

### **Meeting Format: Annual**

The Wild Tree Annual Membership Meeting is a meeting of homeowners held to elect Board members for the following year. Format will follow similar time & behavior boundaries of regularly scheduled Board meetings below. The Board will endeavor to abide by Arizona law pertaining to open meetings as outlined in the Arizona Planned Community Act. HO Forum topics will be limited to general comments about HOA business, rules that govern the community & general community concerns. The Board will publish an agenda prior to the meeting for the convenience of the members and as required by Arizona law. Specific requests for Board decisions or appeals will be accepted as appropriate at bi-monthly meetings only.

### **Meeting Format: Bi-monthly**

The Wild Tree Board of Directors (Board) holds bi-monthly Board meetings regularly throughout the year. An agenda is provided to homeowners (HOs) ahead of each meeting. After a motion or proposal is made & seconded, HOs may comment on that proposed issue only. Separately, HOs are invited to address the Board with any comments, concerns, or issues they may have during the Homeowner Forum. HOs or their designated representatives are encouraged to contact the property manager to schedule a spot on the agenda in advance, however, unscheduled HOs may request a spot to comment, and if time is available, will be scheduled in the order of the request. Wild Tree HOA requires the following be observed during any Homeowner Forum or comment period:

1. HOs asking to comment during agenda item period will be limited to 2 minutes.
2. Total time for HO Forum will be limited to 10 minutes. This time may be extended at the discretion of any Board Member.
3. Each HO will be limited to a maximum 2-minute presentation during HO Forum.
4. Argumentative, rude, or disruptive behavior will not be tolerated at HOA Board meetings. This includes any personal attacks, denigrating comments or threats against Board members, property management personnel or fellow homeowners. Violators will be muted and asked to leave the forum.
5. Discussions involving HO finances, violation fines, legal matters and other personal information are considered private and will not be discussed during the open section of Board meetings. HOs wanting to discuss such issues **may** be granted an audience in executive session if scheduled ahead with the property manager.
6. Board members will choose whether to respond to HO questions during any meeting. Final decisions requiring Board approval may not occur during a given board meeting. Notification of Board decisions will be provided in a reasonable amount of time.
7. HOs are hereby notified that the Board may choose to record meetings at any time and will so advise attendees at the start of any meeting.

## **Meeting Format: Special**

Special Meetings will follow the same behavior boundaries as regularly scheduled Board meetings above. However, due to their very nature, time and discussion parameters may vary widely and will be controlled by any acting Board Member.

**To be read aloud by Property Manager or President before any meeting of the Board:**

- **This is a corporate business meeting of and for the elected members of the Board of Directors**
- **A 10-minute HO Forum time allotment for HO comments is a part of each meeting**
- **HO Forum discussion is limited to the following:**
  - a. **Homeowners**
  - b. **Board members & property management staff**
  - c. **Board invited guests**
- **For online meetings, HOs and audience attendees will be muted until it is their turn to speak**
- **Each HO will be unmuted when it is their turn and will be limited to a 2-minute comment period**
- **Rude or disruptive behavior will not be tolerated, and violators will be immediately muted and asked to leave the forum**