

**RESOLUTION
OF THE
VILLAGES AT COTTON RANCH HOMEOWNER'S ASSOCIATION, INC
(herein the Association)**

SUBJECT:	Adoption of a Policy and Procedure regarding the Directors Conduct of Meetings (herein Conduct).
PURPOSE:	To provide notice of the Association's adoption of a uniform and systematic procedures for Conduct.
AUTHORITY:	The Declaration, Articles, and Bylaws of the Association and Colorado Law.
EFFECTIVE DATE:	
RESOLUTION:	The Association Board of Directors (herein Board) here by adopts the following policy and procedures

The publication of this Resolution on the Association website and an informational letter to all owners shall be considered as notice to owners. Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declaration shall have the same meaning. The term Board shall is synonymous with Executive Board and the term Declaration is synonymous with Covenants, Conditions and Restrictions. This Policy and Procedure may be amended by the Board. The Board reserves the right to deviate from these procedures if in its sole discretion such deviation is reasonable under specific, documented, and unique circumstances.

Notice of Meetings: Meeting notices will be posted on the Association website, sent by email or mailed if no email address is available. Notice, including topics, date, time and place of the meeting will be sent at least 10 days and no more than 50 days in advance of meeting.

Conduct of Meetings: Meetings are for the communication of information and to reach well reasoned decisions. Meetings will follow an agenda and use Roberts Rules of Order for proposing, discussing and approving motions. All meetings are open to Owners, non-owners may attend meetings if invited or by approval of the Board. Owners that want to discuss a specific topic may introduce the topic at the beginning of a Board Meeting and request that it be placed on the agenda. Meetings may NOT be recorded, broadcast or videotaped without the approval of the Board. Owners may participate in Board discussions, but may not vote during Board meetings. The Board, by vote, may go into executive session for the discussion of personnel, or specific owner issues, or to consider advice of counsel. Non-Board members will be asked to leave the Board meeting during executive sessions. The only exception is if a specific Owner wants to discuss a private and confidential issue with the Board.

Owners that are unruly, rude, vulgar or obstructive may by vote of the Board be ejected from a Board meeting.

Meeting Etiquette: Each meeting attendee agrees that one person should talk at a time and additional discussion should be value-added and not repetitive. All attendees should be mindful of time and keep their comments short and to the point. From time to time it may become necessary to remind attendees of meeting etiquette. Owner requests and , issues or concerns should be documented and pictures should be provided. Owners should be prepared to make a clear statement of the action they would like the Board to take.

Meeting Minutes, Pre-meeting Board Packages and other Meeting Documents (herein Information): Information documents will be posted on the Associations website. Proxies, secret ballots or other documents that contain specific Owner information will be retained by the Association according to the document retention schedule, but this type of information will not be published on the Association website.

Deviation: The Board may deviate from this policy if in its sole discretion, based on specific, unique and documented circumstances.

Certification: The undersigned being the President of the Association certifies that the foregoing Resolution was adopted by the Board on March 10, 2020.

Signed Edward Spivak
President, the Villages at Cotton Ranch Homeowner's Association, Inc., March 10,2020.