

Dear Miller Canyon Ranch Homeowners,

Bottom Line Up Front: I want you back... we miss having you in attendance... on behalf of the Board of Directors, I humbly request your presence at the 2026 Annual Meeting of the Miller Canyon Ranch Homeowners Association:

Date: Thursday, May 28, 2026

Time: 6:00 PM - 8:00 PM

Location: Glade Park Community Center

I know many owners have stopped attending because past meetings became frustrating, contentious, or left people feeling like their voices did not matter. The Board has listened to those concerns and made real changes. We now have a clear meeting format, stronger rules of civility, secret written ballots on important issues, and a detailed agenda provided well in advance so everyone knows exactly what will be discussed and voted on.

My hope is that these changes will create a meeting where every member is treated with respect, every voice can be heard, and every decision is made openly and fairly. Miller Canyon Ranch is our community, and the best future for it will be built when more of our neighbors are involved again. Whether you have attended every meeting or have not come in years, please know that you are welcome, your voice matters, and I sincerely hope to see you on May 28.

This year's meeting is especially important. We have several major matters before the Association, including road maintenance, the future of our management arrangement, easements and unauthorized access, possible gate installation, fire protection water storage, snow plow operations, and the election of officers and directors. These are decisions that will affect every lot owner and the future of Miller Canyon Ranch for years to come.

I want to reaffirm your concerns have been heard and the Board fully acknowledges that over the last several years, many of us have become frustrated or discouraged by the tone and disorder of past meetings. Some owners have told me they no longer attend because they do not feel heard, discussions become contentious, they fear verbal attacks, people use rude and vulgar language, or because decisions seem rushed before everyone has an opportunity to speak.

The Board has heard those concerns.

For that reason, the Board has adopted a new Meeting Format (which includes voting procedures to protect every person's vote) and a Civility Policy. These policies ensure every owner has an equal opportunity to be heard, no vote is taken until everyone has had the opportunity to speak, and all meetings are conducted fairly, orderly, respectfully, and lawfully. Each agenda item will proceed in the following order:

1. Presentation of the issue
2. Open discussion by the membership
3. Discussion by the Board
4. Motion and second

5. Secret written ballot vote
6. Announcement of the result

No vote will occur until the presentation and discussion phases are complete. All votes on contested matters will be by secret written ballot so that every owner may vote honestly and without pressure, intimidation, or retaliation.

The Board has also reaffirmed our Rules of Civility policy and is committed to Professional Conduct. We are all neighbors. We may disagree strongly, but we must do so with courtesy, patience, and mutual respect. Interruptions, insults, personal attacks, and disruptive conduct will not be permitted. Every person will be given the opportunity to speak and to be heard.

This community is worth our time, our effort, and our involvement. Miller Canyon Ranch is not merely a collection of lots and roads. It is our home, our investment, our neighborhood, and our shared responsibility. The decisions we make this year will help determine whether we continue to move forward together, preserve our property rights, improve our roads, protect our community from fire risk and unauthorized access, and ensure that the Association remains financially responsible and well governed.

In the coming days, you will receive a formal packet in the mail containing:

- Official notice of the meeting
- Proxy form
- Final agenda
- Proposed motions
- Supporting information and other required documents

The packet is being mailed well in advance so that every owner has sufficient time to review the issues and come prepared to participate. Colorado law requires notice at least 10 days and our Bylaws require 15 days before the meeting; by mailing the packet in April, we are providing more than a month for review and consideration.

I sincerely hope you will attend. Whether you agree or disagree with the proposals before the Association, your voice matters. We need your experience, your ideas, and your participation. I am genuinely looking forward to seeing everyone again and hosting this year's Annual Meeting at the Glade Park Community Center.

Thank you for your continued commitment to Miller Canyon Ranch and to one another.

