

The Oakridge Improvement Association in a regular meeting did approve Resolution 1101 to create the Rules of Conduct, 5 For and 0 Against.

1. Purpose – Whereas the Oak Ridge Improvement Association (Association) has an elected Board of Directors with broad responsibilities for matters of its members (aka Property Owners), the Rules of Conduct is hereby established to guide the Directors and to state guidelines to facilitate the efficient operation of the Association and to afford Property Owners an opportunity to provide input and comments on decisions affecting the community. It is important we all recognize that these Rules of Conduct have been compiled for the benefit of all property owners. We should all have a common interest in observing these Rules of Conduct. In essence, let us all be considerate of one another.
2. Budget – As approved by the Board of Directors.
3. Authority – The Board of Directors hereby adopts these Rules of Conduct to be followed in Association Meetings.

Rules of Conduct

- 1) Board members will be informed of the agenda within 7 days of the meeting.
- 2) No later than 10 days preceding the scheduled meeting date, Property Owners must write or fax their request to be placed on the Open Forum Agenda. The request must include the intended topic of discussion.
- 3) Property Owners may address the Board in accordance with the following guidelines:
 - a. A property owner wishing to speak must wait until such time as the Board President/Chair asks if there are any persons present who wish to speak.
 - i. At that time the property owner should stand to be recognized by the President/Chair. The President/Chair shall then select a person to speak. The selected owner will state their name in a clear voice.
 - ii. The owner should only speak to the President/Chair.
 - iii. The property owner may speak only about the topic of discussion detailed in the request to be placed on the Open Forum Agenda.
 - iv. Only one person may speak at a time.
 - v. The property owner shall limit presentation time to 5 minutes. Time is not transferable. Such time may be increased or decreased by the President/Chair, but shall be uniform for all persons addressing the meeting.
 - vi. The property owner must remain calm and respectful while speaking and upon conclusion of the allotted time, must be silent.
 - b. The President/Chair may direct other property owners, Directors, or special guests to answer questions or respond to issues at the conclusion of the 5 minutes.
 - c. The President/Chair may restrict the number of those who speak on the side of each issue if it becomes apparent that no new information is being provided and the time being spent on the issue is becoming unreasonable.

- d. Board members may decide whether or not to answer questions during the meeting on issues raised during the Open Forum, or else may meet in executive session to discuss the matters. The Board will reconvene the regular board meeting or postpone the matter until next Board meeting to vote on issues discussed in Executive Session.
- 4) All actions and/or decisions will require a motion and a second by the Board.
- 5) Only agenda items will be discussed at the meeting. Additional items may be added to the agenda for consideration during the meeting only with the consent of a majority of the Board.
- 6) The Chair will declare member input closed on the discussion after a reasonable time or after the allotted time.
- 7) Once a vote has been taken, there will be no further discussion regarding that topic.
- 8) If agenda items are not addressed by the time of meeting adjournment, they will be postponed to the next meeting.
- 9) Material distributed at and discussions occurring during the board meeting are confidential and privileged until the minutes of that meeting are approved.

Any Property Owner attending a meeting must abide by the following rules:

- 1) Property owners must remain silent and otherwise not conduct themselves in any manner that is disruptive to the meeting.
- 2) Property owners must be seated, unless ample seating is unavailable or a medical condition dictates otherwise.
- 3) The Board will designate areas for Property owners to be seated or stand.
- 4) Anyone disrupting the meeting, as determined by the Chair, shall be asked to "come to order." Anyone who does not come to order will be requested to immediately leave the meeting.
- 5) The Chair may establish such additional rules of order as may be necessary from time to time.

Tape recording or videotaping Board Meetings: So as to allow for and encourage full discussion by Property Owners, Board meetings may not be audio or video recorded by members or guests. A professional videographer may audio or video tape a Board meeting, subject to approval by the Board and the following rules:

- 1) Any property owner requesting the recording of a meeting must give written notice to the Board President not less than 5 days prior to the meeting to be recorded. Professional qualifications of the videographer must be submitted with this request. The Board will provide a written response within 48 hours of receiving the request.
- 2) The original unedited copy of the audio or video tape shall be provided to the Association within 10 business days. Any copies distributed to members by said videographer shall be in a format that protects the tape from alteration or duplication.
- 3) Any and all costs of such recording and distribution shall be solely at the landowner's expense. Proof of payment in full shall be provided to the President of the Board prior to

the start of the meeting.

- 4) Notice of the intended recording shall be made to all attendees prior to the start of the meeting.
- 5) No person may move about the meeting room to facilitate the recording.
- 6) The President of the Board may revoke consent to said recording if it is deemed disruptive to the meeting, and no liability for costs incurred will be assumed by the Association.

The Board retains the right to separately record any or all meetings at the expense of the Association and to retain the original tape for purposes of documentation. Notice of such intent to record will be given prior to the start of the meeting.

Enforcement of Rules of Conduct:

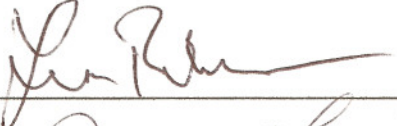
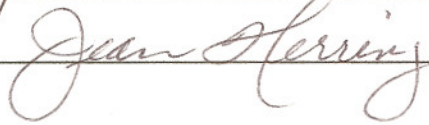
Ejection: Any person who fails to comply with these rules shall be requested to leave the meeting at the sole discretion of the Board. The President/Chair shall give any non-complying person one warning regarding ejection, and thereafter may call for immediate ejection of that person. The President/Chair may motion to adjourn the meeting and reconvene in executive session.

Supplement to Law: The provisions of this Resolution shall be in addition to and in supplement of the terms and provisions of the Association By Laws and subordinate to the documents governing the Association.

Deviations. The Board of Directors may deviate from the procedures set forth in this Resolution if in its sole discretion such deviation is reasonable under the circumstances.

President's Certification: The undersigned, being the President of the Oakridge Improvement Association, certifies that the foregoing resolution was adopted by the Board of Directors of the Association at a duly called and held meeting of the Board of Directors held July 17, 2008 and in witness thereof, the undersigned has subscribed his/her name.

Quorum and Rules: The Board of Directors reserves the right to amend these rules from time to time as deemed necessary. A majority of the Directors shall constitute a quorum and the act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board. The Board may adopt rules for its own government not inconsistent with the By-Laws or with rules adopted by the Board of Directors.

Signed  President Date 7/17/08
Signed  Secretary Date 7/17/08