

### SRCA Board structure

The bylaws require 7 directors. When the association experimented with self-management the number was increased to 11. Self-management was a failed experiment and the association hired outside management. The number of directors was then reduced to 7. Condominium experts recommend 7 as a manageable and desirable number for the board.

Board members serve two-year terms. Every two years the terms of 3 or 4 directors will expire. Directors are elected at the association's annual meeting.

The officers are a President, Vice President, Treasurer and Secretary. Officers are elected by the newly elected directors at a meeting immediately following the annual meeting.

Only unit owners, as members of the association, may serve on the board and vote for directors.

### Notes on board meetings

Shortly after the annual meeting the board publishes a meeting schedule for the new fiscal year. The schedule is published on the association's website and also emailed. Unit owners must be notified of any changes to the schedule.

The fiscal year of the association is April 1-March 31.

Meetings have historically been held on the 4<sup>th</sup> Tuesday of the month. Times have varied. In recent years board meetings have been held at 6 pm.

SRCA's board does not meet every month (refer to schedule for fiscal year 2023-2024). By statute the board is only required to meet twice a year.

The first 20 minutes of a board meeting are open to unit owners for questions and comments. After the public portion unit owners may stay for the rest of the board meeting but may not participate.

The secretary takes and prepares minutes. A draft is circulated to the board before the next meeting. Board members may comment and make corrections over email or at the next meeting. Minutes may be approved as presented or subject to corrections. Once approved, minutes are sent to unit owners by email.

The board may go into executive session during a meeting, in which case unit owners present at the meeting must leave. Minutes will note when the board went into executive session and when it comes out of executive. No action may be taken by the board during executive session. Action may be taken by the board when it comes out of executive session on matters discussed during executive session.

The CT statute provides that an executive session may be held only to: (a) consult with the association's attorney concerning legal matters; (b) discuss existing or potential litigation or mediation, arbitration, or administrative proceedings; (c) discuss labor or personnel matters; (d) discuss contracts, leases, and other commercial transactions to purchase or provide goods or services currently being negotiated, including the review of bids or proposals, if premature general knowledge of those matters would place the association at a disadvantage; or (e) prevent public knowledge of the matter to be discussed if the board determines that public knowledge would violate the privacy of any person.

Instead of meeting, the board may act by two-thirds 2/3 consent as documented in a record authenticated by two-thirds 2/3 of the directors. Notice of any action taken by two-thirds consent must be sent to unit owners.

The board may conduct routine business and discuss ongoing association matters by email. No notice to unit owners is required in such cases.

Management will prepare a budget in January for the board to discuss. The board will approve a final budget to present to the association at its March budget meeting.

The association's annual meeting is now held in August.