

Policy 3

The Seasons at Tiara Rado Homeowners' Association

CONDUCT OF MEETINGS

The following policy relates to the conduct of meetings of the Members as well as meetings of the Board, and thus is required by law, CCIOA Section 308 (1), which is part of CCIOA that is applicable to the Association. The following are the general guidelines for the procedures to be followed during such meetings.

Meetings of Members

- (1) The Association shall notify the Members not less than ten (10) days nor more than fifty (50) days prior to any Meeting of Members.
 - (a) Such notification shall be by (1) prepaid US mail to the mailing address of each Lot or Dwelling Unit or to any other mailing address provided by a Member to the Association in writing or (2) by hand delivery.
 - (b) In addition to delivery of a hard copy of the notice, such notification may also be sent by email.
 - (c) Such notification shall also be physically posted in a conspicuous location with the subdivision, so long as such posting is feasible and practical.
- (2) Notices of Meetings of Members must include:
 - (a) Date, time, and place of meeting.
 - (b) Items on the agenda for the meeting. (Note: For special Meetings of Members, any agenda item that is not included in the notice cannot be acted upon at the special meeting.)
 - (c) If applicable, the general nature of any adoption of, amendment to, or repeal of the Governing Documents being proposed.
 - (d) If applicable, any changes to the budget being proposed.
 - (e) If applicable, any proposal to remove a Director.
- (3) Immediately prior to convening the Meeting, the Secretary will determine if a quorum exists, by noting the Members in attendance and the proxies delivered for such meeting. The Secretary will then advise the President that a quorum exists, and a meeting shall continue. If a quorum does not exist, the meeting will be continued.
- (4) In the President's absence, the Vice President or any Director shall conduct the meeting.

Policy 3

The Seasons at Tiara Rado Homeowners' Association

- (5) Votes on all contested elections of Directors, meaning those elections where there are more candidates than positions to be filled, will be made by secret ballot. The ballot will not contain any identifying information concerning the ballot holder. Any other vote concerning the Members, including a vote for an uncontested Director election, may be made by secret ballot if so directed by the Board, or requested by 20% of the Members who are present the Meeting in person or by proxy, but may otherwise be taken by such method as determined by the Board including, without limitation, by acclamation, by hand, or by voice. Ballots for any vote are to be prepared by the Secretary, or the Secretary's designee, prior to or during the meeting. If a vote is to be taken by secret ballot, the Association shall distribute ballots to each Member and accepted proxy holder in accordance with the votes allocated by the Amended Declaration. Ballots shall be counted by a committee of no more than three (3) volunteers, excluding the Association's legal counsel, who are not Directors or candidates. Individuals interested in serving on the committee shall volunteer from the floor during the Meeting. Names of the volunteers will be drawn at random and the three chosen by that method will serve as the ballot counting committee. Such volunteers shall be Members in good standing. The results of a vote by secret ballot shall be reported without reference to the names, addresses or other identifying information of Owners participating in the vote.
- (6) Within thirty (30) days after adoption of any proposed budget for the Association, the Board shall mail, by ordinary first-class mail, or otherwise deliver a summary of the budget to all the Owners and shall set a date for a meeting of the Owners to consider ratification of the budget not less than ten (10) nor more than fifty (50) days after mailing or other delivery of the summary. Unless at that meeting Owners entitled to cast a majority of the votes in the Association reject the budget, the budget is ratified, whether or not a quorum is present in person or by proxy at the meeting. If the proposed budget is rejected, the periodic budget last ratified by the Owners shall be continued until such time as the Owners ratify a subsequent budget proposed by the Board through the process described here.
- (7) At any Meeting of the Members, any Member or person designated by a Member, in writing and provided to the Board as the Member's representative, shall be permitted to attend, listen, and speak at an appropriate time during said Meetings of Members. However, the presiding officer may place reasonable time restrictions on those persons speaking during the meeting.
- (8) The Secretary shall keep minutes of all Meetings of Members and record in a minute book all resolutions adopted at the Meeting as well as transactions occurring at such Meeting. The minutes shall be provided to the Board and to any Member upon request after approval of the minutes. Only those minutes finally presented to and approved by the Board shall be and constitute the official record of the Meeting.

Policy 3

The Seasons at Tiara Rado Homeowner's Associations

Meetings of the Board or Committees

- (1) All Meetings of the Board and any Committee shall be open to attendance by all Members or their representatives. Agendas for Meetings of the Board shall be made reasonably available to the Members or their representatives in advance of any Meeting.
- (2) The Board, or any Committee thereof must permit a Member or a Member's representative to speak before the Board's formal action on an item under discussion. The Board or any Committee shall also provide for a reasonable number of persons to speak on each side of an issue. The Board or any Committee thereof may place reasonable time restrictions on the persons desiring to speak during these meetings.
- (3) The Board or any Committee thereof may hold an executive or "closed door" session and may restrict attendance to Board or Committee Members and such other persons requested by the Board or Committee during a regular or special meeting. Matters to be discussed at executive session include only the following items:
 - (a) Matters pertaining to employees of the Association or the 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;
 - (e) Matters subject to specific constitutional, statutory, or judicially imposed requirements protecting particular proceedings or matters from public disclosure; or
 - (f) Review of or discussion relating to any written or oral communication from legal counsel.
- (4) Prior to the time that Members of the Board or any Committee thereof convene in executive session, the chair of the body shall announce the general matter of discussion to the Members as enumerated above.

Policy 3

The Seasons at Tiara Rado Homeowner's Associations

- (5) No rule or regulation of the Board or any Committee thereof shall be adopted during executive session. A rule or regulation may be validly adopted only during a regular or special Meeting or after the body goes back into regular session following an executive session.
- (6) The Secretary shall keep all minutes of Meetings of the Board except executive sessions.

Adopted on: 17 Sep 2018

[Signature]
Secretary