

## **GUIDELINES FOR RESIDENTS TO SPEAK**

Board meetings are normally held semi-annually at 6:30 P.M. The location of meetings may vary based on several factors and are subject to change without notice due to volunteer Board Member availability. To determine the location of a specific meeting, members should contact the Community Association Manager at (210) 494-0659 or check the community's website Calendar of Events Page [Events](#). All members of the Association are encouraged to attend the meetings.

It is important for the Board to hear from residents who have information, concerns, and/or suggestions concerning our community. To that end, the Board has dedicated the first twenty (20) minutes of each meeting for residents to address the Board. There is a sign-in sheet the evening of the meeting for residents who wish to speak to the Board. Residents must sign-in and provide the information topic prior to the opening of the meeting.

Board meetings must be conducted in an orderly and productive manner. We request your cooperation in that regard through your adherence to the following guidelines.

1. Any resident wishing to address the Board shall speak no more than three minutes from the specified location in the meeting area.
2. Remarks must be addressed to the Board and not to the audience.
3. The audience shall not be permitted to interrupt nor question the speaker.
4. After the speaker has finished addressing the Board, a member of the audience may request permission to respond to the speaker's remarks.
5. Members of the audience will not be permitted to engage inside discussions that could disrupt the Board meeting.
6. The Board has the right, but not the requirement, to record or videotape your appearance before the Board.