

Current Policy for Conducting Meetings

Meetings are held at the board of directors' discretion, not more than monthly and not less than quarterly, at a place determined by the meeting members. Robert's Rules of Order is the preferred style of meeting used. Meetings are open to all home owners of the Landings at Podtburg Village.

The Bylaws that govern meetings are as follows:

ARTICLE 2

MEETINGS OF OWNERS

- 2.1 Annual Meeting. The annual meeting of the Owners shall be held each year on such date as shall be selected by the Board of Directors for the purpose of electing Directors and for transaction of such other business as may come before the meeting.
- 2.2 Budget Meeting. Meetings of Owners to consider proposed budgets shall be called in accordance with the Act. The budget to be considered at annual or special meetings called for other purposes as well.
- 2.3 Special Meetings. Special meetings of the Association may be called by the president, by a majority of the members of the Board of Directors or by Owners comprising 20 percent of the votes in the Association.
- 2.4 Place of Meetings. Meetings of the Owners shall be held at any suitable place convenient to the Owners, as may be designated by the Board of Directors or the president.
- 2.5 Notice of Meetings. All notices of annual or special owner meetings must be posted in a conspicuous place, if feasible. The secretary shall cause notice of meetings of the Owners to be hand-delivered, electronically delivered, posted on the association web-page or sent prepaid by United States mail to the mailing address of each Lot or to the mailing address designated in writing by the Owner, not less than 10 or more than 50 days in advance of a meeting. Electronic notices must be sent at least 24 hours prior to the meeting. The notice of any meeting shall state the time and place of the meeting and the items on the agenda, including the general nature of any proposed amendment to the Declaration or Bylaws, any budget changes, and any proposal to remove an officer or a Director. No action shall be adopted at a meeting except as stated in the notice.
- 2.6 Waiver of Notice. Any Owner may, at any time, waive notice of any meeting of the Owners in writing, and the waiver shall be deemed equivalent to receipt of notice.

- 2.7 Quorum. Except as otherwise provided in these Bylaws, the Declaration, or by law, at any meeting of the Owners, the presence in person or by proxy of Owners entitled to cast 10 percent of all votes entitled to be cast on the matter to be voted upon shall constitute a quorum. If a quorum exists at the beginning of any meeting, a quorum is deemed present throughout that meeting despite any subsequent departure of members.
- 2.8 Majority Vote. The vote of a majority of the Owners present in person or by proxy at a meeting at which a quorum shall be present shall be binding upon all Owners for all purposes except where a higher percentage vote is required in the Declaration, these Bylaws or by law.
- 2.9 Proxies. The vote allocated to a Lot may be cast under a written proxy duly executed by a Lot Owner. A Lot Owner may revoke a proxy given under this section only by actual notice of revocation to the person presiding over a meeting of the Association. A proxy is void if it is not dated or purports to be revocable without notice. A proxy terminates 11 months after its date, unless it specifies a shorter term.
- 2.10 Adjournment of Meeting. At any meeting of Owners, whether or not a quorum is present, a majority of Owners who are present at that meeting, either in person or by proxy, may adjourn the meeting to another time.
- 2.11 Action by Consent. Any action which may be taken at a meeting of the Owners may be without a meeting if a consent in writing, setting forth the action so taken, is signed by all of the Owners entitled to vote on such action.
- 2.12 Owners have limited rights to participate at board meetings. Boards may place reasonable time restrictions on speakers and a reasonable number of persons must be allowed to speak on each side of each issue.
- 2.13 Contested Board Member Elections. Secret ballots must be used in contested board elections unless the Association uses lelegates to elect board members.
- 2.14 Secret Ballots. If requested by 20% of owners present at the meeting, in person or represented by proxy, secret ballots must be used for votes on which owners are entitled to vote.
- 2.15 Ballot Counting. Ballots must be counted by a neutral third party or committee of volunteer owners who are fairly selected at an open meeting. Volunteers must not be board members or candidates.

ARTICLE 3

BOARD OF DIRECTORS

- 3.7 Regular Meetings. Regular meetings of the Board of Directors shall be held without other notice than this Bylaw immediately after, and at the same place as, the annual meeting of the Owners. The Board of Directors may provide, by resolution, for the holding of additional regular meetings without other notice than such resolution.
- 3.8 Special Meetings. Special meetings of the Board of Directors may be called by the president or by a majority of Directors on at least three business days' written notice to each Director. The notice shall be hand-delivered or mailed and shall state the time, place and purpose of the meeting.
- 3.9 Waiver of Notice. Any Director may waive notice of any meeting in writing. Attendance by a Director at any meeting of the Board of Directors shall constitute a waiver of notice. If all Directors are present at any meeting, no notice shall be required, and any business may be transacted at such meeting.
- 3.10 Quorum. At all meetings of the Board of Directors, a majority of the Directors shall constitute a quorum for the transaction of business, and the votes of a majority of the Directors present at a meeting at which a quorum is present shall constitute a decision of the Board of Directors. If, at any meeting, there shall be less than a quorum present, a majority of those present may adjourn the meeting. At any adjourned meeting at which a quorum is present, any business which might have been transacted at the meeting originally called may be transacted without further notice.
- 3.11 Action by Consent. Any action which may be taken at a meeting of the Directors may be taken without a meeting if a consent in writing, setting forth the action so taken, is signed by all the Directors entitled to vote with respect to the action to be taken.