



MS HOMEOWNER ASSOCIATION

Meeting Policy and Procedure

Reference: SB 05-100 & 06-89; 38-33.3-308; and Bylaws; Article IV; Meetings

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.

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

Specifics: Meetings:

Board of Director Meetings: Board meetings shall be held when the Board deems necessary for the good of the community and/or at least a quarterly basis.

If Board of Directors believes it would be beneficial for the members to attend a meeting, a notice will be posted within the subdivision, hand delivered, and/or mailed through the US Postal Service at least five days in advance.

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

Executive Session: When discussing matters such as attorney/client privilege, employee issues or matters concerning owner disputes, members will not be allowed to attend. Separate minutes will be kept for Executive Sessions.

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 Associations income and expenses for the year to date
- A copy of the Associations balance sheet for the month ending immediately prior to the notice.

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 the votes of 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 e-mail, regular US Postal Service and/or hand delivered to each homeowner at least ten days but not more than 50 days prior to the meeting date.

If possible, notices will be posted within the subdivision at least 10 days prior to annual and special meetings.

Voting and Proxy:

Only the owner of record or the owners property 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 prior to the scheduled meeting.

Every proxy must be revocable and terminate eleven months after its date, unless specified otherwise.

Voting rights will be suspended for any owner who is in violation of the CC&R's or who is delinquent in paying assessment fees and/or fines.

Definitions: Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declaration shall have the same meaning therein.

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.

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.

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.

MS Homeowners Association


Jesse Dyer Board Member

President or Director

Effective Date: 7-6-22