

COLUMBINE TOWNHOUSES ONE ASSOCIATION  
Policy Regarding Conduct of Meetings

The following procedures regarding conduct of meetings were adopted by the Board of Directors of Columbine Townhouse One Association, Inc. ("Association") pursuant to C.R.S. 38-33.3-209.5, at a regular meeting of the Board of Directors.

**Effective Date:** January 1, 2006.

NOW, THEREFORE, IT IS RESOLVED that the Association does hereby adopt the following policy governing the conduct of meetings:

***Meetings of the Members***

All regular and special meetings of the Members are open to all Members of the Association or to any person designated in writing as a Member's representative (hereinafter, a "designated representative"). Members or their designated representatives shall be permitted to attend, listen, and speak at an appropriate time during the meeting. The Board shall provide for a reasonable number of persons to speak on each side of an issue but may place reasonable time restrictions on those persons speaking during the meeting.

***Meetings of the Board***

All regular and special meetings of the Board or of any committee of the Board or Association shall be open to all Members of the Association or to their designated representatives. At regular and special meetings of the Board, Members who are not members of the Board may not participate in any deliberation or discussion unless expressly so authorized by a vote of the majority of a quorum of the Board. Notwithstanding the foregoing, the Board shall permit a Member or a Member's representative to speak before the Board takes formal action on an item under discussion, in addition to any other opportunities to speak. The Board shall provide for a reasonable number of persons to speak on each side of an issue but may place reasonable time restrictions on those persons speaking during the meeting.

***Legal Matters***

Upon the final resolution of any matter for which the Board has received legal advice or that concerned pending or contemplated litigation, the Board may elect to preserve the attorney-client privilege in any appropriate manner, or it may elect to disclose such information, as it deems appropriate, about such matter in an open meeting.

Audio and video recording of Board or Member meetings is prohibited. Notwithstanding the foregoing, the official record-keeper at any meeting may, at the discretion of the Board, record the proceedings of that meeting for record-keeping purposes. The audio or video tapes of any meeting kept by the official record-keeper shall be retained until such time as the information has been memorialized in the minutes of said meeting and such minutes have been adopted by the Board. Any audio or video tapes shall be retained by the Association until such time as the Board has adopted the minutes for the recorded meeting.

### ***Executive Session***

Notwithstanding the foregoing, the Board or a committee thereof may hold an executive or closed door session during any regular or special Board meeting and may restrict attendance to Board members and such other persons requested by the Board. The matters to be discussed at such an executive session are limited to:

1. Matters pertaining to employees of the association or the managing agent's contract or involving the employment, promotion, discipline, or dismissal of an officer, agent, or employee of the association;
2. 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;
3. Investigative proceedings concerning possible or actual criminal misconduct;
4. Matters subject to specific constitutional, statutory, or judicially imposed requirements protecting particular proceedings or matters from public disclosure;
5. Any matter the disclosure of which would constitute an unwarranted invasion of individual privacy; and
6. Review of or discussion relating to any written or oral communication from legal counsel.

Prior to convening an executive session, the Board or committee thereof, as may be applicable, shall announce the general matters to be discussed in the executive session. No rule or regulation may be validly adopted during an executive session.

### ***Etiquette / Remediating Disruptive Behavior***

At either a meeting of the Members or the Board, if a member refuses to stop talking after his/her allotted time has ended or otherwise disrupts the meeting, the chair of the meeting shall be entitled to request that the speaker cease speaking. If the speaker continues to speak or continues to be disruptive during the remainder of the meeting, the Board may vote to adjourn the meeting. In the alternative, or in addition to adjourning the meeting, the chair of the meeting, in the exercise of his/her reasonable discretion shall be entitled to contact law enforcement and request that the disruptive person be removed from the meeting.

In the event that a court of competent jurisdiction finds any portion of this policy void or otherwise unenforceable, the other provisions shall remain in full force and effect.

The undersigned hereby certifies that the foregoing resolution was adopted and made a part of the minutes of the meeting of the Board of Directors of the Association conducted on the 12<sup>th</sup> day of DECEMBER, 2005.

COLUMBINE TOWNHOUSES ONE ASSOCIATION

*Barry L. Schneider*

By: BARRY L. SCHNEIDER its: PRESIDENT