

PENN TOWERS CONDOMINIUM ASSOCIATION, INC.
AMENDED CONDUCT OF MEETINGS POLICY AND PROCEDURE

Effective Date: August 10, 2022

1. Board Meetings.

A. Members or their representatives may attend all Board meetings, except that Members may be excluded from an executive session, as set forth below.

B. The meeting agenda will be made reasonably available for examination by Association Members or their designated representatives.

C. The rules for Member participation during the meetings are:

i. Each Member who wishes to address the Board will be given a reasonable time to speak, provided the chair may impose reasonable time limits to facilitate Member 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 Members to speak on each side of the issue. After other Members have had an opportunity to speak, then a Member who has already spoken will be given another opportunity, time permitting.

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

iii. The Board is not obligated to take immediate action on any item presented by a Member.

D. There will be a Members' forum during each regular Board meeting. The Members' forum will be for up to 15 minutes, although the Board may extend this time in its discretion. Following the conclusion of the Members' forum, the Board will proceed with the business portion of the meeting.

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

F. 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.

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

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

2. Execution Sessions. Unless otherwise provided by law, matters for discussion during an executive or closed session are limited to the following:

A. 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;

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. Investigative proceedings concerning possible or actual criminal misconduct;
- D. Matters subject to specific constitutional, statutory, or judicially imposed requirements protecting particular proceedings or matters from public disclosure;
- E. Any matter, the disclosure of which would constitute an unwarranted invasion of individual privacy, including a disciplinary hearing regarding a unit owner and any referral of delinquency; except that a unit owner who is the subject of a disciplinary hearing or a referral of delinquency may request and receive the results of any vote taken at the relevant meeting;
- F. Review of or discussion relating to any written or oral communication from legal counsel.

The Board may restrict attendance to Board members and such other persons requested by the Board during any execution or closed session.

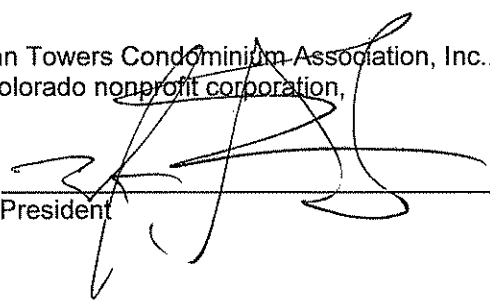
3. Annual Meetings/Special Member Meetings.

- A. Notice of a membership meeting will be sent to each Member not less than 10 or more than 50 days prior to the meeting. If a Member requests notice by email only and provides an email address, notice will be provided by email.
- B. Members 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 Member will be given the appropriate number of ballots.
- C. 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.
- D. Each Member who wishes to speak will be given a reasonable time to speak, provided the chair may impose reasonable time limits to facilitate Member participation. Members may not speak a second time until everyone who wishes to speak has been given an opportunity to speak once. Members may not speak more than twice on any one topic, subject to the chair's discretion.
- E. Members must maintain decorum and refrain from addressing the membership or Board until recognized by the chair.
- F. Members may not interrupt anyone who validly has the floor, or otherwise disrupt the meeting. Members may not engage in personal attacks on either Board members or other Association Members. 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 Member may use abusive, rude, threatening, vulgar or crude language.
- G. Members must obey all orders made by the meeting chair, including an order to step down.
- H. Any Member who refuses to follow the above rules will be asked to leave the meeting.
- I. Any motions must be seconded prior to discussion and voting. Because the nature of a motion and vote may be outside the Members' 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.
- J. Meetings are not required to be held in accordance with Robert's Rules of Order.

This Amended Conduct of Meetings Policy and Procedure was adopted by the Board of Directors on this 18 day of October, 2022.

Penn Towers Condominium Association, Inc.,
a Colorado nonprofit corporation,

By: _____
Its: President

A large, stylized handwritten signature in black ink, written over the signature line and extending upwards into the text area.