

# BUCKHORN VILLAGE HOMEOWNER'S ASSOCIATION

## POLICY

### MEETINGS POLICY AND PROCEDURES (Membership, Board and Committee Meetings)

(This document is intended to clarify and supplement the information concerning Membership, Board and Committee meetings in the Bylaws of Buckhorn Village Homeowner's Assn. Inc., 1999.)

**MEMBERSHIP MEETINGS:** See Articles 3 & 4 of Bylaws, 1999, for more complete and detailed information.

#### **I. Annual/Special Meetings:**

1. Location: If it is desired that the meeting take place at Group Publishing, the company will need to be contacted one to two months in advance to reserve the time/date.
2. Notices of annual meetings must include the agenda, as well as the general nature of any proposed amendment to the declaration/covenants or bylaws, any budget changes, and any proposal to remove an officer or member of the executive board if to be discussed at that meeting.

#### **II. Member participation in meetings:**

1. A Member, as defined in the Bylaws, 2005, shall mean any Owner of a Lot.
2. Any Member present shall have the right to speak at a meeting of the Membership. The Board president shall solicit comments/discussion as the agenda items are presented. Members desiring to speak must be allowed to do so before a vote. However the President can limit speeches to a reasonable time and number for each side of the issue. An opportunity must be provided for Members to sign up to speak in order to ensure that all who wish to speak are able to do so. Member comments will be recorded in the meeting minutes.

**BOARD OF DIRECTORS MEETINGS:** See Article 4 of Bylaws, 1999, for more complete and detailed information.

#### **I. Regular/special meetings**

1. Meeting time/date/location will be available at the Property Management Company as well as posted on the Buckhorn Village website.
2. Members may attend any meeting of the Board of Directors except those designated as Executive Sessions, in accordance with Colorado law.

#### **II. Member participation in meetings:**

1. Members may speak at Board meetings if they have made prior arrangements to be placed on the agenda. These arrangements may be made through the Property Management Company or through a Director. If prior arrangements are not made, the Member(s) may be allowed to speak if the majority of the Directors approve.

**COMMITTEE MEETINGS:**

- I. **Committee Meetings:** (See Article 3 of the Bylaws, 1999, for more complete and detailed information.
  - 1. The chairman or a committee member will call committee meetings.
  - 2. Date, time and location will be available at the Property Management Company, as well as from a committee member.
  
- II. **Member participation in meetings:**
  - 1. Members may attend committee meetings as provided in the Bylaws and by state statute.
  - 2. While it is desirable to gather input from Members, the committee members may decide, by simple majority, whether to permit Members to speak at the committee meeting.

**Amendment Policy:**

This document is written with the knowledge that it may be required, from time to time, to be amended or modified to be congruent with BUCKHORN VILLAGE HOMEOWNER'S ASSOCIATION member concerns or to be congruent with changes in City, County or State law. Refer to the BUCKHORN VILLAGE HOMEOWNER'S ASSOCIATION policy document titled "Adoption and Amendment of Policies, Procedures and Rules".

IN WITNESS WHEREOF, the undersigned certify that this RESOLUTION was adopted by the Board of Directors of this association on this 13<sup>th</sup> day of December 2005.

BUCKHORN VILLAGE HOMEOWNER'S ASSOCIATION by:

*Dale Toal*

\_\_\_\_\_, President

Dale Toal

Witnessed:

*Jeannette Murphy*, Secretary  
Jeannette Murphy

*Cassandra Goncalves V.P.*  
Cassandra Goncalves