MAGEE RANCH HOMEOWNERS ASSOCIATION

c/o Homeowner Association Services ♦ 2266 Camino Ramon, San Ramon, CA 94583
Telephone: (925) 830-4848 ♦ Fax: (925) 830-0252 ♦ Email: slint@hoaservices.net

MEETING COMMENT PROTOCOL

1. Purpose

The Association values homeowner participation and encourages input at Board meetings. This policy establishes reasonable rules to allow homeowners to address the Board while ensuring meetings are conducted efficiently and respectfully.

2. Who May Speak

Any homeowner (member of the Association) may address the Board.
Non-members may speak only at the discretion of the Chair.

3. Time Limits

Each speaker is limited to three (3) minutes per meeting.

4. Types of Comments Allowed

Homeowners may choose one of the following options per meeting:

- General Homeowner Comments (Open Forum)
  - Comments on matters within the Association's jurisdiction.
  - These comments are heard during the Homeowner Comment/ portion of the agenda.
  - The Board is not required to respond but may briefly acknowledge the comment or refer it for follow-up.
- Agenda Item Comment
  - A homeowner may comment on one (1) agenda item after Board discussion and before a vote, if desired and following the below outlined comment card procedure.
  - Comments shall be limited to the specific agenda item selected.

5. Comment Cards

Homeowners wishing to speak on a specific agenda item should fill out the provided comment card indicating which agenda item they wish to speak on.
Cards must be submitted to the Secretary or Manager prior to the start of the comment period.

This protocol represents the Association's current practice for homeowner comments, established in order to provide improved comment options for interested homeowners.

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6. Conduct

Comments must be directed to the Board as a whole, not individual directors, management, or other homeowners.
Personal attacks, profanity, disruptive behavior, or irrelevant commentary are not permitted.
The Chair may call a speaker out of order or terminate comments that violate this policy.

7. Recording in Minutes

Minutes will reflect that homeowner comments were heard but will not summarize individual comments.

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