



MEETINGS POLICY

Effective: September 15, 2026

1. BACKGROUND

King's Deer HOA conducts Board and Membership meetings to ensure transparent governance, encourage homeowner participation, and maintain orderly decision-making. As a Limited Expense Community, the King's Deer HOA requirements for meetings can be found in Sections III and VI of the *Bylaws*.

The Board manages the affairs of the HOA, while Members retain important rights to attend meetings, speak on agenda items, and participate in elections.

2. MEETING CONDUCT IN GENERAL

All participants—Board members, homeowners, and designated representatives (authorized in writing by the homeowner)—share responsibility for maintaining a respectful and productive environment.

Standards of Conduct - Members shall:

- Speak when acknowledged by the Chair.
- Refrain from interfering with the conduct or business of the meeting.
- Be respectful to others and to the meeting process.

If a member engages in behavior that disrupts the meeting, the Chair will issue one warning. If the behavior continues, the member may be asked to leave. If the member refuses, the Chair may request assistance from law enforcement or adjourn the meeting.

3. BOARD MEETINGS

Notice. The date, time, and location of meetings will normally be publicized at least five days in advance on the King's Deer HOA website, calendar, or email. Meetings begin at the published start time once a quorum of Directors is present. Board members may participate remotely by telephone or electronic transmission.

Member Participation. Board meetings are **open to all owners**, except for executive sessions. Owners may also request to be placed on the agenda by submitting a topic and short description at least 24 hours before the meeting. These presentations typically occur during the Guest Presentation segment and are limited to approximately 10 minutes.

Executive Sessions. Executive sessions may be held only for matters including attorney-client discussions, personnel matters, investigative proceedings, matters that would constitute an unwarranted invasion of individual privacy, and contract negotiations. The Board may invite participants to join the executive session, as appropriate. Minutes will reflect an executive session occurred and the general topic, without disclosing confidential details.

Minutes. Minutes of Board meetings (excluding executive session content) are normally prepared within seven business days. The Board reviews and approves minutes within 30 days unless clarification is needed. Approved minutes are posted on the HOA website without attachments; full attachments are available for member review per the *Document and Records Access Policy*.

4. MEMBERSHIP MEETINGS

Annual & Special Meetings. An Annual Membership Meeting is normally held each November. Special Meetings may be called by the Board or by Members holding at least 20% of the HOA's votes, consistent with the *Bylaws*. Expenses for the meeting may be borne by either the Board or the Members who call the meeting.

Notice Requirements. Notice of any Membership Meeting will be provided by mailed notice (Electronic or USPS) to each owner 10–50 days before the meeting, as required by the *Bylaws*.

Notice will include date, time, and place; agenda; general nature of any proposed amendments to the Declarations or *Bylaws*; any proposed budget changes; and any proposal to remove a Board member

Owners are responsible for maintaining accurate mailing addresses in the HOA database. Notices mailed to the address on record shall constitute proper notice to the member.

Date-of-Record. The Board will set and announce in advance a Date-of-Record for each Membership Meeting. Members in good standing as of that date may attend, speak, and vote.

Member Participation. Members may speak when recognized by the Chair, during agenda presentations, and during open Q&A. The Chair may set reasonable time limits and use a speaker sign-up list to ensure fairness and meeting efficiency.

Members may make presentations if they submit a topic and brief description in advance and are included on the agenda, at the Board's discretion.

Minutes. Annual Member Meeting minutes are prepared and approved by the Board within 30 days unless clarification is needed. Approved minutes are posted on the HOA website.