



# Apple Valley

Property Owners Association

113 Hasbrouck Circle, Howard, Oh 43028  
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Phone: 740.397.3311 Fax: 740.397.2927

## OPEN BOARD MEETING

### PROPERTY OWNERS PRESENTATION - *GUIDELINES*

Property Owners time is a privilege not a requirement. However, this board feels that it is important for property owners to have the opportunity to address the board at open board meetings when they feel they have a concern.

This is not the only forum to which property owners may address the board. Property owners may contact any board member via phone, email or personally.

If a property owner chooses to address the board in an open board meeting, the following guidelines will be strictly adhered to:

1. Property owner time will be for the first one-half hour of the meeting. Property Owners may bring ideas, questions, and concerns before the Board.
2. Property owner must fill out a form that is provided and attach any handouts to their completed form. The board will distribute the handouts prior to the property owner speaking.
3. The Chair will acknowledge the property owner for their turn to speak. The property owner should approach the podium to begin their open time.
4. When the property owner begins speaking, their time shall be three minutes to speak. The Board designated timekeeper shall inform the speaker when their time has expired. At that time the property owner should end their discussion.
5. Any concerns and discussion from property owners will be taken under advisement by the Board of Directors. Please understand that your concerns may not be addressed at that time.

Additionally, any property owner wishing to address the Board of Directors must understand that the following will not be allowed:

1. Personnel issues will not be addressed/heard in an open board meeting.
2. Negative discussion about individuals will not be tolerated.
3. Allegations without back up will not be heard.
4. The Chair reserves the right to stop a property owner at any time if the Chair feels the guidelines are being violated.
5. The Chair reserves the right to suspend Property Owner discussion at any time and for any reason.



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# Open Board Meeting Sign Up Sheet

## Property Owner's Information

Name: \_\_\_\_\_ Lot # \_\_\_\_\_ Subdivision: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Question, Concern or Idea to be addressed: *(please be as specific as possible)*

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Attachments:  Yes  No      Number of attachments: \_\_\_\_\_

## Desired Outcome:

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