

**RESOLUTION OF THE  
PENN PLAZA OWNERS ASSOCIATION, INC  
ADOPTING PROCEDURES FOR THE CONDUCT OF MEETINGS**

**SUBJECT:** Adoption of a policy and procedures for conducting Owner and Board meetings.

**PURPOSE:** To facilitate the efficient operation of Owner and Board meetings and to afford Owners an opportunity to provide input and comments on decisions affecting the community.

**AUTHORITY:** The Declaration, Articles of Incorporation and Bylaws of the Association and Colorado Law.

**EFFECTIVE  
DATE:** APRIL 1, 2015

**RESOLUTION:** The Association hereby adopts the following procedures regarding the conduct of meetings:

1. Owner Meetings. Meetings of the Owners of the Association shall be called pursuant to the Bylaws of the Association.

**A. Notice.**

1. In addition to any notice required in the Bylaws, notice of any meeting of the Owners shall be physically posted in a conspicuous location at least 2 days prior to each such meeting, or as may otherwise be required by Colorado law.
2. The Association shall also post notice on its website of all meetings. Such notice shall be posted as soon as possible but not less than 24 hours prior to such meeting.

**B. Conduct.**

1. All Owner meetings shall be governed by the following rules of conduct and order:
  - a. The President of the Association or designee shall chair all Owner meetings.
  - b. All Owners and persons who attend a meeting of the Owners will sign in, present any proxies and, if said Owner or other person is entitled to vote, receive ballots as appropriate.
  - c. Any person desiring to speak shall sign up on the list provided at check in and indicate if he/she is for or against an agenda item.
  - d. Anyone wishing to speak must first be recognized by the Chair.
  - e. Only one person may speak at a time.
  - f. Each person who speaks shall first state his or her name and Unit address.
  - g. Any person who is represented at the meeting by another person, as indicated by a written instrument, will be permitted to have such person speak for him/her.
  - h. Those addressing the meeting shall be permitted to speak without interruption from anyone as long as these rules are followed.

- i. Comments are to be offered in a civilized manner and without profanity, personal attacks or shouting. Comments are to be relevant to the purpose of the meeting.
- j. Each person shall be given up to a maximum of three minutes to make a statement or to ask questions. The Board may decide whether or not to answer questions during the meeting. Each person may only speak once. Yielding of time by a speaker to another individual shall not be permitted. Such time limit may be increased or decreased as determined by the Board.
- k. All actions and/or decisions will require a first and second motion.
- l. Once a vote has been taken, there will be no further discussion regarding that topic.
- m. So as to allow for and encourage full discussion by Owners, no meeting may be audio, video or otherwise recorded. Minutes of actions taken shall be kept by the Association.
- n. Anyone disrupting the meeting, as determined by the Chair, shall be asked to "come to order." Anyone who does not come to order will be requested to immediately leave the meeting.
- o. The Chair may establish such additional rules of order as may be necessary from time to time.

**C. Voting.** All votes taken at Owner meetings shall be taken as follows:

- 1. Contested elections of Board members, defined as elections in which there are more candidates than positions to be filled, shall be conducted by secret ballot. Each Owner entitled to vote pursuant to the Bylaws shall receive a ballot. The ballot shall contain no identifying information concerning the ballot holder. In the event an Owner holds a proxy for another Owner, upon presentation of such proxy to the Secretary of the Association or the Secretary's designee, the Owner shall receive a secret ballot to cast the vote of the Owner who provided the proxy. The proxy shall be kept and retained by the Association.
- 2. Uncontested elections of Board members, defined as elections in which the number of candidates is equal to or less than the positions to be filled, and all other votes taken at a meeting of the Owners shall be taken in such method as determined by the Board of Directors including acclamation, by hand, by voice or by ballot. Notwithstanding the above, uncontested elections of Board members or other votes on matters affecting the community on which all unit owners are entitled to vote shall be by secret ballot at the discretion of the Board or upon the request of 20% of the Owners who are present at the meeting or represented by proxy, if a quorum has been achieved.
- 3. Written ballots shall be counted by a neutral third 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 and, in the case of a contested election for a board position, shall not be candidates.
- 4. The individual(s) counting the ballots shall report the results of the vote to the Chair by indicating how many votes were cast for each individual or how many votes were cast in favor and against any issue, without reference to the names, addresses, or other identifying information of unit owners participating in such vote.

