

TOWER LAKES OWNERS' ASSOCIATION, INC. (a non-profit corporation)

Request to Speak at Board Meeting

Instructions:

*Please complete this form in its entirety and submit it to the TL HOA Board President at least 10 days prior to the scheduled board meeting. Incomplete forms may not be accepted. Unit Owner will be allotted **up to 5 minutes** to speak. **No action or resolution will be made at the time of the meeting**; the agenda item may be placed on a future agenda for discussion.*

“Unit Owners Association” (an Ohio corporation, not for profit) **Information:** (Please print)

- **Unit Owner Name:** _____
- **Unit Address:** _____
- **Phone Number:** _____
- **Building Number:** _____ **Building Rep:** _____

Topic / Question for the Board:

(Please state your question or topic clearly. Attach additional pages if necessary.)

Acknowledgment:

*By signing below, I acknowledge that I will be given up to **5 minutes** to speak during the designated open forum portion of the **TOWER LAKES OWNERS' ASSOCIATION, INC.** board meeting. I understand that **no decisions, actions, or resolutions will be made during the meeting** and that my request or question may be scheduled for discussion on a **future agenda**.*

Signature: _____

Date: _____

How to Suggest an Agenda Item

Contact the Board

Reach out to the board president ask to submit agenda item.

Submit Your Request:

Fill out the “Request to Speak at Board Meeting” form

- Clearly state your proposed agenda item and why it's important for the board to discuss.
- **Speaking during the open forum:** If your HOA has an open forum during meetings, you can present your suggestion verbally to the board.

Be Prepared for Consideration:

The board president has the authority to decide what goes on the agenda, so be prepared for the board to consider your suggestion but not necessarily include it.

Be specific:

Clearly articulate the issue or project you want to discuss.

Be respectful:

Even if you are discussing an unresolved issue or project, express your concerns politely and without emotion.

Be patient:

Your suggestion may be added to a future meeting's agenda, not necessarily the immediate one.

Review your association's documents:

Check your HOA's bylaws or CC&Rs (Covenants, Conditions & Restrictions) for information on how to bring items before the board