

RESOLUTION 2005-01
OF
GAYTON GLEN HOMEOWNERS ASSOCIATION

CODE OF CONDUCT FOR BOARD OF DIRECTORS MEETING and
THE ANNUAL MEETING OF THE HOMEOWNERS

This RESOLUTION is made this 27th day of September, 2005, by Gayton Glen Homeowners Association, hereinafter called "the Association."

WHEREAS, New Life-Raintree Corporation, a Virginia corporation (the "Declarant") submitted to record various restrictive covenants by Declaration of Covenants, Conditions and Restirctions (the "Declaration"), recorded in the Clerk's Office of the Circuit Court of the County of Henrico, Virginia, in Deed Book 1951, Page 453, on April 17, 1985, which Declaration has been amended from time to time; and

WHEREAS, on or about the date the Declarant submitted the Declaration to record, the Association adopted Bylaws, which Bylaws have been amended from time to time; and

WHEREAS, pursuant to Article VIII of the Bylaws, the Board of Directors (the "Board") is authorized to adopt rules and regulations governing the personal conduct of the members of the Association; and

WHEREAS, it is in the best interest of the Association for the Board to adopt specific codes of conduct for meetings of the Board of Directors and Annual meeting of the homeowners; and

WHEREAS, notice of this Resolution shall be given to current Owners by mailing or hand delivering a copy of the Resolution to each current Owner of a Lot in the Association and to future Owners by including this Resolution in the disclosure package forwarded to the Owner in accordance with Section 55-512 of the Virginia Property Owners' Association Act.

NOW, THEREFORE, BE IT RESOLVED THAT the following Code of Conduct for Board meetings and Annual meetings of the Homeowners is hereby adopted by the Board of Directors:

- All cell phones shall be turned off prior to start of the meeting.
- All those in attendance shall sign with name, address of property owner and subject matter if wishing to speak. The Board will call on you to speak, in the order in which you signed up. Only one unit owner can speak at a time, and shall not be interrupted.
- Any owner bringing a complaint to the Board meeting must first put the complaint in writing and include a recommended solution to the problem and submit to the Manager SEVEN (7) DAYS prior to the meeting.

All Personal items will be scheduled for executive session; this will include complaints regarding one's neighbors.

All General items will be scheduled for the open session portion of the meeting.

- As a matter of courtesy, unit owners speaking during the meeting shall remain in their seats so their remarks can be addressed to the entire assembly.
- Time allotted to speak will be **TWO (or three) MINUTES PER UNIT OWNER**, up to a maximum of 7 (or 5) unit owners, up to a maximum of 15 minutes per meeting. Less than the maximum number of unit owners wishing to speak will still only have a maximum of two (three) minutes speaking time. **No one unit owner will be allowed to speak for the fifteen (15) minutes allotted for the unit owners' business from the floor. Business from the floor can be longer than 15 minutes per the Board.**
- If a unit owner wishes to provide the Board members with written information, it must be submitted to the Manager **SEVEN (7) DAYS** prior to the meeting. The Manager will distribute the information to the Board of Directors in their packages in time to review the material prior to the meeting. **Handouts will NOT be accepted at the meeting.**
- If a unit owner wishes to record the proceedings, the recording equipment is not allowed at the Directors table. Recording equipment, cameras, video cameras must be placed at least **six (6) feet** away from the Board of Directors table.
- Shouting out, interjecting, disrespectful behavior towards the speaker, other unit owners', the Board of Directors, Manager, Attorney, contractors and volunteers, will not be tolerated. Conduct must be of a civilized manner and anyone being disruptive or disrespectful will be asked to leave the meeting.

PLEASE NOTE: Some questions may not be answered immediately and may require a written response at a later date.

REMINDER: During the regular meeting section of the Board of Directors, homeowners may listen, but cannot verbally participate during that section of the meeting unless called upon by the Chair. Thank You.

ADOPTED on the date first written above by at least a majority vote of the Board of Directors of the Association.

GAYTON GLEN HOMEOWNERS ASSOCIATION, INC.

By: _____

Gayle Hunter, President

ATTEST:

Kay Smith, Secretary