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## Meetings Procedure

WHEREAS, Article VI of the Bylaws of the Quail Hollow-East Homeowners Association grants power to the Board of Directors to conduct Association business, Section 17 of the Covenants, Conditions and Restrictions grants the authority to make rules governing the Home Association.

LET IT BE RESOLVED THAT these procedures shall be followed:

1. Definitions
  - a. *Member Meeting* - meeting set with formal notice sent to all members either by email or USPS mail as well as displayed on the Association website and in the monthly newsletter.
  - b. *Special Board Meeting* - meeting set with notice given only on the Association website or in the monthly newsletter
  - c. *Executive Meeting* - meeting set to discuss privacy matters as defined in the Association Bylaws
  - d. *Agenda* - Pre-determined items to be discussed at a meeting
2. Meetings Schedule
  - a. A *Member Meeting* shall be scheduled in January.
    - i. Purpose - the annual election of Board of Directors
    - ii. Formal written notice USPS mailed to all members within 30 days prior to meeting date
    - iii. Ballot for election included with the notice.
    - iv. Additional *Agenda* items must be provided prior to mailing of the notice
  - b. A *Special Board Meeting* may be scheduled in February
    - i. Purpose - turnover to the new Board of Directors
    - ii. Notice provided in the February Newsletter and on the Association website
    - iii. Proposed *Agenda* to be supplied by January 25<sup>th</sup>.
  - c. A *Member Meeting* may be scheduled in May
    - i. Purpose - Discuss Association sponsored summer events
    - ii. Formal written notice provided to all members within 30 days prior to meeting date
    - iii. Notice may be provided by email to those members with an email address recorded with the Association and have not declined receipt by email - all others will be sent by USPS mail
    - iv. Proposed *Agenda* to be supplied by April 25<sup>th</sup>.
  - d. A *Special Board Meeting* may be scheduled during the summer
    - i. Purpose - to discuss specifics of annual Block Party if it is to be held
    - ii. Notice provided in the Newsletter prior to the meeting and on the Association website
    - iii. Proposed date and *Agenda* to be supplied by the 25<sup>th</sup> of the prior month

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- e. A Member Meeting shall be scheduled in September
    - i. Purpose - to appoint the Elections Chairperson and review the summer's events
    - ii. Notice may be provided by email to those members with an email address recorded with the Association and have not declined receipt by email - all others will be sent by USPS mail
    - iii. Proposed *Agenda* to be supplied by August 25<sup>th</sup>
  - f. Either a *Special Board Meeting* or *Member Meeting* shall be scheduled in November
    - i. Purpose - to review the estimated budget, the reserves study and set the following year dues assessments
    - ii. Notice
      - (1) If scheduled as a *Special Board Meeting*, to be provided in the November Newsletter and on the Association website
      - (2) If scheduled as a *Member Meeting*, notice may be provided by email to those members with an email address recorded with the Association and have not declined receipt by email - all others will be sent by USPS mail
    - iii. Proposed *Agenda* to be supplied by October 25<sup>th</sup>
  - g. Following the November meeting a copy of the estimated budget will be included in the December Newsletter with notice of any change in the member assessments as required in ORS 94.645
3. Meeting Specifics
- a. All meetings will be conducted using an informal version of Robert's Rules of Order
  - b. All meetings will be conducted by the President or in the absence of the President, the Vice President
  - c. Minutes of the last meeting may be waived or read at the option of the Board members present
  - d. The Treasurer will report the status of the Association finances at all meetings
  - e. Non-Board members may attend all meetings except *Executive Meetings*
  - f. Minutes of *Member Meetings* and *Special Board Meetings* will be prepared and posted on the Association website
  - g. Minutes of *Executive Meetings* will be prepared and maintained in Association records available to only the member whose account may be the subject of the meeting. If more than one account is discussed only the portion of the minutes relating to the member may be reviewed.

Recorded in the Book of Minutes:

April 22, 2013

Date: \_\_\_\_\_

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President, Board of Directors  
Quail Hollow-East Homeowners Association