

POLICY ON CONDUCT OF MEETINGS

Meetings of Members:

Annual meetings of members are held primarily for the purpose of the election of members to the Board of Directors but may include such other matters as may properly come before membership pursuant to the Declaration or Bylaws.

Special meetings of members may be called pursuant to the Bylaws.

Notice:

1. Notice of membership meetings shall be given pursuant to the Bylaws by first class prepaid postage in the U.S, mail, mailed to the member's address of record with the Association. **It is critical that if members change their address, they update the address of record by notifying the Association manager or secretary. The Association is not obligated to try to find the current address of the owner but can rely on its records.**

2. If the Association has a web page, notice will also be posted on the web page.

3. Notice will also be posted at each mailbox complex on the Association property.

If a member desires to receive notice by electronic mail, the member must request to receive notice by electronic mail and must provide the Association with their e-mail address. The request should be in writing and notice to cease e-mail notification should likewise be in writing.

Procedures for conduct of membership meetings:

1. Colorado law requires that the election of Board members be by secret written ballot where their positions are contested. Any other matter may be conducted by secret ballot upon the request of twenty percent of owners who are present in person or by proxy at the meeting.

2. Votes are to be counted by a neutral third party or by a committee of volunteers. Such volunteers shall be unit owners, but not Board members or candidates for Board positions, who are selected in a fair manner by the presiding officer.

3. Members may vote at meetings without attending by appointing a proxy to vote for them. Proxy forms will be included with the notice of meeting. While other forms can be used, it is recommended that the Association form be used to avoid the possibility of the proxy being determined invalid.

4. The Association will use a simplified form of Robert's Rules of Order in the conduct of meetings. Members shall have the opportunity to speak on any topic during the discussion period prior to voting. The Board may place limitations on the length of time members are allowed to speak.

Meetings of the Board of Directors:

1. Meetings of the Board of Directors are open for attendance by members or their properly designated representatives.

2. At the beginning of each meeting, members in attendance will be given agendas for the meeting. After the meeting is called to order and after the routine matters such as officer reports has been taken care of, members shall have an opportunity during a "Members' Forum" period to make comments or voice concerns on any matter on the agenda or other matters of concern to them. The Board may limit the length of time any particular member may speak on a topic. If the number of members in attendance is large, The Board may limit the number of members entitled to speak on any one topic.

3. Other than comments during the Members' Forum, members may not participate in deliberation or discussion of matters before the Board unless expressly authorized to do so by a majority of the Board. If a matter not on the agenda comes up for formal action by the Board and was not previously addressed by members in attendance, the Board will allow members to comment on the topic before the Board takes any action.

4. Members in attendance at Board meetings shall conduct themselves appropriately. Speaking out when not authorized or interruption of the Board deliberations will not be permitted. Name-calling, use of foul language or any form of aggressive behavior will not be permitted. If a member cannot properly conduct themselves, law enforcement will be contacted to remove the member and/or the meeting may be postponed.