

NOTICE
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**BOARD MEETING AND MEMBERS' TIME PRIOR TO BOARD MEETINGS
NOTIFICATION POLICY
FLEETWOOD PROPERTY OWNERS ASSOCIATION, INC.**

This Board Meeting and Members' Time Prior To Board Meetings Notification Policy for Fleetwood Property Owners Association, Inc. ("Policy") is hereby adopted by the Board of Directors (the "Board") of the Fleetwood Property Owners Association, Inc. (the "Association"):

WHEREAS, the property encumbered by this Policy is the property subject to the jurisdiction of the Association, which has been described in detail in the Management Certificate, recorded under Harris County Clerk's File No. 20100158985, which description is incorporated herein by reference, as same has been or may be amended from time to time, and any other property which has been or may be annexed thereto and made subject to the authority of the Association; and

WHEREAS, pursuant to Texas Property Code §209.0051 which requires notice to Members of Board meetings, the Board desires to establish a uniform and systematic procedure for notifying its Members of regular and/or special Board meetings; and

WHEREAS, in the event of a conflict between the terms of this Policy and any previously adopted regulations and/or policies addressing the notification of Board meetings as set forth herein, this Policy shall control.

NOW, THEREFORE, IT IS RESOLVED, that the following Board Meeting and Members' Time Prior To Board Meetings Notification Policy is hereby adopted by the Board:

I. NOTICE OF BOARD MEETINGS

Members shall be notified of regular or special Board meetings in the following manner:

1. The notice shall contain the date, hour, place and general subject of a regular or special Board meeting, including a general description of any matter to be brought up for deliberation in Executive Session;
2. The notice shall be posted at least 72 hours before the start of the meeting by posting the notice at www.fleetwoodpoa.com; and
3. The notice will be e-mailed to each Member who has registered their e-mail address with the Association. Members are responsible for keeping an updated e-mail address registered with the Association.

II. MEMBERS' TIME PRIOR TO BOARD MEETING

The Notice of regular or special Board meetings will include the time set aside by the Board, prior to the Board meeting, for input from Members as follows:

1. **Purpose.**
To set aside a special time prior to regular or special Board meetings for Members to address the Board in person and in a public forum, expressing their views and concerns on the affairs of the subdivision and other matters of interest.
2. **Policy.**
Members' Time will be set to begin at 6:30 p.m. (unless otherwise determined by the Board President) prior to each regular Board meeting, and will last no more than 30 minutes, in total. At the end of Members' Time, the Board will convene the Board meeting.
3. **Procedure.**
 - a. Any Member (or other party at the Board's discretion) may address the Board once during Members' Time. Members wishing to speak should advise the Association's property manager or Board before the start of the meeting, or request permission to speak before the Members' Time ends.
 - b. The Member must include their name, address, phone number, email (if any) and topic of discussion.
 - c. Each Member will be allowed approximately five (5) minutes to speak. Depending on the number of Members wishing to speak, the President (or his/her designee) may adjust the time allotted for each Member. A Member or other permitted speaker may not yield his/her allotted time to any other person.
 - d. No Member shall otherwise speak at any Board meeting unless recognized by the President (or his/her designee).
 - e. Members shall refrain from obscenity, vulgarity, or any breach of respect. Improper or disrespectful conduct shall result in the immediate expiration of the Member's allotted time and may result in the Member's expulsion from the meeting.
4. **Board's Role.**
 - a. The President (or his/her designee) may address a Member's comments, or allow other Board members to address the comments as appropriate.
 - b. While some discussion between the Member and the Board may take place, a lengthy dialogue will be avoided.

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- c. The Board may refer comments made during Members' Time to an appropriate committee for review and/or recommendation, or to be placed on a future Board agenda for further discussion and/or action.
- d. Unless comments relate to matters already on the Board's agenda, or the Board adds the matter to the agenda, the Board will not address the topic at the Board meeting.

Invalidation of any one or more of the provisions contained in this Policy shall in no way affect any of the other covenants, restrictions, conditions or provisions which shall remain in full force and effect.

CERTIFICATION

I hereby certify that as Secretary of the Fleetwood Property Owners Association, Inc., the foregoing Board Meeting and Members' Time at Board Meetings Notification Policy was adopted on the 13th day of FEBRUARY, 2012, at a meeting of the Board of Directors at which a quorum was present.

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DATED this the 13 day of MARCH, 2012.

By: *Gary Musclin*
 Print Name: GARY H. MUSCLIN
 Title: Secretary

STATE OF TEXAS §
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 COUNTY OF HARRIS §

BEFORE ME, on this day personally appeared GARY MUSCLIN, the Secretary of the Fleetwood Property Owners Association, Inc. known by me to be the person whose name is subscribed to this instrument, and acknowledged to me that s/he executed the same for the purposes herein expressed and in the capacity herein stated, and as the act and deed of said corporation.

Given under my hand and seal of office, this 13th day of March, 2012.



Frederick E. Coveler
 Notary Public - State of Texas

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Pages 4
03/19/2012 09:39:26 AM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
STAN STANART
COUNTY CLERK
Fees 24.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically
and any blackouts, additions or changes were present
at the time the instrument was filed and recorded.

Any provision herein which restricts the sale, rental, or
use of the described real property because of color or
race is invalid and unenforceable under federal law.

THE STATE OF TEXAS
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in
File Number Sequence on the date and at the time stamped
hereon by me; and was duly RECORDED in the Official
Public Records of Real Property of Harris County, Texas.



Stan Stanart

COUNTY CLERK
HARRIS COUNTY, TEXAS