Administrative Policy **Trasona East Neighborhood Association**	
SUBJECT: Board Meeting Notice	**POLICY NO.** TRE-2020-05
APPROVAL: December 3, 2020	**DATE OF ISSUE:** February 1, 2021
REVISION DATES:	**PAGE:** Page 1 of 1

POLICY/PROCEDURE

1. In accordance with Article III, Item B, Section 10 of the Bylaws of the Trasona East Neighborhood Association, Inc., the Board of Directors (the "Board") shall provide notice of all Board meetings by posting the date, time and location in a conspicuous place on the Common Area at least forty-eight (48) hours in advance.

2. Additionally, electronic notice of the meeting date, time and location shall be provided at least seven (7) days in advance of the meeting through posting on the association's website/webpage and by email for those e-mail addresses provided to the association by the members.

EXCEPTIONS

This requirement is waived in the event of an emergency.