

CEDAR RIDGE

ESTABLISHED 1990

Cedar Ridge Homeowners Association

P.O. Box 7403, Bonney Lake, WA 98391

BOARD MEETING PROCEDURES





1 **Board Meetings**

2 The monthly meetings of the Board of Directors for the CRHOA shall follow the following procedures.
3 Robert's Rules of Order will be strictly adhered to, no exceptions. These procedures apply to the
4 current board of directors and any future boards, until rescinded.
5

6 **Procedures**

- 7 1. All cellphones are to be silenced.
- 8 2. Call to order by the Sergeant-At-Arms who will turn the meeting over to the presiding
9 director (customarily the president)
- 10 3. The start time will be noted by the secretary and entered into the meeting minutes.
- 11 4. Board meetings shall last no longer than 90 minutes total. Any issues that need to be
12 addressed beyond the time limit must be communicated by email to the board members.
- 13 5. The presiding director will acknowledge board members present and secretary will
14 enter them into the meeting minutes.
- 15 6. Attendance will be taken by the Sgt-at-Arms of any visitors and provide that
16 information to the secretary to be entered into the minutes.
- 17 7. The presiding director will follow the meeting agenda provided to the board members
18 (and any guests if requested).
- 19 8. All association board business will be addressed and discussed first before any
20 additional issues or concerns from homeowners are recognized.
- 21 9. Only one person shall speak at a time and only after being recognized by the chairman
22 or Sgt-at-Arms. No interrupting or continued questioning by the same person will be
23 allowed until everyone who wants to comment has their turn to do so first. Anyone
24 who wants to be heard will be recognized but will be limited to 5 minutes (including
25 open dialogue) per person. If further explanations or questions need to be addressed
26 beyond the 5-minute limit, the board can then answer those issues via email.
- 27 10. Any questions to the board need to be in writing and will be officially answered by the
28 next board meeting.
- 29 11. Any presentation a homeowner would like to bring to the board meeting must be
30 submitted at least 48 hours prior to the meeting. A maximum of 10 minutes will be set
31 for any presentation, no exceptions.
- 32 12. At the conclusion of the board business, the Sergeant-At-Arms will make a motion to
33 end the meeting.

34 **Board Approval Signatures – Not Valid Unless Signed**

Print Name	Signature	Board Position	Date
Travis E. Weber, Jr.		President	9-OCT-2023
Diana Thompson		Secretary	9-Oct-2023
Carolyn M Fey		Sgt @ Arms	9-Oct-2023
Eryn Marlar		VP & Treasurer	1 Nov 2023