

RESOLUTION
EAGLERIDGE ESTATES FILING NO. 3 HOMEOWNERS ASSOCIATION OF PUEBLO,
INC.
AMENDED POLICY & PROCEDURES -
CONDUCT OF MEETINGS

The following policy & procedures have been adopted by Eagleridge Estates Filing No. 3 Homeowners Association of Pueblo, Inc. (hereinafter “Association”), pursuant to C.R.S. 38-33.3-209.5 (Responsible Governance Policies).

Purpose: To establish a uniform and systematic protocol for conducting meetings of the Association, including Member meetings 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 hereby adopts the following policy & procedures (hereinafter “Policy”) governing the conduct of meetings of the Members and of the Board.

1. Member Meetings. The President of the Board of Directors, and in his absence, the Vice President, shall be Chairperson of all Member meetings. All Member meetings of the Association are open to every Member, or to any person designated by a Member in writing as the Member’s representative. Members or designated representatives so desiring are permitted to attend and listen, and to speak at designated times (in the sole discretion of the Chairperson of the meeting) during the deliberations and proceedings, subject to the other provisions of this Policy.
2. Board Meetings. The President of the Board of Directors, and in his absence, the Vice President, shall be Chairperson of all Board meetings. All regular and special meetings of the Board, and meetings of any committee thereof, shall be open to attendance by every Member, and to any person designated by a Member in writing as the Member’s representative.

Members who are not members of the Board may not participate in any deliberation or discussion, except in the sole discretion of the Chairperson of the meeting. The Chairperson MAY permit a limited number of Members or their designated representatives to speak before the Board takes formal action on an item under discussion, and at other designated times. However, the Chairperson will place reasonable time restrictions on those persons speaking during any Board meeting.

3. Agenda & Open Forum: The Agenda for all meetings shall follow the order of business specified by the Association's Bylaws and, if none, shall be in accordance with the order of business determined by the Board. The agenda for the Member meetings, but not Board meetings (except in the sole discretion of the Board), shall include a Member Open Forum. The Board may limit the time of the Member Open Forum and of individual Member comments, subject to the other provisions of this Policy.
4. Limits on Right to Speak. The Board shall have the right to determine the length of time of the Open Forum. The Chairperson of the meeting may place reasonable limitations upon the time given to each Member seeking to comment, to allow sufficient time for as many Members as possible to comment within the time permitted. Unless otherwise determined by the Chairperson, the time limit will be three minutes per Member. Each Member will only be allowed to speak more than once during Open Forum at the sole discretion of the Chairperson. No Member may speak a second time until all Members wishing to speak have had an opportunity to speak once.
5. Sign-up Sheets. A sign-up sheet may be made available to Members immediately prior to the meeting. If so, any Member wishing to comment at the ensuing meeting must add his/her name to the sign-up sheet, and Members will be recognized for comment at the meeting in the same order as their names appear on the sign-up sheet. In the absence of a sign-up sheet, the Chairperson will individually recognize Members who wish to comment as time permits.
6. 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.
7. Recording of Meetings. Note taking is permitted, however, video or audio recording of all or any portion of any meeting is prohibited.
8. Member Conduct. No Member is entitled to speak unless and until recognized by the Chairperson of the meeting. 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 Chairperson and not to other individual participants. All comments are to be restricted to the agenda item being discussed. Courteous behavior is mandatory.
9. Curtailment of Member Conduct. Should the Chairperson determine that any Member has spoken for the allocated amount of time or longer, or determine that the Member is in violation of the provisions of this Policy, the Chairperson shall have the authority to instruct

the Member to yield the floor, and that Member will be obligated to comply with the Chairperson's instruction.

10. Disruptive or Unruly Behavior. If a Member 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 Chairperson will issue an oral warning that if the Member 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 Member.
 - b. If the Member continues to speak, disrupt the meeting, or otherwise act in violation of the provisions of this Policy, the Chairperson will call a recess and speak directly to the Member, reiterating that either the meeting will be adjourned or law enforcement/security will be called to remove the Member.
 - c. If the Member still refuses to cooperate, the Chairperson may choose whether to adjourn the meeting to another time or to call law enforcement/security.
11. 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 Act, as amended from time to time, and 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 attorney and client matter.
 - c. Investigative proceedings concerning possible or actual criminal conduct.
 - 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 Chairperson 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 validly adopted only during a regular or special meeting or after the Board goes back into regular session following an executive session.

Eagleridge Estates Filing No. 3 Homeowners Association of
Pueblo, Inc., a Colorado non-profit corporation

By: _____
President

This amended Conduct of Meetings Policy & Procedures was adopted by the Board of Directors on the ____ day of ____, 2022, effective the ____ day of ____, 2022, and is attested to by a Board member of Eagleridge Estates Filing No. 3 Homeowners Association of Pueblo, Inc.

By: _____
Vice President