

**HARRISBURG ESTATES OWNERS ASSOCIATION
ADMINISTRATIVE POLICY RESOLUTION #5
OPEN MEETING POLICY**

WHEREAS Article V, Section 4, of the Bylaws, and Article II, Section B, of the CC&R'S, grants the Board of Directors the power to conduct Association business; and whereas Article IV, Section 3 and Section 4 allows the Board to conduct Regular and Special Meetings, respectively; and because it is desirable that all such meetings be conducted in an "Open Session" environment so as to remove the stigma of secrecy,

LET IT BE RESOLVED that specific policies will be practiced to enforce the concept of Open Meetings. These specific policies are:

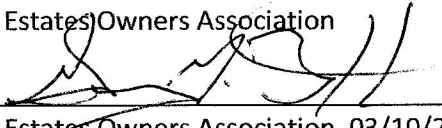
- 1) All meetings of the Board of Directors, with exception for those termed "Closed Session", called for the purposes of deliberation and action in connection with Association business shall be in Open Session for observation by the Membership.
- 2) The Board may meet in Closed Session to address matters of a personal nature. Such meetings may include legal counsel with an Attorney, contract negotiations with a Service Agent, Management Appraisal sessions, or potential or pending litigation on matters involving Association Members, their tenants, their guests or other invitees.
- 3) Notices of all Regular and Special Meetings of the Board of Directors shall be posted in a conspicuous place within the Harrisburg Properties not less than 48 hours in advance of the meeting. An exception to this rule may be a crisis situation requiring an emergency meeting of the Board. Any meeting Notice shall include the date, time and location plus the Agenda for such meeting.
- 4) Minutes shall be taken at all Regular and Special Meetings of the Board of Directors during Open and Closed Sessions. The minutes of all Open Session meetings shall be posted for reading not later than 30 days following such meeting. Minutes of Closed Sessions **will not** be made available to the Membership but shall be placed in a separate folder to be retained by the Board.
- 5) All Books and Records of the Association, with exception for those of a personal nature as described in (2) above, shall be available to the Membership for examination and copying. This right of each Member may be exercised only during reasonable hours and upon reasonable written notice and request stating a purpose thereof.

Recorded in the Book of Resolutions: _____

Signed: _____, 200__

President, Board of Directors

Updated: Ruth M. Brady, 01/11/03 (original signed by Ruth M. Brady), President, Board of Directors, Harrisburg Estates Owners Association

Updated:  Gary Blanchette, President Board of Directors, Harrisburg Estates Owners Association, 03/10/2014