

PEBBLE BEACH VILLAS

PROCEDURE #1

BOARD OF DIRECTORS MEETING PROCEDURE

PURPOSE: TO DEFINE INDIVIDUAL BOARD MEMBER RESPONSABILITIES NECESSARY FOR THE SCHEDULING AND CONDUCT OF BOARD OF DIRECTOR MEETINGS, CONSISTANT WITH AND AS REQUIRED BY THE PEBBLE BEACH VILLAS BY-LAWS AND FLORIDA STATUTE 718.

SCHEDULING: THE PRESIDENT IS PRIMARILY RESPONSIBLE FOR PROPOSING DATES FOR BOARD MEETINGS; HOWEVER, BOARD MEMBERS. AND OWNERS MAY REQUEST A BOARD MEETING AS PROVIDED IN THE PBV BY-LAWS AND FL STATUTE 718.

WHILE SEVERAL ASSOCIATION MEETING DATES ARE PRESCRIBED BY OUR CONTROL DOCUMENTS, SUCH AS ANNUAL BUDGET MEETINGS AND THE ANNUAL OWNERS MEETING, THE PRESIDENT MAY PROPOSE DATES FOR BOARD MEETINGS DURING THE YEAR. UPON APPROVAL OF THE BOARD, MEETING DATES WILL BE SCHEDULED WITH NOTICE TO OWNERS.

PRE-REQUISITES FOR MEETINGS:

PROCESS TO BE FOLLOWED FOR ALL MEETINGS:

1. THE BOARD PRESIDENT WILL REQUEST THE BOARD SECRETARY TO SEND A DRAFT AGENDA TO THE PROPERTY MANAGER, ELLIOT MERRILL (EM), WITH COPIES TO EACH BOARD MEMBER.
2. BOARD MEMBERS SHALL REVIEW THE DRAFT AGENDA AND CONTACT ELLIOTT MERRILL WITH ANY PROPOSED CHANGES OR ADDITIONS. IF NO CHANGES ARE SUGGESTED OR ADDITIONS PROPOSED, EACH MEMBER SHALL CONTACT EM SO STATING. IF CHANGES OR ADDITIONS ARE PROPOSED, EM SHALL COMMUNICATE THEM TO ALL BOARD MEMBERS.

NOTE BENE. OWNERS MAY PROPOSE AGENDA ITEMS TO BE ADDED TO THE BOARD AGENDA PURSUANT TO THE PBV COMMUNICATIONS PROCEDURES.

3. EACH BOARD MEMBER IS REQUIRED TO PROVIDE ANY NECESSARY AND RELEVANT MATERIALS TO EM FOR ATTACHMENTS TO THE AGENDA, I.E. PROPOSED RESOLUTIONS, NEW DOCUMENTS, VENDOR BIDS, ETC.
4. THE ELLIOTT MERILL REPRESENTATIVE, WHEN POSSIBLE, SHOULD ALSO PROVIDE ALL NECESSARY DOCUMENTS/INFORMATION AS ATTACHMENTS TO THE FINAL AGENDA.

5. EM SHALL POST THE AGENDA ON PBV BULLETIN BOARDS AT LEAST 48 HOURS BEFORE A SCHEDULED MEETING, UNLESS EARLIER TIMES ARE REQUIRED IN THE PBV BY-LAWS.
6. THE PBV SECRETARY SHALL SEND AN EMAIL TO OWNERS WITH THE ATTACHED AGENDA FOR THE UPCOMING BOARD MEETING.

ATTENDANCE:

ALL BOARD MEMBERS ARE EXPECTED TO ATTEND BOARD MEETINGS WHENEVER POSSIBLE. THE BOARD SHALL IMPLEMENT PROCEDURES TO FACILITATE ELECTRONIC ATTENDANCE WHEN NECESSARY. IF BOARD MEMBERS CAN NOT ATTEND A MEETING, THEY MUST SO INFORM THE SECRETARY PRIOR TO THE MEETING DATE.

