POLICY OF SUNRIDGE AT AVON II CONDOMINIUM ASSOCIATION
REGARDING VIRTUAL MEETINGS

SUBJECT: Adoption of a policy and procedures for conducting virtual Owner and Board meetings.

PURPOSE: To facilitate the efficient operation of virtual Owner and Board meetings

AUTHORITY: The Declaration, Articles of Incorporation, and Bylaws of the Association and Colorado law.

EFFECTIVE DATE: October 29, 2025

RESOLUTION: The Association hereby adopts the following Policy regarding the conduct of virtual Owner and Board meetings:

WHEREAS, the Colorado Revised Nonprofit Corporation Act provides authority for Sunridge at Avon II Condominium Association ("Association") to hold Board and Owner meetings through the use of "any means of communication" by which all persons participating in the meeting can hear each other during the meeting, which would include participation through the use of a virtual or other online platform, phone, or some combination of the foregoing (collectively "Virtual" meetings or participation); and

WHEREAS, the Association's governing documents do not prohibit virtual meetings; and

WHEREAS, the Board of Directors believes that certain circumstances may arise making it in the best interest of the Association to hold a Board or Owner meeting via Virtual means.

THEREFORE, the Board of Directors hereby adopts the following Policy concerning virtual meetings:

1. Generally. To the extent applicable, all virtual meetings shall be subject to and comply with the additional terms set forth in the Association's Conduct of Meetings Policy.

2. Owner Meetings.

(a) **Notice**

(1) In addition to any notice required in the Bylaws, Declaration, Conduct of Meetings Policy, or Colorado law, notice for an Owner virtual meeting shall include the following information:

a. Sign-in/login information and instructions for attending the meeting;

b. Physical location of the meeting host;

c. Whether Owners may attend the meeting in person at the physical location or whether they are only permitted to attend the meeting through Virtual means;

d. Instructions for submitting proxies;

(b) **Proxies**

(1) Proxies for Virtual Owner meetings must be delivered to the Association by one of the below methods:

a. Scanned and emailed to the community association manager or other designated agent at least 48 hours prior to the start time of the meeting;

b. Mailed to the community association manager or other designated agent via U.S. mail and received by the community manager at least 48 hours prior to the start time of the meeting; or

c. Any other method deemed appropriate by the Board of Directors and in compliance with Colorado law, provided the proxy is delivered at least 48 hours prior to the start time of the meeting.

(2) Proxies that are not delivered to the Association using one of the above methods, or which are received by the community association manager or other designated agent within 48 hours of the meeting, will not be counted.

(c) **Sign-in**

(1) Because there is no physical sign-in sheet at a virtual meeting, sign-in will occur by one of the following methods:

a. Taking attendance by vocal roll call or through other confirmation available via the Virtual meeting platform;

b. Electronic sign-in (instructions for which, if available, will be included in the meeting notice); or

c. Any other method deemed appropriate by the Board of Directors and which will allow the Board to verify the attendee has the right to attend.

(d) **Voting**

(1) Any vote that does not require a secret ballot shall be taken by a show of hands, or vocal roll call, or through other method available via the Virtual meeting platform that allows for confirmation of the person voting, pursuant to such instructions that will be provided at the Virtual meeting, in the meeting notice, or both.

(2) Any vote that requires a secret ballot, such as a contested election, may be taken using a Virtual meeting platform method only if such method allows the Association to confirm that an attending Owner (or their proxy) has voted and how they voted, while preserving the secrecy of their vote.

Otherwise, such vote shall be taken: (i) at an in-person non-Virtual meeting using secret written ballots, or (ii) by written ballot, in accordance with the Colorado Revised Nonprofit Corporation Act and the Association's governing documents, as a separate action outside of a meeting.

(e) **Conduct**

(1) Everyone in attendance at a virtual Owner meeting must comply with the Conduct of Meetings Policy, which may include but not be limited to procedures regarding recognition by the Chair, muting all participants until and unless recognized by the Chair, and timeframes for participant discussion;

(2) Any attendee who fails to comply with the Conduct of Meetings Policy, is disruptive, or otherwise interferes with the meeting, may be muted for the remainder of the meeting, or placed in the virtual lobby, or disconnected, at the discretion of the Chair of the meeting.

3. Board Meetings.

(a) **Notice**

(1) Notice shall be provided to each Board member for any virtual Board meeting and shall include the sign-in/login information and instructions for attending the meeting.

(2) Any Owner wishing to attend a virtual Board meeting must request the login information from the community association manager or other designated agent. If requested, the community association manager or other designated agent will provide the Owner with such information and a copy of the Board meeting agenda once ready.

(3) If additional notice or other procedures are required for Board meeting under the Conduct of Meetings policy, such notice shall also be followed for Virtual Board meetings.

(b) **Owners in Attendance**

(1) Owners who attend virtual Board meetings shall be afforded an opportunity to speak prior to a Board vote and in accordance with the Association's Conduct of Meetings Policy, which may include but not be limited to procedures regarding recognition by the Chair, muting all participants until and unless recognized by the Chair, and timeframes for participant discussion.

(2) Any Owner speaking out of turn, or otherwise disrupting the meeting may be muted for the remainder of the meeting, or placed in the virtual lobby, or disconnected, at the discretion of the Chair of the meeting.

(3) In the event the Board goes into executive session, Owners will be asked to disconnect from the meeting, or wait in the virtual lobby if available. Any Owner who fails to do so, will be disconnected or placed in the virtual lobby by the community association manager or other individual running the meeting.

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 community.

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 at any time by the Board of Directors.

PRESIDENT'S CERTIFICATION: The undersigned, being the President of Sunridge at Avon II Condominium Association, a Colorado nonprofit corporation, certifies the foregoing Policy was adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors on October 29, 2025, and in witness thereof, the undersigned has subscribed their name.

Sunridge at Avon II Condominium Association, a Colorado nonprofit corporation

By: Drew Dodd
Its: President