

Brookwillow Village Condominium Association

Meeting Policy and Procedure

BE IT RESOLVED, that the involvement and participation of members in the leadership of the Association is valuable and meetings will be conducted in accordance with the following procedure.

1. Scope:

To adopt a procedure and policy to be followed when giving notice of meetings and conducting meetings for the good off the community.

2. Specifics:

Meetings

A. Board Meetings

Board meetings are always open to the public and shall be held on at least a quarterly basis. The agenda for the Board meetings will be posted on the managing agents website and, if possible, in a public place in the Association at least two days in advance.

These meeting dates/times may change to accommodate Board and Manager schedules and emergencies.

Board members will retire to Executive Session when discussing matters such as attorney/client privilege, employee issues, or matters concerning owner disputes. Separate minutes will be kept for Executive Sessions.

The general membership will have the opportunity to speak at the end of the Board meeting for a period of time not to exceed 30 minutes. At the discretion of the Board, the floor may be opened for comment prior to voting on the various agenda items.

B. Annual Meeting

Annual/budget ratification meetings will be held in January of each year.

Notification will be made in accordance with the “Meeting Notice” section of this policy

The mailing prior to the meeting will contain at a minimum:

- A meeting notice and general proxy;
- The proposed agenda for the meeting;
- The proposed budget for the coming fiscal year;
- A copy of the Association’s income and expenses for the year to date; and
- A copy of the Association’s balance sheet for the month ending immediately prior to the notice.

C. Special Meeting

Special meetings may be called at any time by the President or by a majority of the Board or upon written request of a member, having twenty percent (20%) of all of the votes the membership.

Notification will be made in accordance with the “Meeting Notice” section of this policy

The mailing prior to the meeting will contain at a minimum:

- A meeting notice and general proxy
- The proposed agenda for the meeting

Meeting Notices

Written notice of annual and special meetings shall be sent via regular U.S. Mail to members at least five days but not more than 30 days prior to the meeting date.

If possible, notices will be posted within the subdivision at least one week prior to annual and special meetings.

Notices of annual and special meetings will also be posted on the managing agent’s website.

Voting and Proxies

Only the owner of record – or the owner’s representative by proxy – may vote. One vote per lot is allowed.

At any meeting of the members, each member may vote by proxy if desired.

All proxies must be in writing and filed with the secretary or manager of record.

Every proxy must be revocable and terminates three months after its date, unless specified otherwise.

Voting rights will be suspended for any Owner who is or has been in violation of the CC&Rs in the previous thirty (30) days or who is delinquent in paying fines or assessment fees.

- 3. Definitions:** Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declaration shall have the same meaning therein.
- 4. Supplement to Law:** The provisions of this Resolution shall be in addition to and in supplement of the terms and provisions of the Declaration and the law of the State of Colorado governing the Project.
- 5. Deviations:** The Board may deviate from the procedures set forth in this Resolution if, in its sole discretion, such deviation is reasonable under the circumstances.

6. Amendment: The Board of Directors may amend this procedure from time to time.

President's Certification: The undersigned, being the President of the Association, certifies that the Board of Directors of the Association adopted the foregoing resolution and in witness thereof, the undersigned has subscribed his/her name.

HOA Name

President

Effective Date: _____