

Alpine Village Homeowners Association

Policies and Procedures

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

The following Policies and Procedures were adopted by the Board of Directors of the Alpine Village Homeowners Association ("the Association") pursuant to Colorado Revised Statute ("C.R.S.") 38-33.3-209.5.

CONDUCT OF MEETINGS

a. **Meeting of the Members**

Each meeting of the Members of the Association shall be called in accordance with Article II of the By-Laws of the Alpine Village Homeowners Association ("the By-Laws").

Pursuant to C.R.S. 38-33.3-308, notice of the meeting of the Members shall be delivered by U.S. Mail postage prepaid to each Member of the Association. The notice shall be delivered no less than 15 days, nor more than 60 days prior to the date of the meeting, and shall state the date, time, and location of the meeting as well as the items of the agenda.

All meetings of the Members shall proceed in accordance with Article II of the By-Laws.

Pursuant to C.R.S. 38-33.3-310, voting for appointment to the Board shall be taken by secret ballot if a position is challenged (more than one candidate per position). Ballots shall be counted by a neutral third party or by a Member who is not a candidate. If the ballots are to be counted by a Member, that person must be selected randomly from a pool of two or more Members who are not candidates. The result of a vote by secret ballot shall be reported without reference to names, addresses, or other identifying information respective to the parties casting secret ballots.

In the event a quorum is not present for a meeting of the Members, an officer may adjourn the meeting to be reconvened at a later time and/or date.

b. **Board Meetings**

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.

Meetings of the Board of Directors shall be in accordance with Article III, of the By-Laws and pursuant to 38-33.3-308(2)(a). Unless in Executive Session, all regular and special meetings of the Association's Board, or any committee thereof, shall be open to attendance by all members of the Association or their representatives. Agendas for Meetings of the Board shall be made reasonably available for examination by all members of the association or their representatives. The Board must allow a unit owner to speak at an appropriate time before the Board takes formal action on any item under discussion.

Nothing in this policy and procedure is intended to preclude the Board from conducting such business as may come before it between Board Meetings. All such business and decisions of the Board shall be recorded and available to the membership.

In the case of any conflict between the Articles of Incorporation, the Bylaws, or the Declaration of Covenants, Conditions, Restriction, and these listed "Policies & Procedures", such provisions of the Articles, Bylaws and the Declaration of Covenants shall take precedence and supersede any provisions of these "Policies & Procedures."

In the event a Court of competent jurisdiction finds a provision of any of these Policies and Procedures void or otherwise unenforceable, the other provisions shall remain in full effect.

Approved by the Board of Directors of the Alpine Village Homeowners Association after a 30 day review by the membership.

Richard L. Smith Date 1-11-10

Donita J. O'Hara Date 1-11-10

John E. Dehler Date 1-11-10

_____ Date _____