

**Fox Creek Farm Master Association, Inc.
Board Policy and Procedures Statement**

Conduct of Meetings

This statement of board policy is established pursuant to
§38-33.3-209.5(1)(b)(III), Colorado Revised Statutes.

1. Right to attend any meeting.

1.1 Open Meetings. All regular and special meetings of the association membership and the executive board are open to attendance by all members of the association or their representatives so designated in writing. Meetings of committees of the executive board are open to attendance by all members of the association.

1.2 Agendas of Association Meetings. Agendas of all meetings of the association membership shall be prepared in advance, and served upon association members by proper notice under this Policy Statement and Colorado law.

1.3 Agendas of Executive Board Meetings. Agendas of all meetings of the executive board shall be prepared in advance of meetings. Such an agenda will be distributed with any notice of a meeting and will be available for examination, upon reasonable request, for the five (5) business days prior to a meeting.

1.4 Closed-Door Session. The executive board or any committee of the executive board may hold an executive or closed-door session. The executive board shall control attendance at such closed-door sessions. A closed-door session shall occur in compliance with Colorado law, now or as hereafter adopted, including the subject matter of, attendance at, and advance announcement of general matter of discussion in, a closed-door session. As provided by Colorado law, no rule or regulation of the board or any committee thereof shall be adopted during a closed-door session.

2. Right to discuss – control of discussion. Members of the association, or a member's representative duly designated in writing, shall be given a reasonable opportunity to provide input to, comment upon, and discuss issues in any meeting of the membership of the association or the executive board. Such input, comment and discussion by members of the association or their representatives shall be controlled by the official presiding at a meeting, subject to the final authority of the board of directors to determine and control such input, comment, and discussion.

3. Meetings of Association Membership.

3.1 Meetings. A regular meeting of the association membership shall be held once per year in the month determined by the bylaws of the association or the executive board. Special meetings of the membership may be called by the president of the association, the executive board, or by twenty (20) per cent of the membership, or as provided by the bylaws of the association.

3.2 Notice of Meetings. Notice of all membership meetings must be given by at least ten (10) days advance notice by hand delivery or prepaid first class U. S. mail to each member.

3.3 Physical Posting of Notice. In addition to notice of meetings by hand delivery or mailing (§3.2 above), notice of every meeting of the membership shall also be physically posted in a feasible and practicable location determined by the executive board. Such notice will be posted to meet the timing requirement of §3.2 above, in full compliance with Colorado law. Such physical posting is in addition to, and not in place of, notice required by §3.2 above.

3.4 Electronic Notice. Recognizing Colorado law encourages providing of meeting notices and agendas by electronic means, to the extent the association, or its management company, now, or in the future, has and maintains the electronic capability, the following notice of association membership meetings shall occur.

- If the association or management company maintains a web site, the notice of membership meetings and agendas shall be posted on such web site.
- If the association or management company can electronically mail association members who have requested such electronic mail and provided an electronic mail address to the association, the notice of membership meetings and agendas shall be mailed electronically.

Notice by web site posting or electronic mail will meet the timing requirement of §3.2 above, and is in addition to, and not in place of, notice required by §3.2 above.

3.5 Content of Notice of Meetings. Notice by any method adopted herein shall state the date and time of the meeting, the place of the meeting, and shall include or have attached to it the agenda of the meeting.

3.6 Presiding officer at Meetings. The president of the executive board shall preside at all association membership and executive board meetings. In the president's absence, the vice-president of the executive board, or other designee of the executive board, shall preside.

3.7 Proxies. The executive board will accept and reject proxies for the purpose of voting at association membership meetings as provided by Colorado law and Colorado Revised Statutes §38-33.3-310.

3.8 Secret Ballot. The election of directors of the executive board in all cases by the association membership, and a vote upon any other matter before the association membership, upon the request of one or more members, shall be by secret, written ballot. Secret ballots shall be counted as provided by Colorado Revised Statutes §38-33.3-310(1)(b)(I).

4. **Notice of Executive Board Meetings.** Notice and related actions regarding meetings of the executive board of the association shall be controlled by and in compliance with the bylaws of the association and then current Colorado law.

5. **Compliance with Colorado Law.** All provisions of, and all actions taken pursuant to, this Statement of Policy shall be in compliance with present Colorado law, or as hereafter amended.

Adopted by the Board of Directors on _____

Secretary