Very Respectfully,

Charles M. Evanson
President, Miller Canyon Ranch Homeowners Association

Miller Canyon Ranch Homeowners Association

2026 ANNUAL BUDGET - Draft

Proposed Annual Dues: \$400 Due June 1st			
	2024	2025	2026
23 Units	Actual	Actual	Proposed
INCOME			
Association Dues	\$8,850.00	\$10,373.50	\$9,200.00
Interest	\$212.68	\$177.01	\$175.00
Fees/Fines/Reimbursements	\$49.77		
The Ranches at Elk Reserve	\$1,151.80	\$1,151.80	\$1,151.80
Total Income	\$10,264.25	\$11,702.31	\$10,526.80
EXPENSES			
Road Repair & Maintenance		\$30.08	\$1,375.00
Snow Removal	\$987.53	\$451.61	\$1,500.00
Management	\$3,225.00	\$3,525.00	\$4,600.00
Insurance	\$609.00	\$674.00	\$609.00
Meeting Costs		\$243.75	\$250.00
Office/Mailing	\$187.57	\$222.06	\$225.00
Bank Charges	\$0.58		\$1.00
Registration DORA & SOS	\$53.00	\$349.00	\$44.00
Legal/Professional Services	\$50.00		
BLM Land Lease	\$1,218.92	\$615.80	\$615.80
Tax Prep & Filing	\$250.00	\$285.00	\$300.00
Capital Reserve	\$1,000.00		\$1,000.00
Total Expenses	\$7,581.60	\$6,396.30	\$10,519.80
NET INCOME	\$2,682.65	\$5,306.01	\$7.00

Account Balances as of Dec. 31, 2025:

Operating Account: \$6,682.80	\$12,584.39
Reserve Account: \$10,027.99	\$11,205.01
Total Cash Assets: \$16,710.79	\$23,789.40

Account Balances YTD, 03/16/2026:

Operating Account: \$4,590.92	\$11,289.63
Reserves Account: \$11,057.32	\$12,231.98
Total Cash Assets: \$15,648.24	\$23,521.61

**MILLER CANYON RANCH HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS 2026 ANNUAL MEETING**

Date: May 28, 2026

Time: 6:00 PM – 8:00 PM (Tentatively)

Location: Glade Park Community Center

1. CALL TO ORDER

The regular Annual Meeting of the Miller Canyon Ranch Homeowners Association Board of Directors was called to order by President _____ at _____ p.m. on May 28, 2026, at the Glade Park Community Center.

The President welcomed all members and guests present and stated that the purpose of the meeting is to conduct the annual business of the Association in an orderly, respectful, and lawful manner, including the review of Association business, consideration of old and new business, and the election of officers and directors for the coming year.

2. OPENING PRAYER / INVOCATION (optional participation)

Our Father in Heaven... We acknowledge with humility that no people and no assembly can govern rightly apart from Thy providence and blessing. As our forefathers declared in the founding of this nation, and as Benjamin Franklin reminded the Convention in Philadelphia, "Except the Lord build the house, they labor in vain that build it."

We thank Thee for the blessings of this land, for the privilege of home, property, liberty, and neighborly fellowship. We thank Thee for those who have labored before us to build and maintain this community, and for those gathered here this evening with a sincere desire to do what is right.

Grant us wisdom in our deliberations, moderation in our speech, patience in disagreement, and charity toward one another. Deliver us from pride, selfishness, anger, and division. Help us to seek not merely our own interests, but the good of the whole community and the welfare of generations yet to come.

Guide those entrusted with leadership and give to all present the courage to speak honestly, the humility to listen carefully, and the discernment to pursue what is just, prudent, and honorable.

May our proceedings be conducted in peace and good order. May truth prevail over confusion, and may neighborly respect prevail over discord. And may all that is done here this evening be pleasing in Thy sight and beneficial to this Association.

In the name of Almighty God and Jesus, the Author of liberty and the Giver of every good thing, Amen.

3. ROLL CALL OF BOARD MEMBERS AND VERIFICATION OF QUORUM

A. Board Members Present: _____

B. Board Members Absent: _____

C. Quorum Present 25% (6 members) of voting membership: Yes / No

MILLER CANYON RANCH HOMEOWNERS ASSOCIATION, BOARD OF DIRECTORS 2026 ANNUAL MEETING

D. Number Present: _____

E. Number Absent: _____

F. Lot Numbers Present: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23

Bylaws, Miller Canyon Ranch Homeowners Association, Inc, Article III, Section 4

4. ADMINISTRATIVE ITEMS

A. Review of Meeting Format

The President shall explain that all items of business shall proceed in the following order:

1. Presentation of the Agenda Item
2. Open Member Discussion
3. Board Discussion
4. Motion and Second
5. Vote
6. Announcement of the Result

No vote shall occur until the Presentation, Open Member Discussion, and Board Discussion phases have been completed.

