

**BUCKHORN RANCH ASSOCIATION, INC.  
POLICY FOR CONDUCT OF MEETINGS**

The Board of Directors (Board) of Buckhorn Ranch Association, Inc. (Association) hereby adopts the following Policy for Conduct of Meetings effective as of 3/19, 2015. Any previous policies for Conduct of Meetings are hereby superseded and replaced in their entirety with this policy.

**Board of Directors' Meetings:**

The Board of Directors meets annually, as set forth in the Bylaws of the Association, and regularly or as needed in the determination of the Board. Notice of each regular or special meeting shall be posted on the Association website. Owners shall be notified by electronic mail of such meetings, and shall provide email addresses to facilitate the same. Meetings are held as stated in the notice. Directors are expected to attend all meetings, and are required to attend the annual Owners' meeting. Those who attend the annual Owner's meeting by telephone or by electronic/internet means, or have delivered his or her proxy to another director, are considered to be present in person for the purpose of conducting the business of the Association. Directors are expected to review all pertinent and relevant materials, if possible, prior to each meeting.

The Board shall be responsible for its own agenda. The Board shall endeavor to cover all topics on any published agenda for such noticed meeting. Each Board meeting shall be conducted by the President, if present, or in his or her absence, the Vice-President. Meetings wherein action is taken shall be memorialized by written resolutions, signed by the President or, in the absence of the President, the Vice-President of the Board. Action taken without a meeting shall be in accordance with the Bylaws of the Association or according to law, and resolutions resulting therefrom shall be executed by all members of the Board.

The President shall act as the chairperson (Chair), or the absence of the President, the Vice-President, of each meeting. Directors shall conduct themselves professionally and with respect for other members of the Board during such meeting as well as any Owners attending such meetings. Directors shall speak one at a time without interruption from others. Meetings of the Board shall be conducted in accordance with a modified Robert's Rules of Order, which shall be attached hereto. Directors in conversing with Owners shall not make representations on behalf of the Board, unless authorized to do so thereby.

Owner attendance at Board meetings shall be subject to law. Owners or their representatives, after being recognized by the Chair, shall first identify themselves by name and address or lot number. Representatives shall present the Chair with a writing authorizing the representative to speak on behalf of the Owner, if the Owner is not present, and signed by the Owner. Owners or their representatives wishing to speak at Board meetings shall do so one at a time and without interruption. Owners attending such meetings shall conduct themselves in a respectful and courteous manner. The Chair of the meeting may, in the interest of efficiency, place time limits on the time for taking comments from Owners. Owners or representatives who are disruptive, or who do not conduct themselves respectfully and courteously will be required to leave the meeting, once requested to do so by the Chair.

**Owners' Meetings:**

The annual Owners' meeting shall be noticed and held as required and set forth in the Bylaws of the Association. The President of the Board shall act as the Chair of the annual Owners' meeting. Owners shall sign in upon arrival at any Owners' meeting. After being recognized by the Chair of the meeting, Owners or their representatives shall speak one at a time, without interruption, on any issue which is an agenda item or new business. Owners or their representatives shall first identify themselves by name and address or lot number. Representatives shall present the Chair with a writing authorizing the representative to speak on behalf of the Owner, if the Owner is not present, and signed by the Owner. The chairman of the meeting may, in the interest of efficiency, place time limits on the time for taking comments from Owners. Owners attending such meetings shall conduct themselves courteously and with respect for other Owners attending such meetings, as well as members of the Board. Meetings of the Owners shall be conducted in accordance with modified Robert's Rules of Order, a copy of which is attached hereto. Owners or representatives who are disruptive, or who do not conduct themselves respectfully and courteously will be required to leave the meeting, once requested to do so by the Chair. Recording equipment and recording of the meeting shall not be permitted to be used at any Owner or Board meeting.

**Deviation:**

The Board may deviate from this policy, or the procedures herein, when it finds that such deviation is in the best interests of the Association. In the event the Board determines that deviation is warranted, it shall set forth specific findings in the resolution memorializing such decision without prior Board approval.

**Amendments:**

Any amendments to this policy shall be set forth in writing, and adopted by the Board of Directors.

APPROVED AND ADOPTED THIS 19 DAY OF March, 2015

BUCKHORN RANCH ASSOCIATION, INC., a Colorado nonprofit corporation

By:   
Morgan Weinberg, President