

*Callender Lake Property Owners Improvement Association
127 Long Shadow Drive, Murchison TX 75778-5109
Phone: (903) 469-3080 Fax: (903) 469-3831*

Meeting Notice Policy 14 April 2012

- 1. Meetings** The Secretary of the Board of Directors shall provide advance notice to members about any regular board meeting, special board meeting, annual membership meeting or any other membership meeting.
- 2. Notice** This notice shall include the date, time, place and general subjects of the meeting by providing the agenda for the meeting. The agenda shall also include a general description of any matters for deliberation in any executive session.
- 3. Announcement** This agenda shall be posted on a bulletin board near the gate to the Callender Lake community. At the option of the Board, the agenda may also be posted on the Callender Lake community website. In addition, the agenda shall be provided by email to any member who has registered an email address for that purpose with the elected Secretary of the CLPOIA Board of Directors.
- 4. Timeliness** This advance notice shall be provided at least 72 hours prior to the meeting, but shall not be provided more than 60 days before the meeting.