

CHEVAL WEST COMMUNITY ASSOCIATION, INC. RULES & REGULATIONS

MEETING GUIDELINES

1. ANY HOMEOWNER MAY REQUEST A MATTER TO BE AN AGENDA ITEM, IF THE SAME IS SUBMITTED TO THE ASSOCIATION IN WRITING 7 DAYS PRIOR TO THE DATE SET FOR SUCH MEETING. IF THE BOARD OF DIRECTORS DECIDES THIS IS A PROPER MATTER FOR CONSIDERATION AT SUCH MEETING, IT WILL BE ADDED TO THE AGENDA FOR THE MEETING. THAT HOMEOWNER WILL HAVE A MAXIMUM TIME LIMIT OF 5 MINUTES TO SPEAK ON THAT AGENDA ITEM.
2. ANY HOMEOWNER WHO WISHES TO SPEAK AT THE MEETING BUT IS NOT ON THE AGENDA WILL HAVE A MAXIMUM TIME LIMIT OF 2 MINUTES ON EACH ISSUE WITH A MAXIMUM OF 3 DIFFERENT TIMES TO SPEAK. THAT HOMEOWNER MUST FILL OUT THE ATTACHED SHEET BEFORE THAT AGENDA ITEM COMES UP ON THE AGENDA.
3. WHEN THE HOMEOWNER IS CALLED UPON, STAND AND STATE YOUR NAME AND ADDRESS BEFORE YOU BEGIN TO SPEAK ANY TIME DURING THE MEETING.
4. SHOULD A HOMEOWNER DESIRE TO TAPE-RECORD OR VIDEOTAPE A MEETING, WRITTEN REQUEST SHALL BE MADE TO THE ASSOCIATION 7 DAYS PRIOR TO SUCH MEETING. THE RECORDING DEVICES MUST BE UNOBTRUSIVE, QUIET AND STATIONARY, WITH NO DISTRACTING SOUNDS OR LIGHT EMISSIONS, AND MUST BE SET UP PRIOR TO THE MEETING. ANY EXPENSE INCURRED BY THE ASSOCIATION SHALL BE PAID BY THE HOMEOWNER. THE ENTIRE MEETING SHALL BE TAPE-RECORDED OR VIDEOTAPE. A COMPLETE UNEDITED COPY OF THE TAPE OR VIDEOTAPE SHALL BE FURNISHED TO THE ASSOCIATION AT THE HOMEOWNERS EXPENSE. SUCH TAPE SHALL BE PROCESSED, DEVELOPED, AND COPIED BY A THIRD PARTY TO BE SELECTED BY THE BOARD OF DIRECTORS AND HOMEOWNER AT THE EXPENSE OF THE HOMEOWNER.

**CHEVAL WEST COMMUNITY ASSOCIATION, INC.
MEETING**

DATE:

NAME:

TELEPHONE NUMBER:

ADDRESS:

Please indicate the topic on which you will speak. To allow others an opportunity, please limit yourself to TWO (2) MINUTES on each issue with a maximum of three (3) different times to speak:

(PLEASE PRINT)

PLEASE COMPLETE AND RETURN THIS FORM TO THE COMMUNITY ASSOCIATION MANAGER. WE WILL CALL ON YOU TO SPEAK IN THE ORDER THAT YOUR NAME APPEARS IN THE STACK AND AS TIME PERMITS.