

**SOUTHRIDGE CONDOMINIUMS HOMEOWNERS ASSOCIATION, INC.  
POLICY AND PROCEDURES RE: CONDUCT OF MEETINGS**

WHEREAS, the involvement and participation of Owners in the leadership of Southridge Condominiums Homeowners Association, Inc. (the "Association") is valuable; and

WHEREAS, a written policy for conduct of meetings is required by Colorado Revised Statutes 38-33.3-209.5(1)(b)(III).

NOW, THEREFORE, BE IT RESOLVED, that the Association hereby adopts the following procedures to be followed for holding meetings.

1. Meeting Types:
  - A. Annual Meeting: Once each year an annual meeting will be held upon the timing described in the Association's Covenants and/or Bylaws, and notice shall be provided as described therein. Annual meetings are open to all members of the Association, or their proxies.
  - B. Board Meetings: The Association shall hold periodic Board Meetings upon the timing described in the Association's Covenants and/or Bylaws, and notice shall be provided as described therein. Board Meetings will be open to all members of the Association, but the board may retire to executive session for sensitive reasons, such as attorney/client privilege or employee issues.
  - C. Special Meetings: Special Meetings of the Board of Directors may be called from time to time as described in the Association's Covenants and/or Bylaws. Once called, Special Meetings are subject to the same policies as any other meeting governed by this policy.
2. Rules of Order: Except as described herein or in the Association's governing documents, Robert's Rules of Order, latest edition, shall be recognized as the authority governing the meetings of the Association or its Board.
3. Minutes: Minutes shall be kept for each meeting and executive session. Except for executive sessions, meeting minutes will be made available for the inspection of any Member of the Association.

4. Amendment: The Association may amend this procedure from time to time, consistent with the requirements of the Association's governing documents and Procedures for the Adoption and Amendment of Policies, Procedures, and Rules.

DIRECTORS CERTIFICATION:

Adopted on: March 21, 2022



By: Josh Steak, President

By: \_\_\_\_\_, Secretary