Glenwood Condominiums HOA Board Meeting
Q&A (Question/Answer) Form

Complete this form and place it in the AVR Box
Forms received within 7 days of a Board Meeting will be reviewed at the next month's Board Meeting

□ I am at the meeting on _____ □ I plan to be present at the meeting on _____

Write your question here. *Maximum 20 words please.*

Additional context if needed. *Maximum 20 words please.*

Print Name _____ Signature _____ Date _____

For HOA Board Use Only

□ Owner Present	□ Referred to Proposal Process	□ Question to be researched
□ Question Answered	□ Referred to AVR Process	□ Comment noted

Date Reviewed or Instituted (circle one): _____

Next Steps Assigned To: _____

Instructions on using the Q&A Form

Use this form to submit questions to the HOA Board.

Completed Q&A forms will be collected at the meeting, or from the AVR box (see below), and questions will be read aloud during the meeting.

Content of the Q&A forms will be reviewed as:

- Answerable in the moment.
- Needs research before answering; Arrangements to be made for time/place/parties involved.
- Should be submitted as an AVR.
- Should be submitted as a Proposal.

Note: *Comments are not being accepted.*

Questions that arise during the Board meeting:

Q&A forms will be available on the table at the front of the room, near the printed agendas. Please take one as you go to your seat, so you can capture your questions during the meeting.

During the board meeting, if a question is unrelated to an agenda topic, then it should be submitted on the Q&A form.

Fill out the form and tick the box saying you are **present at the meeting**. Print your name, enter today's date, and sign.

- Write your question in the space provided.
- Maximum word count for your question is 20 words.
- Additional context can be added to the space provided.
- Maximum word count for the context is 20 words.

The rationale is this: Writing your question will help you to be clear and succinct. This way, everyone's time is respected, and we can get through more questions.

The Q&A forms will be collected and read aloud near the end of the meeting.

Questions that arise BETWEEN Board meetings:

The Q&A forms will be available:

- On the Glenwood Website, under Online Downloadable Forms
- In the Summerplace Library
- At the Glenwood HOA Board Meetings

Fill out the form and tick the box saying you plan to be present at the meeting on <date>. Print your name, enter today's date, and sign.

- Write your question in the space provided
- Maximum word count for your question is 20 words.
- Additional context can be added to the space provided.
- Maximum word count for the context is 20 words.

Submit your Q&A form in the AVR box, as you would an AVR, **at least 7 days before** the next meeting.

Note: *Forms received within 7 days of a Board meeting will be addressed at the following month's meeting.*