

THE VINEYARDS AT VISTA SAN JUAN HOMEOWNERS ASSOCIATION I
CONDUCT OF MEETINGS POLICY

Adopted by the Board of Directors: September 15, 2026

Effective: November 1, 2026

The following Policy has been adopted by **The Vineyards at Vista San Juan Homeowners Association I**, a Colorado nonprofit corporation (Association), pursuant to the provisions of the Colorado Common Interest Ownership Act (CCIOA), C.R.S. § 38-33.3-101 et seq., at a regular meeting of the Board of Directors (Board) for the benefit of the Association and its owners or members (Owner(s)).

Purpose: To establish a uniform and systematic protocol for conducting meetings of the Association, including meetings of the Owners and the Board; to ensure equitable participation by Owners while permitting the Board to conduct the business of the Association; and to memorialize the circumstances under which the Board may convene into executive session.

NOW, THEREFORE, IT IS RESOLVED that the Association does hereby adopt the following Policy governing the conduct of meetings of the Owners and the Board:

1. Owners' Meetings: All meetings of the Association are open to every Owner, or to any person designated by an Owner in writing as the Owner's representative (Owner Representative), and Owners or Owner Representatives, so desiring, shall be permitted to attend, listen, and speak at an appropriate time during the deliberations and proceedings in accordance with this Policy; except that, for regular and special meetings of the Board, Owners who are not members of the Board (Board Members) may not participate in any deliberation or discussion except as provided below. **Meetings of the Owners of the Association shall be noticed not less than ten (10) nor more than thirty (30) days before the meeting, consistent with Bylaws Art. II § 5, and such notice shall state the meeting's agenda items, per C.R.S. § 38-33.3-308(1). (Board meeting notice is governed separately by Section 3 below, which sets a different, more flexible standard for that shorter-timeline meeting type.)**
2. Board Meetings: All regular and special meetings of the Board, or any committee thereof, shall be open to attendance by all Owners or Owner Representatives. At regular and special meetings of the Board, Owners who are not Board Members may not participate in any deliberation or discussion unless expressly so authorized by this Policy or by a vote of the majority of a quorum of the Board. Board meetings shall be called pursuant to the Bylaws of the Association. Every effort shall be made to conduct Board meetings **in a neutral meeting space**. Board meetings need not be in person and may be conducted remotely, including, without limitation, video conference or telephonic conference. Where a Board meeting is conducted remotely or in hybrid form, Owners must be provided a reasonable method by which to participate remotely.

3. Notice of Board Meetings: Notice of regular and special meetings of the Board shall be made available to Owners with as much advance notice as is reasonably practicable, depending on the circumstances. Notice of quarterly Board meetings can be made available well in advance. Special meetings on shorter operational timelines will have a shorter notice. Notice shall be by website or email or by other means agreed to by a majority of the Board. The notice shall (i) set forth the time and place of the meeting, (ii) state whether the meeting is in-person or remote, (iii) include the meeting agenda, and (iv) where the meeting is conducted remotely or in hybrid form, provide a reasonable method by which Owners, Owner Representatives, and Board Members may participate remotely. In order to effectuate the spirit of this notice requirement, the Board shall make every effort not to make decisions normally made during Board meetings in private meetings, working group sessions, or via email because of the import of Owner involvement, input, and discussion.
4. Owners' Right to Speak: The Board may place reasonable time restrictions on those persons speaking during any meeting. However, at Board meetings, the Board shall permit Owners or Owner Representatives to speak before the Board takes formal action on an item under discussion, in addition to any other opportunities to speak, and, if more than one person desires to address an issue and there are opposing views, the Board shall provide for a reasonable number of persons to speak on each side of an issue.
5. Agenda; Open Forum: The President of the Association, or in their absence, any other Association officer, shall chair meetings. The order of business for all meetings shall be determined by the Board. The agenda for Owners' meetings shall include an Owner Open Forum during which any Owner or Owner Representative who wishes to speak will have the opportunity to do so, subject to the remaining provisions of this Policy. The agenda for Board meetings shall include an Owner Open Forum, subject however, to the Board's right to dispense with or limit the Owner Open Forum at the discretion of the Board, except that such limits on Owner Open Forum shall always be subject to this Policy. Should any Owner wish to place an item for consideration on the agenda for either an Owners' meeting or a regular Board meeting, the Owner **may request to do so at any time by notifying the Association's Secretary or Manager of the same, and the Board will consider whether to include the item on the agenda for its next regularly scheduled meeting.** Agenda items are created and removed at the sole discretion of the Board.
6. Limits on Right to Speak: The Board shall have the right to determine the length of time of the Open Forum. The chair of the meeting may place reasonable limitations upon the time given to each Owner (or Owner Representative) seeking to comment, to allow sufficient time for as many Owners as possible to comment within the time permitted. Unless otherwise determined by the chair, the time limit will be three (3) minutes per Owner. Owners will be allowed to speak more than once during Open Forum only at the

discretion of the Board. No Owner may speak a second time until all Owners wishing to speak have had an opportunity to speak once. The Board is not obligated to take immediate action on any item presented by an Owner during Open Forum or respond to such comments. However, the Board may give direction to staff to follow up on any item presented by an Owner.

