

Manorwood HOA

Homeowner Open Forum Rules

The Homeowner Open Forum provides homeowners an opportunity to address the Board regarding community operational matters and items included on the meeting agenda. To ensure that all homeowners have a fair opportunity to be heard and that the meeting remains orderly and productive, the following rules will apply:

1. Total Forum Time

- The Homeowner Open Forum will be limited to **15 minutes in total**.
- The Board will monitor the time to ensure that the forum concludes promptly and that the meeting can proceed according to the agenda.

2. Time Limit Per Speaker

- Each individual speaker will have **2–3 minutes** to address the Board.
- Speakers are asked to be concise and focus on the most important facts, concerns, or questions.
- The President may enforce the time limit consistently for all speakers, except that the time per owner per lot may be reduced and allocated equally if more than 10 lot owners wish to comment.

3. Appropriate Topics

Comments should relate to:

- Community operational matters affecting Manorwood HOA;
- Association services, maintenance, facilities, or community operations; or
- Items appearing on the meeting agenda.

Personal matters involving individual homeowners, disputes between neighbors, or matters unrelated to Association business should be addressed through the appropriate management or Board communication process rather than during the Open Forum.

4. No Decisions During Open Forum

- The Homeowner Open Forum is an opportunity for homeowners to provide input to the Board.
- **No decisions, motions, or votes will be made in response to comments presented during the Open Forum tonight.**
- The Board may acknowledge comments, request additional information, or refer an issue for future consideration, as appropriate.

5. Code of Decorum

All participants are expected to conduct themselves respectfully and professionally.

The following are not permitted:

- Personal attacks, insults, name-calling, or threatening statements;
- Profanity, obscene or abusive language;
- Shouting, repeated interruptions, or speaking over another person;
- Disruptive behavior that prevents the meeting from proceeding; or
- Comments directed at individuals rather than the community issue being discussed.

The President may remind a speaker of these requirements and, when necessary, may ask a speaker to yield the floor or take other reasonable steps to restore order.

6. Fair and Consistent Application

- These rules will be applied consistently to all speakers.
- Homeowners are encouraged to state their concerns clearly, respectfully, and within the allotted time.
- The purpose of the Open Forum is to facilitate constructive communication between homeowners, management, and the Board.

Thank you for helping the Manorwood HOA Board conduct an orderly, respectful, and productive meeting.