

CONDUCT OF MEETINGS AND VOTING

Policy: The main means of communication between the Association and its Members is through in person meetings. It is important that meetings are held regularly and that Members have an opportunity to participate, and give feedback.

Procedures:

Timing. Meetings of the Board and of the Members are to be held at least once per year as outlined in the Association's other governing documents.

Calling a Meeting. Regular meetings of the Board need not be formally called because the Board sets their timing in advance at predictable times. Special meetings of either the Board or the Members, however, need to be scheduled. Special meetings of the Members may be called by the President of the Association, by a majority of the Board, or by the Members as specified in the Bylaws. Special meetings of the Board may be called as provided for in the Bylaws.

Notice of Special Meetings of Members. Not less than 10 but no more than 50 days before a special meeting of Members, the Secretary of the Association will provide all Members notice of the special meeting. The notice will be hand delivered or sent by first class mail to each of the Members. Notice of Member meetings will not be physically posted because there is no conspicuous place in the Association adequate for the posting of such notice. If any Member requests notification by e-mail and provides the Association with their e-mail address, the Association will also deliver notice to them by e-mail. The notice will contain the time, place, and items on the agenda, including the general nature of any proposed amendments to any of the Association's governing documents, or its budget, and any proposition to remove any Officer or Board member.

Notice of Board Meetings. Agendas of meetings of the Board, or any Committee of the Board, will be made reasonably available to the Members or their representatives prior to the meeting date.

Conduct of Meetings. All meetings, whether regular or special, are open to attendance by all the Members or their representatives designated in writing. This includes meetings of the Board, Committees of the Board, and Members. Members or representatives choosing to attend a meeting are permitted to attend, listen, and speak at an appropriate time during the meeting as designated by the Board. At regular or special meetings of the Board, however, Members or their representatives who are not Board members may not participate in any deliberation or discussion unless expressly authorized to do so by a majority vote of the Board. The Board may place reasonable time restrictions on comment by attending Members, but will permit them to speak at an appropriate time. The Board may also limit the number of people speaking to some reasonable number, but must permit a reasonable number of people to speak on both sides of an issue.

Executive Sessions. The Board, or any committee of the Board, may hold a closed door executive session during any regular or special meeting and restrict attendance to the members of the Board or the Committee and such other persons as the Board requests if any of the below listed matters require attention. Before holding the session, the chair of the Board or committee holding the session will state the general matter being discussed by identifying the category listed below. No policies, procedures, rules or regulations may be adopted in executive session.

- i. Matters related to employees of the Association, including a manager or involving the employment, promotion, discipline, or dismissal of an officer, agent, or employee of the Association.
- ii. Consultation with legal counsel concerning disputes that are the subject of pending or current legal proceedings or matters that are privileged or confidential between attorney and client.
- iii. Investigation concerning possible or actual criminal misconduct.
- iv. Matters protected from disclosure by constitutional, statutory, or judicial imposition.
- v. Any matter which would constitute an unwarranted invasion of individual privacy if discussed openly.
- vi. Review of or discussion related to any written or oral communication with legal counsel.

Voting and Proxies. Votes in all contested Board member elections, meaning those elections where there are more candidates than positions to be filled, will be made by secret ballot. The ballot will not contain any identifying information concerning the ballot holder. Any other vote concerning the Members, including a vote for an uncontested Board member election, may be made by secret ballot if so directed by the Board, or requested by 20% of the Members who are present at the meeting in person or by proxy. Ballots for any vote are to be prepared by the Secretary of the Association, or the Secretary's designee, prior to or during the meeting.

- i. Individual members will present evidence of their membership to the Secretary, or to another person identified by the Board in advance of the meeting where a vote is to be held. That person will verify membership, and then issue the individual a ballot, checking their name off, or otherwise indicating, that the vote for that Lot has been cast. Each Member is only entitled to vote their number of allocated votes permitted by the Association's governing documents.
- ii. Proxies are permitted as provided by the Bylaws. In the event that a Member holds a proxy from another Member, the proxy holder,

upon presentation of the proxy to the Secretary, or another person identified by the Board for the purpose, shall receive a ballot to cast the vote of the Member providing the proxy in the same manner as provided above for the proxy holder's own vote. The proxy shall be kept by the Association for its records.

Adopted on September 19, 2006

Paul Johnson
Secretary