

GUIDELINES

Use of Boardroom

This Boardroom forms part of the great amenities of Crossbow Point. It is intended that the room be available for use not only by the Condominium Board, but also for residents. The following guidelines are intended to promote fair opportunities for room use.

Criteria for use of Boardroom:

1. An owner or tenant is the prime user and in attendance
2. Occasional use (not regular or daily use)
3. Privacy is a requirement or preference

Priority order for using the Boardroom:

1. Condominium business use and meetings (may be full day duration) - Board; Board Members; Condo Committees
2. Community support group meetings (charity or non-profit) - up to 4 hours
3. Personal (non-business) use on a first-come first serve basis - up to 1 hour intervals
4. Business use that is up to 1 hour duration and non-recurring (e.g., Real Estate Agent with client)

Self-Management of Boardroom use

- First come, first use basis for limited time per above
- Group meetings have priority over single person use
- Group meetings should be posted at least 3 hours in advance of the planned meeting
- Users should feel free to post on the Boardroom door, their plan to use the room for a specific period of time (subject to stated limits in this document)

We thank all owners and tenants for abiding by these guidelines, as this allows us to continue to make the Boardroom available to owners and tenants.

Your Board of Directors

COMMENTS ARE ALWAYS WELCOMED BY THE BOARD; PLEASE E-MAIL TO crossbowpoint@gmail.com