

## LYNWOOD SUBDIVISION HOMEOWNERS ASSOCIATION, INC.

### Conduct of Meetings Policy and Procedure

The following procedures have been adopted by the Lynwood Subdivision Homeowners Association, Inc. ("Association") pursuant to the Colorado Revised Statute C.R.S. §38-33.3-209.5, and in accordance with C.R.S. §38-33.3-308, the Association Documents, and The Act, at a regular meeting of the Board of Directors.

**Purpose:** To establish a uniform and systematic protocol for conducting meetings of the Association, including Members' meetings and Board meetings; to ensure equitable participation by Members while permitting the Board to conduct the business of the Association; and to memorize the circumstance 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 Members and meetings of the Board:

1. **Open Meetings.** All meetings of the Association are open to every Member, or to any person designated by a Member in writing as the Member's representative, subject to the right of the Board to conduct executive sessions as provided in the Association Documents and The Act.
2. **Agenda.** Copies of the agenda will be available at the meeting. The agenda for all meetings shall follow the order of business specified by the Association Documents. If no order is specified, then as in accordance with the order of business as determined by the Board of Directors.
3. **Sign-Up Sheets.** Members who desire to speak on a topic not on the proposed agenda shall notify the Association Board in advance, at least five (5) working days prior to the published date of the meeting. Members who have given prior notice of an item they wish to discuss will be recognized for comment at the appropriate agenda item. The President of the Board, or the acting chair shall, to the best of his/her ability, allocate time of not more than five (5) minutes to each Member for comments so as to allow as many Members as possible to speak.
4. **Meeting Management.** The Board may place reasonable time restrictions on persons speaking during the meeting. At an appropriate time determined by the Board, but before the Board votes on an issue under discussion, Members or their designated representative shall be permitted to speak regarding that issue, in addition to any other opportunities to speak. If more than one person desires to address an issue and there are opposing views, the Board shall provide for a reasonable number of persons to speak on each side of the issue.
  - a) **Additional Member Input.** Under Agenda Item 'Open Discussion' Members may be given the opportunity to speak on items not on the formal agenda.
  - b) **Extended Discussion.** If it becomes evident that discussion of a particular issue will exceed the time allocated on the agenda, the Board may continue the meeting to another date or schedule a special meeting or work session to further address the issue.
5. **Recording of Meetings.** Note taking at Association meetings is permitted. Recording by video or audio of any meeting is permitted unless explicitly not permitted by the Board.
6. **Member Conduct.** No Member is entitled to speak until recognized by the chair, except by the chair. Specific time limits set for speakers shall be strictly observed. Personal attacks, whether

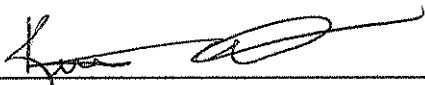
physical or verbal, and offensive language will not be tolerated. All comments are to be directed to the chair and Members are expected to behave courteously.

7. **Curtailement of Member Conduct.** Should the President or acting chair determine that any Member has spoken for the allotted amount of time or longer, or determine that the Member is in violation of the provisions of this Policy, the President or acting chair shall have the authority to instruct the Member to yield the floor, terminate the discussion without prejudice and require that Member to comply with the President's or acting chair's instruction.
8. **Disruptive or Unruly Behavior.** If a Member unreasonably disrupts a meeting, refuses to stop speaking when requested, or is otherwise in violation of the provisions of the Association Documents, the President or acting chair may call a recess and attempt to speak directly to the Member, or adjoin the meeting to another time. The President may at any time call law enforcement or security to bring the situation under control. Any Member(s) found in violation of this Policy, Section 8, can be fined for disruptive and/or unruly behavior in accordance with the CC&R's.
9. **Attorney – Client Privileged Communications.** Upon 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 may elect to disclose such information, as it deems appropriate, about such matter in an open meeting.

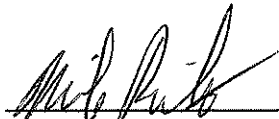
#### Board of Director's Certification

The undersigned members of the Board of Directors of Lynwood Subdivision Homeowners Association, Inc. certify that the Board of Directors of the Association have approved and adopted the foregoing resolution and in witness, thereof, the undersigned have subscribed their names:

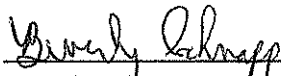
Lynwood Subdivision Homeowners Association, Inc.



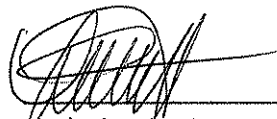
Kim Willis – President



Mike Rockert – Vice-President



Beverly Schnapp – Secretary



Linda Garcia - Treasurer

3/12/19

Date