

## LHCA – Owner’s Participation During Board Meetings

As the agenda is posted at cabana as required it is also distributed at least 48 hours in advance of a board meeting via email as a courtesy. Owners will be able to review the agenda prior to the meeting. If an owner wishes to speak, they should follow the process below:

### Owner\* Process to Speak at a Board Meeting

- Notify the [lhoffice@laurelhollowfl.com](mailto:lhoffice@laurelhollowfl.com) email at least 4 hours prior to the meeting if you wish to speak at the meeting and include your name, address, and the agenda item(s) your speaking about; and in cases where the owner is dialing into the meeting, a phone number must be provided by the caller/owner.
- Notify the office either by email: [lhoffice@laurelhollowfl.com](mailto:lhoffice@laurelhollowfl.com) (preferred method) or by phone to the President at 215-869-3545 and leave a message. Owners will not be listed on the agenda but will be called upon by the board at the meeting to speak. The order will be by as requests are received. If the owner is called upon and does not respond in a reasonable time, the board will select the next owner.
- Owners will have up to 3 minutes to talk about their agenda item(s). The board will be responsible for the timing of discussions. Only owners have the opportunity to speak.
- The owner will state their name and address at LHD, though they may be elsewhere.
- Where there are multiple owners at one unit, all owners may speak, but the total talk time is still 3 minutes. If multiple owners are going to speak, their names should be listed as well on the request (see above). If an owner owns more than 1 unit, their talk time is up to 3 minutes.
- If a board member has a question(s), the board member may ask though they need to expeditiously talk through their concern. An Owner should respond promptly and concisely.
- Should the aforementioned Q&A take place, depending on the time, the Secretary or President may intervene to quill the conversation and determine next action.
- If a follow up with the owner is required for some reason, a board member will be identified to connect with the owner regarding the situation.
- This part of the meeting above is part of the recording the board does at their meetings. So be mindful of how you’re speaking, what you’re speaking about, and that your comments may be part of the meeting minutes. Adjustments to this new process may be adjusted over time.

As a reminder, owners always have the opportunity to request an agenda item be added to a board meeting. Requests should be made to the LH office email above.

\* Owner refers to both Owner and Resident in this process.