B. Review of Rules of Civility

The President shall review MCRHOA Policy 2025-01, Rules of Civility for All HOA Meetings and Proceedings. The following standards shall apply throughout the meeting:

1. Speak respectfully.
2. Address comments to the Chair.
3. No profanity, threats, intimidation, insults, or personal attacks.
4. No interruptions.
5. Remain on topic.
6. Members shall speak only when recognized.
7. The President may enforce time limits and remove disruptive persons if necessary.

The President shall ask all members present to affirm their willingness to conduct themselves in accordance with the Rules of Civility for the duration of the meeting.

5. OFFICER REPORTS

1. Current Account Balances (see balance sheet)
2. 2025 Actual Expenses
3. 2026 Projected Expenses
4. Preliminary Budget Discussion

6. OLD BUSINESS

A. ROAD MAINTENANCE

Presentation:

1. Status of current road maintenance needs.
2. Update regarding quote from Ute Mountain Excavating.
3. Discussion regarding crowning, ditching, brush removal, and general road repair.
4. Discussion regarding any unauthorized work previously conducted on HOA roads or within the BLM Right-of-Way.

Open Member Discussion & Board Discussion

Possible Motion – Approve Work:

“I move that the Board of Directors be authorized to solicit and approve quotes and contract for necessary road maintenance and repair work on ES.5 Road and Miller Canyon Ranch Road, including crowning, ditching, culvert work, drainage improvements, brush removal, and grading, in an amount not to exceed \$_____ without further approval of the membership.”

Possible Motion – Table:

“I move to table further consideration of road maintenance contracting until the next regular or special meeting of the Association.”

- a. Declaration of Protective Covenants for Miller Canyon Ranch, Article V, Section 2, 3, 4, 5*
- b. Right-of-Way (ROW) Grant COC-59527*

B. HOA SERVICES CONTRACT / MANGEMENT OPTIONS

Presentation:

1. Review of proposed increase from HOA Services.
2. Discussion of increase from approximately \$285 per month to \$500 per month.
3. Discussion of impact upon the Association budget.
4. Discussion of alternative management options.

Possible Courses of Action:

1. Continue full management by HOA Services.
2. Full self-management by the Association.
3. Hybrid approach with a full Board of Directors and selective contracting for legal, accounting, tax, or other specialized services.

Open Member Discussion & Board Discussion

Motion – Continue Full HOA Services Management:

“I move that the Association continue full management services with HOA Services under the proposed contract and fee structure presented to the membership.”

Motion – Self-Management:

“I move that the Association terminate the HOA Services contract effective _____ and transition to full self-management by the Association under the authority of the Board of Directors.”

Motion – Hybrid Management:

“I move that the Association transition from full management by HOA Services to a hybrid management structure effective _____, whereby the Board of Directors shall assume primary management responsibilities and may contract separately for accounting, tax preparation, legal services, bookkeeping, or other specialized services as needed.”

Motion – Table Further Decision:

“I move to table any decision regarding the future management structure of the Association until additional information, cost estimates, and proposals may be obtained.”

a. Bylaws, Miller Canyon Ranch Homeowners Association, Inc

b. Declaration of Covenants for Miller Canyon Ranch Homeowners Association

7. NEW BUSINESS

A. EASEMENTS / PRIVATE ROAD USE / UNAUTHORIZED ACCESS

Presentation:

1. Discussion of easements, access rights, and private road use within Miller Canyon Ranch.
2. Clarification that no individual member and no Board member acting alone may grant a permanent easement or access right across Association roads.
3. Discussion that any permanent easement or conveyance affecting Association property requires approval of the membership as required by the governing documents.
4. Discussion of recent concerns regarding unauthorized use of HOA roads.
5. Discussion of the need to protect the Association’s property rights and BLM Right-of-Way.

Open Member Discussion & Board Discussion

Motion – Clarification of Authority:

“I move that the Board formally declare that no individual member, no officer, and no Board member acting alone has authority to grant any permanent easement, right-of-way, license, or other access interest across Association property or roads, and that any such grant may only be approved in accordance with the governing documents and by vote of the membership where required.”

