



Spyglass Ridge Homeowners Association, Inc.

Meeting Policy and Procedure

BE IT RESOLVED that the involvement and participation of members in the leadership of the Association is valuable and meetings will be conducted in accordance with the following procedure:

SCOPE:

To adopt a procedure and policy to be followed when giving notice of meetings and conducting meetings for the good of the community.

SPECIFICS:

The following procedure will be followed for holding Board of Director Meetings, Annual and Special Membership Meetings.

Board Meetings

- Board meetings are always open to the public and shall be held at least on a quarterly basis.
- The time and date for Board meetings will be posted on the Community Calendar.
- The meeting dates and times may change to accommodate the schedules of the Directors.
- Members may request to be added to the agenda by submitting a request in writing to an officer of the Board via the Community Manager via e-mail, fax or U.S. mail seven days in advance of the meeting. Said request should include a written outline of the subject matter to be discussed.
- Special meetings of the Board may be held on the call of the president or any two directors. At least three days' advance notice of the meeting shall be given.
- The Board of Directors may, when necessary, conduct meetings and vote by e-mail.

Annual Meetings

Annual meetings will be held the second Tuesday of January each year at the Community Center.

Notification will be made via e-mail or by U.S. Mail at least fifteen and but not more than 50 days prior to the meeting. The mailing will contain at a minimum:

- A meeting notice.
- The proposed agenda.
- The proposed budget for upcoming fiscal year.
- The minutes from the previous membership meeting.
- A copy of Association's income and expenses for the year to date.
- A copy of the Association's balance sheet for the month ending immediately prior to the notice.
- A general proxy.
- Election Ballot.
- Slate of Nominees.
- Biography information for Nominees.

Notice of meeting will be posted on Community Calendar.

Special Membership Meetings

Special Membership meetings may be called at any time by the President, a majority of the Board, or upon written request of members entitled to vote (one quarter (25%) of all the voting membership).

Notification will be made via e-mail or U.S. Mail at least 15 days in advance of the meeting. The mailing will contain at a minimum:

- A meeting notice
- The proposed agenda

- A general proxy

Notice of Meeting will be posted on the Community Calendar .

Voting and Proxy Procedure

- Only the owner of record or owner's representative by proxy may vote.
- One vote per lot is allowed.
- Proxies must be in writing via fax, email or U.S. mail and submitted to the Community Manager prior to the meeting.
- Each proxy must be revocable and terminates one month after its date, unless specified otherwise.

Voting rights will be suspended for any Owner who is in violation of the Covenants, Conditions and Restrictions (CC&R's), the Architectural Control Committee Guidelines, or who is delinquent in paying fines or assessment fees; however, any suspension of voting rights for nonpayment of a fine shall not continue beyond sixty days.

Definitions: Unless otherwise defined in this Resolution, terms defined in the Declaration shall have the same meaning herein.

Supplement to Law: The provisions of this Resolution shall be in addition to and in supplement of the terms and provisions of the Declaration and the law of the State of Colorado governing the Project.

Deviations: This Resolution is not intended and shall not deprive the Board of discretion in exercise and discharge of any of its duties and authority as the Board, in its sole discretion, determines is reasonable under the circumstances.

Amendment: The Board of Directors may amend this procedure from time to time.

Secretary's Certification: The undersigned, being the Secretary of the Association, certifies that the Board of Directors of the Association adopted the foregoing resolution and in witness thereof, the undersigned has subscribed his/her name.

Spyglass Ridge Homeowners Association, Inc.



Pam Romig - Secretary

Effective Date: October 12, 2022