

**TIFFANY HOMEOWNERS ASSOCIATION, INC.**  
**POLICY AND PROCEDURE**

POLICY TITLE:	<b>CONDUCT OF MEETINGS</b>	POLICY NUMBER:	<b>001</b>
POLICY EFFECTIVE DATE (First-time established and/or enacted):	JANUARY 1, 2006	POLICY REVISION DATE:	3/28/07
APPROVING AUTHORITY:	Tiffany Homeowners Assoc. Board of Directors	REVISION NO.	001
PAGE 1 OF 4	EXHIBITS OR ATTACHMENTS:	None	

**POLICY:**

It is the policy of Tiffany Homeowners Association (THOA) that all meetings held for and on behalf of the Association are open to homeowners, and are to be held in a professional, businesslike manner providing an opportunity for members of the Association to address the attendees, and allowing for the efficient and effective conduct of business on behalf of the Association.

**PROCEDURE:**

**Board of Directors Meetings:**

- 1) All Board of Director meetings will be conducted as outlined in these procedures. Board of Director meetings shall be held monthly at such place and hour as may be fixed from time to time by resolution of the Board.
- 2) The President is charged with chairing the board meeting.
- 3) The Secretary is charged with setting the agenda for the board meeting.
- 4) The general format of the agenda will include the following:
  - a. Call to Order
  - b. Determination if quorum of the board is present
  - c. Review and Approval of Prior Minutes
  - d. Committee Reports
  - e. Old Business – specific items carried over from previous meeting to be listed on the agenda
  - f. New Business – if known, specific items will be listed on the agenda, and homeowner items to be added to the agenda are to be put in writing to the Secretary three days in advance.
  - g. Voting – agenda will specify known voting issues
  - h. Owners Forum
  - i. Adjourn
- 5) Homeowners attending board meetings are required to sign in on an attendance sheet, giving their name and address.
- 6) There will be additional sign-up sheets posted, at the back of the meeting room, and prior to the start of the Board meeting, for homeowners to request an opportunity to address the Board on specific issues.
  - a) The topics must be related to Association business.
  - b) During the deliberations or discussions by the Board, homeowners may not participate unless authorized by a vote of the majority of a quorum of the board. However, before the Board takes any vote or formal action, the unit owners or their designated representatives, shall be permitted to speak regarding that issue.
  - c) The Board will post reasonably detailed agendas (on the website or via e-mail), so homeowners can determine the nature of the subject matter to be discussed. Additional topics may come up in the meeting.
  - d) Speakers will be heard on a first come, first serve basis.

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- e) During regularly scheduled Board meetings, upon recognition from the Chair, homeowners will each have two (2) minutes to speak to the item or motion on the floor before the Board takes a formal action. If mid-sentence, homeowners are requested to complete their sentence.
- f) Opposing points of view will be given an equal amount of time, with up to six (6) speakers for each side. The President or acting chairperson of the meeting has the discretion to increase the time or number of speakers if time permits.
- 5) Homeowners may sign the Owner's Forum list, with their topic listed next to their name. The Owners Forum is the time set aside during the board meeting, allotting one two (2) minute per person opportunity for owners to address the board regarding:
  - a) the introduction of new issues,
  - b) to request issues that have not been resolved to instead be moved to a committee,
  - c) to request further information be sought by the Board, or
  - d) to request time on the agenda at the next meeting.

**Member Meetings (Annual)**

- 1. Annual Association meetings will be held on the second Wednesday of November.
- 2. Prior to the start of the meeting – Homeowners and representatives sign the attendance sheet, register for voting, and homeowners wishing to speak sign the subject lists.
- 3. The agenda for the Annual Members Meeting shall be generally be as follows:
  - a) Call to Order
  - b) Determination if Quorum Present (10% of Homeowners)
  - c) Reports – Officers and committees limited to 5 minutes each
  - d) Old Business – agenda will list specific items of carry-over business
  - e) Presentations, Discussion, Questions from Homeowners regarding Budget
  - f) Motions and voting – agenda is to state any known items expected to be voted upon
  - g) New Business – specific items are listed to be discussed on the agenda (if known)
  - h) Statements by candidates, questions and answers
  - i) Voting for Directors
  - j) Adjourn
- 4. Any item that a homeowner wishes to include on the current year's agenda, for discussion at the next annual member's meeting shall be provided to the President and Secretary no later than sixty (60) days if board meetings are held monthly (or no later than 45 days if held bi-monthly) prior to the annual meeting date. The reason for this time frame is to allow the board time to include the item on its agenda, provide required notice to homeowners, and to allow time for the Board to develop a position [for, against, abstain]. Note: This does not prevent members from raising matters from the floor. Homeowners are advised that failing to include an item on the annual meeting agenda in advance may affect the time allotted to discussion.
- 5. During discussions opened up for participation from the floor, members will have two (2) minutes to express their views. Opposing points of view will be given an equal amount of time with up to six (6) speakers for each side. The President or acting chairperson of the annual meeting has the discretion to extend the above number of speakers based on time availability.

