

# Red Fox Hills Homeowners Association

## Conduct of Meetings Policy

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(Adopted pursuant to C.R.S. § 38-33.3-209.5 and § 38-33.3-308)

### 1. Purpose

This Conduct of Meetings Policy ("Policy") is adopted by Red Fox Hills Homeowners Association ("Association") to establish procedures for the conduct of meetings of the Board of Directors and the members of the Association in compliance with the Colorado Common Interest Ownership Act ("CCIOA") and to promote transparency, fairness, and orderly governance.

### 2. Authority

This Policy is adopted pursuant to C.R.S. § 38-33.3-209.5(1)(b)(II) and § 38-33.3-308, which require homeowners' associations in Colorado to maintain a written policy governing the conduct of meetings.

### 3. Types of Meetings

The Association shall hold the following types of meetings:

1. Member Meetings
  - a. Annual Meeting: Held once each year to elect directors (if applicable) and conduct Association business.
  - b. Special Meetings: May be called as provided in the Bylaws or by written request of the percentage of members required under the Governing Documents.
2. Board Meetings
  - a. Regular Meetings: Held as determined by the Board to conduct ongoing Association business.
  - b. Special Meetings: May be called as provided in the Bylaws.
  - c. Emergency Meetings: May be held when circumstances require immediate action between regular meetings.

### 3. Notice Requirements

The Association shall provide the following meetings notifications:

1. Member Meetings:
  - a. Notice shall be given to all members not less than 10 days and not more than 50 days before the meeting.
  - b. Notice shall include the date, time, place (or electronic platform), and agenda.
  - c. Notice may be delivered by mail, hand delivery, or electronic means with member consent.
2. Board Meetings:
  - a. Notice shall be given to all members at least 2 days in advance, except in cases of emergency.

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- b. Notice shall state the date, time, and place of the meeting, and may be posted on the Association's website or other accessible method.

### 5. Open Meetings

All Board and membership meetings shall be open to all owners or their designated representatives, except as provided for executive sessions. Owners may attend, observe, and be heard during the owner comment period. Meetings may be conducted in person, virtually, or hybrid.

### 6. Owner Participation

Owners shall have a reasonable opportunity to comment during open Board meetings. The Board may limit individual comments to three minutes to maintain order. Owners must be respectful; disruptive behavior may result in loss of the floor.

### 7. Executive Sessions

The Board may hold executive (closed) sessions during a properly noticed meeting only for the following purposes permitted under C.R.S. § 38-33.3-308(3)-(4):

1. Consultation with legal counsel.
2. Discussion of litigation or mediation.
3. Discussion of personal privacy matters.
4. Contract or transaction negotiations.
5. Enforcement actions or delinquencies not yet subject to hearing.
6. Personnel matters.

The topic and statutory basis shall be announced in open session. No formal action shall be taken in executive session.

### 8. Conduct and Order of Business

Meetings shall be presided over by the Board President or designee and conducted under Robert's Rules of Order or other procedures adopted by the Board. Speakers must be recognized before speaking. Disorderly conduct is prohibited.

### 9. Recording of Meetings

The Association may record meetings. Owners may also record if it does not disrupt proceedings. The presiding officer may establish reasonable rules regarding recording equipment placement.

### 10. Minutes

Minutes shall be kept for all meetings, including the date, time, attendees, motions, and votes. Draft minutes shall be available within 30 days and approved at the next regular meeting.

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### 11. Virtual and Hybrid Meetings

The Board may conduct meetings via teleconference or video conference, provided all participants can hear and be heard. Notice shall include instructions for access and participation.

### 12. Enforcement

Any person who repeatedly disrupts meetings or violates this Policy may be asked to leave and may have attendance rights limited consistent with law and governing documents.

### 13. Effective Date

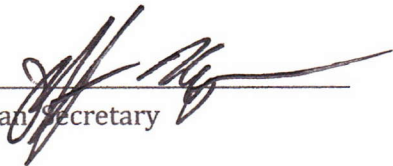
This Policy is effective upon adoption and supersedes any prior meeting conduct policy.

Adopted by the Board of Directors on: JAN 5, 2026

Effective Date: JAN 5, 2026

By: 

Helmut Naumer, President, Board of Directors  
Red Fox Hills Homeowners Association

Attest: 

Jeff Kagan, Secretary