

PROCEDURES FOR THE CONDUCT OF BOARD MEETINGS

PURPOSE: To facilitate the efficient operation of Board meetings and to afford Owners an opportunity to provide input and comments on decisions affecting the community by establishing a policy and procedures for conducting Board meetings.

AUTHORITY: The Declaration of Protective Covenants (hereinafter "Declaration"), Articles of Incorporation and Bylaws of the Association and Colorado law.

Meetings of the Board of Directors of the Association shall be called pursuant to the Bylaws of the Association.

1. Procedure.

- (a) Owners and their designated representatives are welcome to attend all Board meetings. Any Owner may designate a representative to attend the meeting on his or her behalf; however, the Owner must provide written notice to the Board assigning participation to their representative. Owners or their designated representatives may speak at appropriate times during Board meetings as described below.
- (b) Board meeting agendas shall be made reasonably available to all Owners or their designated representatives and may be provided in electronic form, as determined by the Board.

2. Conduct.

- (a) All Board meetings shall be governed by the following rules of conduct and order:
 - (1) The President of the Association, or designee, shall chair all Board meetings.
 - (2) All persons who attend a meeting of the Board, other than Board members, shall be required to sign in, listing their name and Parcel Number.
 - (3) All Owners will be given an opportunity to speak as to any matter or ask questions of the Board during the Owner Forum at the beginning of the meeting. Any Owner wishing

- to speak during the Owner Forum shall so indicate at the time of sign in.
- (4) Anyone desiring to speak shall first be recognized by the Chair.
 - (5) Only one person may speak at a time.
 - (6) Each person speaking shall first state his or her name and Parcel Number.
 - (7) Any person who is represented by another person as indicated by a written instrument at the meeting shall be permitted to have such person speak for them.
 - (8) Those addressing the Board shall be permitted to speak without interruption from anyone as long as the following rules are followed
 - (A) Comments are to be offered in a civilized manner and without profanity, personal attacks or shouting.
 - (B) Comments are to be relevant to the purpose of the meeting or issue at hand.
 - (C) Each person shall be given up to a maximum of three minutes to make a statement or to ask questions. Such time limit may be increased or decreased by the Chair, but shall be uniform for all persons addressing the meeting. If the Board has questions for an Owner, neither those questions nor the Owner's response to those questions will be counted against the allotted time for the Owner to speak.
 - (D) The Board may decide whether or not to answer questions during the meeting.
 - (E) Each person may only speak once.
 - (F) Yielding of time by a speaker to another individual shall not be permitted.
 - (9) No meeting of the Board may be audio, video or otherwise recorded except by the Board to aid in the preparation of minutes. Minutes of actions taken shall be kept by the Association.
 - (10) Anyone disrupting the meeting, as determined by the Chair, shall be asked to "come to order." Anyone who does not come to order immediately shall be asked to leave the meeting.
3. Owner Input. After a motion and second has been made on any matter to be discussed, at a time determined by the Board, but prior to a vote by the Directors, Owners, or their designated representatives, present at such time shall be afforded an opportunity to speak on the motion as follows:

- (a) The Chair will ask those Owners present to indicate by a show of hands who wishes to speak in favor of or against the motion. The Chair will then determine a reasonable number of persons who will be permitted to speak in favor of and against the motion and how long each person will be permitted to speak. If everyone desiring to speak will not be permitted to speak, the Chair shall also announce the procedure for determining who shall be permitted to speak.
 - (b) Following Owner input, the Chair will declare Owner input closed and there shall be no further Owner participation on the motion at hand unless a majority of the Board of Directors votes to open the discussion to further Owner participation.
- 4. Definitions. Unless otherwise defined in this Policy, initially capitalized or terms defined in the Declaration shall have the same meaning herein.
- 5. Supplement to Law. The provisions of this Policy shall be in addition to and in supplement of the terms and provisions of the Declaration and the law of the State of Colorado governing the Association.
- 6. Deviations. The Board may deviate from the procedures set forth in this Policy if in its sole discretion such deviation is reasonable under the circumstances.
- 7. Amendment. This Policy may be amended by the Board of Directors.