

Annual Meeting – RULES OF CONDUCT AND PROCEDURES

Rules of Conduct and Procedures for the HVLA Annual Meeting

We would like to welcome you to the 2016 HVLA Annual Meeting. The meeting will follow the Agenda provided to you when you entered the meeting room. In fairness to all residents in attendance and in the interest of maintaining an orderly meeting, we ask that you honor the following rules of conduct:

1. The taking of photographs is prohibited. The use of audio or video recording equipment is restricted to the secretary for the express purpose of taking the minutes.
2. No signs are allowed.
3. All attendees must sign an attendance roster provided by the Board Secretary.
4. Only residents or their proxy holder may address the meeting.
5. If you want to address the meeting, please raise your hand and wait until you are recognized.
6. When you are recognized, please state your name clearly, your lot number or a proxy holder and present your question or comment.
7. All questions should be directed to the HVLA Board President.
8. Remarks must be confined to the business of the meeting that is at hand.
9. So that all residents may have an equal opportunity to speak, each resident is limited to one question or comment lasting no more than one minute in length. Additional questions may be asked if time permits before the close of the meeting.
10. Proponents for resident proposals will have two minutes to present their proposal.
11. Please show respect for all other attendees and permit each speaker the courtesy of concluding his or her remarks without interruption.

Subject to the rules above, the views and comments of all shareholders are welcome. However, the purpose of the meeting will be observed and the chairperson or secretary will stop discussions that are:

- irrelevant to the business of the meeting or the conduct of the HVLA Business;
- related to pending or threatened litigation;
- derogatory references that are not in good taste;
- unduly prolonged (longer than one minute);
- substantially repetitious of statements made by other residents; or
- related to personal grievances.

If you have a personal issue or grievance, please see the HVLA secretary after the meeting and he will introduce you to the appropriate HVLA Board Member for resolution.