

# Jasmine Creek Community Association

("JCCA" or "the Association")

110 Jasmine Creek Drive, Corona Del Mar, CA 92625

<https://jasminecreek.org/>

## Request for Board to Include Item on Next Board Agenda

Thank you for your interest in how we (all of us) run our JCCA Homeowners' Association. We want to make our JCCA as open and inclusive as possible.

To that end, we encourage JCCA homeowners to submit items in writing, that they would like the Board to consider and discuss at Board meetings. Our JCCA governing documents set out a procedure for this, which is summarized here:

1. Homeowners should submit their request in writing by the Monday of the week prior to the Board meeting.
2. Our JCCA President has discretion over what items are included on the Board Agenda.

Beyond those basic guidelines, the Board has formally adopted these further procedures to ensure that the process is easy and transparent, and that our homeowners know that their requests are being received and considered.

- a. Because we now regularly use email for communications, and to make this process even easier, the Board President will consider these requests whether they are hand-delivered to the JCCA office or sent by email (so long as they are received by the JCCA office by the deadline above). Email submissions should be addressed to [jasminecreek@jasminecreek.org](mailto:jasminecreek@jasminecreek.org).
- b. Unless our President sends a written response to the homeowner by the Friday before the Board meeting, the item WILL be included on the Board's agenda.
- c. If our President for some reason declines to include the item on the Board's agenda, the President will communicate the reason/s in writing to the homeowner by not later than the Friday before the Board meeting.

Below is a form that JCCA homeowners can use to submit their requests for items to be included on the Board's agenda (homeowners can print out this page and submit it to the JCCA office, or email the same information to [jasminecreek@jasminecreek.org](mailto:jasminecreek@jasminecreek.org)).

<b>Homeowner's Name and Address:</b>	
<b>Date of Request:</b>	
<b>Requested item to include on Board's next Agenda:</b>	

HTTPS://D DOCS LIVE.NET/365D5D3A52BD96FC/JCCA/2022-10-01\_BOD\_AGENDA\_REQUESTS\_RE\_WEBSITE-COMMITTEE\_CHANGES/2022-10-01\_BOD-AGENDA\_REQUESTS\_FORM\_DRAFT001.DOCX

**JCCA - Request for Board to Include Item on Next Board Agenda**