

**RESOLUTION OF THE
SILVER SAGE VILLAGE COMMUNITY ASSOCIATION
ADOPTING POLICY AND PROCEDURE FOR
THE CONDUCT OF MEETINGS**

SUBJECT: Adoption of policy and procedure for conducting Owner and Steering Team meetings.

PURPOSE: To facilitate the efficient operation of Owner and Steering Team 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, including but not limited to C.R.S. §38-33.3-209.5.

**EFFECTIVE
DATE:** _____

RESOLUTION: The Steering Team, on behalf of the Association, hereby adopts the following:

1. Owner Meetings. Meetings of the Owners of the Association will 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 will be physically conspicuously posted in the Silver Sage Village Community Common House at least five days prior to each such meeting, or as may otherwise be required by Colorado law.
 - (2) The Association will send electronic notice to all owners of all owner meetings at least five days prior to each such meeting, or as may otherwise be required by Colorado law
 - (b) **Conduct.**
 - (1) All Owner meetings will be governed by the following rules of conduct and order:
 - (A) All Owner meetings will be chaired by a facilitator designated by the Community Development Team. The facilitator will be guided by the Facilitator Guidelines developed by the Community Development Team.

- (B) All communications during the Owners' meetings will follow the community Agreement on Communication
- (C) All Owners and persons who attend a meeting of the Owners will present any proxies and receive ballots as appropriate. (See section below regarding voting).
- (D) Any person who is represented at the meeting by another person will be permitted to have such person speak on his or her behalf.
- (E) Minutes of actions taken will be recorded.

(c) **Decision making.** All decision making for Owners' meetings will follow the Association's Agreement on its Decision Making process, including the circumstances in which consensus decision making will be followed.

(d) **Voting.** All votes taken at Owner meetings will be taken as set forth in Article XXVII of the Declarations and Articles 3.2 and 5 of the Bylaws.

(e) **Proxies.** Proxies may be given by any Owner as allowed by C.R.S. 7-127-203.

(1) All proxies will 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 Owner
- (C) Authority of the Owner to vote
- (D) Conflicting proxies
- (E) Expiration of the proxy

As provided in the Association's Decision Making Agreement, proxy votes will be permitted to represent positions, support decisions, stand aside or share concerns, but will not be permitted to block consensus.

2. Steering Team Meetings. Meetings of the Steering Team of the Association will be called pursuant to the Bylaws of the Association.

(a) **Conduct.**

(1) All Steering Team meetings will be governed by the following rules of conduct and order:

- (A) The Chairperson of the Association or designee will chair all Steering Team meetings.
- (B) All Steering Team meetings will be open to all members, except when closed pursuant to article 6.8 of the Bylaws.