STANDARD AGENDA:

THE BOARD OF DIRECTORS SHALL FOLLOW A STANDARD FORMAT FOR ALL MEETINGS CONSISTANT WITH THE CONROL DOCUMENTS AND FLORIDA STATUTE 718. DEVIATIONS FROM THIS AGENDA WILL BE LIMITED TO SPECIAL CIRCUMSTANCES. THE STANDARD AGENDA FORMAT IS AS FOLLOWS:

MEETING DATE:

MEETING TIME:

MEETING PLACE: PEBBLE BEACH VILLAS CLUBHOUSE

AGENDA:

1. CALL TO ORDER
2. ROLE CALL
3. MINUTES APPROVAL:
4. PRESIDENT'S REPORT
4. TREASURER'S REPORT
5. OLD BUSINESS:
6. COMMITTEE REPORTS:
7. NEW BUSINESS:
8. OWNER DISCUSSION
9. ADJOURN

CONDUCTING MEETING:

SOME BOARD MEMBERS, SUCH AS THE PRESIDENT AND THE TREASURER, MAY HAVE PREPARED STATEMENTS. IN SUCH CASES THEY WILL READ THEIR PREPARED STATEMENTS. THEIR STATEMENTS WILL BE SUMMARIZED IN THE MINUTES AND POSTED IN THEIR ENTIRETY ON THE NOTICES PAGE OF THE PBV WEBSITE.

IN ALL OTHER INSTANCES THE BOARD MEMBER DESIGNATED FOR A TOPIC WILL ADDRESS THE ITEM ACCORDINGLY. AS APPROPRIATE, BOARD MEMBERS WILL HOLD COMMENTS/QUESTIONS UNTIL THE BOARD MEMBER HAS CONCLUDED ADDRESSING THE ITEM ON THE AGENDA.

ROBERTS RULES OF ORDER WILL BE USED WHEN DISCUSSING OR MAKING A MOTION OR WHEN THE BOARD NEEDS TO MAKE A DECISION.

AUDIENCE PARTICIPATION:

THE BOD WELCOMES AND ENCOURAGES OWNERS' PARTICIPATION AND WILL RECOGNIZE ANY MEMBER WHO WISHES TO ASK QUESTIONS AND PARTICIPATE AT A MEETING.

HOWEVER, MEMBERS MUST HOLD ALL QUESTIONS OR COMMENTS UNTIL THE BOARD HAS COMPLETED AGENDA ITEMS AND OPENED THE FLOOR FOR COMMENTS BY THE MEMBERS.

HOWEVER, THE PRESIDENT MAY AT ANY TIME PERMIT OWNER OR BOARD MEMBER COMMENTS. A MEMBER'S COMMENT TIME IS LIMITED TO THREE MINUTES.

METING MINUTES:

THE MEETING MINUTES MUST BE DOCUMENTED IN THE SAME ORDER AS THE AGENDA. APPROPRIATE ATTACHMENTS PROVIDED WITH THE AGENDA SHALL BECOME PART OF THE OFFICIAL MINUTES. THUS, BIDS, RESOLUTIONS, REPORTS AND DOCUMENTS USED AT THE MEETING MUST BE ATTACHED TO THE MINUTES AND PRESERVED.

THE SCOPE AND LEVEL OF INFORMATION DOCUMENTED IN THE MINUTES WILL BE LIMITED TO REQUIRED INFORMATION AND WILL EXCLUDE MEMBER DISCUSSIONS, UNLESS SUCH HAS RESULTED IN A BOARD DISCISION.

MINUTES WILL BE PREPARED AND POSTED ON THE PBV WEBSITE BY THE PBV SECRETARY. A PHYSICAL COPY OF THE MINUTES AND ALL ATTACHEMENTS WILL BE ADDED TO THE PBV VITAL RECORDS FILES.

MINUTES WILL BE ADDRESSED FOR APPROVAL AT THE NEXT PBV BOARD MEETING AND THEN OFFICIALLY POSTED TO THE PBV WEBSITE.

STANDARDS: ?

THE SECRETARY OF THE BOARD HAS DEVELOPED CONVENTIONS, TECHNIQUES AND METHODS TO LABEL AND DOCUMENT ALL MATERIALS THAT ARE TO BE PRESERVED BY THE ASSOCIATION. ADDITIONALLY, STANDARD FORMATS FOR PROCEDURES AND DOCUMENTATION HAVE BEEN ESTABLISHED.