

**UPDATED RESOLUTION OF THE  
UNIVERSITY PARK HOMEOWNER'S ASSOCIATION PROCEDURES  
FOR THE CONDUCT OF MEETINGS**

**SUBJECT:** Adoption of a policy and procedures for conducting Owner and Board meetings.

**PURPOSE:** To facilitate the efficient operation of Owner and Board meetings and to afford Owners an opportunity to provide input and comments on decisions affecting the community.

**AUTHORITY:** The Declaration, Articles of Incorporation and Bylaws of the Association and Colorado law.

**EFFECTIVE DATE:** March 14, 2013

**RESOLUTION:** The Association hereby adopts the following procedures regarding the conduct of meetings:

1. Owner / Annual Meetings. Meetings of the Owners of the Association shall be called pursuant to the Bylaws of the Association.

(a) **Notice.**

- (1) In addition to any notice required in the Bylaws, notice of any meeting of the Owners shall be conspicuously posted within the community, if feasible and practicable, at least two days prior to each such meeting, or as may otherwise be required by Colorado law. The Board may post notice of upcoming Board meetings on a website.
- (2) If any Owner has requested that the Association provide notice via email and has provided the Association with an email address, via subscribing to the Association's website, the Association shall send notice of all Owner meetings to such Owner at the email address provided as soon as possible after notice is provided pursuant to the Bylaws but in no case less than 24 hours prior to any such meeting.
- (3) Notice of a budget ratification meeting shall be mailed or hand delivered not less than 14 or more than 60 days prior to the meeting. Notice of other Membership meetings shall be mailed or hand delivered to each Member not less than 15 or more than 30 days prior to the meeting. Notice may also be posted on a website. There is no conspicuous central location where posting notice would be feasible and practicable. If a Member requests notice by email only and provides an email address notice will be provided by email.
- (4) The Board shall hold an organizational meeting within 10 days of the annual meeting. The date of the meeting shall be determined at the annual meeting and no further notice of the meeting need be given, provided a majority of the Board members are present at the annual meeting.

(b) **Conduct.**

- (1) All Owner meetings shall be governed by the following rules of conduct and order:
  - (A) The President of the Association or designee shall chair all Owner meetings.

- (B) All Owners and persons who attend a meeting of the Owners will sign in, present any proxies and receive ballots as appropriate. (See section below regarding voting).
- (C) There shall be a Members' forum at the beginning of each regular Board meeting. The Members' forum shall be for up to 15 minutes, although the Board may extend this time in its discretion.
- (D) Anyone wishing to speak must first be recognized by the Chair.
- (E) Only one person may speak at a time.
- (F) Each person who speaks shall first state his or her name and Unit address.
- (G) Any person who is represented at the meeting by another person, as indicated by a written instrument, will be permitted to have such person speak for him/her.
- (H) Those addressing the meeting shall be permitted to speak without interruption from anyone as long as these rules are followed.
- (I) Comments are to be offered in a civilized manner and without profanity, personal attacks or shouting. Comments are to be relevant to the purpose of the meeting.
- (J) Each person shall be given up to a maximum of five minutes to make a statement or to ask questions. The Board may decide whether or not to answer questions during the meeting. Each person may only speak once. Yielding of time by a speaker to another individual shall not be permitted. Such time limit may be increased or decreased by the Chair, but shall be uniform for all persons addressing the meeting.
- (K) All actions and/or decisions will require a first and second motion.
- (L) Once a vote has been taken, there will be no further discussion regarding that topic.
- (M) So as to allow for and encourage full discussion by Owners, no meeting may be audio, video or otherwise recorded. Minutes of actions taken shall be kept by the association.
- (N) Anyone disrupting the meeting, as determined by the Chair, shall be asked to "come to order." Anyone who does not come to order will be requested to immediately leave the meeting.
- (O) The Chair may establish such additional rules of order as may be necessary from time to time.
- (P) The Board is not obligated to take immediate action on any item presented by a Member.

**(c) Voting.**

- 1) All votes taken at Owner meetings shall be taken as follows:
  - (A) Elections of Board members shall be conducted by secret ballot.
  - (B) Each Owner entitled to vote pursuant to the Bylaws shall receive a ballot.
  - (C) The ballot shall contain no identifying information concerning the ballot holder.
  - (D) In the event an Owner holds a proxy for another Owner, upon presentation of such proxy to the Secretary of the Association or the Secretary's designee, the Owner shall receive a secret ballot to cast the vote of the Owner who provided the proxy. The proxy shall be kept and retained by the Association.

