

CONDUCT OF MEETINGS POLICY

The Vineyard Homeowners Association

The following policy relates to the conduct of meetings of the members of The Vineyard Homeowners Association as well as meetings of the Board of Directors, and thus required by law, the following are the general guidelines for the procedures to be followed during such meetings.

Meetings of Members

A. Meetings of the Owners, as the members of the Association, shall be held at least once each year. Special meetings of the Owners may be called by the president, by a majority of the Board, or by Owners having ten percent (10%) of the votes in the Association. Not less than ten (10) nor more than fifty (50) days in advance of any meeting of the Owners, the secretary or other officer specified in the Bylaws shall cause notice to be hand delivered or sent prepaid by United States mail to the mailing address of each unit or to any other mailing address designated in writing by the Owner. If such electronic means are available, the Association shall provide notice of all regular and special meetings of Owners by electronic mail to all Owners who so request and who furnish the Association with their electronic mail addresses. The notice of any meeting of the Owners shall be physically posted in a conspicuous place, to the extent that such posting is feasible and practicable, in addition to any electronic posting or electronic mail notices that may be given pursuant to this section. The notice shall state the time and place of the meeting and the items on the agenda, including the general nature of any proposed amendment to the Declaration or Bylaws, any budget changes, and any proposal to remove an officer or member of the Board. Electronic notice of a Special Meeting shall be given as soon as possible, but at least 24 hours before such meeting.

B. All regular and special meetings of the Association shall be open to attendance by all members of the Association or their representatives. Immediately prior to convening the meeting, the presiding Secretary will determine whether a quorum exists, by noting the members in attendance and the proxies delivered for such a meeting. The presiding Secretary will then advise the President that a quorum of 10% of the homeowners exists, and a meeting shall continue. If a quorum of 10% does not exist, the meeting will be adjourned or continued.

C. The President, or in his absence, any Vice-President, or any Board member, shall conduct the meeting. Matters to be discussed shall be as shown on the agenda.

D. As each issue requiring a vote by the members is discussed, the President may call for a motion. Every action must include a first motion and a second motion. If it is unclear whether a measure passed or was defeated, the presiding officer may call for a show of hands for a "yes" and a "no" vote. However, votes for the election of contested positions for the Board of Directors shall be by secret ballot. The presiding Secretary shall prepare one ballot for each Lot entitled to vote and shall distribute the same to the Owner(s) thereof.

1. All proxies shall include the authority of the unit Owner to vote, the Signatory's authority to sign for the owner, expiration date of the proxy and a valid signature.

E. Prior to the vote for election of any contested Board position, or for matters requiring a vote by secret ballot, the presiding Secretary shall ask for volunteers. Ballots shall be counted by a neutral third party or by a committee of three (3) volunteers. Such volunteers shall be Owners who are

selected or appointed at an open meeting, in a fair manner by the Chair of the Board or another person presiding during the portion of the meeting. The volunteers shall not be Board members and in the case of a contested election for a board position, shall not be candidates. The individual(s) responsible for counting the ballots shall present the voting results to the chair, specifying the number of votes received by each candidate or indicating the number of votes cast in favor of and against any issue.

F. Uncontested Board elections, where candidates do not exceed available positions, and all other votes at Owners' meetings shall be conducted as decided by the Board, including acclamation, hand vote, voice vote, or ballot.

G. At the discretion of the Board, or upon the request of twenty percent (20%) of the voting members who are present at the meeting or represented by proxy, if a quorum has been achieved, a vote on any other matter affecting the Association on which all members are entitled to vote shall be by secret ballot. If such a request is made, the procedures for secret ballot described herein will be adhered to.

H. Unless rejected by the Owners of a majority of the Lots, the budget proposed by the Board for the upcoming year will be deemed ratified, whether or not a quorum exists.

I. Any matter coming before the general membership shall be approved by a vote of the Owners of a majority of the Lots in attendance, either in person or by proxy except for matters that require a greater percentage (i.e. amending the Declaration). At any membership meeting, any member or person designated by a member, in writing, as the member's representative, shall be permitted to attend, listen and speak at an appropriate time during said membership meetings. However, the presiding officer may place reasonable time restrictions on those persons speaking during the meeting. Comments are to be made free of profanity, and in a respectful manner. The board may decide if answering questions during the meeting is appropriate. Each person will be granted one opportunity to speak. Persons disrupting the meeting will be asked to "come to order." There will be immediate dismissal from the meeting if disruption persists.

J. The recording Secretary or manager shall keep minutes of all membership meetings and provide such minutes to the Board and any member upon request.

Meetings of the Board

A. All meetings of the Association's Board of Directors shall be open to attendance by all members or their representatives. Agendas for meetings of the Board shall be made reasonably available for examination to the members or their representatives.

B. The Board may place reasonable time restrictions on those persons desiring to speak during these meetings. However, at an appropriate time determined by the Board, but before the Board votes on an issue under discussion, the Board must permit an owner or an owner's representative to speak. If more than one person desires to address an issue, and there are opposing views, the Board shall also provide for a reasonable number of persons to speak on each side of such issue.

1. The board chair will recognize each person who will speak individually and ask them to state their name and address.

2. A representative for another person (owner) is permitted to speak on their behalf with written approval.
3. A maximum of three minutes will be granted for each person to speak. The chair may adjust the time limit, but it must be consistent for all individuals speaking at the meeting.

C. Agendas for meetings of the Board shall be made reasonably available for examination by all members or their representatives prior to such meetings.

D. The Board of Directors are permitted to take action in the absence of a meeting on any issue by obtaining written approval from all directors.

E. The members of the Board may hold an executive or "closed door" session and may restrict attendance to Board members and such other persons requested by the Board during a regular or special meeting. Matters to be discussed at executive session include only the following items:

1. 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;
2. 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;
3. Investigative proceedings concerning possible or actual criminal misconduct;
4. Matters subject to specific constitutional, statutory or judicially imposed requirements protecting particular proceedings or matters from public disclosure;
5. Any matter, the disclosure of which would constitute an unwarranted invasion of individual privacy; or
6. Review of or discussion relating to any written or oral communication from legal counsel.
7. Upon the final resolution of any matter for which the Board received legal advice or that concerned pending or contemplated litigation, the Board may elect to preserve the attorney-client privilege in any appropriate manner, or it may elect to disclose such information, as it deems appropriate, about such matter in an open meeting.

F. Prior to the time that members of the Board thereof convene in executive session, the chair of the body shall announce the general matter of discussion as enumerated in (1) to (7) above.

G. No rule or regulation of the Board 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 body goes back into regular session following an executive session.

H. 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.

Meetings of Committees

A. At any ad hoc committee or standing committee of a subcommittee meeting, any member or person designated by a member, in writing, as the member's representative, shall be permitted to attend, listen and speak at an appropriate time during said committee meeting. However, the committee chair may place reasonable time restrictions on those persons speaking during the meeting.

B. If available, schedules and agendas for meetings of committee or subcommittee meetings shall be made reasonably available upon request for examination to the members or their representatives.

Additional Provisions

A. Unless otherwise defined in the Policy, capitalized terms or terms defined in the Declaration shall have the same meaning herein as set forth in the Declaration.

B. This Policy adds to and supplements the terms of other governing documents of The Vineyard and Colorado State law.

C. Deviation from these procedures within this policy shall be at the discretion of the Board and may occur under reasonable circumstances.

D. The Board may decide to amend this policy at any time.

The undersigned certify that this Policy was adopted on 19th Apr., 2025 by resolution of the Board of Directors.



Andrew Smith – President



Robin Cyr-Secretary