

**CLIFFTOPS PROPERTY OWNERS ASSOCIATION  
BOARD OF DIRECTORS**

**BOARD MEETING FORMAT**

Adopted March 13, 2005

In an effort to expand owner input, the following meeting format is established.

- A. The agenda will be published and made available 1 week prior to the meeting.
- B. Member input is encouraged during the meeting.

- 1. A Member may address the Board on any subject on the Agenda by completing a Subject Card and handing it to the Chairman of the Board prior to the meeting being called to order. The card must contain a brief description of the Member's subject content.  
(Cards will be available at the meeting)
- 2. A Member will be given 3 minutes to present their views to the Board.
- 3. In the event that a speaker is merely repeating a point already presented, the chair may note the comment and move on to the next speaker.
- 4. Only those Members who have submitted a card will be recognized.
- 5. Members of the audience will not be recognized for extemporaneous comments.

- C. Members may submit a topic to be added to the agenda in writing no later than two (2) weeks prior to a meeting.

In the event that a topic has been discussed and action taken in a previous meeting/s, the results of said action would be provided to the requestor and the subject will not be placed on the agenda.

**PROCESS**

The Board will first discuss an agenda item.

Members who have submitted a Subject Card will be recognized for comment.

The Board will consider all appropriate comments and take action.

This document was created with Win2PDF available at <http://www.daneprairie.com>.  
The unregistered version of Win2PDF is for evaluation or non-commercial use only.