



Homeowner Input Guidelines

Adopted December 8, 2005

CPN homeowners have a variety of methods to provide input to the Master Association:

- Contact the Association at the phone or email address listed below.
- Contact your neighborhood's representative, and/or a member of the Board of Directors.*
- Attend a regular monthly Board meeting, typically held on the third Thursday of each month.*
- Attend a special meeting that focuses on a particular topic.*
- Join a Committee.*
- Respond to special surveys that are conducted on a particular topic.*

* See the Connection newsletter, the web site, or contact the Master Association at the phone or email listed below.

Opportunities for homeowner participation at Master Association Board Meetings:

Summarized from the Master Association's Conduct of Meetings Policy.

- **Open Forum.** Homeowners who wish to speak on an item that is *not* on the agenda must sign up to speak at the Open Forum portion of the meeting.
- **Agenda items.** Homeowners who wish to speak on an agenda item must sign up to speak. The Chair will recognize the homeowners who have signed up to speak at an appropriate point during or after the board, delegate, and committee reports and discussion on the topic.
- **Before Board Action.** Homeowners will be allowed an opportunity to speak, subject to reasonable time restrictions, before the board takes formal action on an item under discussion.
- **Additional Homeowner Input.** At the end of the meeting, time permitting, homeowners who did not sign up to speak may address items that were discussed at the meeting.

Guidelines for homeowner participation at Master Association Board Meetings:

The Master Association Board and Delegates invite homeowners to participate at meetings – residents' comments and inputs are welcomed. It is also important to conduct the business on the agenda in an orderly and efficient manner; to respect the time that the volunteer Board Members, Delegates, and Committee members devote to attending the meetings. Therefore, the following guidelines exist for homeowner participation at Board meetings:

- Homeowners who intend to speak at a meeting are asked to contact the Association office in advance, so the agenda can be planned accordingly.
- Homeowners who wish to speak must sign-in at the meeting and list the item(s) they wish to address.
- Homeowners who have signed up to speak will be recognized by the Chair at the appropriate point on the agenda. Homeowners may speak *only* when recognized by the chair.
- The homeowner will be asked to identify themselves as to their name, address and neighborhood.
- Homeowners should limit their remarks to no more than 3 minutes, and refrain from repeating what has already been said.
- All meeting participants should avoid side conversations and be courteous and respectful of others.
- If it becomes evident that discussion of a particular issue will exceed the time allocated on the Agenda, a special session may be scheduled.
- Additional history or background information on a complex topic will be provided outside the meeting time if the requesting homeowner leaves a name, phone number, and/or email address.

CPN Master Association

Mailing address: 7402 Yorkshire Drive • Castle Rock, Colorado 80108

Phone/Fax: 303-482-3078 • Email: admin@cpnhoa.org • Web site: www.cpnhoa.org