7. Sign-Up Sheets: A sign-up sheet may be made available to Owners immediately prior to the meeting or by contacting the Association's Secretary by email. Any Owner (or Owner Representative) wishing to comment at the ensuing meeting may add their name to the sign-up sheet. Subject to the remaining provisions of this Policy, Owners will be recognized for comment at the meeting in the same order as their names appear on the sign-up sheet. All Owners wishing to comment who have not placed their names on the sign-up sheet will nonetheless be permitted to speak if time permits. The meeting chair shall, to the best of their ability, allocate time to each Owner for comment to allow as many Owners as possible to speak within the time permitted.
8. Attorney/Client Privileged Communications: Upon the final resolution of any matter for which the Board 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.
9. Recording of Meetings: The Association may audio record meetings. Owners may audio record all or any portion of any meeting. Owners may not video record meetings.
10. Owner Conduct: No Owner is entitled to speak until recognized by the chair. There shall be no interruption of anyone who has been recognized by the meeting chair except by the chair. Specific time limits set for speakers shall be strictly observed. Personal attacks, whether physical or verbal, and offensive language will not be tolerated. All comments are to be directed to the meeting chair and not at other individual participants. All comments are to be restricted to the agenda item being discussed. Courteous behavior is mandatory.
11. Curtailement of Owner Conduct: Should the chair determine that any Owner (or Owner Representative) has spoken for the allocated amount of time or longer, or determine that the Owner is in violation of the provisions of this Policy, the meeting chair shall have the authority to instruct that Owner to yield the floor, and that Owner will be obligated to comply with the meeting chair's instruction.
12. Meeting Minutes: The Association shall keep minutes of all Owner and Board meetings. **If an executive session was held at a meeting, the minutes of that meeting shall note that an executive session occurred and its general subject matter, per C.R.S. § 38-33.3-308(7).**

13. Executive Session: Notwithstanding the foregoing, the Board or a committee thereof may hold an executive or closed-door session and may restrict attendance to Board Members and other persons specified by the Board; provided that any such executive or closed-door session may only be held in accordance with the provisions and requirements of applicable law. The matters to be discussed at such an executive session are limited to:
- a. Matters pertaining to employees of the Association or the Association's 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 under the Enforcement Policy and any referral of delinquency under the Collections Policy; except that an 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; or
 - f. Review of or discussion relating to any written or oral communication from legal counsel.

Prior to the time the Board convenes in executive session, the meeting chair shall announce the general matter of discussion as enumerated in paragraphs (a) to (f) above. **Per C.R.S. § 38-33.3-308(6), no policy, procedure, rule, or regulation may be created, adopted, enforced, amended, or repealed during an executive session, consistent with the Association's Policy Regarding the Adoption and Amendment of Policies, Procedures, and Rules.**

14. Disruptive or Unruly Behavior: If an Owner (or Owner Representative) refuses to stop talking after their allotted time has ended, or otherwise disrupts the meeting, or is otherwise in violation of the provisions of this policy, the following procedure will be followed:
- a. The meeting chair will issue an oral warning that if the Owner continues to speak, disrupt the meeting, or otherwise act in violation of the provisions of this Policy, either the meeting may be adjourned, or law enforcement/security may be called to remove the individual.

- b. If the Owner continues to speak, disrupt the meeting, or otherwise act in violation of the provisions of this Policy, the meeting chair may mute the owner's audio participation, if available.
 - c. If the Owner continues to speak, disrupt the meeting, or otherwise act in violation of the provisions of this Policy, the meeting chair may call a recess and speak directly to the Owner, reiterating that either the meeting will be adjourned, or law enforcement/security may be called to remove the individual.
 - d. If the Owner still refuses to cooperate, the meeting chair may choose whether to adjourn the meeting to another time or to call law enforcement/security.
15. Supplement to Law: The provisions of this Policy shall be in addition to and in supplement of the terms and provisions of the Declaration and the law and the State of Colorado governing the Association.
16. Modification: The Board reserves the right, from time to time, to amend or repeal this Policy, subject to any limitations placed on the Board in the Governing Documents or by law.
17. Definitions: Unless otherwise defined in this Policy, capitalized terms shall have the same meaning ascribed by the Declaration.
18. Replacement: This Policy supersedes and replaces prior policies adopted by the Board dealing with the subject matter herein.

**The Vineyards at Vista San Juan
Homeowners Association I**

By: /s/ Brad Hauger
Brad Hauger
President

This Policy was adopted by the Board of Directors on September 15, 2026, effective November 1, 2026, and it is attested to by the Secretary of The Vineyards at Vista San Juan Homeowners Association I.

/s/ Margaret McCaffrey
Margaret McCaffrey, Acting Secretary

Conformed copy. The signed original, dated September 15, 2026, is on file with the Association and available to any Owner on request.