

CHATFIELD EAST PROPERTY OWNERS ASSOCIATION, INC.
Conduct of Meetings Policy

The following procedures regarding conduct of meetings were adopted by the Board of Directors of the Chatfield East Property Owners Association, Inc. ("Association") pursuant to C.R.S. § 38-33.3-209.5 and other relevant provisions of the Colorado Common Interest Ownership Act, C.R.S. § 38-33.3-101, et seq..

Effective Date: 11/25/23

NOW, THEREFORE, IT IS RESOLVED that the Association does hereby adopt the following policy governing the conduct of meetings:

Meetings of the Members/ Meetings of the Board

1. All regular and special meetings of the Members and meetings of the Board are open to all Members of the Association or to any person designated in writing as a Member's representative ("Designated Representative"). Meetings may be held in person or virtually (such as via Zoom) at the Board's discretion. If in person, the space must be large enough for all members to attend. A virtual option for attendance may be provided as appropriate but is not required. At all meetings attendees must identify themselves upon admittance as either a Member of the Association or a Member's representative as indicated by a written instrument. Failure to identify oneself will result in non-admittance. The Waiting Room and Password features shall be used to ensure security at virtual meetings. Membership voting may not be conducted in virtual meetings nor may virtual attendees of in-person meetings cast a vote except via proxy submitted prior to the meeting when allowed.

At an appropriate time determined by the Board, but before the Board votes on an issue under discussion, Members or their Designated Representatives shall be permitted to speak regarding that issue. The Board may place reasonable time restrictions on 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 but may place reasonable time restrictions on those persons speaking during the meeting.

Voting

2. Votes for positions on the Board shall be taken by secret ballot. At the discretion of the Board or upon the request of one or more Owners who are present at the meeting or represented by proxy, if a quorum has been achieved, a vote on any matter affecting the common interest community on which all Owners are entitled to vote shall be by secret ballot.
3. Ballots shall be counted by a neutral third party or by a committee of volunteers. Such volunteers shall be Owners who are selected or appointed at an open meeting, in a fair manner, by the chair of the Board or another person presiding during that portion of the

meeting. The volunteers shall not be Board members and, in the 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 reference to the names, addresses, or other identifying information of Owners participating in such vote.

Legal Matters

4. Upon the final resolution of any matter for which the Board has 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.
5. Audio and video recording of Board or Member meetings is prohibited. Notwithstanding the foregoing, the official record-keeper at any meeting may, at the discretion of the Board, record the proceedings of that meeting for record-keeping purposes. The audio or video tapes of any meeting kept by the 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. Any audio or video tapes shall be retained by the Association until such time as the Board has adopted the minutes for the recorded meeting.

Executive Session

6. Notwithstanding the foregoing, the Board or a committee thereof may hold an executive or closed-door session during any regular or special Board meeting and may restrict attendance to Board members and such other persons requested by the Board. 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, including a disciplinary hearing regarding an Owner and any referral of delinquency; except that an Owner who is the subject of a disciplinary hearing or a referral of delinquency may request and receive the results of any vote taken at the relevant meeting; and

- f. Review of or discussion relating to any written or oral communication from legal counsel.
7. Prior to convening an executive session, the Board or committee thereof, as may be applicable, shall announce the general matters to be discussed in the executive session. No rule or regulation may be validly adopted during an executive session.

Etiquette / Remediating Disruptive Behavior

8. At either a meeting of the Members or the Board, the agenda for Member and Board meetings will include an open forum during which a Member or his/her representative may speak. In addition, after a motion and second has been made on any matter before the meeting, but prior to a vote by the Members or Directors, Members or their representatives present at that time will be afforded an opportunity to speak on the motion as follows:
 - a. The chair will ask those Members present to indicate on a sign-up sheet or by a show of hands who wishes to speak in favor or against the motion.
 - b. The chair will then determine a reasonable number of persons who will be permitted to speak in favor of and against the motion and for how long each person will be permitted to speak.
 - c. The chair will also announce the procedure for who will be permitted to speak, if not everyone desiring to speak will be permitted to speak.
 - d. Each person who speaks must first state his or her name and Lot address/number.
 - e. Comments must be offered in a civilized manner and without profanity, personal attacks, or shouting.
 - f. Comments must be relevant to the purpose of the meeting.
 - g. Except as allowed by the chair, each person will be given up to a maximum of three minutes to make a statement or to ask questions, or such longer or shorter time period as the chair may establish for the orderly conduct of the meeting. Time limits may be increased or decreased by the chair but must be uniform for all persons addressing the meeting.
 - h. Each person may only speak once unless otherwise permitted by the chair.
 - i. The Board may decide whether to answer questions during the meeting.
 - j. Yielding of time by a speaker to another individual will not be permitted.

If a member refuses to stop talking after his/her allotted time has ended, the chair of the meeting shall be entitled to request that the speaker cease speaking. Anyone disrupting the meeting or violating the rules in this Section 8, as determined by the chair, will be asked to immediately cease the disruption or violation. If that person fails or refuses to do so, he or she will be required to leave the meeting immediately. If the speaker continues to speak or continues to be disruptive during the remainder of the meeting, the Board may adjourn the meeting by a majority vote of the Board members present. In the alternative, or in addition to adjourning the meeting, the chair of the meeting, in the exercise of his/her reasonable discretion shall be entitled to contact law enforcement and request that the disruptive person be removed from the meeting.

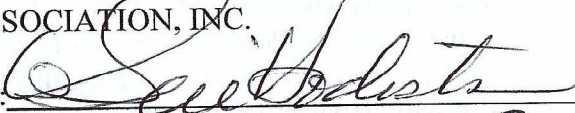
For all virtual meetings, all Members will be muted upon entry until such time that

Members are invited to speak. A visual timer will be used to mark the allotted time. If a member refuses to stop talking after his/her allotted time, the Board will mute them following a verbal warning. If a speaker refuses to follow the rules of Section 8 and will not follow the chair's directives to immediately cease the disruption or violation, they will be removed from the virtual platform.

9. This Policy shall replace and supersede all previous policies, rules, and regulations regarding the subject matter of this Policy.
10. In the event that a court of competent jurisdiction finds any portion of this policy void or otherwise unenforceable, the other provisions shall remain in full force and effect.

The undersigned hereby certifies that the foregoing resolution was adopted and made a part of the minutes of the meeting of the Board of Directors of the Association conducted on the 25 day of November, 2023.

THE CHATFIELD EAST PROPERTY OWNERS
ASSOCIATION, INC.

By: 

Teri Hochstetler, President

(Print Name)

(Print Title)