

GLEN OAKS AT CASTLE PINES NORTH  
COMMUNITY ASSOCIATION, INC.

**Conduct of Meetings Policy**

Adopted December 27, 2005

The following policy has been adopted by the Glen Oaks at Castle Pines North Community Association, Inc. ("Association") pursuant to the provisions of C.R.S. 38-33.3-209.5, at a regular meeting of the Board of Directors.

Purpose: To establish a uniform and systematic protocol for conducting meetings of the Association, including Owners' and Board Meetings; to ensure equitable participation by members while permitting the Board to conduct the business of the Association; and to memorialize the circumstances under which the Board may convene into executive session.

NOW, THEREFORE, IT IS RESOLVED that the Association does hereby adopt the following policy governing the conduct of meetings of the Owners and meetings of the Board:

1. Open Meetings All meetings of the Association are open to every Owner, or to any person designated by an Owner in writing as the Owner's representative (hereinafter collectively referred to as "Owner"). Owners so desiring shall be permitted to attend, listen, and speak at an appropriate time during the deliberations and proceedings; except that, for regular and special meetings of the Board, Members who are not Board members may not participate in any deliberation or discussion unless expressly so authorized by a vote of the majority of a quorum of the Board.
2. Attorney/Client Privileged Communications Upon the final resolution of any matter for which the Board received legal advice or that concerned pending or contemplated litigation, the Board may elect to preserve the attorney-client privilege in any appropriate manner, or it may elect to disclose such information, as it deems appropriate, about such matter in an open meeting.
3. Recording of Meetings Note taking is permitted. Recording by video or audio of any portion of any meeting is not permitted unless explicitly authorized by the Board.
4. Opportunities for Owners to Speak. Opportunities for Owners to speak during a meeting include: open forum, agenda items and prior to Board action. Owners who desire to speak are requested to notify the Board of Directors in advance of the meeting, or on the meeting sign-in sheet, so the Board can plan the agenda accordingly. Owners will be recognized to speak at the appropriate point on the agenda; either during discussion of an agenda item or, for items not on the agenda, during Open forum. Owners who have not signed up to address an item will be allowed to speak at the end of the meeting, time permitting. The President or acting chair shall, to the best of his/her ability, allocate time to each Owner for comment so as to allow as many Owners as possible to speak

5. Availability of the Agenda. The agenda shall be posted on the Association's web site prior to the meeting; in addition an Owner may contact the Board of Directors for a copy. Copies of the agenda will be available at the meeting.

6. Meeting Sign-in: In order to manage the meeting effectively, Owners are asked to list any item(s) they wish to address when they sign-in at the meeting. The Owners' sign-in sheet will be available at the meeting and includes: name, address, neighborhood and any items they wish to address. Members will be recognized for comment at the meeting in the same order as their names appear on the sign-up sheet. All Members wishing to comment who have not placed their names on the sign-up sheet will nonetheless be permitted to speak, time permitting. The President of the Board or acting chair shall, to the best of his/her ability, allocate time to each Member for comment so as to allow as many Members as possible to speak.

7. Open Forum The agenda for all meetings shall follow the order of business determined by the Board, which shall include an Owner open forum during which any Owner who wishes to speak will have the opportunity to do so, subject to the provisions of this policy. The Board shall have the right to determine the length of time of the open forum. The open forum should be used by Owner to speak about items that are not on the agenda.

8. Agenda items. During the discussion of an agenda item, the President or acting chair will recognize Owners who have signed-up to address that item. The Board may place reasonable time restrictions on those persons speaking during the discussion and shall provide for a reasonable number of persons to speak on each side of an issue.

9. Owners' Right to Speak before Board Action. The Board shall permit Owners to speak before the Board takes formal action on an item under discussion, in addition to any other opportunities to speak. The Board may place reasonable time restrictions on those persons speaking during the meeting and shall provide for a reasonable number of persons to speak on each side of an issue.

