

THE PARK EAST SUBDIVISION HOME OWNERS ASSOCIATION

POLICY AND PROCEDURE

CONDUCT OF MEETINGS

Resolved and Adopted February 15, 2007

Amended _____

The following policy and procedure has been adopted by the Board of Directors ("Board") of The Park East Subdivision Home Owners Association ("Association") pursuant to Colorado statutes, for the conduct of meetings.

OWNERS MEETINGS

1. Meetings of the Owners shall be held at such times and locations as may be provided in the Association's Declaration, Bylaws, Articles of Incorporation or Rules and Regulations ("Governing Documents") or by applicable Colorado statutes, but at least once annually.
2. Only Owners in good standing are eligible to vote. For purposes of this policy, "good standing," shall mean all of the following:
 - (i) ownership of a Lot;
 - (ii) no assessment liens or fines relating to the Owner's property are due to the Association;
3. Notice of Owners meetings shall be distributed as may be provided in the Association's Governing Documents or by applicable Colorado statutes.
4. The Association's Board President shall, in consultation with the General Manager of the Association, determine the agendas for the meetings, subject to any requirements in the Association's Governing Documents, and distribute such agendas with notices of the meetings.
5. The President of the Association's Board or such other person as may be designated by the President, shall preside over all meetings.
6. Any person not in compliance with these 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 individual presiding over the meeting may interrupt a speaker and then only for purposes of limiting the time of the discussion or due to personal attacks or abusive language.
7. Voting by Owners to fill positions on the Board shall be by secret ballot if the open position is contested. If there are only single nominees/volunteers for Board positions, Owners may be elected to the Board by acclamation. Any other matter put before the assembly for a vote may be by any means acceptable to the assembly or by secret ballot if requested by twenty (20) percent of the owners present in person or by proxy.
8. Unless otherwise provided by the Governing Documents or by applicable Colorado statutes, the affirmative vote required for the election of Owners of the Board shall be the candidates receiving the largest number of votes.
9. Unless otherwise provided by the 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 a quorum of Owners (as defined by the Rules and/or Bylaws).

BOARD MEETINGS

1. Meetings of the Board shall be held at such times and locations as may be provided in the Governing Documents or by applicable Colorado statutes.
2. Notice of Board Meetings shall be distributed as may be provided in the Governing Documents or by applicable Colorado statutes.
3. The Board President, in consultation with the General Manager, may create agendas for Board meetings, but are not required to do so.
4. Notwithstanding paragraph 3 above, Board Meetings may include a "Property Owners 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 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 purposes of limiting the time of the discussion or due to personal attacks or abusive language.
5. The President of the Board or such other person as may be designated by the President, shall preside over Board meetings.
6. At the conclusion of discussion, but prior to vote on the Motion by the Board, any Owner may request to be heard on the matter discussed.
7. Board meetings shall be open to attendance by all Owners of the association or their representatives.
8. The Board may hold an executive session and restrict attendance to only Board Owners and such other persons requested by the Board during a regular or special meeting for discussion of the following:
 - a. Matters pertaining to employees 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 of or discussion relating to any written or oral communication from legal counsel.
9. Prior to holding an executive session, the President or other person designated to preside over the meeting, shall announce the general matter of discussion as stated above.
10. No Rule or Regulation shall be adopted during an executive session. A Rule or Regulation may be validly adopted only during a regular or special meeting or after the Board returns from its executive session.
11. 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.

SECRETARY'S CERTIFICATION: The undersigned, being the Secretary of The Park East Subdivision Home Owners Association, a Colorado non-profit corporation, certifies that the foregoing policy and procedure was adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board on February 15, 2007, and in witness thereof, the undersigned has subscribed his/her name.

THE PARK EAST HOME OWNERS ASSOCIATION, a Colorado non-profit corporation

By: Greg Knott, Owner lot 71

_____, Secretary