

**PROSPERITY HEIGHTS HOMEOWNERS ASSOCIATION, INC.
ADMINISTRATIVE POLICY RESOLUTION NO. 2020-10-COC-OF**

**CODE OF CONDUCT AND
OPEN FORUM AT MEETINGS**

Relating to the establishment of a Code of Conduct for Annual, Special and Other Meetings of the Association.

WHEREAS, Article IV, Section 1[g] of the Bylaws states that "The affairs of the Corporation shall be managed by its Board of Directors," and

WHEREAS, Article III, Section 1 of the Bylaws calls for an annual meeting of the Members of the Association to be held each year, and

WHEREAS, Article II, Section 1 of the Bylaws calls for a minimum of four (4) Board of Directors meetings held per year; and

NOW THEREFORE, BE IT RESOLVED THAT the Meeting Code of Conduct, as it may be amended by the Board of Directors, is hereby adopted and shall be followed at each Meeting of this Association:

**Prosperity Heights Homeowners Association, Inc.
Meeting Code of Conduct**

The Prosperity Heights Homeowners Association, Inc., (the "Association") will hold an annual Meeting of the Members, along with periodic Meetings of the Board of Directors to conduct Association business. The Board of Directors (the "Board") welcomes and encourages members of the association to be present at these Meetings. However, it is essential for the efficient and effective transaction of Association business that all members present conduct themselves appropriately. To this end, all Members are expected to adhere to the following Code of Conduct.

A. Open Forum

Open Forum is the section of the Meeting in which members of the Association are invited to address the Board. Open Forum shall be conducted in the following manner:

1. A member may only address the Board when recognized by the Chairperson.
2. When recognized, a member shall be afforded a maximum of 3 minutes to address the Board. The Board may, at its discretion, respond to the member. The response will not count against the member's floor time.

3. No member shall interrupt another member who has the floor or otherwise comment unless recognized by the Meeting Chairperson.
4. Members shall not interrupt another Member who has the floor or otherwise comment unless recognized by the Chairperson.
5. Members shall not be recognized a second time until all Members wishing to be recognized have had an opportunity to speak.
6. Open Forum shall not exceed 30 minutes in total. (can be re-opened at the end of the Meeting, at the Board's discretion)
7. Chairperson may extend a Members floor time, at their discretion.
8. Chairperson may extend the Open Forum time limit, at their discretion.
9. Board members may address the Member who has the floor at will.
10. Chairperson may allow an off-topic comment or question, at their discretion.
11. In accordance with Section 55.1-1816 D of the Property Owners' Association Act of Virginia (the "POAA") members may only address topics contained in the Meeting agenda.

B. General Meeting

The "General Meeting" represents all Association business conducted outside of Open Forum. The following rules shall apply:

1. Members are invited to observe the proceedings but may not interrupt, comment, or otherwise inhibit the transaction of Association business during the Meeting.
2. The Meeting chairperson may, at his or her discretion, recognize a member present to speak on a specific topic.

C. Executive Session

Executive session is the section of the Meeting where the Board will discuss sensitive matters as defined in Section 55.1-1816, Subsection C of the POAA. Members may not be present for this Session.

D. Recording of the Meeting

1. Members are permitted to record the Meeting. In accordance with Section 55.1-1816 B of, ("The POAA"), the Board establishes the following rules governing the recording of the Meeting;
 - a. Members must provide notice to the Board, prior to the start of the Meeting of his or her intent to record the Meeting.
 - b. Recording equipment shall not obstruct the transaction of the Meeting or in any way inhibit the ability of any Member present to participate.
 - c. Association is not obligated to provide equipment or assistance to record the Meeting.

E. Enforcement

1. Should any Member choose not to cooperate with the rules set forth in this document, the Board reserves the right to take reasonable action concerning a general failure to follow the rules.
2. Any Member who disrupts a Meeting or violates the rules may be expelled from the Meeting.

This Resolution was duly adopted by the Board of Directors on this ____ day of _____ 20__.

EFFECTIVE this __th day of _____ 2020

Prosperity Heights Homeowners Association, Inc.

By: _____
Steve Boveri, President

ATTEST:

I, Andrew Frank, Secretary for Prosperity Heights Homeowners Association, Inc., hereby attest that the foregoing Policy Resolution NO. 2020-10-COC-OF was adopted at a properly held meeting of the Board of Directors on the ___ day of _____, 2020.

Andrew Frank, Secretary

CERTIFICATION OF DISTRIBUTION OF ADOPTED POLICY RESOLUTION

I hereby certify that a copy of the foregoing Policy Resolution, NO. 2020-10-COC-OF, was
____ (1) mailed to all owners of record or
____ (2) was posted to the community website with notice of the posting by separate
communication to the Members.

My certification of these acts is as of this ____ day of _____, 2020.

Andrew Frank, Secretary

PROSPERITY HEIGHTS HOMEOWNERS ASSOCIATION, INC.

RESOLUTIONS ACTION RECORD

Resolution Type _____ Policy _____ No. 2020-10-COC-OF

Pertaining to: Establishing guidelines and procedures for Member and Board
conduct at Meetings

Duly adopted _____ the Board of Directors of Prosperity Heights Homeowners
Association, Inc., held this _____ Day of _____, 2020

Motion by: _____ Seconded by: _____

OFFICER	TITLE	YES	NO	ABSTAIN	ABSENT
Steve Boveri	President				
Rich Cober	Vice President				
Andrew Frank	Secretary				
Keith Fulk	Treasurer				
Jeff Allen	Director				
Monica Duggal	Director				
Kaye Lee	Director				
Milena Santoro	Director				
Mark Westerfield	Director				

ATTEST:

Andrew Frank, Secretary

Date

EFFECTIVE: ___th day of _____ 2020