**D. Proxies.** Unless otherwise provided in the declaration, bylaws or rules of the association, proxies may be given by any Owner as allowed by C.R.S. 7-127-203.

- 1. All proxies shall be reviewed by the Association's Secretary or designee as to the following:
  - a. Validity of the signature
  - b. Signatory's authority to sign for the unit Owner



- c. Authority of the unit Owner to vote
  - d. Conflicting proxies
  - e. Expiration of the proxy
2. The Association and is entitled to reject a vote, consent, written ballot, waiver, proxy appointment, or proxy appointment revocation if the secretary or other officer of agent authorized to tabulate votes, acting in good faith, has reasonable basis for doubt about the validity of the signature on it or about the signatory's authority to sign for the unit owner.
2. **Board Meetings.** Meetings of the Board of Directors of the Association shall be called pursuant to the Bylaws of the Association.
- A. Conduct.**
- 1. All Board meetings shall be governed by the following rules of conduct and order:
    - a. The President of the Association, or designee, shall chair all Board meetings.
    - b. All persons who attend a meeting of the Board shall be required to sign in, listing their name and unit address.
    - c. All Owners will be given an opportunity to speak as to any matter or ask questions of the Board during the Owner forum at the beginning of the meeting. Any Owner wishing to speak during the Owner forum shall so indicate so at the time of sign in.
    - d. Anyone desiring to speak shall first be recognized by the Chair.
    - e. Only one person may speak at a time.
    - f. Each person speaking shall first state his or her name and Unit address.
    - g. Any person who is represented by another person as indicated by a written instrument at the meeting shall be permitted to have such person speak for them.
    - h. Those addressing the Board shall be permitted to speak without interruption from anyone as long as these rules are followed.
    - i. Comments are to be offered in a civilized manner and without profanity, personal attacks or shouting. Comments are to be relevant to the purpose of the meeting or issue at hand.
    - j. Each person shall be given up to a maximum of three minutes to speak or to ask questions, although questions may not be answered until a later date. Each person may only speak once during the Owner forum and once on any other issue prior to a vote by the Board on such issue. Yielding of time by a speaker to another individual shall not be permitted. Such time limit may be increased or decreased as determined by the Board.
    - k. No meeting of the Board may be audio, video or otherwise recorded except by the Board to aid in the preparation of minutes. In the event an audio, video or other recording was taken by the Board to aid in the preparation of the minutes, such recording shall not be part of the Association's records and may be destroyed once the minutes have been prepared.
    - l. Anyone disrupting the meeting, as determined by the Chair, shall be asked to "come to order." Anyone who does not come to order shall be requested to immediately leave the meeting.
- B. Owner Input.** After a motion and second has been made on any matter to be discussed, at a time determined by the Board, but prior to a vote by the Directors, Owners, or their designated representatives, present at such time shall be afforded an opportunity to speak on the motion as follows:

1. The Chair will ask those Owners present to indicate by a show of hands who wishes to speak in favor or against the motion. The Chair will then determine a reasonable number of persons who will be permitted to speak in favor of and against the motion and for how long each person will be permitted to speak. The Chair shall also announce the procedure for who shall be permitted to speak if not everyone desiring to speak will be permitted to speak.
2. Following Owner input, the Chair will declare Owner input closed and there shall be no further Owner participation on the motion at hand unless a majority of the Board of Directors votes to open the discussion to further Owner participation.
3. Definitions. Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declaration shall have the same meaning herein.
4. 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 laws of the State of Colorado governing the community.
5. Deviations. The Board may deviate from the procedures set forth in this Resolution if in its sole discretion such deviation is reasonable under the circumstances.
6. Amendment. This Policy may be amended at any time by the Board of Directors.

**PRESIDENT'S**

**CERTIFICATION:** The undersigned, being the President of the Penn Plaza Owners Association, Inc., a Colorado nonprofit corporation, certifies that the foregoing Resolution was adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors on March 31, 2015 and in witness thereof, the undersigned has subscribed his/her name.

By:  President

**Penn Plaza Owners Association, Inc.,**  
a Colorado nonprofit corporation