

Conduct of Meeting Policy

Park Washington Condominiums Association

Per the Park Washington Condominiums Association's (the "Association") Adoption and Amendment of Policies, Procedures and Rules and Regulations Policy, the Association may adopt a new policy at any time by a majority vote of the Managers presented at any meeting of the Managers.

The Association adopts the following Conduct of Meeting Policy effective 16 day of March, 2011 pursuant to the requirement of the Colorado Common Interest Ownership Act section C.R.S. 38-33.3-209.5 (I) (b) (IV) and to allow the Association to conduct proper business at meetings of the Association.

Any terms not identified in this policy shall hold the meaning in the Declaration of the Association.

Purpose of Meetings. Meetings are for the purpose of addressing and conducting Association business. While members are invited and encouraged to attend all meetings, except executive session meetings, members do have to comply by the following policy for conduct at a meeting.

Place of Meetings. Meetings shall be held at Park Washington Condominiums or at such other place as may be designated by the Board of Managers.

Agenda for Meeting. The order of business at all meetings of the Board of Managers (the "Board") shall be at the discretion of the Board of Managers as described in the agenda for that meeting. The Board may add items o the agenda at the meeting and may deny a member's request to place an item on the agenda.

Chairman of Meetings. At any meeting, the President of the Board or any member of the Board designated by the Board shall act as Chairman. The Chairman and the Secretary shall not be the same person.

Conduct at Meeting. The conduct at meetings shall be follows:

- All members are allowed to attend meetings of the Association, except for executive sessions allowed by state law.
- Any member who intends to speak at the meeting, besides a Manager of the Board, is required to sign-in and state the general topic. A homeowner forum will be available at all meetings to allow the members to speak on topics that are part of the meeting agenda. All members will have the option to speak on any subject matter specified on the agenda before the Board of Directors takes action on that agenda item.
- Each member must be recognized by the Chairman to speak.
- Each member to speak shall first state their name and address.
- Each member will have three (3) minutes without interruption to speak on a subject matter.
- Each member will be permitted to speak without interruption, at the Chairman's discretion.

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- If there is a subject matter that is being debated between Members then there will be a limit of three (3) members on each side of the topic, with each member on each side allotted to speak for three (3) minutes without interruption.
- Each member must speak in a calm manner and conduct themselves with respect to all those in attendance. Profanity, shouting and name calling of any kind are prohibited.
- Any person present at the meeting who is disruptive, the Chairman may give a warning and then can make the decision that the disruptive person has to leave for the meeting to proceed. The Chairman can also contact law enforcement to have the disruptive individual removed from the meeting.

In the event of conflict between the Conduct of Meeting Policy and the provisions of the Association's Declaration, the Articles of Incorporation and the Bylaws, the provisions of the Declaration, Articles of Incorporation, the Bylaws and the Conduct of Meeting Policy shall prevail in that order.

The undersigned, the PRESIDENT of the Association, hereby signs to confirm that the above policy was adopted by the Board of Directors on 16 day of march, 2011.

Brenda L. Henry
Signature

BRENDA L. HENRY
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