comments or completed, or after 30 minutes have passed, the Board will take up its Regular Order of Business as outlined in the published agenda. During this portion of the meeting, the Board will hear Committee reports, take necessary actions and discuss other topics as needed. HOA members are welcome to observe this portion of the meeting, but not participate in the discussion except for asking clarifying questions when so invited by the presiding officer.

- **Executive Session:** When the Board determines that a topic is to be discussed in an Executive Session, all non-Board members will be required to leave the meeting unless the Board specifically agrees to include a non-Board member in an executive session.
- **Published Agenda:** The HOA Board will endeavor to publish the agenda of the upcoming Board meeting on the Sovereign Oaks HOA website no later than 5 (five) days prior to the scheduled meeting date.