



## Procedures for Recording Guest Discussion at Board Meetings

WPPOA encourages questions and concerns from members. These can be sent at any time by emailing [wppoa@wppoa.com](mailto:wppoa@wppoa.com) or by calling the POA office at 803-641-9663. Board members and POA staff are available and willing to respond to the community members at any time, and not only during board meetings.

1. All property owners are invited to attend formal Board meetings. Property owners are invited to (1) attend as observers, (2) address the board privately (e.g., complaints, appeals, etc.), or (3) address the board publicly (e.g., after the meeting is called to order, with observers present).
2. The names of all attending property owners will be recorded in the meeting minutes.
3. When property owners agree to speak to the board publicly, their names and topic will be put on the agenda, and a statement will be included in the minutes.
  - a. To be included on the agenda, property owners need to contact POA staff no later than 5:00 pm the Thursday prior to the meeting.
4. Property owners who agreed to speak publicly, will have a 10-minute time-limit to address the board.
  - a. Statements should be brief, but comprehensive, while maintaining the privacy and confidentiality of property owners.
5. At the end of the meeting, the board will ask the observing property owners for any clarification questions regarding information discussed during the meeting. All members may ask clarifying questions with a 3-minute time limit of topics discussed during the meeting. A brief summary of the comments will be included in the minutes.
6. Members addressing the Board privately for complaints and appeals will not have their names and topics included in the minutes.