

BUSINESS MEETING CONDUCT POLICY

WHEREAS, there is a need to clarify procedures to Owners for notification and conduct of business meetings,

THEREFORE, be it now resolved that the Association business meetings will adhere to the following procedures:

BOARD OF DIRECTORS MEETINGS

The Board of Directors will liberally follow Robert's Rules of Order in conducting each Board meeting. The Board will attempt to be as casual as possible under the circumstances of the meeting.

1. We will open these meetings to all Owners or their documented representatives.
2. We will make agendas available via the Association website within 24 hours of the meeting for examination by all Owners or their documented representatives.
3. The meeting notice will be physically posted on the community boards. We may provide Board meeting notices and agendas in electronic form at our discretion.
4. We will allow an Owner representative to participate in a meeting, as long as we have received written notice from the Owner assigning participation to that representative.
5. We will allow Owners and documented representatives to attend, listen and speak at appropriate times during meeting deliberations and proceedings.
6. After the "Owners to Address the Board" portion of our Board meetings have ended, non-Board members may not participate in deliberations or discussions unless a majority of our attending Board quorum votes to allow it.
7. We will place reasonable time restrictions and allow a reasonable number of Owners and documented representatives to speak on each side of an issue during the "Owners to Address the Board" portion of our meeting, before the Board takes formal action on an item scheduled for discussion.
8. Additional items brought before the Board which are not on the current agenda may be placed on the next Board meeting agenda. If the item is a comment only, it may be considered at the Board's discretion provided no formal vote is required for that item. In the event of any open litigation issues, we will not discuss the issue in an open meeting.
9. Board Meetings shall not be recorded with the use of an audio or video device. We believe the practice of recording these meetings with an audio or video device would be disruptive and discourage open discussion.

OWNERS' MEETINGS

In addition to the requirements of the By-Laws of our community, the additional requirements of Colorado law will be followed as stated below:

1. Owner meetings will be called at least once per year.

BUSINESS MEETING CONDUCT POLICY

2. Special Owner meetings will be called per the requirements of the Association's Bylaws.
3. The Association will mail a notice to Owners via US first class mail, to be sent at least 10 days prior to the meeting, but not more than 50 days prior to the meeting.
4. The meeting notice will be physically posted on the community boards.
5. Any meeting notice may be electronically posted for the convenience of the Owners at the Board's discretion.
6. Each Owner meeting notice will include the time, place and agenda items for the meeting.
7. An email regarding the Owner meeting notification may be provided to any Owner who requests such notice be sent electronically and has provided an email address to the Association.
8. In the event of multiple Owners of one home, only one vote from each Lot will be counted for each ballot item.
9. All issues that come before the Owners for a vote may be conducted by secret ballot, if at least 20% of the Owners present request it.
10. All ballots will be counted by a neutral third party or Owner who is not a candidate or related to a candidate.
11. Results of any votes will be reported without reference to names, addresses or other identifying information of those casting ballots.
12. A proxy will be considered void if it is not dated.
13. Any proxy will be terminated that exists 11 months after it is signed, unless a different time frame is indicated on the proxy.
14. Open to all Owners or their documented representatives.

COMMITTEES

Committees are authorized by the Board and their purpose defined by either the Association's Master Documents or the Board.

1. Committee members shall be approved by the Board at a properly noticed meeting.
2. Members may resign from a Committee at any time by a written notification to the Association's President, Vice President, Treasurer or managing agent.
3. Committee members may be removed by a majority vote of the Board of Directors at a properly noticed meeting.
4. If Owners have an interest in volunteering for a Committee, they must submit a letter of interest to the Association.
5. Committee chairs shall be selected by the majority of committee members on an annual basis, at the first meeting following the Association's annual meeting.
6. Committee chairs, designated committee member or the managing agent will provide a summary of meetings, including members in attendance, those with excused/unexcused absences, items discussed, decisions made and action items.
7. Open to all Owners or their documented representatives.

BOARD OR DISTRICT DELEGATE WORKSHOPS

BUSINESS MEETING CONDUCT POLICY

The Board of Directors or District Delegates may use workshops as a forum to discuss, inform and/or formulate ideas relevant to the duties of the Association. No formal action may be taken by the Board of Directors or District Delegates at a Workshop unless specifically authorized in the Association's Master Documents and properly noticed. Such workshops will be open to attendance by Owners or their designated agents, although Owner input will not be taken at such workshops.

FORM AND METHOD OF NOTIFICATION

Unless restrictive provisions exist in the Master Documents, the Board of Directors authorizes and prefers electronic form and notification by email. The managing agent shall be responsible for maintaining accurate contact information for Directors, District Delegates and Committee members.

PUBLIC ATTENDANCE

Unless prohibited by federal, state or local laws or the Association's Master Documents or other Policy, the Board meetings, Committee meetings, other non-business meetings and workshops shall be open to Owners or their designates. Even though a meeting or workshop may be open to Owners or their designates, input and discussion may be restricted by the Chairman of the Committee, meeting or workshop. The Association may publish rules of conduct or protocols for business meetings, Committee meetings, other non-business meetings and workshops in addition to provisions within the Master Documents or Robert's Rules of Order.

FREQUENCY OF MEETINGS

Meetings are held throughout the month on a regular and/or as-needed basis. Meetings to be held at a date, time and location as agreed upon by the said members, and will be posted to the Association calendar on the website.

The Board, District Delegates and Committee members volunteer their time and need to efficiently complete their meetings in a reasonable time frame, so that business decisions can be made and the needs of our community can be met. If meetings consistently exceed two hours, the Board will review the structure and content of said meetings to make them more efficient.

Adopted by the Board of Directors on November 21, 2016