

V. CONDUCT OF MEETINGS

A. Owner Meetings. Meetings of the Owners of the Association shall be called pursuant to the Bylaws of the Association.

1. Notice.

- i. In addition to any notice required in the Bylaws, notice of any meeting of the Owners shall be conspicuously posted within the Project at least seven days prior to each such meeting, or as may otherwise be required by Colorado law. The Association shall also post notice on its website (if any) of all meetings. The notice shall state the time and place of the meeting and the items on the agenda, including the general nature of any proposed amendment to the Declaration or Bylaws, any budget changes, and any proposal to remove an officer or member of the Board of Directors.
- ii. If any Owner has requested that the Association provide notice via email and has provided the Association with an email address, the Association shall, if it has such capability, send notice of all Owner meetings to such Owner at the email address provided at least 24 hours prior to any such meeting.

2. Conduct. All Owner meetings shall be governed by the following rules of conduct and order:

- i. The President of the Association or Board designee shall chair all Owner meetings.
- ii. 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)
- iii. Any person desiring to speak shall sign up on the list provided at check in and indicate if he/she is for or against an agenda item.
- iv. Anyone wishing to speak must first be recognized by the Chair.
- v. Only one person may speak at a time.

- vi. Each person who speaks shall first state his or her name and Lot address.
 - vii. Any person who is represented at the meeting by another person, as indicated by a written instrument, will be permitted to have such person speak for him/her.
 - ix. Those addressing the meeting shall be permitted to speak without interruption from anyone as long as these rules are followed.
 - x. Comments are to be offered in a civilized manner and without profanity or personal attacks. Comments are to be relevant to the purpose of the meeting.
 - xi. Each person shall be given up to a maximum of three minutes to make a statement or to ask questions. The Board may decide whether or not to answer questions during the meeting. Each person may only speak once. Yielding of time by a speaker to another individual shall not be permitted. Such time limit may be increased or decreased by the Chair, but shall be uniform for all persons addressing the meeting.
 - xii. All actions and/or decisions will require a first and second motion.
 - xiii. Once a vote has been taken, there will be no further discussion regarding that topic.
 - xiv. Minutes of actions taken shall be kept by the Association.
 - xv. Anyone disrupting the meeting, as determined by the Chair, shall be asked to "come to order." Anyone who does not come to order will be requested to immediately leave the meeting.
 - xvi. The Chair may establish such additional rules of order as may be necessary from time to time.
3. Voting. All votes taken at Owner meetings shall be taken as follows:
- i. All contested elections of Board Members shall be conducted by secret ballot. Each Owner entitled to vote pursuant to the Bylaws

shall receive a ballot. The ballot shall contain no identifying information concerning the ballot holder. In the event an Owner holds a proxy for another Owner, upon presentation of such proxy to the Secretary of the Association or the Secretary's designee, the Owner shall receive a secret ballot to cast the vote of the Owner who provided the proxy. The proxy shall be kept and retained by the Association.

- ii. All other votes taken at a meeting of the Owners shall be taken in such method as determined by the Board of Directors including acclamation, by hand, by voice or by ballot, unless otherwise required by law. Secret ballots are required upon a vote of 20% of a quorum of Owners.
- iii. Written ballots shall be counted by a neutral third party or by a committee of volunteers. Such volunteers shall be Lot Owners who are selected or appointed at an open meeting, in a fair manner, by the chair of the meeting. The volunteers shall not be Board Members and, in the case of a contested election for a Board position, shall not be candidates.
- iv. The individual(s) counting the ballots shall 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.

4. Proxies.

- i. Written or electronically transmitted fax or e-mail proxies may be given by any Owner as allowed by C.R.S. 7-127-203. See Addendum for a copy.
- ii. All proxies shall 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.

B. Board Meetings. Meetings of the Board of Directors of the Association shall be called pursuant to the Bylaws of the Association.

1. Conduct.

- i. All Board meetings shall be governed by the following rules of conduct and order.
 - (a) The President of the Association, or designee, shall chair all Board meetings.
 - (b) All persons attending a meeting of the Board shall be required to sign in, listing their name and Lot address.
 - (c) All Owners or their representative 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. Any Owner or their representative wishing to speak during the Owner Forum shall so indicate so at the time of sign in.
 - (d) Anyone desiring to speak shall first be recognized by the Chair.
 - (e) Only one person may speak at a time.
 - (f) Each person speaking shall first state his or her name and Lot address.
 - (g) Any person who is represented at the meeting by another person as indicated by a written instrument shall be permitted to have such person speak for them.
 - (h) Those addressing the Board shall be permitted to speak without interruption from anyone as long as these rules are followed.
 - (i) Comments are to be offered in a civilized manner and without profanity, personal attacks or shouting. Comments are to be relevant to the purpose of the meeting or issue at hand.
 - (j) Each person shall be given up to a maximum of three minutes to speak or to ask questions, although questions may not be answered until a later date. Each person may only speak once during the Owner forum and once on any other issue prior to a vote by the Board on such issue. Yielding of time by a speaker to another individual shall not be permitted. Such time limit may be increased or decreased by the Chair but shall be uniform for all persons addressing the meeting.

- (k) Minutes of actions taken shall be kept by the Association.
- (l) Anyone disrupting the meeting, as determined by the Chair, shall be asked to “come to order.” Anyone who does not come to order shall be requested to immediately leave the meeting.

2. Owner Input. After a motion and second has been made on any matter to be discussed, but prior to a vote by the Directors, Owners present at such time shall be afforded an opportunity to speak on the motion as follows:

- i. The Chair will ask those Owners present to indicate by a show of hands who wishes to speak in favor or against the motion. The Chair will then determine a reasonable number of persons who will be permitted to speak in favor of and against the motion and for how long each person will be permitted to speak. The Chair shall also announce the procedure for who shall be permitted to speak if not everyone desiring to speak will be permitted to speak.
- ii. Following Owner input, the Chair will declare Owner input closed and there shall be no further Owner participation on the motion at hand unless a majority of the Board of Directors votes to open the discussion to further Owner participation.