10. Additional Owner Input. At the end of the meeting, at the Board's discretion, Owners who did not sign up to speak may be given the opportunity to address items that were discussed at the meeting.

11. Time Limit to Speak; Protocol The President or acting chair of the meeting may place reasonable limitations upon the time given to each Owner seeking to comment, to allow sufficient time for as many Owners as possible to comment within the time permitted. Unless otherwise determined by the President or acting chair, the time limit will be three minutes per member. Owners should refrain from repeating other member's comments. Owners will only be allowed to speak more than once at the discretion of the Board. No Owner may speak a second time until all Owners wishing to speak have had an opportunity to speak once.

12. Extended Discussion. If it becomes evident that discussion of a particular issue will exceed the time allocated on the agenda, the Board may schedule a special session to further address the issue. Time will not be taken during the meeting to repeat information previously discussed. If an Owner requires history or other background information on a complex topic that has previously been discussed an Association representative will contact the Owner after the meeting. Owners requesting additional information on a topic shall leave a name, phone number and/or e-mail address with a board member.

13. Conduct of Participants. No Owner is entitled to speak until recognized by the chair. Owners will be asked to identify themselves as to their name and address. There shall be no interruption of anyone who has been recognized by the chair, except by the chair. All Owners should avoid side conversations. Specific time limits set for speakers shall be strictly observed. Personal attacks, whether physical or verbal, and offensive language will not be tolerated. All comments are to be directed to the chair and not to other individual participants. All comments are to be restricted to the agenda item being discussed. Meeting participants must behave courteously and be respectful of others.

14. Curtailment of Member Conduct Should the President or acting chair determine that any Owner has spoken for the allocated amount of time or longer, or determine that the Owner is in violation of the provisions of this policy, the President or acting chair shall have the authority to instruct that member to yield the floor, and that member will be obligated to comply with the President's or acting chair's instruction.

15. Disruptive or Unruly Behavior. If an Owner refuses to stop talking after his/her allotted time has ended, or otherwise disrupts the meeting, or is otherwise in violation of the provisions of this policy, the following procedure will be followed:

- a. The President or acting chair will issue an oral warning that if the Owner continues to speak, disrupt the meeting, or otherwise act in violation of the provisions of this policy, either the meeting will be adjourned or law enforcement/security will be called to remove the individual.
- b. If the Owner continues to speak, disrupt the meeting, or otherwise act in violation of the provisions of this policy, the President or acting chair will call a recess and speak directly to the Owner, reiterating that either the meeting will be adjourned or law enforcement/security will be called to remove the individual.
- c. If the Owner still refuses to cooperate, the President or acting chair may choose whether to adjourn the meeting to another time or to call law enforcement/security.

16. Executive Session. Notwithstanding the foregoing, the Board or a committee thereof may hold an executive or closed door session and may restrict attendance to Board members and other persons specified by the Board; provided that any such executive or closed door session may only

be held in accordance with the provisions and requirements of the Colorado Common Interest Ownership Act, C.R.S. 38-33.3-308(4), as amended from time to time, or other applicable law. The matters to be discussed at such an executive session are limited to:

- 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. Matters subject to specific constitutional, statutory, or judicially imposed requirements protecting particular proceedings or matters from public disclosure;
- e. Any matter the disclosure of which would constitute an unwarranted invasion of individual privacy;
- f. Review of or discussion relating to any written or oral communication from legal counsel.

Prior to the time the members of the Board convene in executive session, the President or acting chair shall announce the general matter of discussion as enumerated in paragraphs (a) to (f) above. No rule or regulation of the Board shall be adopted during an executive session. A rule or regulation may be adopted only during a regular or special meeting or after the Board goes back into regular session following an executive session.

Glen Oaks at Castle Pines North  
Community Association, Inc.

By: \_\_\_\_\_  
President

Attest

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Secretary

This Policy was adopted by the Board of Directors on the 27th day of December 2005, effective the 1st day of January 2006, and is attested to by the Secretary of the Glen Oaks at Castle Pines North Community Association, Inc.

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Secretary