

# **Board Meeting Notice Policy**

## **Estates at Tremont Club Association**

### **Board Meeting Notice Requirement Resolution:**

The Board of the Estates at Tremont Club establishes the following requirement for notice of Board meetings:

#### **Advance notice required:**

##### **Regular meetings:**

All Board members shall be notified at least one week in advance of regularly scheduled meetings. The **board secretary** shall send this notice when the association's property management company is not attending the meeting. The **association property management company** shall send this notice when the association's property manager will be in attendance.

##### **Special meetings:**

All Board members shall be notified at least two week in advance of specially called meetings. The **board secretary** shall send this notice when the association's property management company is not attending the meeting. The **association property management company** shall send this notice when the association's property manager will be in attendance.

#### **Method of notice:**

Notice will be by email to each Board member to the email address supplied by the individual board members.

Should an email address not be provided or a board member has elected not to be notified by email a notice shall be sent to the respective board member's home address.

#### **Other notice of meetings:**

The Board meeting dates shall be published in advance in newsletters that are published by the association.

The Board meeting dates shall be provided on the association's website as one is available.

All such notices shall extend an invitation to all unit owners to attend the board meeting for an open discussion period that will be part of the regular board meeting agenda.

Dated resolution adopted: August 20, 2014 by ETC Board