

SEWICKLEY HEIGHTS MANOR HOMES ASSOCIATION
101 GREENWOOD DRIVE, SEWICKLEY, PA 15143
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POLICY: ACCESS TO THE BOARD OF DIRECTORS

Residents are always welcome to address the all-volunteer Board of Directors at the monthly business meetings. As the Board has much work to accomplish at the meetings, it's imperative to keep the meeting organized and on schedule. In addition, much of what is discussed is of a sensitive/confidential nature. Therefore, guests and directors will observe the following guidelines.

- Residents intending to attend must notify the Board, in writing, via the Manor office, at least one week in advance of the meeting date so as to be included on the agenda.
- The written notification must include specifics regarding the issue to be discussed, along with any supporting photos or data. Advance information will allow the Board the option to research the problem and possible solutions prior to the meeting, which may facilitate resolution.
- The Board will schedule 15 minutes per resident presentation. All discussions will take place behind closed doors, as subject matter is often sensitive. The 15-minute window will allow for questions and discussion and will be timed and enforced.
- If time permits, the Board may discuss the presentation following the resident's departure from the meeting.
- If a decision is required, the resident will be notified in writing following the Board's discussion.
- Following the homeowner's presentation to the Board, he/she will be asked to leave before the business meeting is called to order. The minutes of the meeting will be available within a week of the meeting for perusal. Confidential matters are routinely discussed, including fee delinquencies, bankruptcies and pending legal action that are not appropriately discussed or disseminated to the general membership.

APPROVED BY SHMHA
BOARD OF DIRECTORS
9/19/18
DATE