

**RESOLUTION OF
DEER CREEK AT NORTHGATE HOMEOWNERS ASSOCIATION
REGARDING POLICY AND PROCEDURE FOR
CONDUCT OF MEETINGS**

SUBJECT: Adoption of policies and procedures regarding the Conduct of Meetings.

PURPOSE: To amend and restate the Association's policies and procedures concerning the Conduct of Member Meetings and Board Meetings of the Association.

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

EFFECTIVE DATE: May 21, 2014

RESOLUTION: The Association hereby adopts the following policies and procedures, contained herein.

PRESIDENT'S CERTIFICATION: The undersigned, being the President of Deer Creek at Northgate Homeowners Association, a Colorado nonprofit corporation, certifies that the following Policy was adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors on May 21, 2014 and in witness thereof, the undersigned has subscribed his/her name.

DEER CREEK AT NORTHGATE HOMEOWNERS ASSOCIATION,
INC.
a Colorado nonprofit corporation

By:  _____
President

This document alone does not constitute Full Release of Liability as required under Colorado Law.

Conduct of Meetings Policies

1. Notice for/of Member Meetings.

- a. In addition to any notice required in the Bylaws, notice of any meeting of the Owners will be posted in a conspicuous location in the community at least 15 days prior to such meeting.
- b. Notice of annual meetings will be given to each Member of the Association as follows:
 - i. In writing, via first class, postage-prepaid U.S. mail;
 - ii. Posting on the Association's website, if any; and
 - iii. By posting a sign or notice of the meeting near the entrance to the community
- c. If any Owner has requested that the Association provide notice via email and has provided the Association with an email address, the Association will send notice of all Owner meetings to such Owner at the email address provided pursuant to the Bylaws but in no case less than 24 hours prior to any such meeting.

2. Conduct at Member Meetings. All Owner meetings are governed by the following rules of conduct and order:

- a. The President of the Association or designee chairs all Owner meetings.
- b. All Owners and persons who attend a meeting of the Owners will sign in, present any proxies and receive ballots as appropriate. (See section below regarding voting).
- c. Any person desiring to speak is to sign up on the list provided at check in (if any) and indicate if he/she is for or against an agenda item.
- d. Anyone wishing to speak must first be recognized by the Chair.
- e. Only one person may speak at a time.
- f. Each person who speaks is to first state his or her name and the address of their home in the Community.
- g. Any person who is represented at the meeting by another person, as indicated by a written instrument or an apparent agency, will be permitted to have that person speak for him/her.
- h. Those addressing the meeting are to be permitted to speak without interruption from anyone as long as these rules are followed.

Adopted: _____
Effective: _____

- i. Comments are to be offered in a civilized manner and without profanity, personal attacks or shouting.
- j. Comments are to be relevant to the purpose of the meeting.
- k. The Board or chair of the meeting may designate a reasonable amount of time for each person to speak on a particular topic or issue on the agenda.
- l. The Board may decide whether or not to answer questions during the meeting. Each person may only speak once.
- m. Yielding of time by a speaker to another individual is not permitted.
- n. Time limits may be increased or decreased by the Chair, but are to be uniform for all persons addressing the meeting.
- o. All actions and/or decisions require a motion and a second.
- p. Once a vote has been taken, there will be no further discussion regarding that topic.
- q. So as to allow for and encourage full discussion by Owners, no meeting may be audio, video or otherwise recorded.
- r. Minutes of actions taken are to be kept by the Association.
- s. Anyone disrupting the meeting, as determined by the Chair, may be asked to "come to order."
- t. Anyone who does not come to order will be requested to immediately leave the meeting.
- u. The Chair may establish additional rules of order as may be necessary from time to time.

