

**SINGLETREE PROPERTY OWNERS ASSOCIATION  
POLICY AND PROCEDURE  
CONDUCT OF MEETINGS**

Adopted: January 15, 2009

The following policy and procedure has been adopted by the Board of Directors ("Board") of Singletree Property Owners Association ("Association") pursuant to Colorado statutes, for the conduct of meetings.

**MEMBERS/OWNERS MEETINGS**

1. Meetings of the Members/Owners ("Members") shall be held at such times and locations as may be provided in the Association's Declaration, Bylaws, Articles of Incorporation or Rules and Regulations ("Governing Documents") or by applicable Colorado statutes, but at least once annually.
2. Only Members in good standing are eligible to vote. For purposes of this policy, "good standing," shall mean all of the following: (i) ownership of a Lot/Unit; (ii) no delinquency in amounts due to the Association; (iii) no outstanding violation of any provision of any Governing Document.
3. Notice of Members meetings shall be distributed as may be provided in the Association's Governing Documents or by applicable Colorado statutes. (In person, Mail, Fax or E-mail)
4. The Association's Board shall determine the agenda for the meetings, subject to any requirements in the Association's Governing Documents, and distribute such agenda with notices of the meetings.
5. The President of the Association's Board or such other person as may be designated by the President, shall preside over all meetings.
6. Items of business must be presented by Motion and such Motion seconded, followed by discussion.
7. Any person not in compliance with these rules of conduct, may be ejected from the meeting:
  - a. No one may speak until called upon by the chairperson to do so;
  - b. Only one person may speak at a time;
  - c. Personal attacks or abusive language will not be tolerated; and
  - d. Only the individual presiding over the meeting may interrupt a speaker and then only for purposes of limiting the time of the discussion to a reasonable time or due to personal attacks or abusive language.
8. Voting by Members to fill positions on the Board, in any contested election, may be by secret ballot. Any other matter put before the assembly for a vote may be by any means acceptable to the assembly or by secret ballot if requested.
9. Unless otherwise provided by the Governing Documents or by applicable Colorado statutes, the affirmative vote required for the election of Members of the Board shall be the candidates receiving the largest number of votes as measured by percentage. Unless otherwise provided by the Governing Documents or by applicable Colorado statutes, the affirmative vote required for the passage of any other matter put before the assembly for a vote shall be a majority (as measured by percentage) of those present (as defined by the Rules and/or Bylaws) and voting at this meeting.
10. Written ballots may be used in lieu of any Member meeting.

**BOARD MEETINGS**

1. Meetings of the Board shall be held at such times and locations as may be provided in the

Governing Documents or by applicable Colorado statutes.

2. Notice of Board Meetings shall be distributed by e-mail unless a member has requested, in writing, that notice be sent by mail or otherwise as provided by applicable Colorado statutes.

3. The Board members or Managing Agent may create agendas for Board meetings, but are not required to do so. To the extent that an agenda is created for a Board meeting, it shall be provided to owners requesting a copy of same.

4. Notwithstanding paragraph 3 above, Board Meetings may include a "Homeowners Forum" which may be conducted telephonically.

5. The President of the Board or such other person as may be designated by the President, shall preside over Board meetings.

6. For each matter upon which the Board anticipates taking action, a motion must be made stating the proposed action, followed by discussion. Owners who are not Board members may not participate in such discussion unless requested by a majority vote of the Board to do so.

7. Board meetings shall be open to attendance by all members of the association or their representatives.

8. The members of the Board may hold an executive session and restrict attendance to only Board members and such other persons requested by the Board during a regular or special meeting for discussion of the following:

- a. Matters pertaining to employees of the Association or the Managing 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; and
- e. Review of or discussion relating to any written or oral communication from legal counsel.

9. Prior to holding an executive session, the President or other person designated to preside over the meeting, shall announce the general matter of discussion as stated above.

10. No Rule or Regulation shall be adopted during an executive session. A Rule or Regulation may be validly adopted only during a regular or special meeting or after the Board returns from its executive session.

11. 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.

**SECRETARY'S CERTIFICATION:** The undersigned, being the Secretary of Singletree Property Owners Association, a Colorado non-profit corporation, certifies that the foregoing policy for conduct during meetings was adopted by the Board of Directors of Singletree Property Owners Association, and in witness thereof, the undersigned has subscribed his/her name.

**SINGLETREE PROPERTY OWNERS ASSOCIATION,**  
a Colorado non-profit corporation

By: *Diane Swint Lewis*  
Secretary