

SODA LAKES CONDOMINIUM ASSOCIATION, INC.

POLICY AND PROCEDURES FOR THE CONDUCT OF MEETINGS

1. SUBJECT: Adoption of a policy and procedures for conducting Owner and Board meetings.
2. 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.
3. AUTHORITY: The Declaration, Articles of Incorporation, and Bylaws of the Association and Colorado law.

4. EFFECTIVE DATE: 3/1/2025

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

Owner 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 at least 7 days prior to each such meeting, or as may otherwise be required by Colorado law.

(2) The Association shall also post notice on its website, if any, of all Owner meetings. Such notice shall be posted 7 days prior to such meeting.

(3) If any Owner has requested the Association provide notice via email and has provided the Association with an email address, the Association shall send notice for all Owner meetings to such Owner at the email address provided at least 24 hours prior to any such meeting.

(b) Conduct.

(1) All Owner meetings shall be governed by the President of the Association or such other person as may be designated by the President to chair the meeting.

(2) All persons attending an Owner meeting shall sign in upon arrival and present any proxies held by such person.

(3) Speakers at any Owner meeting shall sign up to speak and shall be recognized by the chair of the meeting prior to speaking.

(4) Each speaker shall state his or her name and address and shall be allowed to speak without interruption.

(5) All comments shall be respectful and relevant to the subject matter under consideration.

(6) Each speaker shall be limited to three (3) minutes to speak and shall be allowed to speak only once on each issue.

(7) All motions shall require a first and second prior to being voted upon.

(8) There shall be no discussion of any matter following a vote on such matter.

(9) No recordings of any Owner meeting shall be allowed.

(10) Minutes of all Owner meetings shall be kept.

(11) Any person who disrupts any meeting shall be asked to leave the meeting.

(12) The chair of the meeting may establish such additional rules of conduct as he or she deems necessary or appropriate.

(c) Voting.

(1) All Board elections shall be by secret ballot.

(2) All other votes shall be by such method as shall be determined by the Board of Directors, provided that any vote may be by secret ballot if requested by at least twenty percent (20%) of the Owners present at the meeting.

(3) All ballots shall be counted by a neutral third party or a committee of volunteers appointed by the Board of Directors.

(4) The results of all votes shall be reported by the person or persons counting the ballots.

(d) Proxies. All proxies shall be reviewed by the Association's secretary to determine the validity of the proxies.

Board Meetings.

(a) Conduct.

(1) All Board meetings shall be governed by the President of the Association or such other person as may be designated by the President to chair the meeting.

(2) All persons attending a Board meeting shall sign in upon arrival.

(3) Owners shall be allowed to speak at Board meetings only during the Owner forum portion of the meeting.

(4) The rules of conduct set forth in Section 1(b) above shall apply to Board meetings.

(5) No recordings of any Board meeting shall be allowed, except that the Board may record any Board meeting for the purpose of preparing minutes of the meeting.

(b) Owner Input.

(1) Owners shall be allowed to speak on any motion prior to a vote on such motion.

(2) The chair of the meeting shall determine the order in which Owners shall be allowed to speak and the amount of time each Owner shall be allowed to speak.

(3) Any Owner who wishes to provide additional input on any matter may do so only if the Board of Directors votes to allow such additional input.

(c) Board Action Without a Meeting. The Board of Directors may take action without a meeting if all of the directors consent to such action in writing.

(d) Executive Sessions.

(1) The Board of Directors may hold executive sessions for the purpose of discussing matters that are confidential or that may affect the privacy of individual Owners.

(2) No new rules or amendments to existing rules shall be adopted during an executive session.

(3) Minutes of all executive sessions shall be kept, but such minutes shall not be disclosed to Owners.

(4) Any action taken during an executive session shall be taken 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.

Definitions. Unless otherwise defined in this Policy, initially capitalized or terms defined in the Declaration shall have the same meaning herein.

Supplement to Law. The provisions of this Policy 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.

Deviations. The Board may deviate from the procedures set forth in this Policy if in its sole discretion such deviation is reasonable under the circumstances.

Amendment. This Policy may be amended at any time by the Board of Directors.

PRESIDENT'S CERTIFICATION: The undersigned, being the President of Soda Lakes Condominium Association, Inc. certifies that the foregoing Policy was adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors on () and in witness thereof, the undersigned has subscribed his/her name.

Soda Lakes Condominium Association, Inc., a Colorado nonprofit corporation



By: _____
Its: President

ATTEST: _____



Its: Vice President