

The following procedure is in accordance with Article VI, Section 6.5 of the General Declaration for Oak Meadows Ranch, Article II, Section 2 of the Bylaws of Oak Meadows Homeowners' Association ("OMHA"); the Articles of Incorporation, which provide for the scheduling, notification and conduct of meetings of members; C.R.S. 38-33.3-101 et. seq. known as the Colorado Common Interest Ownership Act; and other applicable law.

Oak Meadows Homeowners' Association

Rule & Regulation No. 2006 - 003

Conduct of Meetings

Whereas Article VI, Section 6.5 of the General Declaration for Oak Meadows Ranch provides that notice shall be given and meetings conducted as prescribed by the Articles of Incorporation and the Bylaws of OMHA.

Let it be resolved that OMHA establishes the following rule and regulation regarding the conduct of meetings:

1. Annual and Special Meetings of OMHA Members

An Annual Meeting of OMHA members shall be held on the second Wednesday of April each year. In addition, special meetings of OMHA members may be called by the president, by a majority of the Board of Directors, or by OMHA members having twenty percent of the votes in OMHA.

2. Notice and Agenda of Annual and Special Meetings of OMHA Members

Not less than ten days and not more than fifty days in advance of any meeting of OMHA members, the secretary or other officer shall cause notice to be given to each OMHA member by U.S. Mail to their physical address within Oak Meadows or to an alternative address, provided in writing by the member. The notice of the meeting shall state the time and place of the meeting and the items on the agenda. The notice shall be posted in a conspicuous place and may be disseminated in electronic form, by posting on a web site, and by electronic mail to all OMHA members who furnish OMHA with their electronic mail address.

3. Board of Directors' Meetings

All regular and special meetings of the OMHA Board of Directors, or any committee thereof, shall be open to attendance by all members of OMHA or any person designated by a member in writing as the member's representative.

The OMHA Board of Directors may meet on a monthly basis. Agendas for meetings of the Board of Directors shall be made reasonably available by posting on the OMHA website for examination by OMHA members or their designated representatives. OMHA members who wish to have an issue addressed by the Board of Directors shall submit their issue in writing to the president or secretary by fax, email or regular mail to be received at least 72 hours in advance of a scheduled Board meeting. OMHA members may also attend a Board meeting and present an issue which, in the Board's

discretion, may be placed on the agenda for a subsequent meeting or may be referred to the appropriate party for resolution.

All OMHA members, or their designated representative, so desiring shall be permitted to attend, listen, and speak at an appropriate time during any deliberations and proceedings; except that, for regular and special meetings of the Board of Directors, OMHA members who are not Board members may not participate in any formal vote by the Board of Directors.

4. Reasonable Time Restrictions

The Board of Directors may place reasonable time restrictions on those persons speaking during an Annual Meeting, a Special Meeting or a Board of Directors' Meeting, but shall permit an OMHA member or their designated representative to speak prior to the Board or the OMHA members taking formal action on an item under discussion, in addition to any other opportunities to speak. A reasonable number of persons shall be allowed to speak on each side of an issue, as determined by the President of the Board of Directors.

5. Preservation of Attorney-Client Privilege

Upon the final resolution of any matter for which the Board received legal advice or that concerned pending or contemplated litigation, the Board may elect to preserve the attorney-client privilege in any appropriate manner, or it may elect to disclose such information, as it deems appropriate, about such matters in an open meeting.

Date of Adoption: May 24, 2006

Date Signed: May 24, 2006

Signature: 

(President, Oak Meadows Homeowners' Association)

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