Here are a few tips to assure that our meetings are productive and helpful. These common-sense suggestions have been found time and again to make meetings run more smoothly and enable the Board to make informed and considered decisions.

1. **Review the packet before the meeting and call with clarifications or questions.**

   When you receive the packet, read it through. After you have completed this, if there are items you are curious about but were not reported on in the packet, call the Property Manager and ask about these items. When detailed questions are asked at the meeting without a call beforehand, the Manager has (obviously) not had a chance to look up exactly what letters were sent or what mail was received, etc. and so probably won't have an answer. However, if Board members call in advance of the meeting then these items can be researched and reported on to the whole Board at the meeting.

   Reviewing the Board packet prepares members of the Board to take full advantage of the meeting by thinking ahead about the content and formulating ideas for discussion. But one thing is critical: It has to be assumed that everyone has read the packet. Not doing so becomes an *ethical* violation against the team. We use the word "ethical" because it's stealing time from the team — and that's a disrespectful habit.

2. **Call the Property Manager about minor items.**

   If you have a complaint about another unit owner, or a work order, or some other item which does not require a Board decision, call the Property Manager when the issue comes up. Doing this means that the item gets taken care of more quickly (since you aren't waiting for the meeting before reporting it) and saves time at the meeting to deal with the more important items that require a Board decision.

3. **Send agenda items to Property Manager before the meeting**.

   If items are added to the agenda at the meeting itself then the other Board members (and the Manager) are deprived of the chance to consider these items and develop an opinion. Including the action items in the packet gives everyone a chance to read them and think about them for the better part of a week before the meeting, and means they can come ready to vote on each issue.

   Please contact the Property Manager minimum 10 days in advance of the meeting to add items to the packet.

   If you are sending action items be as specific as possible on your suggestion. For example, "we need to do something about these geese" isn't very helpful, whereas "motion to apply to the Ohio Division of Wildlife for a permit to shoot geese on the property" is.