

TIFFANY HOMEOWNERS ASSOCIATION, INC.
POLICY AND PROCEDURE

POLICY TITLE:	CONDUCT OF COMMITTEE MEETINGS	POLICY NUMBER:	008
POLICY EFFECTIVE DATE (First-time established and/or enacted):	March 28, 2007	POLICY REVISION DATE:	3/28/07
APPROVING AUTHORITY:	Tiffany Homeowners Assoc. Board of Directors	REVISION NO.	001
PAGE 1 OF 4	EXHIBITS OR ATTACHMENTS: 2	Minutes Samples	

POLICY:

It is the policy of Tiffany Homeowners Association (THOA) that all committee 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:

Committee meeting:

- 1) All members of the meetings of committees will be conducted as outlined in these procedures. Committee meetings shall be held at such place and hour as may be fixed from time to time by resolution of the committee.
- 2) The Committee chairperson is charged with chairing the meeting.
- 3) The Secretary is charged with setting the agenda for the committee meeting.
- 4) The general format of the agenda will include the following:
 - a. Call to Order
 - b. Determination if a quorum of the committee is present
 - c. Review and Approval of Prior Minutes
 - d. Old Business –specific items carried over from previous meeting
 - e. New Business
 - e. Adjourn
- 5) Homeowners attending committee meetings are required to sign in on an attendance sheet, giving their name and address.

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PAGE 2 OF 4	EXHIBITS OR ATTACHMENTS : 2	Proxy Form Sample	

- 6) In addressing the committee, homeowner's (or their designated representative's)
 - a) topics must be related to Committee business.
 - b) during the deliberations or discussions by the committee, they participate with an authorized vote of the majority of a quorum of the committee.
 - c) are allowed to speak before any vote or formal action is taken by the committee.
 - d) will be heard on a first come, first serve basis.
 - e) upon recognition from the Chair, each will have five (5) 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 Chair or acting chairperson of the meeting has the discretion to increase the time or number of speakers if time permits.

- 7) In addressing the committee, homeowner's (or their designated representative's)
 - g) topics must be related to Committee business.
 - h) during the deliberations or discussions by the committee, they participate with an authorized vote of the majority of a quorum of the committee.
 - i) are allowed to speak before any vote or formal action is taken by the committee.
 - j) will be heard on a first come, first serve basis.
 - k) upon recognition from the Chair, each will have five (5) 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.
 - l) opposing points of view will be given an equal amount of time, with up to six (6) speakers for each side. The Chair or acting chairperson of the meeting has the discretion to increase the time or number of speakers if time permits.

Reviewed by Document Committee on March 12, 2007

Form and Exhibit 1,2 approved by the acting Tiffany Homeowners Assoc. Board of Directors this 28th day of March, 2007.

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

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PAGE 3 OF 4	EXHIBIT #1	Committee First Meeting	

The First meeting of the committee _____ (Name of Committee) was held at (Address) _____, in Centennial, CO on (Date) _____, 2007 at (Time) _____ p.m.

Present:

- | | | |
|--------------------------|-------|-------|
| <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | _____ | _____ |

(Name of Temporary Chairman) _____ was by quorum (majority) chosen as temporary Chairman, and (Name of Temporary Chairman) _____ was by quorum (majority) chosen as temporary Secretary of meeting.

The following persons were elected serve as Chairman and Secretary to serve until their respective successors are chosen and qualify: The Chairman of the Committee thereupon took the chair and the Secretary immediately assumed the discharge of their duties.

Chairman: _____ Secretary: _____

Motion 1: Made by _____ and seconded by _____
Stating _____ failed / carried.

Motion 2: Made by _____ and seconded by _____
Stating _____ failed / carried.

Motion 3: Made by _____ and seconded by _____
Stating _____ failed / carried.

Agenda items to be addressed at the next meeting include: _____
_____.

The resolution was approved that **future meeting** will be held on (Date) _____ at (Address) _____, in the City of Centennial, State of Colorado, at (Time) _____ m.

Upon motion made, and seconded by _____, the meeting was **adjourned** at (Time) _____ m

(Secretary)

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PAGE 4 OF 4	EXHIBIT #2	General Minutes	

No. _____

MINUTES OF MEETING (Name of Committee) _____

The meeting was held at (Address) _____, in the City of Centennial, State of Colorado on (Month) _____ (Date) _____, 2007 at (Time) _____ am / pm.

Present:

Chairman: _____
Member: _____
Member: _____
Member: _____

Secretary: _____
Member: _____
Member: _____
Member: _____

A motion duly made to approve the first minutes was made by _____, and seconded by (Name) _____, and it carried/failed. Items in dispute were _____ none, or _____.

Motion 1: Made by _____ and seconded by _____
Stating _____ failed / carried.

Motion 2: Made by _____ and seconded by _____
Stating _____ failed / carried.

Motion 3: Made by _____ and seconded by _____
Stating _____ failed / carried.

Motion 4: Made by _____ and seconded by _____
Stating _____ failed / carried.

Agenda items to be addressed at the next meeting include: _____
_____.

The resolution was approved that the **next meeting** will be held on (Day) _____, (Month) _____, 20____ at (Address) _____, Centennial, CO, at (Time) _____ am / pm.

Upon motion, (Name) _____ seconded, and the meeting was **adjourned** at (Time) _____ am / pm.

(Secretary)