

#### Decorum for Meetings:

Your Board of Directors for Westbury Square Townhomes has elected to adopt the following rules of decorum to be followed at all meeting of the association. We hope that by adopting these rules that we will create a welcoming environment that all homeowners will want to attend.

- 1) All unit owners are welcome to attend the monthly and annual meetings. These agendas of these meetings are intended to keep you abreast of the latest information and issues facing the community. The Westbury Square board of directors wishes to foster a pleasant meeting environment in which this information is presented in a timely fashion and in a friendly environment.
- 2) The general session of the meeting is reserved for the items on the meeting agenda and any questions homeowners have over meeting agenda items. The general session is not an appropriate time to share individual concerns. Individual concerns are important, which is why the association employs an onsite manager.
- 3) Homeowners have a clear process for resolving issues that do not pertain to the meeting agenda. Individual concerns are to be reported to the on-site manager during office hours (12-7 p.m. Monday – Friday). When a board decision is necessary to resolve a concern, the on-site manager will schedule a time for the homeowner to meet privately with the board during the executive session of the soonest upcoming monthly board meeting.
- 4) It is important that meetings accomplish their primary purpose, which is to make owners aware of each item on the meeting agenda. There will be a question and answer session at each meeting to resolve questions over the meeting agenda. To be recognized, please raise your hand. A meeting facilitator will call on you. Questions which do not pertain to the meeting agenda will be tabled without discussion, and the onsite manager will be asked to contact you the next business day.
- 5) All homeowners in attendance have the right to hear what's being said. Talking while others are talking distracts attendees from the meeting presentation and is not allowed.
- 6) We intend to foster a respectful environment where all feel welcome. Meeting participants are expected to act courteously with other attendees. Behavior which has the potential to make the meeting unpleasant for others, including yelling, profanity, condescension, talking when others are talking, disparaging the opinions of others, sharing misinformation, failing to be recognized before speaking, failure to abide by any of the rules above, etc. is grounds for ejection from the meeting.
- 7) We know your time is valuable, and that the prospect of attending a meeting of uncertain length can be a deterrent to your participation. Monthly meetings should last about 45 minutes and will generally be limited to no more than one hour unless otherwise noted. The annual meeting should last about an hour and will generally be limited to no more than two hours unless otherwise noted.
- 8) Due to limited space available at the clubhouse, homeowners must RSVP to attend the monthly meeting. If enough owners RSVP, we will seek out a larger facility to hold the meeting. It is not costefficient to do this unless our expected attendance exceeds capacity. If space permits, we will always accommodate those who have not RSVP'ed for a monthly meeting until we have reached capacity. An RSVP is NOT required for the annual meeting.
- 9) Seats will be reserved for each person who has RSVP'ed. Attendees at monthly meetings will need to check in with the on-site manager upon arrival, and will receive their meeting materials at that time. Those who have not will be accommodated on a first-come, first-serve basis if space is available.
- 10) Attendees at the annual meeting will need to check in with the secretary of the board prior to the start of the meeting so that we have a record of attendance to determine if we have a quorum of homeowners present to hold an election.