

**ALPINE MEADOWS PROPERTY OWNERS ASSOCIATION
POLICY FOR CONDUCT OF MEETINGS**

The Board of Directors (Board) of Alpine Meadows Property Owners Association (Association) hereby adopts the following Policy for Conduct of Meetings effective as of the date set forth below.

Board of Directors' Meetings:

The Board of Directors meets annually and as needed in the determination of the Board. Notice of each regular or special meeting and agendas shall be provided in advance to all Members. Meetings are held as stated in the notice. Directors are expected to attend all meetings, including the annual Owners' meeting. Those who attend the annual Owner's meeting by telephone or by electronic/internet means, or have delivered his or her proxy to another director, are considered to be present in person for the purpose of conducting the business of the Association. Directors are expected to review all pertinent and relevant materials, if possible, prior to each meeting.

The Board shall be responsible for its own agenda. The Board shall endeavor to cover all topics on any published agenda for such noticed meeting. Each Board meeting shall be conducted by the President, if present, or in his or her absence, the Vice-President. Meetings wherein action is taken shall be memorialized in written minutes of the meeting and, if appropriate, by written resolutions, signed by the President or, in the absence of the President, the Vice-President of the Board. Action taken without a meeting shall be in accordance with the Bylaws of the Association or in accordance with law, and resolutions resulting therefrom shall be executed by a majority of the members of the Board.

The President shall act as the chairperson (Chair), or the absence of the President, the Vice-President, of each meeting. Directors shall conduct themselves professionally and with respect for other members of the Board during such meeting as well as any Owners attending such meetings. Directors shall speak one at a time without interruption from others. Directors in conversing with Owners shall not make representations on behalf of the Board, unless authorized to do so thereby.

Owner attendance at Board meetings shall be subject to law. Owners or their representatives, after being recognized by the Chair, shall first identify themselves by name and address or unit number. Representatives shall present the Chair with a writing authorizing the representative to speak on behalf of the Owner, if the Owner is not present, and signed by the Owner. Owners or their representatives wishing to speak at Board meetings shall do so one at a time and without interruption. Owners attending such meetings shall conduct themselves in a respectful and courteous manner. The Chair of the meeting may, in the interest of efficiency, place time limits on the time for taking comments from Owners. Owners or representatives who are disruptive, or who do not conduct themselves respectfully and courteously will be required to leave the meeting, once requested to do so by the Chair.

Owners' Meetings:

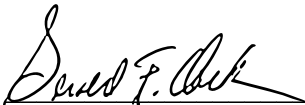
The annual Owners' meeting shall be noticed and held as required and set forth in the Bylaws of the Association. The President of the Board shall act as the Chair of the annual Owners' meeting. Owners shall sign in upon arrival at any Owners' meeting. After being recognized by the Chair of the meeting, Owners or their representatives shall speak one at a time, without interruption, on any issue which is an agenda item or new business. Owners or their representatives shall first identify themselves by name and address or lot number. Representatives shall present the Chair with a writing authorizing the representative to speak on behalf of the Owner, if the Owner is not present, and signed by the Owner. The chairman of the meeting may, in the interest of efficiency, place time limits on the time for taking comments from Owners. Owners attending such meetings shall conduct themselves courteously and with respect for other Owners attending such meetings, as well as members of the Board. Owners or representatives who are disruptive, or who do not conduct themselves respectfully and courteously will be required to leave the meeting, once requested to do so by the Chair. Recording equipment and recording of the meeting shall not be permitted to be used at any Owner or Board meeting; except that recording shall be permitted by the Board's designee for the purpose of preparing minutes.

Amendments:

Any amendments to this policy shall be set forth in writing, and adopted by the Board of Directors.

APPROVED AND ADOPTED THIS 25th DAY OF July, 2019

ALPINE MEADOWS PROPERTY OWNERS ASSOCIATION, a Colorado nonprofit corporation

By: 
Gerald Clark, President