

**MONTECIDO AT PORTOLA HILLS ASSOCIATION  
OPEN FORUM  
RULES OF ORDER**

Time is valuable. Not only yours but also that of your neighbors and Board of Directors. In order to promote better communication and provide all interested parties an opportunity to address the assembly, the Board of Directors asks that the following rules of order are observed:

1. Only one speaker at a time will be recognized.
2. Each speaker will be allowed three minutes to make a statement, ask questions or express concerns. Please be prepared when you speak.
3. Please raise your hand and wait to be recognized if you wish to speak.
4. Do not interrupt others. Show each speaker the same courtesy you would want extended to you.
5. No speaker will be allowed a second opportunity to speak until all others who wish to speak have had an opportunity to address the assembly.
6. The President of your Homeowner Association or Management Company Representative will be the acting chairperson of tonight's meeting. Please respect his/her responsibility and authority in running the meeting.
7. If you are bringing up a topic that is not on tonight's agenda, the Board of Directors cannot discuss it with you. The Board of Directors will only be able to listen to you. If you would like your topic to be formally considered by the Board, please submit it in writing to the Management Company 10 days prior to the next Board Meeting for formal inclusion on the next meeting's agenda.
8. The Open Forum period is approximately one half hour. If you were not able to address a question or concern, please write it on the back side of this form and submit it to the Management Company Representative. Your question or concern will be included on the next month's meeting agenda for the Board's formal review.

Thank you for your courtesy and participation. Your support is greatly appreciated.

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**OPEN FORUM  
BOARD QUESTIONS & REQUESTS**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

QUESTION OR CONCERN: \_\_\_\_\_  
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