- (2) All other votes taken at a meeting of the Owners shall be taken in such method as determined by the Board of Directors including acclamation, by hand, by voice or by ballot. Notwithstanding the above, such other votes on matters affecting the community shall be by secret ballot at the discretion of the Board or upon the request of 20% of the Owners who are present at the meeting or represented by proxy.
  - (3) Written ballots shall be counted by a neutral third party, or a committee of not less than three volunteers who are not Board members, and in the case of a contested election, are not candidates. The committee shall be selected or appointed at an open meeting, in a fair manner, by the Chair of the Board or another person presiding during that portion of the meeting.
  - (4) The individual(s) counting the ballots shall report the results of the vote to the Chair by indicating how many votes were cast for each individual or how many votes were cast in favor and against any issue.
- (d) **Proxies.** Proxies may be given by any Owner as allowed by C.R.S. 7-127-203.
- (1) All proxies shall be reviewed by the Association's Secretary or designee as to the following:
    - (A) Validity of the signature
    - (B) Signatory's authority to sign for the unit Owner
    - (C) Authority of the unit Owner to vote
    - (D) Conflicting proxies
    - (E) Expiration of the proxy

2. **Board Meetings.** Meetings of the Board of Directors of the Association shall be called pursuant to the Bylaws of the Association.

(a) **Conduct.**

- (1) All Board meetings shall be governed by the following rules of conduct and order:
  - (A) The President of the Association, or designee, shall chair all Board meetings.
  - (B) All Owners will be given an opportunity to speak as to any matter or ask questions of the Board during the Owner forum at the beginning of the meeting. Any Owner wishing to speak during the Owner forum shall so indicate at the time of sign in.
  - (C) Anyone desiring to speak shall first be recognized by the Chair.
  - (D) Only one person may speak at a time.
  - (E) Each person speaking shall first state his or her name and Unit address.
  - (F) Any person who is represented by another person as indicated by a written instrument at the meeting shall be permitted to have such person speak for them.
  - (G) Those addressing the Board shall be permitted to speak without interruption from anyone as long as these rules are followed.
  - (H) Comments are to be offered in a civilized manner and without profanity, personal attacks or shouting. Comments are to be relevant to the purpose of the meeting or issue at hand.

- (I) The Owner forum shall be for up to 15 minutes. However, the Board may extend this time at its discretion. Each person shall be given a reasonable amount of time to speak or to ask questions, provided the Chair may impose uniform time limits to facilitate participation. After all Members who wish to speak have had an opportunity to do so, a Member who has already spoken may be given another opportunity, time permitting. Questions may not be answered until a later date.
  - (J) No meeting of the Board may be audio, video or otherwise recorded except by the Board to aid in the preparation of minutes. Minutes of actions taken shall be kept by the Association.
  - (K) Anyone disrupting the meeting, as determined by the Chair, shall be asked to "come to order." Anyone who does not come to order shall be requested to immediately leave the meeting.
- (b) **Owner Input.** After a motion and second has been made on any matter to be discussed, at a time determined by the Board, but prior to a vote by the Directors, Owners, or their designated representatives, present at such time shall be afforded an opportunity to speak on the motion as follows:
- (1) The Chair will ask those Owners present to indicate by a show of hands who wishes to speak in favor or against the motion. The Chair will then determine a reasonable number of persons who will be permitted to speak in favor of and against the motion and for how long each person will be permitted to speak. The Chair shall also announce the procedure for who shall be permitted to speak if not everyone desiring will be permitted to speak.
  - (2) Following Owner input, the Chair will declare Owner input closed and there shall be no further Owner participation on the motion at hand unless a majority of the Board of Directors votes to open the discussion to further Owner participation.
- (c) **Board Action Without a Meeting.** Any action to be taken at a meeting of the Board of Directors may be taken without a meeting if a consent in writing, setting forth the action so taken, is signed by all of the Directors.
- (d) **Executive Sessions.** The members of the Board may hold a closed door, executive 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:
- (1) Matters pertaining to employees of the Association or the manager's contract or involving the employment, discipline, or dismissal of an officer, agent, or employee of the Association;
  - (2) 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;
  - (3) Investigative proceedings concerning possible or actual criminal misconduct;
  - (4) Any matter the disclosure of which would constitute an unwarranted invasion of individual privacy;
  - (5) Review of or discussion relating to any written or oral communication from legal counsel; and
  - (6) Matters subject to specific constitutional, statutory, or judicially imposed requirements protecting particular proceedings or matters from public disclosure.


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.

No rule or regulation shall be adopted during a closed 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. 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. Minutes of executive sessions may be kept but are not subject to disclosure pursuant to the Association's policy regarding inspection of records.

3. Definitions. Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declaration shall have the same meaning herein.
4. Supplement to Law. The provisions of this Resolution shall be in addition to and in supplement of the terms and provisions of the Declaration and the law of the State of Colorado governing the Project.
5. Deviations. The Board may deviate from the procedures set forth in this Resolution if in its sole discretion such deviation is reasonable under the circumstances.
6. Amendment. This Policy may be amended at any time by the Board of Directors.

**PRESIDENT'S CERTIFICATION:** The undersigned, being the President of University Park Homeowner's Association, a Colorado nonprofit corporation, certifies that the foregoing Resolution was adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors on March 14, 2013\_\_ and in witness thereof, the undersigned has subscribed his/her name.

**UNIVERSITY PARK HOMEOWNER'S ASSOCIATION,**  
a Colorado nonprofit corporation

By:   
President