3. Voting at Member Meetings.

- a. Voting for the election of Board members will be conducted by secret ballot. Where secret balloting is used, each Owner entitled to vote pursuant to the Bylaws is to receive a ballot. Ballots are not to contain identifying information concerning the ballot holder. In the event an Owner holds a proxy for another Owner, upon presentation of the proxy to the Secretary of the Association or the Secretary's designee, the Owner is to receive a secret ballot to cast the vote of the Owner who provided the proxy. The proxy is to be kept and retained by the Association.
- b. All other votes taken at a meeting of the Owners are to be taken in the method as determined by the Board of Directors or Chair of the meeting, including acclamation, by hand, by voice or by ballot, unless otherwise required by law.

Adopted: _____

Effective: _____

This document alone does not constitute Full Resale Disclosure as required under Colorado Law.

- c. Written ballots are to be counted by at least two neutral third parties, excluding the Association's manager or legal counsel, or by Owners who are not candidates. The Chair will specify the procedure for randomly selecting the Owner(s).
- d. The individual(s) counting the ballots are to report the results of the vote to the Chair by indicating how many votes were cast for each individual or how many votes were cast in favor and against any issue or candidate.

4. Proxies for/at Member Meetings. Proxies may be given by any owner as allowed by C.R.S. 7-127-203. All proxies are to be reviewed by the Association's Secretary or designee as to the following:

- a. Validity of the signature
- b. Signatory's authority to sign for the Lot owner
- c. Authority of the Lot owner to vote
- d. Conflicting proxies
- e. Expiration of the proxy

5. Conduct at Board Meetings. All Board meetings are to be governed by the following rules of conduct and order:

- a. The President of the Association, or designee, chairs all Board meetings.
- b. All persons who attend a meeting of the Board may be required to sign in, listing their name and the address of the home they own in the Community.
- c. 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, unless otherwise provided at the sole discretion of the Board.
- d. Anyone desiring to speak is to first be recognized by the Chair.
- e. Only one person may speak at a time.
- f. Each person speaking is to first state his or her name and the address of their home in the Community.
- g. Any person who is represented at the meeting by another person as indicated by a written instrument or apparent agency is to be permitted to have that person speak for them.
- h. Those addressing the Board are to be permitted to speak without interruption from anyone as long as these rules are followed.

Adopted: _____

Effective: _____

This document alone does not constitute a full Resale Disclosure as required under Colorado Law.

- i. Comments are to be offered in a civilized manner and without profanity, personal attacks or shouting.
- j. Comments are to be relevant to the purpose of the meeting or issue at hand.
- k. The Board or chair of the meeting may designate a reasonable amount of time for each person to speak or ask questions about a particular topic or issue on the agenda.
- l. Each person may only speak once during the owner forum and once on any other issue prior to a vote by the Board on the issue.
- m. Yielding of time by a speaker to another individual is not permitted.
- n. The time limit may be increased or decreased by the Chair but is to be uniform for all persons addressing the meeting.
- o. No meeting of the Board may be audio, video or otherwise recorded except by the Board to aid in the preparation of minutes.
- p. Minutes of actions taken are to be kept by the Association.
- q. Anyone disrupting the meeting, as determined by the Chair, may be asked to “come to order.”
- r. Anyone who does not come to order may be requested to immediately leave the meeting.

6. Owner Input at Board Meetings.

- a. Regular board meetings are open to attendance by all Members of the Association.
- b. There will be a brief Owners forum at the beginning of each regular Board meeting. The Owners forum will be for up to 15 minutes, although the Board may extend this time in its discretion. Owners who arrive late to any meeting may not be given the opportunity to speak if time does not allow; however, every effort will be made to accommodate each Member.
- c. Owners who wish to speak during the Owners forum should notify the Association or the Association’s manager in advance of the meeting. Owners who notify the Association of their desire to speak in advance of the meeting will be assured an opportunity to speak during the Owners forum. Owners who do not provide advance notice of their desire to speak will be given the opportunity to sign in upon arrival and may be given the opportunity to speak as time allows.

Adopted: _____

Effective: _____

This document alone does not constitute Full Resale Disclosure as required under Colorado Law.

This document alone does not constitute Full Resale Disclosure as required under Colorado Law.