

**THE VILLAS AT SUNRISE CREEK HOMEOWNERS ASSOCIATION, INC.  
POLICY REGARDING THE CONDUCT OF ASSOCIATION MEETINGS**

The purpose of this Policy is the adoption of rules and procedures to facilitate the efficient operation of conducting meetings of the Association.

This Policy is in compliance with Colorado Revised Statutes §38-33.3-209.5, §38-33.3-308, the Declaration of Covenants, Conditions and Restrictions of The Villas at Sunrise Creek (the "Declaration") and the Articles of Incorporation and Bylaws of the Association.

**CONDUCT OF MEETINGS POLICY**

1. All meetings of the Association, including Annual and special meetings of Members and regular and special Board of Directors' meetings, are open to every Owner and any person designated by an Owner in writing as the Owner's representative. Members, or designated representative, shall be permitted to attend, listen, and speak at an appropriate time during the meetings subject to the remaining provisions of this Policy.
2. A Board meeting shall be defined as a planned meeting of all members of the Board that is intended to administer the affairs of the Association and is attended by a quorum of the Board.
3. Notice for any Special meeting of the Board shall be e-mailed to Owners in accordance with the time limits as set out in the Association Bylaws, announcing: 1) the date of the meeting, 2) the starting time, 3) the reason for calling a special meeting, and 4) any documentation or information an Owner needs to help understand the topic of discussion.
5. Notice of the Annual meeting of Owners shall be mailed to all Owners within the time limits as set out in the Association Bylaws, announcing: 1) The date, time, and place of the meeting, 2) a tentative meeting agenda, 3) blank proxy and ballot forms, 4) minutes of the previous annual meeting, 5) financial statements from the previous year, 6) description of any proposed resolutions. Minutes of all meetings shall be sent to all Owners by e-mail within a reasonable time after final approval from the Board. In addition, notice of the Annual Meeting will, to the extent feasible, be physically posted in a conspicuous place and e-mailed to all Owners.
6. The Board may hold an executive or closed door session and may restrict attendance to Board members and other persons specified by the board, provided that any such executive or closed door session may only be held in accordance with the provisions and requirements of Colorado law. The matters to be discussed at such an executive session are limited to:
  - a. Matters pertaining to employees of the Association'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. Review of or discussion relating to any written or oral communication from legal counsel.
  - d. Investigative proceedings concerning possible or actual criminal misconduct.
  - e. Matters subject to specific constitutional, statutory, or judicially imposed requirements protecting particular proceedings or matters from public disclosure.

f. Any other matter of which disclosure would constitute an unwarranted invasion of individual privacy.

Prior to the time the members of the Board convene in executive session, the chairman shall announce the general matter of discussion as enumerated in the paragraphs above. No rule or regulation of the Board shall be adopted during an executive session. A rule or regulation may be validly adopted only after the Board goes back into regular session following an executive session or at a subsequent regular or special meeting of the Board.

7. The Board shall review this Policy annually. The Board may amend this Policy when such modification is deemed to be in the best interests of the Association.

The undersigned, being President of The Villas at Sunrise Creek Homeowners Association, Inc., certifies that the forgoing Policy was adopted by the Board of Directors of the Association at a duly called meeting of the Board on 6-6-19, and in witness thereof the undersigned has subscribed his/her name.

By: , President