700 Golfmore Homeowners Association

Policies and Procedures
For Conducting Owner and Board of Manager Meetings

As required by C.R.S. 38-33.3-209.5

The following Procedures have been adopted by the 700 Golfmore Homeowners Association ("the Association") pursuant to Colorado Revised Statute ("C.R.S.") 38-33.3-209.5, at a regular meeting of The Board of Managers ("The Board"). Additional policies, procedures and rules may exist separately.

PURPOSE:

To establish a uniform and systematic protocol for conducting meetings of the Association, including Owners' meetings and meetings of the Board, to ensure equitable participation by Owners while permitting the Board to conduct the business of the Association; and to memorialize the circumstances under which the Board may convene into executive session.

NOW, THEREFORE, IT IS RESOLVED that The Association does hereby adopt the following procedures governing the conduct of meetings of the Owners and meetings of the Board.

MEMBERSHIP MEETINGS

A. Pursuant to C.R.S. 38-33.3-308, membership meetings may be called by the President, a majority of the members of the Board, or by the Owners of the Association ("Owners") having 20% of the votes of the Association

B. Notice of membership meetings shall be delivered by U.S. Mail postage prepaid to each Owner. The notice shall be delivered at least 10, but no more than 50 days before such meeting, and shall state the date, time and location of the meeting, items on the agenda, and, in the case of a special meeting, the purpose of a meeting.

C. Notice of membership meetings will also be physically posted in a conspicuous place, such as notice boards in common areas, if at all feasible or practical. In addition, if the Association has the ability to give electronic notice, the Board must provide notice of membership meeting by email if requested by an Owner who gives his/her e-mail address and must provide the notice as soon as possible and at least 24 hours prior to the meeting.

D. All membership meetings are open to every Owner entitled to vote, or to any person designated by an Owner in writing as the Owner's representative, and Owners or designated representatives so desiring shall be permitted to attend, listen, and speak at an appropriate time during the deliberations and proceedings.

E. Quorum, Proxies and Voting

1. As specified in the Bylaws, Article _III_, Section _4_; the presence at the member meeting entitled to cast, or of proxies to cast 10% of the votes of the membership shall constitute a quorum for any action except as otherwise provided in the Articles of Incorporation, the Declaration of Covenants, Conditions and Restrictions of 700 Golfmore Homeowners Association ("The Declaration"), or the Bylaws. If, however, such quorum shall not be present or represented at any meeting, the Owners entitled to vote shall have the power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum shall be present or represented.

2. As specified in the Bylaws, Article _III_, Section _5_ at all member meetings each Owner may vote in person or by proxy. All proxies shall be in writing and filed with the Secretary. Every proxy shall be revocable and shall automatically cease upon conveyance by the Owner of his lot. All votes, other than those taken by secret ballot, shall be taken in such method as determined by the Board or pursuant to the Bylaws, including acclamation, by hand, voice, or ballot, unless otherwise required by law.

3. Each Owner entitled to vote pursuant to Article _III_ of the Bylaws shall receive a ballot.

4. Pursuant to C.R.S. 38-33.3-310, votes for contested positions of the Board shall be taken by secret ballot. Also, at the discretion of the Board, or upon the request of 20% of Owners present at the meeting of represented by proxy, if a quorum has been achieved, a vote on any matter affecting the Association on which all Owners are entitled to vote shall be by secret ballot. The secret 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 or the Secretary's designee, the Owner shall receive a secret ballot to cast the vote of the Owner who provided the proxy. This proxy shall be kept and retained by the Association.

5. Written ballots, including secret ballots, shall be counted by a neutral third party or by an Owner who is not a candidate. If the ballots are to be counted by an Owner, that person must be selected randomly from a pool of two or more Owners who are not candidates. The result of the vote by secret ballot shall be reported without reference to names, addresses, or other identifying information respective to the parties casting secret ballots.

F. Agenda and Open Forum

1. The President of the Board, and in his/her absence, the Vice President, or designee, shall be Chairman ("The Chairman") of all meetings. The agenda for all meetings shall be in accordance with the order of business as determined by the Board. The agenda for the member meetings shall be determined and noticed in the manner set forth in C.R.S. 38-33.3-308 and shall include an Owner Open Forum during which any Owner or Owner's designated representative who wishes to speak will have the opportunity to do so, subject to the remaining provisions of this policy.

2. The holding and conduct of meetings shall also be consistent with the requirements of the Colorado Common Ownership Interest Act (CCIOA) and the Colorado Non-Profit Corporation Act, as may be applicable. Roberts Rules of Order govern the procedures to be followed at such meetings.

G. Note taking is permitted, however, video or audio recording of all or any portion of any meeting by Owners is prohibited. Notwithstanding the foregoing, the Secretary or official record-keeper at any meeting may, at the discretion of the Board, record proceeding of that meeting for record-keeping purposes. If the Board allows that Secretary or official record-keeper to record the meeting, the Board must disclose such to all attendees prior to discussion of any items on the agenda. The audio or video recording of any meeting kept by the Secretary or official record-keeper shall be retained until such time as the information has been memorialized in the minutes of said meeting and such minutes have been adopted by the Board.

H. Time Limit to Speak; Protocol and Conduct of Participants

1. The Board shall have the right to determine the length of time of the Open Forum. The Chairman of the meeting may place reasonable limitations upon the time given to each Owner seeking to comment, to allow sufficient time for as many Owners as possible to comment within the time permitted. Unless otherwise determined by the Chairman, the time limit will be three (3) minutes per Owner. Owners should refrain from repeating other Owners' comments. Owners may be limited to speaking one time per agenda item. The

Chairman shall, to the best of his/her ability, allocate time to each Owner for comment so as to allow as many Owners as possible to speak within the time permitted.