- a. *Declaration of Protective Covenants for Miller Canyon Ranch, Article I, Section 4, Article V, Section I*
- b. *Right-of-Way (ROW) Grant COC-59527*

B. GATE INSTALLATION / ACCESS CONTROL

Presentation:

1. Discussion regarding recent concerns about unauthorized use of HOA roads.
2. Discussion regarding possible installation of gates.
3. Review of estimated installation costs, currently believed to be approximately \$10,000 or more per gate, not including maintenance and long-term upkeep.
4. Discussion of possible locations, access methods, and operational concerns.
5. Discussion of impacts upon emergency access, guests, contractors, and property owners.
6. Perpetual maintenance and repairs.

Open Member Discussion & Board Discussion

Motion – Two-Gate Option:

“I move that the Association approve a one-time special assessment in the amount of \$20,000, to be divided equally among all lots, for the purchase and installation of two access-control gates, one at the east end and one at the west end of Miller Canyon Ranch Road, together with any necessary posts, fencing, openers, keypads, remote controls, signage, and related infrastructure.”

Motion – One-Gate Option:

“I move that the Association approve a one-time special assessment in the amount of \$10,000, to be divided equally among all lots, for the purchase and installation of one access-control gate at the _____ end of Miller Canyon Ranch Road, together with any necessary posts, fencing, openers, keypads, remote controls, signage, and related infrastructure.”

Additional Motion if Either Option Passes:

“I further move that all future maintenance, repair, replacement, utility, and operating costs associated with the gate or gates shall be paid from the Association’s general operating budget unless otherwise approved by a future vote of the membership.”

Motion – Reject:

“I move that the Association decline to install gates at this time.”

Motion – Table:

“I move to table any decision regarding gate installation until additional cost estimates, legal review, and member input may be obtained.”

C. WATER STORAGE / FIRE PROTECTION INFRASTRUCTURE

Presentation:

1. Discussion regarding extreme fire risk in MCR.
2. Discussion regarding possible acquisition of two vertical 16,800-gallon water storage tanks.
3. Estimated cost of approximately \$4,000–\$5,000 each delivered.
4. Discussion of possible locations at the west and east ends of the Association.
5. Discussion of potential use for fire suppression and emergency response.

Open Member Discussion & Board Discussion

Motion – Two-Tank Option:

“I move that the Association approve a one-time special assessment in the amount of \$10,000, to be divided equally among all lots, for the purchase, delivery, and installation of two approximately 16,800-gallon water storage tanks to be located at the east and west ends of the Association for emergency fire suppression purposes.”

Motion – One-Tank Option:

“I move that the Association approve a one-time special assessment in the amount of \$5,000, to be divided equally among all lots, for the purchase, delivery, and installation of one approximately 16,800-gallon water storage tank for emergency fire suppression purposes.”

Additional Clarifying Motion:

“I further move that the Board be authorized to determine the final location, site preparation, and installation details for the water storage tank or tanks, consistent with safety, access, and budget considerations.”

Motion – Reject:

“I move that the Association decline to purchase water storage tanks at this time.”

Motion – Table:

“I move to table this matter until additional information, bids, and possible grant opportunities may be obtained.

D. SNOW PLOW TEAM – 2026–2027

Presentation:

1. Election or confirmation of the 2026–2027 Snow Plow Team.
2. Discussion of volunteers, responsibilities, and equipment needs.
3. Ask for volunteers.

Open Member Discussion & Board Discussion

Motion:

“I move that the following individuals be appointed as the official Miller Canyon Ranch HOA snow plow operators for the 2026–2027 season: _____.”

E. CATTLE GRAZING UPDATE

Presentation:

1. Update regarding the 2026 cattle grazing plan.
2. Discussion that the plan is anticipated to remain substantially the same as the prior year.

Open Member Discussion & Board Discussion

Motion – Continue Existing Plan:

“I move that the Association continue the 2026 cattle grazing plan substantially as implemented during the prior year.”

Motion – Table:

“I move to table further discussion of the cattle grazing plan until the next meeting.”

8. ELECTION OF BOARD OF DIRECTORS / OFFICERS

A. Election Procedure

1. Election of Board Members by secret written ballot.
2. Ballots shall contain each office and the nominated candidates.
3. Members in good standing may cast one vote for each office.
4. Ballots shall be collected and counted in accordance with the Board’s approved secret ballot procedures.
5. The Secretary shall record only the final vote totals for each office in the meeting minutes.
6. Newly elected Board Members shall take office immediately following adjournment unless otherwise provided by the Bylaws.

