

MEETING POLICY

This Policy replaces all previous policies relating to meetings.

PURPOSE: The following policy was adopted by the Board of Directors of The Enclave at Meadow Hills Homeowners Association, Inc. ("the Association") pursuant to Colorado law at a regular meeting of the Board.

AUTHORITY: The Amended and Restated Declaration of Covenants, Conditions and Restrictions of The Enclave at Meadow Hills recorded on December 15, 2021 at Reception #E1189187 ("Declaration"), the Bylaws of the Association, §38-33-101, C.R.S., the Colorado Common Interest Ownership Act ("CCIOA"), §38-33.3-209.4, §38-33.3-209.5, and §38-33.3-308, C.R.S., and other Colorado and Federal laws.

EFFECTIVE DATE: **August 8, 2022**

RESOLUTION:

I. Meeting of the Members

1. Annual meetings of the Members of the Association shall be called at each year in the month of March, in accordance with the provisions of the Colorado Common Interest Ownership Act ("the Act"), where applicable, and the Association's Bylaws.
2. Special meetings of the Members may be called by a majority of the Board of Directors or by petition signed by twenty-five percent (25%) of the member's votes in the Association.
 - a. If a special meeting is called by the members by submission of a valid petition, the Association shall send notice of the special meeting identifying the subject(s) contained in the petition, no later than 30 days after a valid petition is delivered to the Association.
 - b. The Association shall schedule the date for such special meeting as soon as reasonably practicable.
 - c. If the Association fails to set a special meeting date as set forth in subsection (a), the members may set the date and time and send notice to members of such meeting.
3. Notice of the meeting of the Members shall be delivered by hand or by U.S. Mail, postage prepaid to the address on file with the Association to each Member of the

Association.

4. For all meetings, the notice shall be delivered not less than 10 days, nor more than 50 days prior to the date of the meeting, and shall state the date, time, and location of the meeting as well as the items on the agenda, including matters to be approved by Members.
5. In addition to the delivery of the notice to the Members, the Association may cause to be posted a notice of the meeting of the Members in a conspicuous place within the Community, if feasible and practicable.
6. If electronic means are available, the Association may provide notice to the Members via e-mail to those who request it and furnish the Association with their e-mail addresses.
7. All meetings of the Members shall proceed on issues generally set forth in the notice required by §38-33.3-308, C.R.S.
8. All meetings of the Members shall be open to attendance by all Members of the Association or their representatives appointed in writing provided to the Secretary of the Board no later than the start of the meeting.

Conduct of Meetings

1. The President or designee shall chair all meetings.
2. All owners will sign in, present any proxies and receive ballots, if appropriate.
3. The order of business shall be:
 - a) Roll call;
 - b) Proof of Notice of meeting or waiver of notice;
 - c) Approval of minutes;
 - d) Reports;
 - e) Election of directors (when required);
 - f) Old business;
 - g) New business.
4. Any person desiring to speak shall sign up on the list provided, if applicable.
5. All speakers must first be recognized by the chair.
6. Only one person may speak at a time.
7. Each person must identify him/herself and state their address.

8. Any person represented by another person must provide a written instrument executed by the owner and provided to the Secretary of the Board no later than the start of the meeting.
9. Time permitting, and in the discretion of the Board, each person may have time to make a statement or ask questions. The Board may or may not respond to questions at the meeting.
10. All actions/decisions will require a first and a second motion.
11. Once a vote is taken, no further discussion will take place on that topic.
12. No meeting may be audio or video recorded without the prior permission of the Board.
13. ANYONE DISRUPTING THE MEETING BY INTERRUPTING THE BOARD OR OTHER SPEAKERS, USING PROFANITY, YELLING, THREATENING OR INTIMIDATING OWNERS, MANAGEMENT COMPANY PERSONNEL OR BOARD MEMBERS WILL BE EITHER ASKED BY THE CHAIR TO "COME TO ORDER" OR INSTRUCTED TO LEAVE THE MEETING, AS DEEMED APPROPRIATE BY THE CHAIR. FAILURE TO LEAVE THE MEETING MAY RESULT IN LAW ENFORCEMENT BEING CALLED. VIOLATIONS OF THIS PROVISION MAY ALSO BE PUNISHED BY IMPOSITION OF A FINE OR OTHER PENALTY PURSUANT TO THE ASSOCIATION'S COVENANT ENFORCEMENT POLICY.
14. The chair may adopt additional rules of order, as necessary.

Voting

1. A quorum shall be deemed present if members representing ten percent (10%) of the votes of the Association are present in person or by proxy at the commencement of the meeting. If a quorum is not met at any such meeting, it may be adjourned to a subsequent date at which time five (5%) shall constitute a quorum.
2. Once a quorum is established, a majority of the votes present in person or by proxy is necessary for adoption of any proposal.
3. Board member elections must be by ballot.
4. The results of a vote by ballot shall be reported without reference to names, addresses, or other identifying information as to the parties casting ballots. However, ballots by mail may contain information necessary to perform reconciliation with the eligible owners' list.

Proxies

1. A member entitled to vote may vote either in person or by proxy executed in writing by the owner and filed with the Secretary of the Association or its managing agent no later than the start of the meeting.
2. Proxies are governed by the Association's Bylaws, §7-127-203, §7-127-204, and §38-33.3-310, C.R.S.
3. The proxy is revocable either in writing or by the owner's attendance at the meeting for which the proxy was given. Proxies cannot be revoked once quorum is established and the meeting begins.
4. All proxies are automatically revoked if the owner conveys the property.

