



PROMONTORY POINTE HOMEOWNERS ASSOCIATION

OPEN FORUM - RULES OF ORDER

The Board of Directors meeting is defined as a formal meeting of an organization's Board Members. This meeting is usually held at regular intervals to discuss major problems and policy issues within the organization.

Time is a valuable commodity. Not only yours, but also that of your neighbors and Board of Directors. In order to promote better communication and provide all interested parties an opportunity to address the Board, the Board of Directors asks that the following rules of order be observed.

1. The President/Vice President of the Homeowner's Association is the acting Chairperson of the meeting. Please respect his or her responsibility and authority in running the meeting.
2. Homeowners are not permitted to comment or ask questions to any guests that the Board has invited to attend.
3. Open Forum is immediately after Board business. We ask that all questions and concerns be held until then.
4. Only one speaker at a time will be recognized. Please do not interrupt others while they are speaking.
5. Each speaker will be allowed **3 minutes** to make a statement, ask questions or express concerns. Please fill out this form and turn it into the Managing Agent prior to Open Forum. The Chairperson running the meeting will call your name. Please be prepared when your name is called.
6. Open Forum is not a time for debate or the airing of personal grievances. It is a time for Homeowners to inform the Board about situations pertinent to the community that they may not be aware of, or to ask questions about issues that affect the entire community.
7. If you would like a particular topic added to the next meetings agenda for discussion, or if you were unable to fully present your issue in the allotted time during Open Forum, please forward your request to Encore Property Management **at least two weeks prior** to the next scheduled Board meeting. It will be added as an agenda item for further discussion.

Thank you for your participation and courtesy.

*Name: _____ Home Phone: _____
(Required) (Optional)

*Address: _____ Email: _____
(Required - at least street name: Cactus or JFK) (Optional)

QUESTIONS OR CONCERNS
