

## Lakeshore Village HOA Board Meetings

*The following is not meant to be an all-inclusive document on HOA meetings. It is meant solely as a quick reference to persons who are attending the meetings for the first time. For complete HOA rules and regulations, please refer to the Lakeshore Village website and review the HOA Bylaws.*

### Why do we hold HOA meetings?

Homeowners' associations (HOA) are legal entities that rely largely on volunteer help from the homeowners within the community they oversee. To keep things running smoothly, HOAs hold regular board meetings, as well as annual member meetings.

Important decisions, including maintenance and development of the community, hiring and retaining HOA property managers and contractors, the coming year's budget, etc., are all made at these meetings. Because these decisions impact members' property values, these meetings are necessary and important.

Remember, whether a decision is made at a board meeting or annual meeting, these rules must be followed, even if you weren't present.

### Why is the HOA meeting held in Tarrant County?

When the Bylaws were originally written by the founding HOA (not the current homeowners Board), Article XII was written to state that any Member or Board meeting must be held within the county of Tarrant.

### What happens at the HOA Board Meeting?

The Board will follow a set agenda. The President will conduct the meeting, providing the audience with updates on the community. Action items or items where the Board wants owner input will be on the agenda. During that time, the members are allowed to provide their input. Items not on the agenda will not be allowed for discussion during the scheduled meeting. Normally, at the conclusion of the meeting, the President may call for open discussion. At that time, members may bring items of interest or concern to the Board.

If a member wishes a particular concern be brought to the attention of the Board, the member may send a request to the Board at a minimum of two weeks prior to the Board meeting. The President has the discretion of adding the item to the Board meeting, or meeting with the member outside of the meeting.

Proper decorum is expected at all meetings. In the absence of proper decorum, the President may call an end to the open meeting and move directly into Executive Session.

### Voting at the HOA Meeting

Lakeshore Village HOA is a representative Board. This means that the Board is elected, then represents to the best of their ability, the wishes of the majority of the Members. Only the Board votes on all procedures, policies, contracts, payments, assessments, and other items of interest to the HOA members, unless otherwise prescribed in the Bylaws. The Members are encouraged to present their concerns as allowed by procedure during the Board meeting.

#### Board of Directors Executive Meetings

Board meetings are open to all members of the HOA. They're often concluded, though, with the board going into an "executive session," which is closed to the general membership. Topics discussed in executive sessions may include legal matters, employment issues, and contract negotiations.

#### Quorums Are Required for HOA Votes

The bylaws of the HOA requires that votes at both regular Board meetings and annual Board election meetings be passed by a quorum of directors or members. A quorum for Lakeshore Village is two of the three Board of Directors for Board decisions, and 33% of all townhome owners (one vote per townhome) for the annual election to Board of Directors.

At the annual election, members may vote by proxy. In other words, a member can tell another member how he or she wants to vote. That member will attend the meeting and vote the proxy in addition to the member's own vote. Proxy votes count toward quorums. The member must bring the signed proxy card to the meeting.