II. Board Meetings

1. Annual meetings of the Board are to be held either on the same day as the annual members' meeting or within ten (10) days following it. Other meetings shall be held at least quarterly on a schedule adopted by Resolution of the Board. No further notification shall be necessary.
2. Meetings shall proceed on issues as generally set forth in the agenda. The agenda will be made reasonably available to Members or their duly appointed representatives.
3. Members shall be permitted to speak for before the Board takes action on an issue. The Board may set reasonable time restrictions on speaking and on the number of members that may speak for and against a particular proposal.
4. All meetings are open to all owners except for Executive Sessions.
5. Special meetings of the Board may be called on the request of the President or any two directors of the Board upon not less than three (3) nor more than fifty (50) days' notice to all Directors. Notice may be waived in writing by the Board member either before or after the meeting or by attendance at the meeting.
6. Action may be taken without a meeting if all Directors vote in favor of the action or the Director voting against the measure does not exercise his/her right to demand that the matter only be determined at a meeting. Such action shall only be effective if there are writings describing the action, signed by all directors, filed with the minutes of the Association or if the action is ratified at a meeting and such ratification is included in the minutes of said

meeting.

7. There shall be no proxy voting by Directors.
8. A quorum is reached when a majority of the Directors is present when a meeting commences unless there are fewer than three in which case all must be present.
9. Once a quorum is present, a majority of votes is necessary to win approval.

Conduct

1. The order of business for all Board meetings is: (a) roll call; (b) proof of notice of meeting; (c) reading of minutes; (d) reports of officers; (e) reports of committees; (f) old business; and (g) new business.
2. The President or designee shall chair all meetings.
3. All persons attending the meeting must sign in, listing their name and address.
4. Owners be given an opportunity to speak during the Owner Forum at the beginning of the meeting. Any owner wishing to speak must so indicate at the time of sign in.
5. All speakers must first be recognized by the chair.
6. Only one person may speak at a time.
7. Each person must identify him/herself and state their address.
8. Any person represented by another person must provide a written instrument executed by the owner.
9. ALL COMMENTS MUST BE MADE IN A PROFESSIONAL MANNER WITHOUT PROFANITY, PERSONAL ATTACKS OR SHOUTING. ANY PERSON WHO VIOLATES THIS PROVISION IMMEDIATELY WAIVES HIS OR HER RIGHT TO SPEAK ANY FURTHER AT THE MEETING. ANY VIOLATION OF THIS PROVISION MAY ALSO BE PUNISHED BY IMPOSITION OF A FINE OR OTHER PENALTY PURSUANT TO THE ASSOCIATION'S COVENANT ENFORCEMENT POLICY.
10. The Board will determine how many speakers may speak on each subject and may set time limitations on each speaker.

11. The Board will decide in its discretion whether to respond to any or all questions at the meeting.
12. No meeting may be audio or video recorded without the prior permission of all those in attendance.
13. ANYONE DISRUPTING THE MEETING BY INTERRUPTING THE BOARD OR OTHER SPEAKERS, USING PROFANITY, YELLING OR THREATENING OR INTIMIDATING OWNERS, MANAGEMENT COMPANY PERSONNEL OR BOARD MEMBERS WILL BE EITHER ASKED BY THE CHAIR TO “COME TO ORDER” OR INSTRUCTED TO LEAVE THE MEETING. FAILURE TO LEAVE THE MEETING MAY RESULT IN LAW ENFORCEMENT BEING CALLED. VIOLATIONS OF THIS PROVISION MAY ALSO BE PUNISHED BY IMPOSITION OF A FINE OR OTHER PENALTY PURSUANT TO THE ASSOCIATION’S COVENANT ENFORCEMENT POLICY.
14. The chair may adopt additional rules of order, as necessary.
15. After a motion and second has been made on any matter but prior to a vote by the directors, owners may speak after being recognized by the chair for the period of time the chair determines to be reasonable.
16. After owner input is closed, the Board will vote and no further discussion will be permitted by owners.

III. Executive Sessions

1. Executive sessions are permitted for the purposes set forth under Colorado Law.
 - a. As set forth in section 38-33.3-308(3), C.R.S., matters that must be discussed in executive session include hearings on covenant enforcement violations and referral of delinquent accounts to legal counsel. The vote on these matters must be recorded in the minutes and available to the subject homeowner upon request.
2. The general purpose of the Executive Session shall be included in the minutes for the meeting.
3. Board members are prohibited from disclosing any information obtained or communications that take place in Executive Session. Violation of this provision may result in waiver of the attorney-client privilege or other harm to the Association, constituting a violation of the disclosing Board member’s fiduciary obligations to the Association and may be restrained by an injunction or punished by imposition of fines or commencement of a lawsuit for damages, as determined by the Board.

IV. Definitions

Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declaration shall have the same meaning herein.

V. Supplement to Law

The provisions of this Resolution 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.

VI. Deviations

The Board may deviate from the procedures set forth in this Resolution if its sole discretion such deviation is reasonable under the circumstances.

VII. Amendment

This policy may be amended from time to time by the Board of Directors.

VIII. Severability

Invalidation of one of the foregoing provisions by court order or judgment shall have no effect on the remaining provisions which shall remain in full force and effect.

CERTIFICATION:

The undersigned, being the President of the Board of Directors of The Enclave at Meadow Hills Homeowners Association, Inc., a Colorado nonprofit corporation, certifies that this Policy was adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors of the Association on 3/4 /, 2023 and in witness thereof, the undersigned has subscribed his/her name.

**THE ENCLAVE AT MEADOW HILLS
HOMEOWNERS ASSOCIATION, INC.,**
a Colorado non-profit corporation

By: _____

Its: _____

Shastin Chandu
PRESIDENT, Enclave