

**COLORADO'S TIMBER RIDGE HOMEOWNERS ASSOCIATION  
REVISED CONDUCT OF MEETINGS POLICY AND PROCEDURE**

Effective Date: May 1, 2010

In compliance with the Colorado Common Interest Ownership Act, the Board of Directors desires to adopt a uniform and systematic policy and procedure to address conduct of Board and Member meetings.

The Association hereby adopts the following policy and procedure for Board and Member meetings. This policy shall supersede all prior policies regarding the conduct of meetings.

**1. BOARD MEETINGS**

A. The Board shall hold its first regular meeting each year within 10 days of the annual meeting.

B. Notice of Board meetings shall be hand delivered or mailed to Board members at least 3 days prior to the meeting. If a schedule is set for regular Board meetings, no notice beyond the schedule need be given.

C. All Board meetings shall be open to attendance by Members of the Association, or their representatives, provided that the Board may go into executive session for any purpose allowed by law. Members may be excluded from executive session. Prior to going into executive session, the chair of the meeting shall announce the purpose for the executive session.

D. The Board will post notice of upcoming Board meetings and the agenda on the sign board near the mailboxes at the Bristlecone entrance and on the website.

E. Meetings may not be audiotaped or videotaped, provided that the Secretary may audiotape the meeting for the purposes of preparing the minutes. Such audiotape shall not be part of the Association's records and may be destroyed once the minutes are prepared.

F. There may be a Members' forum at the beginning of each regular Board meeting if a Member wishes to address any matters with the Board that are not on the agenda. Members shall also be permitted to speak on any agenda item after the Board discussion on the item but before the vote. The rules for Member participation during the meetings are as follows:

(i) Each Member who wishes to address the Board on an agenda item or on any other matter will be given 2 minutes to speak, provided the chair may extend this time if deemed necessary.

(ii) Each Member who wishes to speak must be recognized by the chair. Once recognized, the Member shall state his/her name and address.

(iii) All comments must be delivered in a businesslike and professional manner. Personal attacks or inflammatory comments will not be permitted.

(iv) The Board is not obligated to take immediate action on any item presented by a Member.

(iv) Members must obey all orders made by the meeting chair, including an order to step down.

- (v) Any Member who refuses to follow the above rules will be asked to leave the meeting and is subject to a fine per the Association's fine Schedule.

G. Items shall be discussed pursuant to the meeting agenda, provided that items may be taken out of order if deemed advisable by a majority of Board Members present. Items not on the agenda may be discussed once all other items have been concluded, time permitting.

H. Any director may make a motion. All motions shall be recorded in the minutes. Motions must be seconded to be discussed and voted upon. The minutes shall record the number of votes in favor, votes against, and abstentions. If any director requests his/her vote in favor or against or his/her abstention be recorded in the minutes, the minutes shall so reflect.

I. Board meetings are not required to be held in accordance with Robert's Rules of Order.

## **2. ANNUAL MEETINGS/SPECIAL MEMBER MEETINGS**

A. Notice of a Membership meeting shall be hand delivered or mailed to each Member 10-50 days prior to the meeting. Notice shall also be posted on the sign board near the mailboxes at the Bristlecone entrance and on the website. If a Member requests notice by e-mail only and provides an e-mail address, notice will be provided by e-mail.

B. Each Member will sign in prior to the meeting for himself/herself and for any proxies he/she holds. Voting rights of delinquent Members are suspended and such Members shall not be given ballot. If an election or vote is to be held, the Member will be given the appropriate number of ballots.

(i) Secret ballots are required for the following: any ballot for election of a contested position on the Board of Directors; and any ballot for other matters if so requested by at least 20% of the Members present in person or by proxy at the meeting.

(ii) If secret balloting is not required, the Association may indicate the number of proxies held on the ballot itself.

C. The President of the Board of Directors, or other person directed by the Board, will call the meeting to order and conduct the meeting. The meeting shall proceed in the order set forth in Section 4.8 of the Bylaws.

D. Meetings may not be audiotaped or videotaped, provided that the Secretary may audiotape the meeting for the purposes of preparing the minutes. Such audiotape shall not be part of the Association's records and may be destroyed once the minutes are prepared.

E. Each Member who wishes to speak will be given a reasonable time to speak, provided the chair may impose reasonable time limits to facilitate Member participation. Members may not speak a second time until everyone who wishes to speak has been given an opportunity to speak once. Members may not speak more than twice on any one topic, subject to the chair's discretion.

F. Members must maintain decorum and refrain from addressing the Membership or Board until recognized by the chair. Upon being recognized, the Member must state his/her name and address.

G. Members may not interrupt anyone who validly has the floor, or otherwise disrupt the meeting. Members may not engage in personal attacks on either Board Members or other Association Members. All comments and questions are to be delivered in a businesslike manner

and comments shall be confined to matters germane to the agenda item being discussed. No Member may use abusive, rude, threatening, vulgar or crude language.

H. Members must obey all orders made by the meeting chair, including an order to step down.

I. Any Member who refuses to follow the above rules will be asked to leave the meeting and is subject to a fine per the Association's fine Schedule.

J. Any motions must be seconded prior to discussion and voting. Because the nature of a motion and vote may be outside the Members' authority, the Board reserves the right to determine whether a motion will be considered binding on the Association or a recommendation for proceeding. Such determination may be made following consultation with legal counsel.

K. Ballots shall be counted by a neutral third party or by a committee of volunteers who shall be Members selected or appointed at an open meeting by the President of the Board or other person presiding during that portion of the meeting. The committee of volunteers shall not be board members and, in case of a contested election for a Board position, shall not be candidates. The results of a vote taken by secret ballot shall be reported without identifying information of Members participating in such vote.

L. Meetings are not required to be held in accordance with Robert's Rules of Order.

IN WITNESS WHEREOF, the undersigned certify that this Revised Conduct of Meetings Policy and Procedure was adopted by resolution of the Board of Directors of the Association on this 8th day of March, 2010.

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

By: original signed by: Barbara Parada  
Its: President

ATTEST:

By: original signed by: Mike Ward, Board Member