

**Soda Springs Ranch Homeowners Association
Conduct of Meetings
September 16, 2006**

These Responsible Governance Policies have been adopted by the Board of Directors of the Soda Springs Ranch Condominium Association, Inc. (the "Association") pursuant to and in compliance with the requirements of C.R.S. 38-33.3-209.5 and other provisions of the Colorado Common Interest Ownership Act, C.R.S. 38-33.3-101 *et seq.* ("CCIOA"). The policies and procedures set forth below are not intended to revoke, supersede or modify any provisions of the Condominium Declaration for Soda Springs Ranch Condominiums, the Articles of Incorporation and Bylaws of the Association, or any other rules and regulations adopted by the Board of Directors of the Association, as the same now exist or may hereafter be amended (herein collectively referred to as the "Governing Documents"). Rather, these Policies are intended to summarize and supplement applicable provisions of such Governing Documents in order to provide a convenient reference for Owners, Directors and other interested parties with respect to the governance and operation of the Association. In the event of any conflict or inconsistency between the provision of the Governing Documents and these Policies, the Governing Documents shall control. Any failure by the Board or any officer or agent of the Association to follow the policies and procedures set forth herein shall not give rise to any liability, forfeiture or waiver on the part of the Association or any Director, officer or agent thereof, nor shall it relieve any Owner of responsibility for payment of assessments or other charges payable by such owner, nor shall it be an excuse for any violation of the provisions of the Governing Documents by any Owner.

Reference: Paragraph 38-33.3-209.5 (b) (III), Responsible Governance Policies of SB100, Paragraphs 38-33.3-308 & 38-33.3-310 of SB 06-089, and Article 2 of the SSR Bylaws

The following policy is outlined regarding procedures to conduct meetings:

1. Meetings of the unit owners, as the members of the SSR HOA association, shall be held at least once each year. Special meetings of the unit owners may be called by the president, by a majority of the Board of Directors, or by unit owners having twenty percent, or any lower percentage specified in the bylaws, of the votes in the association. As outlined in Article 2 of the Bylaws, there shall be one vote per unit. Fractional votes are not allowed.
2. Not less than ten (10) nor more than fifty (50) days in advance of the annual SSR HOA meeting of the unit owners, the secretary or other officer specified in the bylaws shall cause notice to be hand delivered or sent prepaid by United States mail to the mailing address of each unit or to any other mailing address designated in writing by the unit owner. The notice of any meeting of the unit owners shall be physically posted in a conspicuous place, to the extent that such posting is feasible and practicable, in addition to any electronic posting or electronic mail notices that may be given. The notice shall state the time and place of the meeting and the items on the agenda, including the general nature of any proposed amendment to the declaration or bylaws, any budget changes, and any proposal to remove an officer or member of the executive board. Notices of meetings and agenda shall be posted on the SSR web site at www.sodaspringsranch.com as well as the Management Office in Caroline's restaurant. In addition to the printed notice, if electronic means are available, the association shall provide notice of all regular and special meet-

ings of members by electronic mail to all Owners who so request and who furnish the association with their electronic mail addresses. Such electronic notice of a special meeting shall be given as soon as possible but at least twenty-four hours before the meeting. At the option of the Board of Directors, notice of any member meeting may be given by electronic mail to all Owners with available addresses, regardless of any request therefore.

3. Notwithstanding any provision in the declaration, bylaws, or other documents to the contrary, all meetings of SSR HOA and Board of Directors are open to every unit owner of the association, or to any person designated by a unit owner in writing as the unit owner's representative.
4. The annual SSR HOA meeting shall be held on the third Saturday of September of each year. Special meetings shall be held as necessary in accordance with Paragraph 2.5 of the Bylaws.
5. At an appropriate time determined by the board, but before the board votes on an issue under discussion, unit owners or their designated representatives shall be permitted to speak regarding that issue. The board will place reasonable time restrictions on persons speaking during the meeting. Ten minutes is considered reasonable. If more than one person desires to address an issue and there are opposing views, the board shall provide for a reasonable number of persons to speak on each side of the issue. Audio or video recordings may be permitted.
6. Votes for contested positions on the Board of Directors shall be taken by secret ballot.
7. At the discretion of the board or upon the request of twenty percent (20%) of the unit owners who are present at the annual HOA meeting or represented by proxy, if a quorum has been achieved, a vote on any matter affecting Soda Springs Ranch on which all unit owners are entitled to vote shall be by secret ballot. Vote by proxy will also be considered and counted.
8. Ballots and proxies shall be counted by a neutral third party or by a committee of volunteers. Such volunteers shall be unit owners who are selected or appointed at an open meeting, in a fair manner, by the President of the SSR board or another person presiding during that portion of the meeting. The volunteers shall not be board members and, in the case of a contested election for a board position, shall not be candidates.
9. The results of a vote taken by secret ballot and proxy shall be reported without reference to the names, addresses, or other identifying information of unit owners participating in such vote.

Approved by the SSR Board of Directors

Date: September 16, 2006