

**COLORADO'S TIMBER RIDGE HOMEOWNERS ASSOCIATION
BALLOT AND PROXY POLICY**

Effective Date: ____ 1/1/2006 ____

In compliance with the Colorado Common Interest Ownership Act, the Board of Directors of the Association desires to adopt a uniform and systematic policy to address the use and counting of ballots.

The Association hereby adopts the following policies and procedures:

1. General. Each Lot is allocated one vote. If the Lot is owned by more than one person or entity, any one of the Owners present may cast the vote for the Lot. If there are multiple Owners, the vote shall be cast in accordance with the agreement of a majority of the Owners. If there is not majority agreement, and any of the multiple Owners protests the vote to the chair of the meeting, no vote shall be cast for that Lot.

2. Proxies. Owners may vote by general or directed proxy; provided that a directed proxy may not be used for any matter requiring a secret ballot. A proxy shall not be valid if obtained through fraud or misrepresentation.

A. A proxy must be in writing and must be dated to be valid. Proxies must be submitted to the Secretary at or prior to the meeting.

B. If the Lot is owned by more than one person, any one of the Owners may submit a proxy. If the proxy meets all other requirements, it will be considered valid unless any of the other Owners registers a protest to the proxy given. If the Owners cannot agree on how or to whom to give the proxy, no vote shall be cast for that Lot.

C. Any proxy that is not dated or states that it is revocable without notice is void. A proxy may be revoked only by actual notice to the person presiding at the meeting. If a proxy is given by e-mail or other means that do not permit a signature, the document must be transmitted in such a way that it contains written evidence from which the Association can determine that an Association member has given the proxy.

D. Any proxy returned to the Association that does not identify the proxy holder will be deemed given to the Board of Directors, unless the proxy form itself states otherwise.

3. Election of Board Members. Board members shall be elected at the annual meeting by a secret written ballot or by a secret mail ballot.

A. Ballots shall be given to Owners in accordance with the Association's Conduct of Meetings Policy.

B. If the Association decides to elect directors by written ballot in accordance with C.R.S. 7-127-109, it shall provide Owners with a double envelope system and instructions for returning ballots that allow the Association to ensure that each Lot casts only one vote while ensuring that the ballots remain secret.

4. Voting on Other Matters at Member Meetings. If other matters are voted upon at an annual meeting or at a special meeting, unless the governing documents require otherwise, voting shall be by written ballot, show of hands, voice vote or other means determined by the Board of Directors, unless one or more Owners specifically requests voting on that matter to be by secret written ballot.

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5. Collection and Counting of Ballots. Written ballots, whether cast at a meeting or mail ballots, shall be collected by the manager or other person not running for the Board as appointed by the Board. Written ballots shall be counted as follows:

A. By a neutral third party, such as a member of a civic organization who is not also a member of the Association; or

B. By an Owner present at the meeting and who is not a Board candidate. In order to appoint such an Owner, the Board shall ask for volunteers to count ballots and shall select randomly from the pool of two or more volunteers. The exact method for "random" selection shall be announced by the Board at the time it requests volunteers and may include methods such as the first person to volunteer, the one who comes closest to a number selected by the chair, etc. The Board, in its discretion, may appoint one or more additional Owners to assist the Owner appointed to count the ballots.

C. For mail ballots, the Board shall use the procedures outlined above; provided, that Owners selected to count mail ballots shall be selected from the pool of Owners who submit mail ballots and are not candidates for election.

D. The person counting the ballots shall tabulate the votes and report the results to the chair of the meeting. The chair shall announce the winners of the election and may announce the number of votes each candidate received, provided that the chair does not refer to the names, addresses or other identifying information of those casting ballots.

6. The Association may reject a vote, consent, written ballot, waiver, proxy or proxy revocation if the Secretary, another officer, or the person appointed to tabulate votes reasonably doubts, in good faith, the validity of the signature or the signatory's authority to act on behalf of the Lot. Such person shall not be liable for accepting or rejecting the vote, consent, ballot, waiver, proxy or proxy revocation.

IN WITNESS WHEREOF, the undersigned certify that this Ballot and Proxy Policy was adopted by resolution of the Board of Directors of the Association on this 17th day of November, 2005.

COLORADO'S TIMBER RIDGE HOMEOWNER'S
ASSOCIATION, a Colorado nonprofit corporation,

By: s/ Ivo Brieven
Its: President

ATTEST:

By: s/ Dick Babillis