

Meeting Guidelines

The Duck Creek Ridge Owner's Association is a corporation and must be observed as such. All meetings, whether stockholder or Board of Director, are to be used as an opportunity to discuss in an open forum issues and concerns.

Anyone using this forum as a means to voice hostility or anger without possible resolution maybe asked to put their concerns in writing and/or asked to leave the meeting.

Homeowners attending Board meetings may do so but may only speak during the open forum portion of the meeting. Homeowners wishing to discuss an issue at the Board meeting may do so and should submit any documents regarding the issue to the Secretary no less than two (2) weeks prior to the scheduled meeting.

Homeowners wishing to discuss issues at the shareholders meeting must notify the secretary thirty (30) days in advance, if they want the item listed on the agenda. All pertinent documentation should be submitted at that time also.

It is up to the Board President to conduct all meetings presided over in such a manner that only one person at a time can speak. This prevents confusion and misinterpretation when recorded minutes are transcribed. Persons initiating or seconding motions must state their name for the record.

Roberts Rules of order shall be the governing system used for all meetings.