2. No Owner is entitled to speak until recognized by the Chairman. Owners will be asked to identify themselves by their name and address. There shall be no interruptions of anyone who has been recognized by the Chairman, except by the Chairman. All Owners and/or Owners' delegates should avoid side conversations. Specific time limits set for speakers shall be strictly observed. Personal attacks, whether physical or verbal, and offensive language will not be tolerated. All comments are to be directed to the Chairman and not to other individual participants. All comments are to be restricted to agenda items being discussed. Meeting participants must behave courteously and be respectful of others.

3. Should the Chairman determine that an Owner has spoken for the allocated amount of time or longer, or determine that the Owner is in violation of the provisions of this policy, the Chairman shall have the authority to instruct that Owner to yield the floor, and that Owner will be obligated to comply with the Chairman's instructions.

4. If an Owner refuses to stop talking after his/her allotted time has ended, or otherwise disrupts the meeting, or is otherwise in violation of the provisions of this policy, the following procedure will be followed:

   a. The Chairman will issue a verbal warning that, if the Owner continues to speak, disrupt the meeting, or otherwise act in violation of the provisions of this policy, then that person will be asked to leave the meeting
   b. If the Owner continues to speak, disrupt the meeting, or otherwise act in violation of the provisions of this policy, the Chairman will call a recess and speak directly to the Owner, reiterating that either the meeting will be adjourned, or law enforcement/security will be called to remove the individual. The meeting will then resume as normal.
   c. If the Owner still refuses to cooperate, the Chairman may choose whether to adjourn the meeting to another time, or to call law enforcement/security to have the Owner escorted out of the meeting.

I. Executive or Closed-Door Sessions

1. Notwithstanding the foregoing, the Board or a committee thereof may hold an executive or closed-door session and may restrict attendance to members of the Board and other persons specified by the Board provided that any such executive or closed-door session may only be held in accordance with the provisions and requirements of C.R.S. 38-33.3-308(4), as amended, or other applicable laws. The matters to be discussed at such an executive session are limited to:

   a. Matters pertaining to employees of the Association or the Managing Agent's contract or involving the employment, promotion, discipline or dismissal of an officer, agent, or employee of the Association;
   b. Consultation with legal counsel concerning disputes that are the subject of pending or imminent court proceedings or matters that are privileged or confidential between attorney and client;
   c. Investigative proceedings concerning possible or actual criminal misconduct;
   d. Matters subject to specific constitutional, statutory or judicially imposed requirements protecting particular proceedings or matters from public disclosure;
   e. Any matter, the disclosure of which, would constitute an unwarranted invasion of individual privacy; or
   f. Review of or discussion relating to any written or oral communication from legal counsel.

2. Prior to the time the members of the Board convene in executive session, the Chairman shall announce the general matter of discussion. No rule or regulation of the Board shall be adopted during the executive session. A rule or regulation may be adopted only during a regular or special meeting or after the Board goes back into regular session following an executive session.

J. Attorney/Client Privileged Communications: Upon the final resolution of a matter for which the Board received legal advice or that concerned pending or contemplated litigation, the Board may elect to preserve the attorney-client privilege in any appropriate manner, or it may elect to disclose such information as it deems appropriate, about such matter in an open meeting.

BOARD MEETINGS

A. A Board Meeting shall be defined as a planned meeting of all members of the Board that is intended to administer the affairs of the Association and is attended by a quorum of the Board

B. Meetings of the Board shall be in accordance with Article _VI_ of the Bylaws and pursuant to C.R.S. 38-33.3-308 (2)(a). Unless in executive session, all regular and special meetings of the Board, or any committee thereof, shall be open to attendance to all Owners or their representatives. If deemed necessary by the President, in order to administer the affairs of the Association, meetings of the Board may be held more frequently than quarterly, at such place and time at the discretion of the President.

C. Agenda: The President of the Board, and in his/her absence, the Vice President, shall be Chairman of all meetings. Agenda for meetings of the Board shall be made reasonably available for examination by all Owners of the Association or their representatives. Owners who desire to speak before the Board on an item under discussion are requested to notify the President in advance of the meeting, so the agenda can be planned accordingly. Agenda items will include, but are not limited to:

1. Approval of prior meetings' minutes
2. Approval of monthly financials
3. Announcements
4. Old Business
5. New Business
6. Open Forum

D. Owners' Right to Speak before Board Action

1. During the discussion of an agenda item, the Chairman will recognize Owners who have requested to speak at the appropriate point on the agenda; whether during discussion of an agenda item or, for items not on the agenda, during the open forum

2. The Board shall permit Owners to speak before the Board takes formal action on any item under discussion, in addition to any other opportunities to speak. The Board may place reasonable time restrictions on those persons speaking during the meeting. If more than one person desires to address an issue and there are opposing views, the Board shall provide for a reasonable number of persons to speak on each side of the issue.

E. Nothing in this policy and procedure is intended to preclude the Board from conducting such business as may come before it between Board Meetings

F. All such business and decisions of the Board shall be recorded and available to the membership

CONFLICTS BETWEEN DOCUMENTS:

In case of discrepancies between this Policy and Procedure and the Declaration of Covenants, Conditions, and Restrictions (the Declaration), or the Bylaws or the Association, the Declaration shall control.

The undersigned, being the President of the Association, certifies that the foregoing resolution was adopted by The Board of Managers of the Association at a duly called and held meeting of The Board of Managers on the _____day of 4/27, 2023.

700 Golfmore Homeowners Association

President