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HAROLD B. GORDY, JR.

March 27, 2020

White Horse Park Community Association, Inc.
Attn: Melissa Peters, President
Via email: melissa126427@gmail.com

Re: Board of Directors meetings

Dear Melissa:

I am writing to advise the Board of Directors on the proper procedure for conducting business. From our discussion I get the impression that, in the past, WHP Board meetings were conducted in a manner that allowed active participation by WHP members who were not directors. While there may be a benefit in having "town hall meetings" in addition to the annual Association meeting, in my opinion Board meetings should not be conducted as if they are town hall meetings.

WHP members elect directors, and the Board of Directors is responsible for managing the Park. The Board of Directors is required to meet periodically to conduct business. The meeting is for the Board to receive reports from staff and others, ask questions, discuss issues and to vote on action items. Except for discussion and action on certain subjects addressed below, board meetings must be open to the other members; however, those members should not be allowed to

interrupt the proceedings with questions or comments. Members in attendance must wait until the member comment time at the end of the meeting to speak. Under Maryland law, the Board must provide, subject to reasonable rules adopted by the Board, a designated period of time during the Board meeting to allow lot owners an opportunity to comment on any matter related to WHP. If the Board meeting is limited to certain topics, the lot owners' comments may be limited to those topics, but at one Board meeting each year, at least, the owners must be allowed to speak on any WHP matter.

At some point in Board meetings there may be a benefit to soliciting questions or comments on specific matters under discussion by the Board from the audience; however, the chairperson of the meeting (president or vice-president) makes the decision on whether to recognize someone in the audience for a question or comment. Likewise, at the member comment time of the meeting, the chairperson may reasonably limit each member's speaking time (usually 3-5 minutes) depending on the number who want to speak and/or the time the meeting will end.

The Board may meet in closed session (1) to discuss employees and personnel; (2) to protect the privacy or reputation of someone not related to the Association's business; (3) to consult with legal counsel on legal matters; (4) to consult with anyone regarding pending or potential litigation or other legal matters; (5) to investigate possible or actual criminal misconduct; (6) to consider terms or conditions of a business transaction being negotiated if the disclosure of information could adversely affect the economic interest of the Association; (7) to comply with specific constitutionally, statutorily, or judicially imposed requirements protecting particular proceedings or matter from public disclosure; or (8) to discuss an individual owner's assessment account.

If the Board votes to hold a closed meeting the minutes of the next open Board meeting should include a statement of the time, place, and purpose of the closed meeting; the vote of each Board member by which the meeting was closed; and the specific purpose for the meeting.

If you have any questions or concerns, please call.

Very truly yours,


James W. Almand

JWA/bkc