B. Motion for Nominations from the Floor

1. President

“I nominate _____ for the office of President.”

“I move to close nominations for President.”

“I move that the election for President be conducted by secret written ballot.”

2. Vice President

“I nominate _____ for the office of Vice President.”

“I move to close nominations for Vice President.”

“I move that the election for Vice President be conducted by secret written ballot.”

3. Treasurer

"I nominate _____ for the office of Treasurer."

"I move to close nominations for Treasurer."

"I move that the election for Treasurer be conducted by secret written ballot."

4. Secretary

"I nominate _____ for the office of Secretary."

"I move to close nominations for Secretary."

"I move that the election for Secretary be conducted by secret written ballot."

5. Director

"I nominate _____ for the office of Director."

"I move to close nominations for Director."

"I move that the election for Director be conducted by secret written ballot."

a. Bylaws, MCRHOA, April 19, 1999, Art IV, Art V, Art VII, Art VIII Sect 4

b. Declaration of Protective Covenants for Miller Canyon Ranch Article II

9. MEMBER COMMENT PERIOD

Additional member comments shall be limited to matters not otherwise addressed during the meeting. Each member shall be limited to five (5) minutes unless additional time is granted by the Chair.

10. ANNOUNCEMENTS

- A. Reminder of future Board Meeting date.
- B. Reminder regarding requests to place items on future agendas.

11. ADJOURNMENT

CHAIR GUIDANCE FOR CONTENTIOUS ITEMS

"The Chair will entertain only one primary motion at a time. Any substitute motion or amendment must be offered after the original motion is pending."

Signed this **15th** day of **April** 2026
By Order of the Board of Directors, Miller Canyon Ranch HOA



Charles M. Evanson
President, Miller Canyon Ranch HOA

MILLER CANYON RANCH HOMEOWNERS ASSOCIATION HOA POLICY RESOLUTION 2026-01

Title: Board Meeting Format, Civility, and Voting Policy

Effective Date: *April 15, 2026*

Approved By: Board of Directors, Miller Canyon Ranch HOA

1. PURPOSE AND POLICY STATEMENT. The purpose of this policy is to establish a clear, fair, orderly, and respectful format for all meetings of the Miller Canyon Ranch Homeowners Association (MCRHOA). This policy is intended to ensure that every lot owner has an equal opportunity to be heard, that Board business is conducted efficiently and lawfully, and that contentious matters are addressed in a manner that preserves civility, protects members from intimidation or retaliation, and promotes informed decision-making.

Because previous meetings have at times become contentious and divisive, the Association has determined that all formal votes conducted during membership meetings and Board meetings involving membership participation shall be conducted by secret ballot. The purpose of secret balloting is to encourage honest participation, prevent coercion or retaliation, and preserve the integrity of the voting process.

This policy is intended to supplement the Association's Bylaws, Declaration, Rules of Civility Policy, and applicable Colorado law. In the event of a conflict, Colorado law and the governing documents of the Association shall control.

2. ORDER OF BUSINESS FOR ALL REGULAR AND SPECIAL MEETINGS

A. Unless otherwise modified by a majority vote of the Board or membership for a specific meeting, all meetings shall proceed in the following order:

- Call to Order
- Opening Prayer or Invocation (if included)
- Roll Call / Verification of Quorum
- Approval of Previous Meeting Minutes
- Officer Reports
- Committee Reports
- Old Business
- New Business
- Adjournment

B. For each item of Old Business and New Business, discussion shall proceed in the following order:

- Presentation of the Agenda Item
- Open Member Discussion
- Board Discussion
- Motion and Vote
- Announcement of the Result

No vote shall occur until the presentation, member discussion, and Board discussion phases have been completed.

3. PRESENTATION OF AGENDA ITEMS

A. Each agenda item shall begin with a presentation by the Board member, committee member, lot owner, or invited presenter responsible for introducing the matter. The presentation should include:

- A concise description of the issue or proposal;
- Any relevant history, background, or prior actions;
- The specific action requested of the Board or membership;
- Any supporting documents, maps, contracts, cost estimates, legal authority, or recommendations.

The President may establish a reasonable time limit for presentations, generally not to exceed ten (10) minutes unless extended by consent of the Board.

