THE CONSERVATORY HOMEOWNERS ASSOCIATION, INC.
AMENDED POLICY REGARDING CONDUCT OF MEETINGS

The Association amends the Policy Regarding Business Meeting Conduct to read as follows:

The Conservatory Homeowners Association, Inc. Board of Directors (the "Board") consists of volunteer officials of the Community who are responsible for making decisions which affect all members of our Community. This fiduciary responsibility is established in community's governing documents, including but not limited to, the Articles of Incorporation, the Declaration, the Bylaws and adopted community standards.

In accordance with Colorado law, including the Colorado Common Interest Ownership Act ("CCIOA") and the Colorado Revised Nonprofit Corporation Act, Board members, owners, and all participants will conduct themselves in the following manner at all meetings of the Association:

Board of Directors Meetings

The Board will generally follow a set of Rules of Order as selected by the Board of Directors for conducting each Board Meeting (or as indicated in the Bylaws of the Association), including the following:

a. Meetings will be open to all members or their authorized/documented representatives. The Board may go into executive session for any purpose allowed by law and members may be excluded from executive session.
b. Agendas will be made reasonably available for examination by all members or their authorized/documented representatives.
c. Meeting notices and agendas may be provided in electronic form or posted on the Association or Association Manager's web site at the discretion of the Board.
d. An owner's authorized representative may participate in a meeting as long as written notice from the owner assigning participation to that representative has been received.
e. Owners and authorized representatives may attend and listen, but speak only during the open forum portion of the meeting for a reasonable period of time.
f. The Board is not obligated to take immediate action on any item presented by a Member.
g. After the open forum portion of the meeting has ended, non-Board Members may not participate in deliberations or discussions unless a majority of the Board votes to allow it.
h. Reasonable time restrictions will be placed and a reasonable number of owners and documented representatives will be allowed to speak on each side of an issue during the open forum portion of the meeting before the Board takes formal action on an item scheduled for vote.
i. Additional items brought before the Board which are not on the current agenda may be placed on the next board meeting agenda. If the item is a comment only, it may be considered at the Board's discretion provided no formal vote is required for that item.
j. Active litigation issues will not be discussed in an open meeting, but in a closed executive session.

k. Meetings shall not be recorded with the use of an audio or video device. The practice of recording these meetings with an audio or video device would be disruptive and discourage open discussion.
l. Members who wish to speak, during the open forum or otherwise, must be recognized by the meeting chair. Members must maintain decorum and refrain from addressing the Board until recognized by the chair.
m. All comments must be delivered in a businesslike and professional manner. Personal attacks or inflammatory comments will not be permitted. Abusive, rude, threatening, vulgar or crude language is prohibited.
n. Members may not interrupt anyone who validly has the floor, or otherwise disrupt the meetings. Members may not engage in personal attacks on either Board members or other Association members.
o. Any member who refuses to follow the above rules will be asked to leave the meeting.

Annual and Special Owner Meetings

In addition to the requirements of the Association's Bylaws, the following procedures and rules will govern the conduct of member meetings:

a. Owner meetings will be held at least once per year.
b. Annual and special owner meetings shall not be recorded with the use of an audio or video device. Recording these meetings with an audio or video device would be disruptive and discourage open discussion.
c. Special meetings may be called by the president, a majority of the Board, or by petition signed by members having 20% of votes in the association.
d. For annual and special meetings of the members, a written notice will be delivered by prepaid first class mail. The notice will be mailed not less than 10 days or more than 50 days prior to the meeting. Notice will be physically posted in a conspicuous place on the property (if feasible and practical). Notice may be electronically posted for the convenience of the members at the Board's discretion or provided by e-mail if requested by a member.
e. In the event of multiple owners of one home, votes of the single owner who attends the meeting will be honored. If multiple owners of one home attend the meeting, one vote for each voting issue will be accepted. The majority vote from the multiple-owner household will be counted.
f. Secret ballots shall be conducted for an election of a contested position on the Board and any ballot for other matters if requested by at least 20% of the members present in person or by proxy at the meeting.
g. All issues that come before the ownership for a vote may be conducted by secret ballot at the discretion of the Board, or upon the request of one or more owners.
h. Results of a vote taken by secret ballot will be reported without reference to names, addresses or other identifying information of such owners participating in the vote.
i. Ballots shall be counted by a neutral party or by a committee of volunteers. Such volunteers shall be unit owners who are selected or appointed at an open meeting, in a fair manner, by the chair of the board or another person presiding during that portion of the meeting. The volunteers shall not be board members, the Association's managing agent or legal counsel and, in the case of a contested election for a board position, shall not be candidates. The Association's managing agent or legal counsel (if present) may assist the volunteers in answering questions regarding the counting process if requested by the volunteers.
j. Proxies will not be considered valid if the proxies were obtained through fraud or misrepresentation as determined by a majority of the Board of Directors. Properly prepared proxies will not be revoked without a written revocation notice by the homeowner to the person presiding over a meeting of the Association. A proxy will be considered void if it is not dated or purports to be revocable without notice. A proxy terminates 6 months after its date unless it provides otherwise for a shorter term.

