

Memo

From: Tom Hajduk, HOA Recording Secretary
To: All Members of the Sandy Brae HOA Association
Date: November 28, 2023
Subject: Required Announcement & Agenda for Board of Directors Special Additional Zoom Meeting

Below you will see the agenda for an HOA board meeting via Zoom. All board meetings remain open to the association members and the items on this deliberative business agenda are shared with the membership for enhanced transparency.

Agenda for the Sandy Brae, CSA Board of Directors

Meeting Date & Time: Tuesday, December 5, 2023 @ 7:00 PM
Meeting Location: Special Board Meeting via Zoom video conferencing
Zoom Link: [Link posting on SandyBrae.org to follow]

PRIORITY BUSINESS:

1. **Roll call for the special Zoom meeting to order** (Secretary – 1 minutes)
 - a. Verify a quorum for the Board has been established to for the special Zoom meeting.
2. **Pre-Meeting Comments or Questions from Owners/Renters** (HOA members – 5-10 minutes, total)
 - a. To ensure fruitful and productive meetings, the Board follows Roberts Rules of Order, and this is one of two segments in the meeting reserved for comments or questions from Sandy Brae owners and renters, with a customary 2-minute time per each member.
 - b. Speakers, please give your name and address to the Secretary prior to the meeting for recording in the Meeting Minutes.
3. **Approve the proposed changes to the 2023 Rules and Regulations** (Board – 120+ Minutes)
 - a. PRE-READ AND EMAIL ANY REVISION NOTES YOU WANT TO SHARE on the 2023 Rules & Regulations prior to meeting
 - b. **Motion** to finalize and approve the proposed revisions to the 2023 Rules and Regulations.
 - i. **Deliberate** and discuss any insights, concerns or observations about the proposed recommendations and changes submitted by the owners serving on the ad hoc Rules & By-Laws Review Committee submitted in April, 2023.
 - ii. **Vote** to approve the revised 2023 Rules and Regulations—with corrections if noted.
 - c. **Motion** to approve the publication and mail distribution of the 2023 Rules & Regulations.
 - i. **Deliberate** and discuss any insights, concerns or observations about a proposed date for distributing the 2023 Rules & Regulations by mail.
 - ii. **Vote** to approve the publication and mail distribution of the revised 2023 Rules and Regulations.
 - d. **Motion** to approve a reasonable fixed period of time before the published and distributed 2023 Rules & Regulations take effect and are enforced.
 - i. **Deliberate** and discuss any insights, concerns or observations about a proposed date for the revised 2023 Rules & Regulations to actually take effect.
 - ii. **Vote** to approve the date when the revised 2023 Rules and Regulations actually take effect.

4. **Follow-up Comments or Questions from Owners/Renters** (HOA members – 5-10 minutes total)
 - a. This is the second segment of the meeting reserved for follow-up comments or questions from Sandy Brae owners and renters, with a customary 2-minute time per each member.
 - b. Speakers, please state your name and address for the Secretary to record in the Meeting Minutes.
5. **Motion to adjourn: @ Time**_____