

Spruce Island Townhomes Homeowners Association Meeting Rules and Procedures

Adopted March 1, 2014

All meetings of Spruce Island Townhomes owners and Board of Directors are open to all owners, or their written designated representative.

Owner and director meetings will be based upon an agreed to agenda, communicated to potential attendees by mail, web site posting or e-mail prior to the meeting. Annual owner meeting announcement will also be posted on-site.

An annual owners meeting will normally be conducted in XXXX in XXXX to review budgets, elect directors and conduct other business deemed appropriate. Contested director elections shall be based upon secret written ballot of attendees and properly executed proxies. All attendees may participate in agenda item discussions and owners may present additional topics after the agenda has been completed. If time consumption becomes an issue, the directors may implement a discussion time limit for each speaker.

Votes will be made on recognized motions that have been seconded.

Meetings will normally be conducted in accordance with an informal version of Roberts Rules and Order, and decisions will be based upon a majority affirmative vote unless a greater number is required by the Association Declaration or By-Laws.

PRESIDENT'S

CERTIFICATION:

The undersigned, being the President of the Spruce Island Townhomes, a Colorado non-profit corporation, certifies that the foregoing policy and procedure was adopted by the Board of Directors of the Association by unanimous consent of the Board of Directors on March 1, 2014, and in witness thereof, the undersigned has subscribed his name.

Spruce Island Townhomes Homeowners Association
A Colorado non-profit corporation

By: _____
Ron Generio President