

Hidden Hollow HOA's board works together to make the necessary decisions that will best protect, maintain, and enhance Hidden Hollow of Palm Beach Gardens. Board members are homeowners who give of their personal time and talents to keep our community safe and beautiful for all homeowners, residents and their guests. In order to 'get the job done' in a timely, efficient and respectful manner, a code of conduct has been established. Homeowners in attendance must read or listen to the agenda information and code of conduct, and agree to adhere to such, prior to meeting participation.

**Board and all other Hidden Hollow HOA meetings will:**

1. Stick to the agenda: The agenda provides order and keeps meetings on task.
2. Stay on topic: One agenda item at a time will be discussed.
3. Decisions will be made by board members through the process of motions, seconds and voting.
4. Minutes are kept by the secretary. All homeowners in attendance will provide their names and addresses to secretary for identification in the minutes.

**Agenda includes:**

1. Call to order by President
2. When homeowners are present, they will be informed of the agenda and code of conduct.
3. Minutes - presented, corrected and/or approved
4. Treasurers' report - presented, corrected and/or approved
5. Management report
6. Unfinished Business
7. New Business
8. Opportunity for homeowners to express concerns or provide input
9. Adjournment

**Code of Conduct includes:**

1. Homeowner understands and agrees to respect and follow Agenda.
2. Homeowner must raise hand to provide input on agenda item(s) and will be called on by the president to speak. Homeowners are then asked to introduce themselves to the group and identify their home address.
3. Board members, management representatives and homeowners who have been called on by the president, have the right to speak, in a respectful manner, without being interrupted, within a certain time period.
4. Board members and management representatives have the right to speak and respond to any and all homeowners who have brought concerns to the board.
5. Homeowners in attendance must exhibit respect for board members, fellow homeowners and management representatives. Shouting, rudeness, foul language, interrupting, talking while a board member is speaking or any other inappropriate behavior will not be tolerated.
6. The board reserves the right to interrupt a speaker to give them a warning as to speaking time or a warning regarding code of conduct.

A homeowner, or any other guest, who does not follow the code of conduct or is disrespectful in any way will be required to leave the meeting and building immediately.