

SUNLAND VILLAGE EAST ASSOCIATION

MEMBERS CODE OF CONDUCT

ALL ASSOCIATION MEETINGS & OPEN SESSIONS

The SVE HOA Board of Directors (BOD), for the good and welfare of the Association and its Members implement the following guidelines for Owners attending any SVE Association meeting*. The BOD and Owners agree to conduct themselves in a professional and courteous manner at all times during all meetings or open sessions conducted on behalf of the association.

Guidelines and Expectations:

- 1 - The chairperson of the meeting will conduct and control all meetings in accordance with the Governing Documents of the Association.
- 2 - The chairperson will acknowledge speakers to address the BOD.
- 3 - Speakers must use the podium or request a microphone prior to speaking. Only one speaker at a time will address the chairperson of the meeting on relevant items being discussed. Prior to sharing their comments, the Owner should state their full name, SVE address and topic.
- 4 - During a meeting or during open session upon adjournment of the meeting the Owner shall have three (3) minutes to state their business on one topic. Should time permit the chairperson may recognize an Owner to speak a second time for a period not to exceed two (2) minutes.
- 5 - All information must be presented and expressed in a respectful, professional and businesslike manner. Abusive language, personal attacks, yelling, racial slurs, overt noises or gestures, harassment or threatening behavior will not be tolerated. Anyone causing a disruption in a meeting will be asked to leave.
- 6 - Audience members should refrain from all conversation while others are speaking at the podium; all people present should have the opportunity to hear the Owner's comments.
- 7 - Audience members will be expected to silence cell phones and all electronic devices while the meeting is in session. If it is necessary to receive a call, please place your device on silent mode and leave the meeting area to address your business.
- 8 - Owners should assume that all meetings of the BOD are recorded for documentation.

*Meetings defined as any gathering of Residents where the SVE Board of Directors is present to address SVE HOA issues or concerns.

Owners who wish to be on the agenda must submit a written request to the Association office at least 48 hours prior to the meeting. All requests to be on the agenda will be given consideration by the Board.