

Casolar del Norte Homeowners Association  
Conduct of Meetings Policy

Effective Date: August 20, 2015

Pursuant to Colorado law, the Board of Directors of the Association desires to adopt a policy to address procedures for the conduct of Board and Homeowners Meetings.

The Association hereby adopts the following policies and procedures for the conduct of Board and Homeowners meetings.

1. Board Meetings

A. The Board shall hold its first regular meeting each year within 10 business days of the Annual Meeting.

B. Notice of Board meetings shall be hand delivered or mailed electronically to Board members at least three calendar days prior to the meeting. If a schedule is set for Board meetings, no notice beyond the schedule need be given.

C. All Board meetings shall be open to attendance by Members of the Association, or their representatives, provided the Board may go into executive session for any purpose allowed by law, including but not limited to:

- a. Consultation with legal counsel concerning disputes that are the subject of possible, contemplated, pending or imminent court proceedings or matters that are attorney-client privileged;
- b. Review or discussion relating to any written or oral communication from legal counsel;
- c. Investigative proceedings concerning possible or actual criminal misconduct;
- d. Matters subject to specific constitutional, statutory or judicially imposed requirements protecting particular proceedings or matters from public disclosure;
- e. Any matter the disclosure of which would constitute an unwarranted invasion of individual privacy.

Members may be excluded from executive session. Prior to going into executive session the President shall announce the purpose for the executive session.

D. The Board will post notice of upcoming meetings or the schedule of meetings on the website.

E. There may be a Member's forum at the beginning of each meeting if a Member wishes to address any matters with the Board that are not on the agenda. Members shall also be allowed to speak on any agenda item after the Board

discussion on the item but before the vote. The rules for Member participation during meetings are as follows:

- a. Each Member who wishes to speak will be given three minutes, provided the president may extend the time, if necessary.
- b. Each Member shall state his/her name and address.
- c. All comments must be delivered in a businesslike and professional manner. Personal attacks and inflammatory comments will not be permitted.

F. Any director may make a motion. All motions shall be recorded in the minutes. Motions must be seconded to be discussed and voted upon. The minutes shall reflect the number of votes in favor, votes against and abstentions.

G. Meetings may not be audiotaped or videotaped, provided that the Secretary may audiotape a meeting for the purpose of preparing the minutes. Such audiotape shall not be part of the Association's records and may be destroyed once the minutes are prepared.

H. Board meetings are not required to be held in accordance with Robert's Rules of Order.

## 2. Annual Meetings/Special Member Meetings

A. Notice of a Members Meeting shall be hand delivered or mailed to each Member 10-50 days prior to the meeting. Notice shall also be posted on the website. If a Member requests notice by e-mail only and provides an e-mail address, notice will be provided by e-mail.

B. Each Member will sign in prior to the meeting for himself/herself and for any proxies he/she holds. If an election or vote is to be held, members will be given the appropriate number of ballots. Voting rights of delinquent Members are suspended and such Members will not be given ballots. Secret ballots are required for election of a contested position on the Board of Directors, at the discretion of the Board of Directors, or on any other matter upon the request of 20% of the members present in person or by proxy.

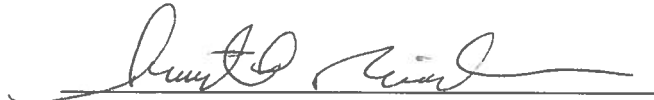
C. Each Member who wishes to speak will be given a reasonable time to speak, provided the President may impose reasonable time limits to facilitate member participation. Members must maintain decorum and refrain from addressing the membership or Board until recognized by the chair. Upon being recognized, the Member shall state his/her name and address. Members may not interrupt anyone who validly has the floor or otherwise disrupt the meeting. Members may not engage in personal attacks on either Board members or other Members. All comments and questions are to be delivered in a businesslike manner germane to the agenda item being addressed. No Member may use abusive, rude, threatening or crude language.

D. Meetings may not be audiotaped or videotaped, provided that the Secretary may audiotape a meeting for the purpose of preparing the minutes. Such audiotape shall not be part of the Association's records and may be destroyed once the minutes are prepared.

E. Meetings are not required to be held in accordance with Robert's Rules of Order.

IN WITNESS WHEREOF, the undersigned certify that this Conduct of Meetings Policy was adopted by resolution of the Board of Directors of the Association on this 20<sup>th</sup> day of August, 2015.

Casolar Del Norte Homeowners Association, by

  
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President

Attest

  
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Secretary