



Rules and Procedures for Owner Comment Period

The Board of Directors (the “Board”) of Arroyo Roble Resort Council of Co-Owners, Inc (the “Association”) recognizes the importance of owner participation and may, at its discretion, provide an Owner Comment Period during meetings of the Board. To ensure that meetings are conducted efficiently, respectfully, and in accordance with governing documents and applicable law, the following rules and procedures will apply:

Purpose

The Owner Comment Period is intended to allow members of the Association a reasonable opportunity to address the Board on association related matters. It ensures transparency, fosters communication, and allows the Board to hear concerns and suggestions from the membership.

Sign Up Procedure

- Owners wishing to speak must sign up prior to the start of the meeting.
- Speakers must provide their name and ownership information.

Timing and Duration

- The Owner Comment Period will be held at the end of each meeting, unless otherwise stated on the agenda.
- Each speaker will be allotted one (1) minute to make comments.
- The total Owner Comment Period will be limited to thirty (30) minutes, unless extended at the discretion of the Board.

Speaking Rules and Meeting Decorum

- Comments must be civil, respectful and related to association business.
- Comments should be directed to the Board as a whole, not to individual directors, staff, or other attendees.
- Only one person may speak at a time; interruptions or side discussions are not permitted.
- Personal attacks, profanity, or disruptive behavior will not be tolerated.
- The Board may terminate a speaker’s time or adjourn the Owner Comment Period if decorum is not maintained.

Board Response

- The Board may choose to:
 - Respond immediately if appropriate and time allows,
 - Refer the matter to management for follow-up,
 - Defer discussion to a future meeting, or
 - Take the comment under advisement without response.
- The Owner Comment Period is not intended to be a debate or question-and-answer session.

Amendments

These procedures may be updated or amended by the Board at any time, subject to applicable governing documents and state laws.

Effective Date

This policy shall take effect immediately upon adoption by the Board of Directors and remain in effect until amended or rescinded.

Adopted by the Board of Directors of Arroyo Roble Resort Council of Co-Owners, Inc. on the 29th day of September, 2025.