

**BLACK FEATHER CONDOMINIUM ASSOCIATION, INC.**  
**POLICY AND PROCEDURE**  
**CONDUCT OF MEETINGS**

Adopted Aug 21, 2012

The following policy and procedure has been adopted by the Black Feather Condominium Association, Inc. ("Association") pursuant to Colorado statutes, for conduct of meetings.

**MEMBERS MEETINGS**

1. Meetings of the unit owners ("Members") shall be held at such times and locations as may be provided in the Association's governing documents or applicable Colorado statutes, and shall be held at least once year.
2. Notice of Members meetings shall be distributed as may be provided in the Association's governing documents or applicable Colorado statutes.
3. The Association's Board of Directors shall determine the agendas for the Members meetings, subject to any requirements in the Association's governing documents. The notice of the Member's meeting shall include the items on the agenda.
4. The President of the Association's Board of Directors or such other person as may be designated by the President will preside over Members meetings.
5. Items of business and/or discussion must be presented by Motion and such Motion seconded, prior to discussion.
6. Any person not in compliance with the following 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 Board of Directors may interrupt a speaker. The Board of Directors may interrupt a speaker: (i) to place reasonable time restrictions on the speaker, (ii) because another person wishes to speak on the same topic; or (ii) because of personal attacks or abusive language.
7. Voting by Members for positions on the Board of Directors shall be by secret ballot. Any other matter properly brought before the Board of Directors for a vote may be by any means acceptable to the Board of Directors. At the discretion of the Board or if requested by twenty (20) percent of the members present in person or by proxy the vote any matter properly brought before the Board of Directors may be by secret ballot. For purposes of secrecy, the votes must be counted by someone appointed by the Board of Directors to count such votes. This persona may be either the Association's management company or the Association's attorney (if present). No Member may count the votes. The candidate(s) for the open positions for the Board of Directors shall be elected by the affirmative vote of the Members and such open position(s) shall go to the Member(s) receiving the largest number of votes

until all open positions are filled, unless otherwise provided by the Association's governing documents or applicable Colorado statutes.

8. For purposes of obtaining a 67% vote on issues required to have a majority vote pursuant to the Association's governing documents or applicable Colorado Statutes, a vote not received by the deadline stated on such proxy/ballot, will constitute an affirmative vote on such issue. Unless otherwise provided by the Association's governing documents or applicable Colorado statutes, the affirmative vote required for the passage of any other matter put before the assembly for a vote shall be fifty-one percent (51%) of those voting.

### **BOARD MEETINGS**

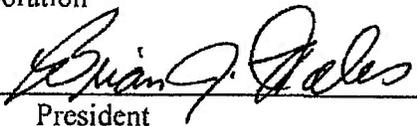
1. Meetings of the Board of Directors ("Board") shall be held at such times and locations as may be provided in the Association's governing documents or applicable Colorado statutes.
2. Notice of Board Meetings shall be distributed as may be provided in the Association's governing documents or applicable Colorado statutes.
3. Any member of the Board or the Association's management company 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, the first item of business for Board of Directors' Meetings shall be the "Homeowners Forum" conducted as follows:
  - a. There will be a list at a sign in table for persons to enter their names if they wish to speak at such meeting;
  - b. Only those persons who have entered their names on the list of speakers shall be able speak at such meeting;
  - c. Speakers will be called upon to speak in the same order in which they entered their names on the list;
  - d. No one may speak until called upon by the chairperson to do so;
  - e. Only one person may speak at a time;
  - f. Each person shall have three (3) minutes to speak;
  - g. Personal attacks or abusive language will not be tolerated; and
  - h. Only the Board of Directors may interrupt a speaker. The Board of Directors may interrupt a speaker: (i) to enforce the three minute time restriction put on the speaker; or (ii) because of personal attacks or abusive language.
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. At the conclusion of discussion, but prior to vote on the Motion by the Board members, any owner may request to be heard on the matter discussed. Notwithstanding the previous

statement, no more than one person in favor of the Motion and one person opposed to the Motion shall be heard.

8. Board meetings shall be open to attendance by all members of the association or their representatives.
9. The members of the Board may hold a closed door session and may restrict attendance to Board members and such other persons requested by the Board during a regular or specially announced meeting for discussion of the following:
  - a. Matters pertaining to employees of the Association or the Association's management company 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.
10. Prior to holding a closed door session, the President of the Board, or other person designated to preside over the meeting, shall announce the general matter of discussion as stated above.
11. No rule or regulation shall be adopted during a closed session. A rule or regulation may be validly adopted only during a regular or special meeting or after the Board goes back into regular session following a closed session.
12. 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.

**PRESIDENT'S CERTIFICATION:** The undersigned, being the President of the Black Feather Condominium Association, Inc., a Colorado non-profit corporation, certifies that the foregoing policy and procedure was adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors on February \_\_\_\_, 2012 and in witness thereof, the undersigned has subscribed his/her name.

**BLACK FEATHER CONDOMINIUM  
ASSOCIATION, INC.,** a Colorado non-profit  
corporation

By:   
President