Title: Rules of Civility for All HOA Meetings and Proceedings; MCRHOA Policy 2026-01

4. OPEN MEMBER DISCUSSION

A. After the presentation of an agenda item, the President shall open the floor for discussion by lot owners. Each voting member or lot owner shall be permitted up to five (5) minutes to speak on each agenda item. A member may request additional time. Additional time may be granted by the President if:

- The matter is unusually complex;
- Additional time would assist the Board or membership in understanding the issue;
- No substantial prejudice or delay would result.

B. The Secretary shall keep time for all speakers.

C. The President shall:

- Recognize speakers in an orderly manner;
- Ensure each speaker remains on the agenda item under discussion;
- Enforce time limits;
- Prevent interruptions, personal attacks, repetitive statements, or disorderly conduct.

D. No member may speak a second time on the same agenda item until all members wishing to speak have had an opportunity to do so.

E. The President may alternate between speakers in favor of and opposed to a proposal in order to maintain fairness and balanced discussion.

5. BOARD DISCUSSION

A. After the close of member discussion, the President shall close the floor and begin Board discussion. Only Board members may participate during the Board discussion phase unless the President requests clarification from a member, committee, legal counsel, contractor, or other invited participant. Board discussion shall focus on:

- The merits of the proposal;
- The legal authority of the Association;
- Financial considerations;
- Impacts upon the community and lot owners;
- Compliance with the Association's governing documents and applicable law.

B. Board members shall conduct themselves respectfully and shall not interrupt one another

6. RULES OF CIVILITY AND DECORUM (See MCRHOA Policy 2025-01)

A. The Association's Rules of Civility Policy shall apply to all meetings, discussions, presentations, comments, and correspondence. All participants shall:

- Speak respectfully;
- Address comments to the President or Chair rather than directly confronting another member;
- Refrain from profanity, threats, intimidation, insults, or personal attacks;
- Avoid speaking over others;
- Refrain from disruptive conduct.

B. The following conduct is prohibited:

- Personal attacks or accusations;
- Harassment or intimidation;
- Threatening language or gestures;
- Repeated interruptions;
- Refusal to comply with the direction of the President;

Title: Rules of Civility for All HOA Meetings and Proceedings; MCRHOA Policy 2026-01

- Conduct that materially disrupts the meeting.

C. The President is responsible for enforcing this policy. The President may impose the following graduated measures when necessary:

1. Verbal warning;
2. Direction to remain on topic or comply with the rules;
3. Loss of speaking privileges for the current agenda item;
4. Removal from the meeting if the conduct continues or materially disrupts the proceedings.

D. No participant shall be removed except after at least one warning unless the conduct presents an immediate threat or serious disruption.

7. MOTIONS AND VOTING

A. After discussion has concluded, a Board member may make a motion. The motion must be seconded before discussion may continue or a vote may occur. The President shall clearly restate the motion before the vote. All votes of the Board and all votes submitted to the membership shall be conducted by secret written ballot.

B. Secret ballots shall be used for every vote in order to:

- Protect members from pressure, retaliation, or intimidation;
- Encourage honest participation;
- Preserve order in light of prior contentious meetings;
- Ensure fairness and confidence in the outcome.

C. Ballots shall not contain the name of the member or any identifier capable of revealing how a particular member voted. The Secretary shall distribute ballots. The Vice President shall collect and tally the ballots in the presence of at least one additional Board member.

D. The Secretary shall record only:

- The total number of votes cast;
- The number of votes in favor;
- The number of votes opposed;
- Any abstentions.

E. The minutes shall not identify how any individual voted. The President shall announce only the total result of the vote. Example: "Motion passed, 14 in favor, 7 opposed, and 2 abstentions."

8. REQUESTS TO ADD ITEMS TO THE AGENDA

A. Any lot owner may request that an item be added to a future agenda. Requests should be submitted in writing to the Secretary or President no later than seven (7) days before the meeting whenever practical. The request should include:

- The proposed agenda item;
- A brief explanation of the issue;
- Any proposed motion or action;
- Any supporting documents.

B. The Board may decline to place an item on the agenda if:

- The matter is outside the authority of the Association;
- The matter is duplicative of an issue already decided;
- Insufficient information has been provided.