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6. Election of directors must be by secret ballot.
7. Other votes do not need to be by a secret ballot, unless requested by an owner(s). It cannot be determined how many issues may arise or be voted on in an annual meeting, so homeowners are requested to please try to advise the Board as soon as possible if a secret ballot is being requested for additional issues. This also assists the voting Registrars to better accommodate balloting procedures by either having ballots already issued to homeowners just prior to the meeting during registration, or for distribution during meetings. Homeowner assistance is appreciated.
8. Voting by mail is prohibited.
9. Proxies are allowed.

**Special Meetings:**

- 1) There are three entities that can call a Special Meeting:
  - a. The President of the Board,
  - b. A majority of the Board, or
  - c. Twenty percent of the homeowners having voting rights.
- 2) Notice of Special Meeting:
  - a. Must be provided to all unit owners no less than ten (10) days, and no more than 50 days, prior to the meeting.
  - b. Notice shall be accomplished by either the Secretary, the Board designee, or the person designated on the petition as representing the 20% homeowners.
  - c. The authorized entity will deliver that notice to all homeowner's mailing address by either hand delivery or prepaid U.S. mail. The true mailing address of the lawful owner of non-owner-occupied properties shall be obtained in writing from that owner.
  - d. Meeting details and agendas are required to be posted, and the notice shall state the time, place, and items on the agenda, including the general nature of any proposed amendments to the declaration or by-laws, any budget changes, proposals of dues increases, and proposals to remove an officer or member of the executive board.
  - e. The Notice of any meeting of the unit owners shall be physically posted in a conspicuous place (at the two entrances to the Subdivision), and (if the HOA has the means) also posted on either the website or via an electronic mail notice.
- 3) All owners, or designated representatives, in attendance must sign in on the attendance sheet.
- 4) The Agenda of the Special Meeting shall be set and directed by the entity calling the meeting, and shall be generally as follows:
  - a. Call to Order
  - b. Recording Secretary (noted or chosen)
  - c. Determination if Quorum is Present (10% of homeowners)
  - d. Statement of Purpose
  - e. Presentations, Discussion, Questions from Homeowners regarding topics of the Special Meeting.
  - f. Motions
  - g. Voting - Agenda is to state any known items expected to be voted upon
  - h. Adjourn

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5) During elections of Board members, candidates running for the Board will each have three (3) minutes to address the members. A brief question and answer period may follow (amount of time to be determined by the President based on time available).

6) Voting

- a) Votes do not need to be by a secret ballot, unless requested by an owner(s). It cannot be determined how many issues may arise or be voted on in a special meeting, so homeowners are requested to please try to advise the Board as soon as possible if a secret ballot is being requested for any vote. This also assists the voting Registrars to better accommodate balloting procedures by either having ballots already issued to homeowners just prior to the meeting during registration, or for distribution during meetings. Homeowner assistance is appreciated.
- b) Ballots shall be counted by a neutral third party or unit owner who is not a candidate, who attends the meeting at which the vote is held, and who is selected at random from a pool of two or more unit owners. Results are reported without reference to any identifying information of the voter.
- c) Votes allocated to a unit may be cast pursuant to a proxy duly executed by a unit owner. All rules of proxies apply as provided in Sec. 7-127-203, C.R.S., and Sec. 15, 38-33.3-310(1) and (2). Notable items include a unit owner may not revoke a proxy, except by actual notice of revocation, given to the person presiding over a meeting of the association. It is void if it is not dated or purports to be revocable without notice. The proxy must have a signature, so the Secretary or other officer or agent authorized to tabulate votes can determine if there are any reasonable doubts about the validity of the signature, or the signatory's authority to sign for the unit owner.
- d) Voting by mail is prohibited.
- e) Proxies are allowed.

Document Review Committee Approved on Feb. 26, 2006.

Approved by Tiffany Homeowners Association Board of Directors this 28<sup>th</sup> day of March, 2007

/s/ Kimberly K. Caster, THOA Secretary  
Board Member