

CONTINENTAL VIEW ESTATES HOMEOWNER'S ASSOCIATION
Policy
CONDUCT OF MEETINGS

Effective Date: May 15, 2006

The Board of Directors "Board" hereby adopts the following Policy for Conduct of Meetings.

The Annual Owners Meeting. Meetings of the Owners of the Association shall be called pursuant to the Bylaws of the Association.

1. Notice. In addition to mailing any notice required in the Bylaws, notice of any meeting of the Owners shall be posted on the CVEHOA website at least 10 days prior to each such meeting and electronic mail notification will be sent to subscribers of the CVEHOA Electronic Mailing List.

2. Conduct. All Owner meetings shall be governed by the following rules of conduct and order:

- ◆ The President of the Association or designee shall chair all Owner meetings.
- ◆ All Owners and persons who attend a meeting of the Owners will check in, present any proxies and receive ballots as appropriate. (See section below regarding voting).
- ◆ Anyone wishing to speak must first be recognized by the Chair.
- ◆ Only one person may speak at a time.
- ◆ Each person who speaks shall first state his or her name and property address.
- ◆ Any person who is represented at the meeting by another person, as indicated by a written instrument, will be permitted to have such person speak for him/her.
- ◆ Those addressing the meeting shall be permitted to speak without interruption from anyone as long as these rules are followed.
- ◆ Comments are to be offered in a civilized manner and without profanity, personal attacks or shouting. Comments are to be relevant to the purpose of the meeting.
- ◆ Once a vote has been taken, there will be no further discussion regarding that topic.
- ◆ Anyone disrupting the meeting, as determined by the Chair, shall be asked to "come to order." Anyone who does not come to order will be requested to immediately leave the meeting.
- ◆ The Chair may establish such additional rules of order as may be necessary from time to time.

- 3. Voting.** All votes taken at Owner meetings shall be taken as follows:
- ◆ Election of Board members shall be conducted by secret ballot. The ballot shall contain no identifying information concerning the ballot holder. In the event an Owner holds a proxy for another Owner, upon presentation of such proxy to the Secretary of the Association or the Secretary's designee, the Owner shall receive a secret ballot to cast the vote of the Owner who provided the proxy. The proxy shall be kept and retained by the Association.
 - ◆ Written ballots shall be counted by a unit Owner, who is not a candidate, selected randomly from homeowners in attendance. Such procedure shall ensure that the Owner(s) selected is done so without being chosen by the Chair, Board of Directors or candidates.
 - ◆ The individual(s) counting the ballots shall report the results of the vote to the Chair by indicating how many votes were cast for each individual or how many votes were cast in favor and against any issue.

4. Proxies. Proxies may be given by any Owner as allowed by C.R.S. 7-127-203 and shall be reviewed by the Association's Secretary or designee as to the following:

- ◆ Validity of the signature
- ◆ Signatory's authority to sign for the unit Owner
- ◆ Authority of the homeowner to vote
- ◆ Conflicting proxies
- ◆ Expiration of the proxy

Board Meetings. Meetings of the Board of Directors of the Association shall be called pursuant to the Bylaws of the Association.

1. Notice. Notice of Board meetings, whose purpose is to make any changes that affect the homeowners will be posted on the CVEHOA Website at least 10 days prior to the meeting and notice will be sent to all homeowners who have subscribed to the CVEHOA Electronic Mailing List. The Agenda and time and place of all other board meetings will be posted on the CVEHOA web site as soon as possible, but at least 24 hours before the meeting.

2. Conduct. Rules of conduct, as set forth above for the Annual Owner Meeting, shall apply when homeowners attend Board of Director's meeting.

3. Owner Input. After a motion and second has been made on any matter to be discussed, but prior to a vote by the Board, Owners present at such time shall be afforded the opportunity to speak on the motion.

4. Voting. All votes taken at a meeting of the Board shall be taken in such method as determined by the Board of Directors including acclamation, by hand, by voice or by ballot, unless otherwise required by law.

PROXY
ANNUAL MEETING
OF THE
CONTINENTAL VIEW ESTATES HOMEOWNERS ASSOCIATION

The undersigned owner of a home in Continental View Estates, Louisville, CO, hereby appoints:

The Board of Directors

Or

As agent with full power of substitution to act as proxy of the undersigned at the Annual Meeting of the Continental View Estates Homeowners to be held Thursday March 15, 2007 at 7:30pm, at the Louisville Recreation Center, Crown room, to elect a Board of Directors, review the 2007 budget and to conduct any business that may properly come before the meeting.

Receipt of Notice of said meeting is hereby acknowledged. This proxy shall be valid on the above meeting only.

Signed the _____ day of _____, 2007

Signature _____

Print Name _____

Address _____

Please return to: CVEHOA
 P.O. Box 185
 Louisville, CO 80027-0185

PROXIES MUST BE RECEIVED BY 4:30 P.M. ON Tuesday, March 13, 2007 TO BE VALID