9. SPECIAL RULES FOR CONTENTIOUS OR HIGH-INTEREST MATTERS

A. For matters expected to involve substantial disagreement, large attendance, or significant financial impact, the President may implement additional procedures, including:

- Extended meeting time;
- Written submission of questions in advance;

Title: Rules of Civility for All HOA Meetings and Proceedings; MCRHOA Policy 2026-01

- Equal time for opposing viewpoints;
- Additional speaking rounds;
- A neutral moderator or parliamentarian.

B. Examples may include:

- Road maintenance or special assessments;
- Gate installation or access control;
- Amendments to the governing documents;
- Easement or right-of-way issues;
- Significant expenditures, leases, or contracts.

10. MEETING MINUTES

A. The Secretary shall prepare minutes of each meeting. The minutes shall include:

- Date, time, and location of the meeting;
- Names of Board members present or absent;
- Verification of quorum;
- A summary of each agenda item;
- Motions made and seconded;
- Vote totals only;
- Any actions approved or denied.

B. The minutes are intended to reflect the actions taken by the Board and membership and are not intended to be a verbatim transcript of all discussion.

11. REFERENCES AND AUTHORITIES

A. MCRHOA Bylaws (July 26, 2020), including provisions governing meetings, Board authority, and voting procedures.

B. Colorado Common Interest Ownership Act, C.R.S. § 38-33.3-308, governing meetings of the executive board and member participation.

C. Colorado Common Interest Ownership Act, C.R.S. § 38-33.3-310.5, regarding association records and meeting procedures.

D. Colorado Revised Nonprofit Corporation Act, C.R.S. § 7-128-201 through § 7-128-205, relating to meetings, member participation, and voting.


E. Colorado Revised Nonprofit Corporation Act, C.R.S. § 7-127-202, concerning Board authority to adopt rules and policies.

F. Robert's Rules of Order Newly Revised, 12th Edition, particularly: Rules governing debate and recognition of speakers; Time limits on discussion; Motions and voting procedures; Maintenance of order and decorum.

G. MCRHOA Rules of Civility Policy MCRHOA Policy 2025-01

11. AUTHORITY: This policy is adopted pursuant to the authority granted to the MCRHOA Board of Directors under the Association's Bylaws and applicable Colorado law. This policy may be amended by majority vote of the Board, subject to any requirements of the governing documents.

Signed this **15th** day of **April, 2026**
By Order of the Board of Directors, Miller Canyon Ranch HOA


Charles M. Evanson
President, Miller Canyon Ranch HOA

Title: Rules of Civility for All HOA Meetings and Proceedings

MILLER CANYON RANCH HOMEOWNERS ASSOCIATION
Office of the President

HOA POLICY RESOLUTION 2025-01

Title: Rules of Civility for All HOA Meetings and Proceedings

Effective Date: June 3, 2025

Approved By: President, Miller Canyon Ranch HOA

1. Purpose: In order to preserve order, promote mutual respect, and ensure productive meetings and deliberations within the Miller Canyon Ranch Homeowners Association, the following *Rules of Civility* shall apply to all formal meetings, including but not limited to: Board Meetings, Member Meetings, Special Committees, and any sanctioned HOA gatherings. These rules are rooted in time-tested principles of self-governance, courtesy, and shared responsibility.

2. Policy Statement: In accordance with our commitment to unity, neighborliness, and effective community management, all participants in Miller Canyon Ranch HOA meetings shall observe the following standards:

3. Rules of Civility:

a. Honor the Purpose: Attend meetings with preparation and intention. Respect the agenda and refrain from disruptive tangents.

b. Begin in Unity: Meetings shall begin with a moment of prayer, silence, or reflection, to set a tone of dignity and shared purpose.

c. Speak with Respect: All members and guests will address one another with courtesy, avoiding insults, sarcasm, or personal attacks.

d. Listen Without Interruption: No member shall interrupt another while speaking. Each person will be given the opportunity to be heard in full.

e. Speak Only When Recognized: Members must be acknowledged by the Chair or designated facilitator before speaking.

f. Disagree Respectfully: Disagreement is natural, but must remain constructive. Criticism shall be directed at ideas, not individuals.

g. Remain on Topic: Discussions must remain relevant to the business at hand. Repetitive or unrelated commentary is discouraged.

h. Use Constructive Language: Contributions should be solution-oriented and forward-looking, not merely critical or inflammatory.

i. Honor Confidentiality: Matters deemed sensitive or confidential shall not be disclosed outside appropriate HOA channels.

j. Manage Time Courteously: Speakers should be concise. The Chair retains the right to set reasonable time limits for discussion to ensure fair participation.

k. Limit Distractions: Members are expected to silence devices and avoid side conversations during meetings.

