

# Estrella Village Manor I and II

## Meeting Etiquette Policy

For those of you are attending tonight's meeting will notice that our meeting structure has changed slightly. As you enter our meeting you should notice a roster at the entrance to record your attendance. In addition to signing your name, we would like for you to pre-list any questions or concerns that need to be brought up to the community for discussion on the card provided. This will allow us to stream line our discussions and hopefully get to everyone in a more timely and organized manner. We ask that during the meetings, all questions are held until the general discussion session so as to be able to complete all necessary business in case some members of our community need to leave, and they choose to do so at this time.

Please remember to limit each discussion or concern to three minutes if possible to allow everyone a chance to speak and be respectful of those who are speaking. Hopefully you will notice that our meetings are much more productive with this change of structure.

- 1. Approach the Board and sit in the area designated for public comment.**
- 2. State your name, Lot#, and street address.**
- 3. State your issue, which the Board will not necessarily respond to, but will take under advisement.**

Thank you for being a positive member of the community and participating in your Homeowners Association!