

**WOODY CREEK TOWNHOMES ASSOCIATION NO. 1 REGARDING  
CONDUCT OF MEETINGS POLICY**

**SUBJECT:** Adoption of a policy governing the conduct of meetings of the Board of Directors and the Members of the Association, including notice, participation, decorum, voting, and recordkeeping.

**PURPOSE:** The purpose of this Policy is to ensure that meetings of the Association are conducted in an orderly, transparent, and fair manner; to promote meaningful participation by Members; and to comply with the Colorado Common Interest Ownership Act (“CCIOA”), the Colorado Revised Nonprofit Corporation Act, and the Association’s governing documents.

**AUTHORITY:** This Conduct of Meetings Policy (“Policy”) is adopted pursuant to the Declaration, Articles of Incorporation, and Bylaws of the Association, and in accordance with the Colorado Common Interest Ownership Act (“CCIOA”), **C.R.S. §38-33.3-101 et seq.**, including **§§38-33.3-308** and **38-33.3-308.5**, and the Colorado Revised Nonprofit Corporation Act, **C.R.S. §7-128-101 et seq.**

This Policy is intended to operate in coordination with the Association’s:

- Conflict of Interest & Director Ethics Policy (2025)
- Covenant and Rules Enforcement Policy (2025)
- Collection of Unpaid Assessments Policy (2025)

**EFFECTIVE DATE: OCTOBER 1, 2025**

(Supersedes Conduct of Meetings Policy adopted in April 24, 2014)

**RESOLUTION:** The Board of Directors of the Association hereby adopts the following Policy based on the findings below:

**WHEREAS**, the **Woody Creek Townhomes Association No. 1** (the “Association”) is a Colorado nonprofit corporation responsible for administering and governing a common interest community pursuant to its governing documents and **CCIOA**; and

**WHEREAS**, the Board of Directors is vested with fiduciary duties of care, loyalty, and good faith, and is responsible for conducting Association business in a transparent and lawful manner; and

**WHEREAS**, **CCIOA** requires meetings of the Board of Directors and Members to be open to observation by Members, except for limited executive session matters, and to provide reasonable opportunities for Member participation; and

**WHEREAS**, the Board of Directors desires to adopt a uniform Conduct of Meetings Policy that preserves decorum, protects due process, ensures fair participation, and aligns with current statutory requirements and the Association’s other adopted governance policies;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors hereby adopts the following Conduct of Meetings Policy, to be effective as provided herein.

## **1. TYPES OF MEETINGS**

### **a. Meetings subject to this Policy include:**

- i. Meetings of the Board of Directors;
- ii. Annual and special meetings of the Members;
- iii. Committee meetings where final decision-making authority has been delegated by the Board.

## **2. NOTICE OF MEETINGS**

- a. Notice of Board and Member meetings shall be provided in accordance with the Bylaws and CCIOA.
- b. Notice may be delivered by physical posting, mail, electronic mail, Association website posting, or other lawful means, consistent with Member delivery preferences on file.
- c. Notices shall include the date, time, location, and agenda, to the extent reasonably known.

## **3. OPEN MEETINGS**

- a. All meetings of the Board and Members shall be open to observation by Members, except for executive sessions.
- b. Members may attend meetings in person or by remote means when offered by the Association.

## **4. EXECUTIVE SESSION**

- a. The Board may convene in executive session only for purposes permitted by CCIOA, including legal advice, personnel matters, privacy issues, contract negotiations, and enforcement matters.
- b. The general subject matter of the executive session shall be recorded in the meeting minutes.
- c. No formal action shall be taken in executive session, except as permitted by law.

## **5. MEMBER PARTICIPATION**

- a. All participants shall conduct themselves in a respectful and orderly manner.
- b. The Chair may rule speakers out of order for disruptive, abusive, or irrelevant conduct.
- c. The Chair may take reasonable steps, including recess or removal, to restore order.

## **6. CONDUCT AND DECORUM**

- a. Members shall be provided a reasonable opportunity to speak at meetings prior to Board action on an agenda item.
- b. The Board may adopt and enforce reasonable time limits applied uniformly to all speakers.
- c. Member comments shall be directed to the Chair and shall relate to Association business.

## **7. RECORDING OF MEETINGS**

- a. Members may audio or video record open meetings, provided recording does not disrupt the meeting.
- b. Recording devices shall be stationary and silent.
- c. Recording of executive sessions is strictly prohibited.

## **8. QUORUM AND VOTING**

- a. Quorum requirements shall be as set forth in the Bylaws.
- b. Directors shall vote only on matters properly before the Board.
- c. Directors with conflicts of interest shall comply with the Conflict of Interest & Director Ethics Policy.

**9. SECRET BALLOTS AND ELECTIONS**

- a. Elections of Directors shall be conducted by secret ballot as required by CCIOA.
- b. Ballots shall be counted by an impartial person or committee.

**10. ACTION WITHOUT A MEETING**

- a. The Board may take action without a meeting only as permitted by the Bylaws and the Colorado Revised Nonprofit Corporation Act, provided such action is documented in the Association’s records.

**11. MINUTES AND RECORDS**

- a. Minutes shall be taken for all meetings and maintained as Association records.
- b. Minutes shall reflect actions taken, votes, and general discussion topics.
- c. Executive session minutes shall be limited to general subject matter and shall remain confidential to the extent permitted by law.

**12. ENFORCEMENT**

- a. Violations of this Policy may be addressed by the Chair or the Board and, if applicable, enforced pursuant to the Association’s Covenant and Rules Enforcement Policy.

**13. AMENDMENT**

- a. This Policy may be amended by the Board of Directors at a duly noticed meeting.

**14. SEVERABILITY**

- a. If any provision of this Policy is held invalid or unenforceable, the remaining provisions shall remain in full force and effect.

**15. ADOPTION AND EFFECTIVE DATE**

- a. This Policy was adopted by resolution of the Board of Directors at a duly noticed meeting and is effective as of:

**Meeting Date:** 1/4/2026

**Effective Date:** 10/1/2025

**CERTIFICATION**

The undersigned certifies that this Policy was duly adopted by the Board of Directors of the Association in accordance with CCIOA and the Association’s governing documents.

**Woody Creek Townhomes Association No. 1**  
A Colorado Non-Profit Corporation

**By:**   
**Title: President**

**Date:** 1/4/2026