

EXHIBIT A-3

THE DOWNS OF HILLCREST RESIDENTIAL ASSOCIATION, INC.

PROTOCOL FOR MEMBER ATTENDANCE AT OPEN BOARD MEETINGS

WHEREAS, The Board of Directors (the Board) of The Downs of Hillcrest Residential Association, Inc. (the "Association") desires to establish a procedure that will be followed by the Members of the Association who desire to attend meetings of the Board of Directors of the Association; and

WHEREAS, meetings of the Board of Directors are open to Members of the Association as required by law; and;

WHEREAS, Members shall abide by the following procedures with regard to items which a Member would like to bring to the Board's attention for consideration or discussion during a meeting of the Board as well as participation of Members during meetings of the Board of Directors.

NOW, THEREFORE, BE IT RESOLVED that the following protocol is hereby established by the Board and must be observed at all times by Members of the Association who desire to be present at a meeting of the Association's Board of Directors:

1. Meetings of the Board of Directors are open to Members of the Association subject to the right of the Board of Directors to adjourn into Executive Session as allowed by law. Members will be excused from the meeting during Executive Session.
2. Any Member of the Association who wishes to attend a Board of Directors meeting must notify a Director or the Association's Management Company at least 24 hours in advance to ensure there will be adequate seating available as meetings are generally held in the personal residence of one of the Board members.
3. Upon the completion of Member presentations, if any, in accordance with Paragraph 4 below, the Board may take up its regular agenda. During the regular agenda it is imperative that Members understand they are attending a meeting of the Board of Directors and not a meeting of Members. The Board is allowed to consider and discuss agenda items without interruption by Members in attendance. Accordingly, Members who wish to address the Board during consideration of agenda items may not participate in the discussion unless and until they are recognized by the Chairperson of the meeting, normally the President. The Chair is under no obligation to recognize a Member while the Board is in the process of considering and discussing agenda items. Members are, therefore, encouraged to take advantage of the process established to address the Board

with specific issues in accordance with the procedures set forth in Paragraphs 4 and 5 below.

4. If any Member wishes to address the Board of Directors the Member must provide the Board or Management Company a written summary of the subject matter which the Member would like to bring before the Board for discussion at least five (5) business days prior to the scheduled meeting date in order to have it placed on the meeting agenda and to allow the Board adequate time to prepare for a constructive discussion of the matter during the meeting.
5. Members wishing to address the board should also come to the meeting well prepared as their presentation and/or discussion will be limited to 10 minutes. The Member shall be responsible for supplying any audio visual equipment, personal computers, handouts or other presentation aides, if required, for his or her presentation. In order for the Board to conduct regular business of the Association and keep the meetings to a reasonable length, the number of Members speaking at any one Board meeting shall be limited to three (3).
6. Members who do not follow the procedures set forth herein, become unruly or otherwise disrupt the meeting, thereby preventing the Board from conducting the regular business of the Association, may be asked to leave.
7. Audio or video recordings of meetings of the Board of Directors are prohibited.

THIS Protocol for Member Attendance at Open Board Meetings was duly adopted by the Board of Directors at a meeting held on the 1 day of December, 2016, will become effective when filed with the Office of the Dallas County Clerk and shall remain in effect until modified, rescinded or revoked by the Board of Directors.

**THE DOWNS OF HILLCREST
RESIDENTIAL ASSOCIATION, INC.**

By: Sheila Lau MacHutta
SheilaLau MacHutta, President