

**CONFLUENCE AT TWO RIVERS COMMUNITY ASSOCIATION, INC.
CONDUCT OF MEETINGS POLICY AND PROCEDURE**

Effective Date: November 11, 2025

1. Board Meetings.

A. Owners or their representatives may attend all Board meetings, except that Owners may be excluded from an executive session. The Board may go into executive session for any purpose allowed by law. Prior to going into executive session, the chair of the meeting will announce the purpose for the executive session.

B. The Board may post notice of upcoming Board meetings on a website, if any, or at any other feasible location within the community.

C. The meeting agenda will be made reasonably available for examination by Owners or their designated representatives.

D. The rules for Owner participation during the meetings are:

i. Each Owner who wishes to address the Board will be given a reasonable time to speak, provided the chair may impose reasonable time limits to facilitate Owner participation. If more than one person desires to address an issue on which the Board is to vote and there are opposing views, the Board will provide for a reasonable number of Owners to speak on each side of the issue. After other Owners have had an opportunity to speak, then an Owner who has already spoken will be given another opportunity, time permitting.

ii. Each Owner who wishes to speak must be recognized by the chair. Once recognized, the Owner will state their name and address.

iii. All comments must be delivered in a businesslike and professional manner. Personal attacks or inflammatory comments will not be permitted.

iv. To facilitate free and open discussion, Owners are prohibited from audio or video recording meetings.

v. The Board is not obligated to take immediate action on any item presented by an Owner.

E. There will be an Owners' forum at the beginning or other part of each regular Board meeting.

F. Owners who attend may not participate in deliberation or discussion during the business portion of the Board meeting until expressly authorized by the Board.

G. Items will be discussed based on the meeting agenda, provided that items may be taken out of order if deemed advisable. Items not on the agenda may be discussed once all other items have been concluded, time permitting.

H. Any director may make a motion. All motions and the outcome of the vote will be recorded in the minutes. If any director requests their vote in favor or against or their abstention be recorded in the minutes, the minutes will so reflect.

I. Board meetings are not required to be held in accordance with Robert's Rules of Order.

2. Annual Meetings/Special Owner Meetings.

A. Notice of a membership meeting will be sent to each Owner by mailing a copy of the notice, postage prepaid, or by hand-delivery, not less than 10 or more than 50 days prior to the meeting. If feasible and practical, notice will also be posted adjacent to entrance to the community. If an Owner requests notice by email only and provides an email address, notice will be provided by email.

B. Owners will sign in prior to the meeting for themselves and for any proxies they hold. If an election or vote is to be held, the Owner will be given the appropriate number of ballots. Voting rights of delinquent Owners are suspended and Owners will not be given a ballot.

C. Secret ballots are required for the following: contested elections and any other matters if so requested by at least 20% of the Owners present in person or by proxy. If secret balloting is not required, the Association may indicate the number of proxies held on the ballot itself.

D. Ballots will be counted by a neutral third party or by a committee of volunteers who are Owners selected or appointed at an open meeting by the President or other person presiding during that portion of the meeting. The committee of volunteers will not be Board members and, in case of a contested election, will not be candidates. The results of a vote taken by secret ballot will be reported without identifying information.

E. The President, or other person directed by the Board, will call the meeting to order and conduct the meeting. The meeting will proceed in the order set forth in the agenda.

F. Each Owner who wishes to speak will be given a reasonable time to speak, provided the chair may impose reasonable time limits to facilitate Owner participation. Owners may not speak a second time until everyone who wishes to speak has been given an opportunity to speak once. Owners may not speak more than twice on any one topic, subject to the chair's discretion.

G. Owners must maintain decorum and refrain from addressing the membership or Board until recognized by the chair. Upon being recognized, the Owner must state their name and address.

H. Owners may not interrupt anyone who validly has the floor, or otherwise disrupt the meeting. Owners may not engage in personal attacks on either Board members or other Owners. All comments and questions are to be delivered in a businesslike manner and comments will be confined to matters germane to the agenda item being discussed. No Owner may use abusive, rude, threatening, vulgar or crude language. To facilitate free and open discussion, Owners are prohibited from audio or video recording meetings.

I. Owners must obey all orders made by the meeting chair, including an order to step down.

J. Any Owner who refuses to follow the above rules will be asked to leave the meeting.

K. Any motions must be seconded prior to discussion and voting. Because the nature of a motion and vote may be outside the Owners' authority, the Board reserves the right to determine whether a motion will be considered binding on the Association or a recommendation for proceeding. The determination may be made following consultation with legal counsel.

L. Meetings are not required to be held in accordance with Robert's Rules of Order.

This Conduct of Meetings Policy and Procedure was adopted by the Board of Directors on this ___ day of November, 2025.

CONFLUENCE AT TWO RIVERS COMMUNITY
ASSOCIATION, INC., a Colorado nonprofit corporation

By: 
Its: President