

TALLAVANA HOMEOWNERS' ASSOCIATION

SECTION 300

310. Making Presentations to the Board

The following guidelines have been developed to keep the Board meetings on track and still allow anyone who wants to speak the opportunity to do so. Whether you are a Board member or a property owner, the guidelines will help you organize your thoughts and anticipate questions the Board members may have. They will also ensure that the Board has sufficient information to address our concerns.

If you are making a presentation to the Board you should understand that the Board cannot address policy issues or projects that require a significant expenditure of funds until the members have had time to properly evaluate the proposal. Items which are not on the agenda will be taken last as time permits. Upon hearing the item, it will be tabled until the next regular meeting unless it is an emergency, which requires immediate Board action, or a minor issue that is easily resolved. Speakers will be limited to ten minutes.

With these things in mind, you should make your presentation as follows:

1. Whenever possible, discuss your proposal in advance with the Board members.
2. At the meeting, briefly describe the problem/condition that requires action by the Board.
3. Present the proposal you believe will correct the problem. If your proposal will require an expenditure of funds you should be prepared to discuss:
 - a. How much the solution will cost. If you present more than one alternative, a cost estimate for each alternative should be provided.
 - b. What funding source will be used. If the project is not in the current year's budget, be prepared to discuss which budgeted item(s) you feel should be postponed to pay for the project. Copies of the current budget are available from any Board member.
4. If your proposal is of a policy nature and does not require an expenditure of funds, you should be prepared to discuss:
 - a. Proposed wording of the policy. It will help if you have it typed or printed, with a copy for each Board member (there are seven Board members).
 - b. The authority under which the Board can enforce the policy. The Board may enforce policies which are based on the By-Laws or Restrictive Covenants, or which have been approved by a majority of the property owners at the annual membership meeting. The Board may also adopt and enforce policies that pertain to management, maintenance and protection of common property (pavilion, lake, roads, dam, etc.). If you are not sure, discuss the matter with a Board member in advance.
5. If you want to speak for or against a proposal that is before the Board for a vote you should:
 - a. Wait until you are recognized by the chair.
 - b. State your name for the record.
 - c. State whether you are for or against the proposal and briefly state why.
6. If a proposal is not before the Board for voting, discussion will be limited to three minutes per person.

If you follow the above guidelines, you will make the best use of everyone's time. If you are prepared, you will have anticipated potential questions and will be ready to provide the level of information the Board needs to act. In so doing, you will help ensure that your presentation is effective and received the attention it deserves.