

# CASTLE HIGHLANDS HOMEOWNERS ASSOCIATION, INC MEETINGS POLICY AND PROCEDURES

*EFFECTIVE JANUARY 1, 2006*

In compliance with Colorado Statutes, the Board of Directors of the Castle Highlands Homeowners Association, Inc. (hereinafter "Association") adopts the following policy and procedures for meetings of the Association.

## **Members Meetings and Special Meetings**

1. Meetings of the Unit Owners shall be held in accordance with the Association's Governing Documents or at least once per year. Special meetings may be called by the president, a majority of the Board of Directors, or by a petition signed by not less than 20 % of eligible Unit Owners. Special meetings will be held within 45 days after the proper request for such meeting is received. The Board of Directors, in their sole discretion, will determine the time and place of any Unit Owners meeting or special meeting.
2. Notice of any members meeting or special meeting will be sent not less than ten (10) nor more than fifty (50) calendar days in advance of the meeting by postage prepaid US mail to the mailing address of each unit or to any other mailing address designated in writing by the Unit Owner. The notice will also be physically posted on the Association bulletin board or in another conspicuous place when such posting is feasible and practical. The notice shall state the time and place of the meeting and the items on the agenda including the general nature of any proposed amendment to Governing Documents, any budget changes, and any proposal to remove a member of the Board of Directors.
3. If possible, the Association will provide notice of any Unit Owners' meeting or special meeting in electronic form by posting on a website or by electronic mail to those Unit Owners who so request and provide the Association with their electronic mail address. Electronic notice will be sent out as soon as possible but not less than 24 hours prior to the meeting.
4. All Unit Owner meetings or special meeting will be open to every Unit Owner of the Association or to any person designated by a Unit Owner in writing as the Unit Owner's representative.
5. Prior to the meeting, each Unit Owner must sign in for himself/herself and any proxies he/she holds. If a vote or election is to be held then the Unit Owner will be given the appropriate number of ballots.
6. The President of the Association Board of Directors or such other person as may be designated by the Board of Directors shall serve as the Chair and preside over the meeting. All items under consideration must be motioned and seconded prior to discussion and voting.
7. All Unit Owners or their designated representative will be allowed to speak at the appropriate time during deliberations and proceedings. The Chair, in his/her reasonable discretion, has the right to limit the amount of time each person will be allowed to speak. Any person not in compliance with the following rules of conduct may be asked by the Chair to leave the meeting:

- a. Members must be recognized by the Chair before speaking
  - b. All comments and questions must be made in a businesslike manner and be relevant to the item under discussion
  - c. Only the Chair may interrupt the speaker. Unit Owners may not interrupt the speaker or otherwise disrupt the meeting
  - d. Unit Owners must refrain from using rude, abusive, threatening, or foul language and from making personal attacks.
8. Votes for positions on the Board of Directors shall be taken by secret ballot. Upon the request of one or more Unit Owners, a vote on any other matter on the agenda and affecting the common interest community, on which all Unit Owners are entitled to vote, shall be by secret ballot.
  9. The Association is not required to hold Member or Special meetings in accordance with Robert's Rules of Order.

### **Board Of Directors Meetings**

1. Board of Directors Meetings shall be held in accordance with the Association's Governing Documents or at least quarterly.
2. All Board of Directors meetings will be open to every Unit Owner of the Association or to any person designated by a Unit Owner, in writing, as the Unit Owner's representative.
3. Prior to the meeting, each Unit Owner who intends to speak must sign in. The Board of Directors will designate a forum at the beginning of each meeting. The time limit for the forum will be determined by the Board of Directors but shall not be less than 15 minutes. Only those Unit Owners who have signed in will be allowed to speak during this time.
4. Any person not in compliance with the following rules of conduct may be asked to leave the meeting:
  - a. Unit Owners must be recognized by the Chair before speaking.
  - b. All comments and questions must be made in a businesslike manner.
  - c. Only the Chair may interrupt the speaker. Unit Owners may not interrupt the speaker or otherwise disrupt the meeting.
  - d. Unit Owners must refrain from using rude, abusive, threatening, or foul language and from making personal attacks.
5. The President of the Association Board of Directors or such other person as may be designated by the Board of Directors shall preside over the meeting. All items under consideration must be motioned and seconded prior to discussion. Except as set forth above, Unit Owners who are not Board Members may not participate in the Board of Directors discussion unless expressly authorized by a vote of the majority of the Board Members.
6. At the conclusion of the discussion, but prior to a vote on the motion by the Board Members, the Board of Directors shall permit a reasonable number of Unit Owners to speak before formal

action is taken on the item under discussion. The Board of Directors may limit the number of Unit Owners allowed to speak but shall provide speaking opportunities for an equal number of Unit Owners on each side of an issue. The Chair, in his/her reasonable discretion, has the right to limit the amount of time each person will be allowed to speak.

7. Meeting minutes shall record all motions and the number of votes in favor, votes against, and abstentions.
8. The Board of Directors may hold a closed door session and restrict attendance of Unit Owners to discuss the following issues:
  - a. Matters pertaining to employees of the Association 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 possible, contemplated, pending or imminent court proceedings or matters that are attorney-client privileged;
  - c. Review of or discussion relating to any written or oral communication from legal counsel.
  - d. Investigative proceedings concerning possible or actual criminal misconduct;
  - e. Any matter the disclosure of which would constitute an unwarranted invasion of individual privacy.
9. The Association is not required to hold Board of Directors Meetings in accordance with Robert's Rules of Order.
10. In the event of any conflict between this Policy and Procedure and the Association's Declarations and Covenants, or Colorado law, the Association's Declarations and Covenants and/or Colorado law shall prevail.

IN WITNESS THEREOF, the undersigned certify that this MEETINGS POLICY AND PROCEDURES was adopted at a duly called meeting of the Castle Highlands Homeowners Association, Inc. held on the \_\_\_\_ day of \_\_\_\_\_, 2005.

CASTLE HIGHLANDS HOMEOWNERS ASSOCIATION, INC.

BY: \_\_\_\_\_  
President

ATTEST:

By: \_\_\_\_\_