

**Park River West Condominium Association, Inc.**  
**Policy for the Conduct of Meetings**

Adopted 21 January, 2018

The following policies and procedures (“Policy”) governing Conduct of Meetings have been adopted by the Park River West Condominium Association, Inc. (“Association”) pursuant to C.R.S. 38-33.3-209.5 at a meeting of the Board of Directors.

**1. GENERAL**

The following Policy and procedures have been adopted by the Park River West Condominium Association, Inc. (“Association”) pursuant to C.R.S. 38-33.3-209.5 at a meeting of the Board of Directors:

A. The terms and conditions set forth in the Declarations and Bylaws of the Association are incorporated in this Policy by reference and govern for all purposes when not in conflict with the Colorado Common Interest Ownership Act, as it exists or may be amended, and the Colorado Revised Nonprofit Corporation Act, as it exists or may be amended. These policy provisions are subordinate to and shall only supplement the Declarations and Bylaws where they are otherwise silent. The provisions of this Policy shall be independent and severable. The declaration of invalidity of any one or more of the policy provisions by court order or decree shall in no way affect the validity or enforceability of any other provision, which other provisions shall remain in full force and effect.

B. The Association conducts the following meetings:

Annual Meeting of the Association,  
Special Meetings of the Association,  
Regular and Special Meetings of the Board of Directors, and  
Annual Board Meeting immediately following the Annual Association meeting

**2. ATTENDANCE AND PARTICIPATION**

For all Association meetings the attendance and participation policy for Unit Owners and Board Members is:

(a) All Unit Owners, or their representative designated in writing (proxy), may attend any and all meetings;

(b) All Unit Owners, or their representative designated in writing (proxy), may speak at any and all meetings for a specified time period as determined by the Board;

(c) Board members may participate in any Board meeting, including voting rights, in person or by teleconference;

(d) Local Rental Agents properly registered pursuant to Estes Valley Development Code Section 5.1.B(12) by a Unit Owner may participate in person or by teleconference as the Unit Owner representative at a Board Meeting;

(e) Board members may ratify their previous actions taken by consensus outside of a meeting or voted upon by email at a subsequent meeting. Board members may ratify the acts of an Officer or Director taken on his/her own initiative or by consensus of the available Board outside of a meeting at a subsequent Board meeting.

(f) Unit Owners may attend at the Annual Meeting of the Association in person or by proxy. No teleconference or electronic attendance at an Annual Meeting is permitted.

(f) The Unit Owners may ratify acts of the Association Membership, the Board, an Officer or Director at any Annual or Special meeting of the members.

### 3. ANNUAL AND SPECIAL MEMBERSHIP MEETINGS

(a) Article III of the Bylaws, as it may be amended from time to time, governs the conduct of the Annual and Special Meetings of the Membership.

(b) Notice of Membership Meetings will not be physically posted on Park River West property because there is no protected and available space for the posting and exhibition of such notice on the General Common Area. Members will be given notice by mail and email (if the Member has provided a valid email address to the Secretary).

### 4. ANNUAL, REGULAR AND SPECIAL BOARD MEETINGS

(a) Article II Section 6 of the Bylaws, as it may be amended from time to time, governs the conduct of the Annual, Regular and Special Meetings of the Board.

(b) Notice of Board meetings may be given by any reasonable means to the Board Members. Participation by a Board Member in a meeting waives any objection to notice; and, the Board member's actual, electronic, or telephonic participation shall be effective for purposes of determination of a quorum.

(c) No notice of the Annual Meeting of the Board is necessary to any newly-elected Board member in order to legally constitute such meeting, provided a quorum is established.

Park River West Condominium Association, Inc.

By: \_\_\_\_\_  
Judy M. Domina, President

Attest: \_\_\_\_\_  
Mindy Stephens, Secretary

This Meetings Policy was adopted by the Board of Directors at a regular meeting held on the 21st day of January, 2018, and is effective the 21st day of January, 2018, and is attested to by the Secretary of the Park River West Condominium Association, Inc.