

## **Dillon Valley East Condominium Association Conduct of Meetings Policy**

The following procedures have been adopted by Dillon Valley East Condominium Association (DVECA) at a regular meeting of the Dillon Valley East Board of Managers (DVE BOM).

### **HOA ANNUAL MEETINGS**

1. Meetings of the Owners shall be held at such times and locations as may be provided in the Association's governing documents or by applicable Colorado statutes, but at least once annually.
2. Notice of Owners meetings shall be distributed as may be provided in the Association's governing documents or by applicable Colorado statutes.
3. The Associations Board of Managers shall determine the agendas for Owners meetings, subject to any requirements in the Associations governing documents, and distribute such agendas with notices of the meetings.
4. The President of the Associations Board of Managers or such other person as may be designated by the President shall preside over Members meetings as chairperson.
5. Items of business and/or discussion must be presented by Motion and such Motion seconded, prior to discussion.
6. Any person not in compliance with the following rules of conduct, may be ejected from the meeting:
  - a. No one may speak until called upon by the chairperson to do so;
  - b. Only one person may speak at a time;
  - c. Personal attacks or abusive language will not be tolerated; and
  - d. Only the chairperson may interrupt a speaker and then only for the purposes of limiting the time of the discussion or due to personal attacks or abusive language.
7. Voting by Owners for contested positions on the Board of Managers shall be by secret ballot. Any other matter properly put before the assembly for a vote may be voted on by any means acceptable to the assembly or by secret ballot at the discretion of the Board.
8. Unless otherwise provided by the Association's governing documents or by applicable Colorado statutes, the affirmative vote required for the election of Board Members shall be the candidates receiving the largest number of votes. Unless otherwise provided by the Association's governing documents or by applicable Colorado statutes, the affirmative vote required for the passage of any other matter put before the assembly for a vote shall be fifty-one percent (51%) of those voting.

### **BOARD MEETINGS**

1. Meetings of the Board of Managers shall be held at such times and locations as may be provided in the Association's governing documents or by applicable Colorado statutes.
2. Notice of Board of Managers meetings shall be distributed as may be provided in the Association's governing documents or by applicable Colorado statutes.

3. The Board Members or Managing Agent may create agendas for Board meetings, but are not required to do so. To the extent that an agenda is created for a Board meeting, it shall be provided to owners requesting a copy of same.
4. Notwithstanding paragraph 3 above, the first item of business for Board Meetings shall be "Homeowners Forum" conducted as follows:
  - a. There will be a list at a sign in table for persons to enter their names if they wish to speak at this meeting;
  - b. Only those persons who have entered their names on the list of speakers shall speak;
  - c. Speakers will be called upon to speak in the same order in which they entered their names;
  - d. No one may speak until called upon by the chairperson to do so;
  - e. Only one person may speak at a time;
  - f. Each person shall have three(3) minutes to speak;
  - g. Personal attacks or abusive language will not be tolerated; and
  - h. Only the chairperson may interrupt a speaker and then only for the purposes of limiting the time of the discussion or due to personal attacks or abusive language.
5. The President of the Association's Board of Managers or such other person as may be designated by the President, shall preside over Board meetings.
6. For each matter upon which the Board anticipates taking action, a motion must be made stating the proposed action, followed by discussion. Owners who are not Board members may not participate in such discussion unless requested by a majority vote of the Board to do so.
7. At the conclusion of discussion, but prior to vote on the Motion by the Board members, any owner may request to be heard on the matter discussed. Notwithstanding the previous statement, no more than one person in favor of the motion and one person opposed to the Motion shall be heard.
8. Board meetings shall be open to attendance by all owners of the Association or their representatives.
9. The members of the Board may hold a closed door session and may restrict attendance to Board Members and such other persons requested by the Board during a regular or specially announced meeting for discussion of the following:
  - a. Matters pertaining to employee of the Association or the Managing Agent'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. Investigative proceedings concerning possible or actual criminal misconduct;
  - d. Any matter the disclosure of which would constitute an unwarranted invasion of individual privacy; and
  - e. Review or discussion relating to any written or oral communication from legal counsel.
10. Prior to holding a closed door session, the President of the Board, or other person designated to preside over the meeting, shall announce the general matter of discussion as stated above.

11. No rule or regulation shall be adopted during a close session. A rule or regulation may be validly adopted only during a regular or special meeting or after the Board goes back into regular session following a closed session.
12. The minutes of all meetings at which an executive session was held shall indicate that an executive session was held and the general subject matter of the executive session.

Dillon Valley East Condominium Association

By: \_\_\_\_\_  
Richard S. Garcia, President

Attest: \_\_\_\_\_  
Catherine N. Brosius, Secretary

This Conduct of Meetings Policy was adopted by the Board of Managers on the \_\_\_\_\_ day of \_\_\_\_\_, 2013, effective the 1<sup>st</sup> day of \_\_\_\_\_, 2013, and is attested to by the Secretary of The Dillon Valley East Condominium Association.

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Catherine N. Brosius, Secretary