

## **BOARD MEETING PROTOCOL – MEMBER REQUEST TO SPEAK**

Usually issues can be resolved without a face to face meeting and without taking up yours and the Board's valuable time. Please email [plantersrow@hoapartner.com](mailto:plantersrow@hoapartner.com) first with your concerns or call the management company 864-568-5800 and they will direct you to the relevant Board member. If you feel a face to face meeting is necessary, please follow the following procedure.

1. When a resident asks to be put on the agenda for a meeting they must submit this in writing (mail/fax/email) and also state the reason as to why they would like to be on the agenda. The Board determines the meeting where it will be placed on the agenda.
2. Once the Board has received the information from you as to the reason for requesting to be put on the agenda, you will be informed of its time and location no less than 3 days before the meeting is to take place (written notice) or no less than 24 hours before the meeting is to take place (telephonic notice).
3. Please provide your email address and telephone number on your official request to be heard at a meeting, failure to do so means that you waive your right to notice.
4. Please be advised that all meetings in person are recorded by electronic means, without exception.
5. If you do not follow the correct protocol, you will not be permitted to speak at the meeting.
6. Should you decide that you do not wish to attend a meeting, you are more than welcome to send written communication to the Board by email, fax or regular mail. Emails should be addressed to both [president@plantersrow.net](mailto:president@plantersrow.net) and [secretary@plantersrow.net](mailto:secretary@plantersrow.net), faxes and regular mail letters should be sent to the management company:

**Community Management Partners LLC**

213 E. Butler Rd, Ste E2  
Mauldin, South Carolina 29662  
Phone: 864 568-5800  
Fax: 864-568-5802

For the attention of Kevin Bragman

The Board operates under the guidance of the SC State Law, the Corporation's CCRs and By-laws, and as such, most of the meetings are "special meetings" held in accordance with SC State law (the By-laws only call for 1 regular meeting, which is scheduled immediately following the annual meeting).

We do not have regularly scheduled "special meetings", they are called as and when needed and some are conducted by conference method.

According to the **By-laws, Article IV, Board of Directors:**

**4. Special Meeting.** Special meetings of the Board of Directors may be called by the Executive Committee, a majority of the Board of Directors, or the President, and may be held at such time and place within Greenville County, South Carolina, as may be specified in the notice thereof. To the extent permitted by applicable law, special meetings of the Board of Directors, or any committee thereof, may be held by conference telephone communication.

**5. Notice of Meetings.** Notice of each special meeting of the Board of Directors, stating the time, manner and place of the meeting, shall be given by or at the direction of the Secretary of the corporation by mailing the same to each director at his residence or business address not fewer than three days before such meeting, or by giving the same to him personally or telegraphing or telephoning the same to him at his residence or business address not later than the day before the day on which the meeting is to be held.

Any and all requirements for call and notice of meetings may be dispensed with if all directors are present at the meeting or if those not present at the meeting shall at any time waive or have waived notice thereof.

**South Carolina state law** relevant sections read:

**SECTION 33-31-820.** Regular and special meetings.

(a) If the date, time, and place of a directors' meeting is fixed by the bylaws or the board, the meeting is a regular meeting. All other meetings are special meetings.

(b) A board of directors may hold regular or special meetings in or out of this State.

(c) Unless the articles or bylaws provide otherwise, a board may permit any or all directors to participate in a regular or special meeting by, or conduct the meeting through the use of, any means of communication by which all directors participating may hear each other simultaneously during the meeting. A director participating in a meeting by this means is deemed to be present in person at the meeting.

**SECTION 33-31-821.** Action without meeting.

(a) Unless the articles or bylaws provide otherwise, action required or permitted by this chapter to be taken at a board of directors' meeting may be taken without a meeting if the action is taken by all members of the board. The action must be evidenced by one or more written consents describing the action taken, signed by each director, and included in the minutes filed with the corporate records reflecting the action taken.

(b) Action taken under this section is effective when the last director signs the consent, unless the consent specifies a different effective date.

(c) A consent signed under this section has the effect of a meeting vote and may be described as such in any document.

**SECTION 33-31-822.** Call and notice of meetings.

(a) Unless the articles, bylaws, or subsection (c) provides otherwise, regular meetings of the board may be held without notice.

(b) Unless the articles, bylaws, or this chapter provides otherwise, special meetings of the board must be preceded by at least two days' notice to each director of the date, time, and place, but not the purpose, of the meeting.

(c) In corporations without members, a board action to remove a director or to approve a matter that would require approval by the members if the corporation had members, is not valid unless each director is given at least seven days' written notice that the matter will be voted upon at a directors' meeting or unless notice is waived pursuant to Section 33-31-823.

(d) Unless the articles or bylaws provide otherwise, the presiding officer of the board, the president, or at least twenty percent of the directors then in office may call and give notice of a meeting of the board.