

## **ISLAND WEST BOARD OF DIRECTORS MEETINGS**

The Island West Board of directors meet every month on the second Tuesday at 7 PM in the meeting room of the Palm House. Any changes will be announced to the membership. There are three types of meetings and business is conducted in two general formats:

**ANNUAL OPEN MEETING** is the meeting where new board positions are announced as a result of each yearly election. It is held on the second Tuesday of November. The annual meeting is presided over by the board president, all current board members should be present and the meeting must follow standard rules of order. Any major action that require membership votes that were presented in ballot form or show of hands of those present are implemented. A quorum (majority) of the membership MUST be achieved or this meeting cannot be held... per our governing documents.... and rescheduling must take place. Quorum is achieved either by members faithfully returning the ballots they receive via post mail or by attending the meeting in person with their ballot. It is important that each member return their ballot either by the furnished return stamped envelope or in person at the annual meeting.

Because of the anticipated (and encouraged) larger attendance, a larger venue is usually reserved which is close to our community to accommodate the membership. The format of the annual meeting follows that of the regular 'open meeting'

### **OPEN MEETING**

These meetings (the annual meeting included) are held quarterly and are more formal. They are announced in advance on the front entrance message board and other means as a reminder. All are presided over by the board president (or Vice President if the president cannot attend) and follow rules of order. At these meetings all the members are encouraged to attend and presentations are made by the various committees to the membership. The present state of our financials is presented at all open meetings along with an explanation of incomes and expenditures. All 'old business' from past issues and events are discussed and 'new business' is brought to the attention of the membership that will affect Island West's future. The floor is then opened to all members in attendance for questions and answers before the meeting is adjourned. Minutes are taken by a representative of our management company and when reviewed and approved are submitted to be posted on this website.

### **WORKSHOP SESSION**

These workshops are held on the months between the "open meetings" at the same date, time and place (Palm House). They are presided over by the president, are less formal and are more 'housekeeping' in nature. Day-to-day business is conducted as discussions involving issues that directly relate to the community's operation such as pool, facility and common properties repairs and maintenance, implementation of work to be done and various immediate actions that must be taken to promote a stable, healthy and safe association. A representative is present from our management company to advise report and receive instructions per our contract. Minutes of these workshop sessions are taken by the secretary of the board and upon review and approval are submitted to be posted on the IW website.

Note: Any association member may attend the work session and observe but not participate. There may be issues of a confidential nature such as contract negotiations, issues involving individual lot owners, board members, etc. where the president will call an 'executive session' to insure confidentiality and members will be asked to leave during this portion of the session.