k. Members must maintain decorum and refrain from addressing the membership or Board until recognized by the chair.

l. 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. To facilitate free and open discussion, Members are prohibited from audio or video recording meetings.

m. Members must obey all orders made by the meeting chair, including an order to step down.

n. Any Member who refuses to follow the above rules will be asked to leave the meeting.

Virtual/Electronic Meetings

The Association may conduct Board or member meetings through electronic means such as audio and/or video conferencing or similar online platforms (e.g., Zoom, Microsoft Team, etc.), as follows:

1. Participation. Members who attend virtual meetings via audio or video conference or similar electronic means are deemed present at the meeting for quorum and voting purposes, as if the member was physically present at the meeting, subject to the following:

a. Persons attending virtual meetings and/or participating in meetings by virtual or electronic means must adhere to the conduct of meetings policy and rules set forth above and herein. All attendees are expected to be mindful of the difficulties people experience with regard to the operation of technology.

b. The Association may limit participation by members except during appropriate or designated times.

c. During the meeting, all persons, other than the speaker, will be audio-muted. During an open portion of the meeting, members may be asked to "enable video" in order for them to be visible to the chair and should raise their hand to indicate if they wish to speak. When called upon, their microphone will then be unmuted, and they can address the meeting. Following the conclusion of their address, their microphone will again be muted.

d. All members attending the meeting will monitor their own background noise and remain muted except when called upon to speak, to negate interference with the meeting. If a member fails to mute their microphone, the meeting host or chair may place members on "mute" or a similar "listen only" mode to ensure no interference takes place.

e. The meeting host or chair of the meeting may restrict or disable use of "chat" or similar functions to avoid distraction or disruption.

f. The Association may restrict virtual/electronic access to members and/or their designated representatives.

2. Proxies. Members who cannot attend a virtual or electronic meeting but are otherwise entitled to vote may submit a proxy to another member who will be in attendance at the meeting in accordance with the Association's Bylaws and Colorado law. Proxies must be submitted in advance and prior to the beginning of the meeting by any permissible means, including by email or other electronic means.

Electronic Voting

The Association may allow and provide for electronic voting, as follows:

1. Electronic Voting. The Association may, but is not required to, allow electronic voting. If electronic means are available, voting may be conducted online and/or via electronic means, subject to the following:

a. Board members and/or owners entitled to vote at the meeting may vote via any available electronic means as determined by the Board, including but not limited to: online voting applications (via website or similar online portal); electronic voting software or voting apps (including mobile apps); internet or computer-based voting platforms; email; and/or by phone or audio transmission.

b. For Board meetings, votes taken by teleconference and/or audio conference will be taken by roll call vote.

c. For Board member elections, candidates may be nominated and elected by virtual or electronic means, if such means are available and provided by the Association and the meeting host/service provider/administrator. If electronic means are not available to allow for nominations from the floor, the Association may establish a deadline in advance of the election when nominations must be received.

d. If the Association provides a means for electronic voting, Members will be notified when voting is available and the time frames for casting votes, including the dates and times when the electronic ballots will open and close (i.e., the period when electronic voting is allowed).

e. Actions taken at a virtual or electronic meeting and/or votes taken by electronic means will have the same effect as if the vote was taken at a meeting or by mail ballot.

3. Security. The Association will implement reasonable security measures to authenticate/verify electronic votes, which measures may include the use of a third party electronic voting service provider.

4. Third Party Services Providers. The Association may engage a third party service provider to assist with hosting electronic meetings and to serve as the electronic meeting administrator for purposes of setting up and providing access to meetings, distributing meeting materials, sending meeting information and voting instructions to members, tabulating votes, receiving and storing electronic data submitted or transmitted during the meeting (including electronic votes), and creating and providing electronic voting reports.

This Amended Conduct of Meetings Policy was adopted by the Board of Directors on this 8 day of July, 2021.

THE CONSERVATORY HOMEOWNERS ASSOCIATION, INC.,
a Colorado nonprofit corporation

By: Helen L Hardin

Its: President