



## Board Operating Principles

Approved: 2/11/2014

1. One Board—no “cliques”
2. Open and complete communication among all Board members
3. An email to one should be an email to all
4. Honest disagreement is a good thing. Then work toward consensus
5. No surprises at Board meetings
6. Back each other up re: illness, vacation time, etc.
7. Openly “call out” apparent violations of these principles to each other (see Principle #2 above)
8. **ABOVE ALL** - look to the future of our Community



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## Board Operating Procedures

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### 1. Board Meetings (before)

- Except in true emergency situations share all relevant information by 5 PM Monday before a Thursday Board meeting (via email or by placing info. in Clubhouse mailboxes".)
- If you have a recommendation to present to the Board include that as part of the pre-meeting relevant information.
- If the issue involves \$\$ clearly identify the financial implications of Board action both immediate and in the long term. Identify the source of funding.

### 2. Board Meetings (during)

- Start on time every time
- Front end of meeting— Call to Order and Welcome by President; proper notification of meeting and those present by Secretary. President announces the meeting agenda and that resident comments will be heard immediately following consideration of the previous meetings minutes and invites any wanting to comment to sign the comments sheet.
- Consideration of previous meeting(s) minutes.
- Resident comments on any Association related matter ( three minutes per comment). President or responsible Board member will respond to comments.
- Reports — Social and Art League reports. President invites input from any other LRF activity groups
- ARB report
- Any other “special” reports
- Directors reports: President, Vice President, Treasurer, Secretary and Director at Large (NOTE: Director reports should be a SHORT summary of the matter the Director Wishes to report on. Director’s reports on committee activities should note the Committee minutes are attached to the Board minutes and should summarize KEY issues from the Committee minutes). As a general rule Director’s reports should follow the “three minute” rule. If there are significant issues re committees reports to deal with they should be on either Old Business or New Business on the published Board agenda.
  - Regular order of business for discussing issues under Old Business or New Business: (1) President introduces and summarizes issue (or invites responsible Board member to do so); General discussion among Board members of issue; President invites input from the residents (three minute rule); President invites responsible Board member to propose a motion; President invites any additional discussion among the Board; President calls for the vote.

3. Workshop Meetings will be held as necessary to provide for expanded member input on “significant” issues as identified by the Board. Workshop meetings will be scheduled at a date and time as determined by the Board. The “Three minute rule” will apply to comments at Workshop meetings. There will be no “cross talk” between members at Workshop Meetings. All comments will be addressed to the Board. Workshop Meetings are “listening” meetings for the Board. There will be no Board discussion or decisions at Workshop Meetings.