Title: Rules of Civility for All HOA Meetings and Proceedings

l. Follow Orderly Procedure: Meetings shall follow Robert's Rules of Order or other agreed-upon procedural frameworks to maintain fairness and order.

m. Respect Authority and Process: The presiding officer has the responsibility to guide meetings and enforce decorum. All members shall defer respectfully to procedural rulings.

n. Close in Unity: While views may differ, the meeting will end with a spirit of respect, neighborly goodwill, and mutual commitment to the community's best interests.

o. Represent the Community Well: Each participant represents the values of Miller Canyon Ranch. We are stewards of trust, and our actions should reflect integrity and honor.

4. Enforcement and Consequences: Violation of these rules may result in warnings, removal from a meeting, or, in repeated cases, formal censure as outlined in the HOA Bylaws. The Chair is empowered to maintain order and take appropriate action to uphold this policy. To ensure transparency and fairness, the following escalation process will be followed:

Step 1: Verbal Warning: If a member violates the Rules of Civility during a meeting, the Chair will issue a **clear verbal warning** reminding the individual of the specific rule being violated and asking for immediate correction. This warning will be noted in the meeting minutes if the behavior continues.

Step 2: Formal Warning: If the behavior persists after the initial verbal warning, the Chair may issue a **formal warning**, also recorded in the meeting minutes. The member may be asked to temporarily yield participation for the duration of the meeting.


Step 3: Removal from Meeting: Continued violations within the same meeting may result in **immediate removal** from the meeting at the discretion of the Chair. If necessary, law enforcement may be contacted to maintain peace and ensure the safety of all members.

Step 4: Repeated or Egregious Violations: If a member demonstrates a **pattern of disruptive behavior** across multiple meetings, or commits a **severe violation** (e.g., threats, harassment, physical intimidation, cursing, making threats, unfounded allegations), the Board may initiate a process of **formal censure** or **suspension of participation** in meetings, in accordance with the HOA Bylaws.

Note: These steps do not have to be followed sequentially. The Chair and/or Board may move directly to any appropriate step in the escalation spectrum if the violation is sufficiently egregious or poses a threat to meeting order or participant safety.

5. Due Process: Before any formal disciplinary action (such as censure or suspension) is enacted: The member will receive written notice of the specific violation(s), Be provided an opportunity to respond in writing or at a hearing before the Board, Receive a final written decision from the Board after deliberation.

Signed this 3 day of June, 2025, in the year of the Lord the Two Thousand & Twenty Fifth.
By Order of the President, Miller Canyon Ranch HOA


Charles M. Evanson
President, Miller Canyon Ranch HOA

2026 Miller Canyon Ranch Association Proxy & Ballot
PLEASE RETURN YOUR SIGNED PROXY TO ACHIEVE QUORUM!

Quorum: I (Print Full Name) _____ APPROVE
my Proxy to be counted toward achieving quorum.

Budget: I am casting my vote on the proposed budget:

Approve: _____ **OR** Reject: _____

Election: The Association will be voting for three members to be elected to the Board of Directors. Use this Proxy as your ballot to nominate and vote for the members of your choice to the Board. The Vote shall be concluded at the Annual Meeting. All Owners Must have their Dues Paid in Full Prior to the Meeting to Serve on the Board.

I Nominate _____ to serve on the Board of Directors

I Nominate _____ to serve on the Board of Directors

I Nominate _____ to serve on the Board of Directors

For the Proxy to be Valid, this Section Must be Completed

Member Name: _____

Dated: _____

Member Address in the HOA: _____

Member Signature: _____

How to Assign Your Proxy to Another Person or The Board to Represent You

Do Not Fill Out if You Plan to Attend the Meeting in Person

The undersigned member of Miller Canyon Ranch Association, a Colorado Owners Association, assigns either the Board of Directors as my Proxy or (insert proxy's name): _____ of Colorado to represent me, because I cannot attend the Annual Meeting. This Proxy shall remain in effect until the meeting is concluded **Fill in "The Board of Directors"** if I am not able to attend the Annual Meeting and want the Board to direct my vote. I will complete and send in this written Proxy via mail or email to contact@hoaservicesco.com.