

SAN JUAN VISTA LANDOWNERS' ASSOCIATION, INC.
POLICY REGARDING THE CONDUCT OF ASSOCIATION MEETINGS

The purpose of this Policy is the adoption of rules and procedures to facilitate the efficient operation of the Association in its conduct of meetings.

This Policy is adopted in compliance with Colorado Revised Statutes §38-33.3-209.5 and §38-33.3-308(2.5)(b), and the Articles of Incorporation and Bylaws of the Association and in accordance with the San Juan Vista Covenants and other Association governing documents.

CONDUCT OF MEETINGS POLICY

1. All meetings of the Association, including Annual, Board and Special meetings, are open to every Member/Owner and any person designated by a Member/Owner in writing as the Member/Owner's representative. Members, or designated representatives, shall be permitted to attend, listen, and speak at an appropriate time during the meetings subject to the remaining provisions of this Policy.
2. A Board meeting shall be defined as a planned meeting of all members of the Board that is intended to administer the affairs of the Association and is attended by a quorum of the Board. During any regular and Special meetings of the Board, at an appropriate time determined by the Board, but before the Board votes on an issue under discussion, Member/Owners or their designated representatives shall be permitted to speak regarding that issue. The Board may place reasonable time restrictions on persons speaking during the meeting. If more than one person desires to address an issue and there are opposing views, the Board shall provide for a reasonable number of persons to speak on each side of the issue. Member/Owners shall not be allowed to otherwise participate in discussion or deliberation by the Board unless authorized by a majority vote of a quorum of the Board.
3. There is one regular Board meeting per year which is held contemporaneous with the annual meeting of the Member/Owners. Agendas for meetings of the Board shall be made reasonably available for examination by all Member/Owners or their representatives, including, but not limited to the posting of the agenda upon the Association's website at least two days before the meeting. The agenda for all meetings shall be in accordance with the order of business determined by the Board but may include an open forum during which any Member/Owner who wishes to speak shall have the opportunity to do so, subject to other provisions in this Policy.
4. Nothing in this Policy is intended to preclude the Board from conducting such business as may come before it between Board meetings, including, but not limited to, the voting on a previously discussed issue from an earlier Board meeting. All such business and decisions shall be recorded in the minutes and available to the membership as hereinafter provided.
5. The Board may hold an executive or closed door session and may restrict attendance to Board members and other persons specified by the Board, provided that any such executive or closed

door session may only be held in accordance with the provisions and requirements of Colorado law. The matters to be discussed at such an executive session are limited to:

- a. Matters pertaining to employees of the Association's contract or involving the employment, promotion, discipline, or dismissal of an officer, agent, or employee of the Association.
- b. Consultation with legal counsel concerning disputes that are the subject of pending or imminent court proceedings or matters that are privileged or confidential between attorney and client.
- c. Review of or discussion relating to any written or oral communication from legal counsel.
- d. Investigative proceedings concerning possible or actual criminal misconduct.
- e. Matters subject to specific constitutional, statutory, or judicially imposed requirements protecting particular proceedings or matters from public disclosure.
- f. Any other matter of which disclosure would constitute an unwarranted invasion of individual privacy.

Prior to the time the members of the Board convene in executive session, the chairman shall announce the general matter of discussion as enumerated in the paragraphs above. No rule or regulation of the Board shall be adopted during an executive session. A rule or regulation may be validly adopted only after the Board goes back into regular session following an executive session or at a subsequent regular or special meeting of the Board.

6. Conduct at meetings by Member/Owners and Board members shall be respectful and courteous at all times. The following rules shall be followed at all meetings of the Association:

- a. Before speaking at a meeting a speaker must be recognized by the chair.
- b. Each person who speaks must first state his or her name and lot number.
- c. Only one person may speak at a time.
- d. All comments are restricted to the agenda item being discussed.
- e. All comments are to be directed to the chair and/or Board and not other individual participants.
- f. There shall be no interruption of anyone who has been recognized by the chair, except by the chair or other Board members.
- g. Unless otherwise determined by the chair each speaker shall have three minutes to speak.
- h. Personal attacks, whether physical or verbal, and offensive language will not be tolerated.
- i. Courteous behavior is mandatory.

Should the chair determine that any Member/Owner has spoken for the allocated amount of time, or otherwise disrupts the meeting, or is in violation of the provisions of this policy, the chair shall have the authority to instruct that Member/Owner to yield the floor, and that Member/Owner will be obligated to comply with the chair's instruction. If the Member/Owner refuses to stop disrupting the meeting, the chair will issue an oral warning asking the

Member/Owner to leave the meeting. If the Member/Owner refuses to leave, the meeting may be adjourned.

7. Notice of the Annual meeting of the Member/Owners and for any Special meeting of Member/Owners shall be hand delivered or sent prepaid by United States mail to the mailing address of each Member/Owner as shown on the records of the Association at least ten (10) days before the meeting, announcing: 1) the date of the meeting, 2) the time and place of the meeting, 3) the items on the agenda, and 4) any documentation or information as determined by the Board to assist a Member/Owner understand any item on the agenda.

8. The Annual meeting of Member/Owners shall be held during a convenient weekend, as determined by the Board, which falls within the two week period of time from the last week in June through the first week of July. The agenda for the Annual meeting shall be in accordance with the order of business determined by the Board but may include an open forum during which any Member/Owner who wishes to speak shall have the opportunity to do so, subject to other provisions in this policy.

9. Minutes of all meetings shall be posted on the Association website within a reasonable time after final approval from the Board.

10. Video or audio recording of all or any portion of any meeting by Member/Owners is prohibited, provided that the Board may determine to record any meeting in its discretion.

11. The Board shall review this Policy annually. The Board may amend this Policy when such modification is deemed to be in the best interests of the Association.

END OF POLICY