

## Blumenau Homeowner's Association Conduct of Member Meetings Policy and Procedure

Although Blumenau HOA pre-dates the required participation of the Colorado Common Interest Ownership Act (required for all HOAs formed *after* 1992 – Blumenau HOA was formed in the 1970s), the Board of Directors has sought to adopt many recommended uniform and systematic policies and procedures as prescribed in the Act.

The Association hereby adopts the following policy and procedure for Conduct of Members' Meetings, effective November 2017:

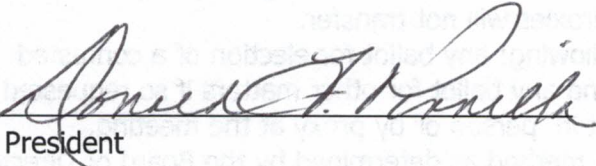
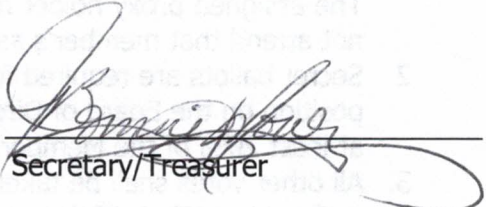
### ANNUAL MEETINGS/SPECIAL MEMBER MEETINGS

- A. The Board shall give a statement of all acts and corporate affairs at the annual meeting, in addition to any other business to be conducted.
- B. Notice of a Membership meeting shall be mailed or emailed to each Member not less than 10 or more than 50 days prior to the meeting. Notice may be given on the Updates and Events page at blumenauhoa.com and may be posted by sign at the CR 328 and Edelweiss junction.
- C. Each Member will sign in prior to the meeting for himself/herself and for any proxies he/she holds. Voting rights of Members not in good standing are suspended (per Bylaws Articles II.3, III.5, and VI) and such Members shall not be given a vote.
  1. Proxies for/at Member Meetings may be given by any Member to another Member. The assigned proxy holder must be in attendance. If the assigned proxy holder does not attend that member's assigned proxies will not transfer.
  2. Secret ballots are required for the following: any ballot for election of a contested position on the Board of Directors; and any ballot for other matters if so requested by at least 20% of the Members present in person or by proxy at the meeting.
  3. All other votes shall be taken in such method as determined by the Board of Directors or President/Chair of the meeting, including acclamation, by hand, by voice or by ballot, unless otherwise required by law.
- D. The President of the Board of Directors, or other person directed by the Board, will call the meeting to order and conduct the meeting. The meeting shall proceed in the order set forth in the agenda.
- E. Each Member who wishes to speak will be given 5 minutes to speak, provided the chair may impose reasonable time limits to facilitate Member participation. Members may not speak a second time until everyone who wishes to speak has been given an opportunity to speak once. Members may not speak more than twice on any one topic, subject to the chair's discretion.
- F. Members must maintain decorum and refrain from addressing the Membership or Board until recognized by the chair. Upon being recognized, the Member must state his/her name and Lot/Filing numbers.
- G. Members may not interrupt anyone who validly has the floor, or otherwise disrupt the meeting. Members may not engage in personal attacks on either Board Members or other Association Members. All comments and questions are to be delivered in a businesslike manner and comments shall be confined to matters pertaining to the agenda item being discussed. No Member may use abusive, rude, threatening, vulgar or crude language.
- H. Members must obey all orders made by the meeting chair, including an order to step down.

- I. Any Member who refuses to follow the above rules will be asked to leave the meeting. If he/she refuses to do so, local law authorities will be contacted.
- J. Any motions must be seconded prior to discussion and voting. Because the nature of a motion and vote may be outside the Members' authority, the Board reserves the right to determine whether a motion will be considered binding on the Association or a recommendation for proceeding. Such determination may be made following consultation with legal counsel.
- K. Secret Ballots shall be counted by a neutral third party or by a committee of volunteers who shall be Members selected or appointed at an open meeting by the President/Chair or other person presiding during that portion of the meeting. The committee of volunteers shall not be board members and, in case of a contested election for a Board position, shall not be candidates. The results of a vote taken by secret ballot shall be reported without identifying information of Members participating in such vote.
- L. Meetings are not required to be held in accordance with Robert's Rules of Order.

IN WITNESS WHEREOF, the undersigned certify that the Amendment Procedure was adopted by resolution of the Board of Directors of the Association this 9 day of November, 2017.

Blumenau Homeowners Association

By:  Attest:   
President Secretary/Treasurer