



VILLA CASITAS HOMEOWNER'S ASSOCIATION  
MEETINGS POLICY  
REVISED 8 JAN 2023

The undersigned, being all the Directors of Villa Casitas Homeowner's Association, a Colorado non-profit corporation (the "Association") hereby consent to vote in favor of and adopt the following Policy:

1. Conducting Meetings.

- (a) Association meetings shall be conducted in accordance with the Association Documents, especially the Association Bylaws, and in accordance with the Colorado Common Interest Ownership Act and the Colorado Revised Nonprofit Corporation Act. In addition, all meetings may be conducted in accordance with some or all of the most recent version of *Robert's Rules of Order*.
  - i. Audio and video recordings of any and all HOA meetings are prohibited
- (b) At all meetings, Members are expected to maintain proper behavior and decorum, which requires that Members shall:
  - (i) be respectful to others present and to the meeting process;
  - (ii) refrain from name-calling, use of foul language, and other aggressive behavior;
  - (iii) differentiate statements of opinion from statements of fact; and
  - (iv) speak only when acknowledged by the Chair.

If a Member fails to observe the above standards or demonstrates inappropriate behavior which negatively impacts the Association's meeting(s), the Chair shall issue one warning to the Member. If inappropriate behavior continues, the Member may be asked to remove him or herself from the meeting. If the Member refuses to comply, the meeting may be adjourned at that time, even though there are agenda items not yet heard, or the Chair may take other action, at the sole discretion of the Chair, including request for police assistance.

2. Owner Participation at Board Meetings.

- (a) All meetings of the Board of Directors, except the Executive Session, are open to attendance by any Owner or any person designated in writing by that Owner as the Owner's Representative.
- (b) The Board shall designate an appropriate period of time at the beginning of the meeting for Owners or their representatives to speak on any matter shown on the agenda, but such period shall not exceed a total of 20 minutes. Owners who wish to discuss a certain issue, complaint, or request shall submit such in writing at least five days prior to the Board meeting. If more than one person desires to address an issue and there are opposing views, the Board shall provide for a reasonable number of persons to speak on each side of the issue. All or any Owners or designated representatives wishing to speak shall sign a sheet with the Secretary prior to the meeting and the Board's President shall allocate the time permitted among the various Owners or designated representatives who wish to speak. After the designated time, Owners who are not Board members shall not participate in any deliberation or discussion of the Board unless expressly authorized by a vote of a majority of a quorum of the Board so present.

3. Owner Participation at Annual and Special Meetings of Owners.

- (a) Any Owner or designated representative of an Owner may speak at the designated time in the agenda upon any issue requiring a vote of the Owners.
- (b) The total length of any time for Owners or designated representatives speaking, on a single issue, at any meeting of the Owners shall not exceed the time set forth by the President at the beginning, but not exceeding a time limit of 20 minutes total, and the President shall pro-rate that time among the various Owners who speak on the issue.
- (c) All issues, complaints, and requests shall be submitted to the Board in writing five days prior to the annual meeting.

4. Notice of Meetings.

- (a) Board Meetings: Notice of Board Meetings shall be given in accordance with the Association Documents.
- (b) Owners Meetings: Notice of Owners Meetings shall also be given in accordance with the Association Documents, but in addition, notice of such shall be physically posted in a conspicuous place to the extent such posting is feasible and practical and may be given by electronic posting or electronic mail notices pursuant to C.R.S. 38-33.3-308.

5. Executive Sessions.

The Association's Board may meet in executive closed sessions to discuss matters described in C.R.S. 38-33.3-308(4), 38-33.3-317(3) and (3.5) including discussions related to:

- (a) Matters pertaining to employees of the Association (if any) or the managing agent's contract (if any) or involving the employment, promotion, discipline, or dismissal of an officer, agent, or employee of the Association.
- (b) Consultation with legal counsel concerning disputes that are the subject of pending or imminent court proceedings or matters that are privileged or confidential between attorney and client.
- (c) Investigative proceedings concerning possible or actual criminal misconduct.
- (d) Matters which are subject to specific constitutional, statutory or judicially imposed requirements protecting the proceedings or matters from public disclosure.
- (e) Any matter the disclosure of which would constitute an unwarranted invasion of individual privacy, including a disciplinary hearing regarding an Owner and any referral of delinquency; except that an Owner who is the subject of a disciplinary hearing or a referral of delinquency may request and receive the results of any vote taken at the relevant meeting.
- (f) Review of or discussion relating to any written or oral communication from legal counsel.

The Association Board Members and other members shall preserve attorney-client privilege regarding consultation and communications from legal counsel.

6. Election Procedure.

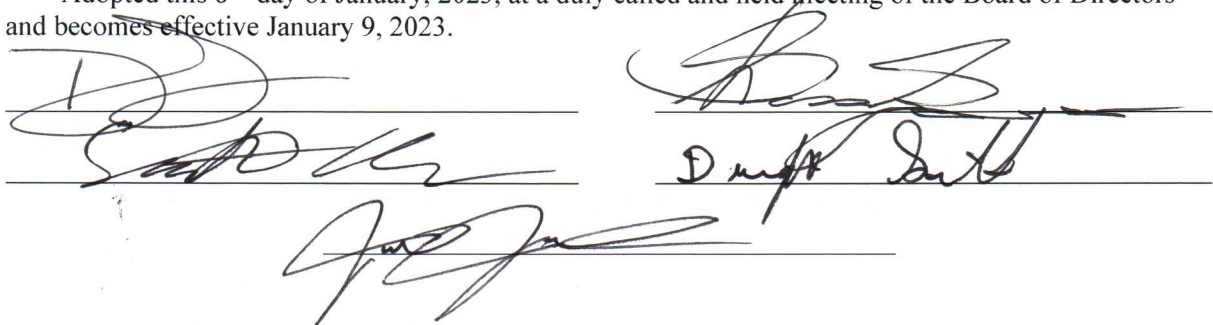
The following shall apply in contested elections only:

- (a) The Association's Secretary shall be in charge of providing secret ballots which protects the voters' privacy but also providing for the security of the election. Either the Association's Secretary, or the Managing Agent, or both, shall constitute a neutral third party to count the ballots. If no neutral party is available, the ballots may be counted by a committee of volunteers, who shall be Owners selected or appointed at an open meeting, in a fair manner, by the Board President or another person presiding during that portion of the meeting, provided however, that said volunteers shall not be Board members and, in the case of a contested election, shall not be candidates.
- (b) The results of a vote taken by secret ballot shall be reported without reference to the names, addresses, or other identifying information of Owners participating in such vote.

7. Directors Attendance Rule.

To the extent allowed by the Bylaws or C.R.S. 7-128-107(4), any Director who fails to attend the number of board meetings stated in the Bylaws in any calendar year may be deemed to have resigned from the Board if such failure to attend or meet obligations is confirmed by an affirmative vote of a majority of the Board.

Adopted this 8<sup>th</sup> day of January, 2023, at a duly called and held meeting of the Board of Directors and becomes effective January 9, 2023.



The image shows three handwritten signatures, each written over a horizontal line. The signatures are in black ink and appear to be cursive. The first signature is on the left, the second is in the middle, and the third is on the right. The lines are horizontal and extend across the width of the page.