

Swan Meadows Homeowners Association

Meeting Policy and Procedure Pursuant to C.R.S. §38-33.3-209.5(1)(b)(iii)

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 Conduct of Meeting/s procedure.

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

2. Specifics: Meetings

A. Board Meetings Board: meetings are always open to Owners or their Proxies and shall be held according to the Board's discretion and the Associations' Bylaws-this includes the time, date, and location of said meeting/s.

1. Place of Meetings: Meetings of the Association shall be held at such place within Mesa County, Colorado as the board of Directors may determine. Meetings may also be held remotely or by proxy in accordance with state laws.

2. Notice of Board Meetings: Bylaws, Art. III, Section 3. Regular meetings of the Board of Directors shall be held when called by the President of the Association, or by any two (2) directors, after not less than three (3) days' notice to each Director.

3. Quorum for Board Meetings: Bylaws, Art. III. Section 4 . At all meetings of the Board of Directors, a majority of the Directors shall constitute a quorum for the transaction of business and the votes of the majority of the Directors present at a meeting at which a quorum is present shall constitute a decision of the Board of Directors.

4. Agenda: The agenda for the Board meetings may be posted on the managing agents' website at the request of the Board. If possible, the agenda may be posted in a public place in the Association at least three 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, violations, or matters concerning owner disputes. Separate minutes will be kept for Executive Sessions and will not be made available to the public unless in

accordance with State Law. The general membership will have the opportunity to speak at the Beginning of the Board meeting for a period of time not to exceed three minutes, per owner/s, per lot in total, unless the Board, at its discretion, allows for more time. If additional time is given/ allowed to any owner, it shall be given to all owners. Each Member may be limited to two (2) minutes for discussion/inquiries at the sole discretion of the Board. 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 at a time and place in the County that meets the needs of the members and the Board of Directors. If there is a conflict because of the Associations' Bylaws, the Bylaws shall be amended to follow this Policy, at a meeting called for this purpose or by proxy, in accordance with the Associations' Bylaws.

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

- Appropriate notice of the Annual Meeting: Notice shall comply with the Bylaws, Art. III, Section 3 and give the owners at least (15) days' notice and no more than (50) days' notice;
- A general proxy;
- The proposed agenda for the meeting;
- The proposed budget for the coming fiscal year;

C. Special Meeting: Special meetings may be called at any time by the President or by a quorum of the Board or upon written request of 20% of the members, in accordance with the Associations' Bylaws, Art. V, Section 2. Notice of a Special Meeting shall not be less than (3) days, in accordance with the Associations' Bylaws, Art. V. Section 2. 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 Meetings shall be sent via regular U.S. Mail, electronic communication, or posted to the Associations' website in accordance with the criteria of each specific meeting. Notices and times are unique to individual meetings. Annual Meetings need 10 days' notice per the Bylaws, Art. III. Section 3.

Voting and Proxies: Only the owner of record- or the owner's representative by proxy- may vote. One vote per lot is allowed. Accumulative voting is prohibited.

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 eleven months after its date, unless specified otherwise. A valid proxy must clearly state the reason/explanation of the proxy; the owner's printed name; unit address within the Association; date and owner's signature.

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 or elected Director 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.

Swan Meadows Homeowners Association



President or Elected Director



Effective Date

