THE CREEK AT FRISCO
CONDUCT OF MEETINGS POLICY AND PROCEDURE

Effective Date: November 13, 2020

In compliance with the Colorado Common Interest Ownership Act, the Board of Directors desires to adopt a uniform and systematic policy and procedure to address conduct of Board and Member meetings.

The Association hereby adopts the following policy and procedure for Board and Member meetings:

1. BOARD MEETINGS

A. The Board will hold an annual Board meeting following the Annual members meeting. The purpose is to introduce newly elected officers to the rest of the board members and to conduct any business that properly comes before the Board. This meeting shall be held immediately following the annual Member meeting unless the President of the Board determines otherwise.

B. Notice of regular Board meetings shall be given at least 7 days prior to the meeting. Notice of special Board meetings shall be given at least 2 days prior to the meeting. Notice shall be on the Manager's website, by email or by telephone. If a schedule is set for regular Board meetings, no notice beyond the schedule need be given.

C. All Board meetings shall be open to attendance by Members of the Association, or their representatives, provided that the Board may go into executive session for any purpose allowed by law. Members may be excluded from executive session. Prior to going into executive session, the chair of the meeting shall announce the purpose for the executive session.

D. The Board may post notice of upcoming Board meetings on the manager's website.

E. The meeting agenda shall be made reasonably available for examination by Members of the Association or their designated representatives.

F The Board's President will call the meeting to order and record all attendees. The board will proceed with the business portion of the meeting. Members who attend may not participate in deliberation or discussion during this portion of the Board meeting unless expressly authorized by a vote of most of a quorum of the Board.

H. Items shall be discussed pursuant to the meeting agenda, provided that items may be taken out of order if deemed advisable by a majority of Board Members present. Items not on the agenda may be discussed once all other items have been concluded, time permitting. If items that are not on the agenda are discussed, Members shall be given a reasonable opportunity to comment.

I. Any director may make a motion. All motions shall be recorded in the minutes. Motions must be seconded to be discussed and voted upon. The minutes shall

record the number of votes in favor, votes against, and abstentions. If any director requests his/her vote in favor or against or his/her abstention be recorded in the minutes, the minutes shall so reflect.

J. Board meetings are not required to be held in accordance with Robert's Rules of Order.

2. ANNUAL MEETINGS/SPECIAL MEMBER MEETINGS

A. Notice of a Membership meeting shall be mailed or delivered to each Member 10 – 60 days prior to the meeting with a copy of the membership list as required by the Bylaws. Notice shall also be posted on the manager's website.

B. Each Member will sign in prior to the meeting for himself/herself and for any proxies he/she holds. Voting rights of delinquent Members are suspended and such Members shall not be given ballot. If an election or vote is to be held, the Member will be given the appropriate number of ballots.

(i) Any ballot for the election of directors may be a secret ballot.

(ii) If secret balloting is not required, the Association may indicate the number of proxies held on the ballot itself.

C. The President of the Board of Directors, or other person directed by the Board, will call the meeting to order and conduct the meeting. The meeting shall proceed in the order set forth in the Bylaws.

D. Each Member who wishes to speak will be given a reasonable time to speak, provided the chair may impose reasonable time limits to facilitate Member participation. Members may not speak a second time until everyone who wishes to speak has been given an opportunity to speak once. Members may not speak more than twice on any one topic, subject to the chair's discretion.

E. Members must maintain decorum and refrain from addressing the Membership or Board until recognized by the chair. Upon being recognized, the Member must state his/her name and address.

F. Members may not interrupt anyone who validly has the floor, or otherwise disrupt the meeting. Members may not engage in personal attacks on either Board Members or other Association Members. All comments and questions are to be delivered in a businesslike manner and comments shall be confined to matters germane to the agenda item being discussed. No Member may use abusive, rude, threatening, vulgar or crude language.

G. Members must obey all orders made by the meeting chair, including an order to step down.

H. Any Member who refuses to follow the above rules will be asked to leave the meeting.

I. Any motions must be seconded prior to discussion and voting. Because the nature of a motion and vote may be outside the Members' authority, the Board reserves the right to determine whether a motion will be considered binding on the Association or a recommendation for proceeding. Such determination may be made following consultation with legal counsel.

J. Meetings are not required to be held in accordance with Robert's Rules of Order.

IN WITNESS WHEREOF, the undersigned certify that this Conduct of Meetings Policy and Procedure was adopted by resolution of the Board of Directors of the Association on this 13th day of November, 2020.

THE CREEK AT FRISCO, a Colorado nonprofit corporation,

By: _____
Its: President Ruthann Mooney

ATTEST:

By: _____