

POLICY OF UNIVERSITY PARK HOMEOWNERS' ASSOCIATION
ADOPTING PROCEDURES FOR
THE CONDUCT OF VIRTUAL COMMITTEE & BOARD MEETINGS

SUBJECT: Adoption of a policy and procedures for conducting virtual Committee & Board meetings.

PURPOSE: To facilitate the efficient operation of virtual Committee & Board meetings and to allow Owners to provide input and comments on decisions affecting the community.

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

EFFECTIVE

DATE: September 11, 2025

RESOLUTION: The Association hereby adopts the following procedures for conducting virtual, Committee & Board meetings.

1. Meeting Conduct: All of the provisions of the University Park Homeowners Association Meeting Policy also apply to virtual Committee & Board meetings.
2. Meeting Attendance Eligibility: Only University Park HOA Owners or persons representing an Owner by proxy, the Community Manager, and persons invited by the Board for specific purposes are allowed to attend.
3. Participant Identification: All attendees, except Board and Committee members, will be asked to provide their name and address for the record and to verify that they are UPHOA owners or proxy holders. Proxy holders will be asked to submit their proxy to the Secretary or Community Manager by email in advance of the meeting. People invited by the Board will be asked to provide their name, business or organizational affiliation, or address, if they are UPHOA owners.
4. Closure of Meeting Admissions: Once the meeting is called to order, no further admissions will be allowed. It is recommended that participants log in at least 5 minutes before the scheduled meeting time.
5. Muting: Once the meeting is called to order, all participants, except the Board, Committee members and the Community Manager, will be muted unless permitted by the Board or Committee Chair to speak.
6. Recording: No recording of the meeting is permitted, except that the Board may record the meeting to facilitate taking minutes.
7. Chat: The chat feature will be turned off during the meeting.
8. Visibility: To participate in discussions or make a statement, attendees must have their video feature turned on so they can be seen.
9. Phone ringers: As a courtesy to participants, please mute your phone ringers during the meeting.
10. Executive Sessions: If the Board moves into an executive session, all participants except the Board and any authorized participants will be removed from the meeting.