

MEETING POLICY AND PROCEDURES (BOARD AND MEMBER MEETINGS)

Meetings of the Board

1. Regular meetings of the Board of Directors (“Board”) shall be held at least once every sixty days upon 14 days prior notice and at such place and hour as may be posted on the Association’s designated website.
2. The President of the Association's Board of Directors or such other person as may be designated by the President shall be the chairperson and shall preside over Board meetings.
3. The Board members or the Association’s managing agent may create agendas for Board meetings, but are not required to do so. To the extent that an agenda is created for a Board meeting, it shall be made reasonably available for examination by all members of the Association or their representatives.
4. One item of business for Board meetings shall be an “Open Forum” conducted as follows:
 - a. There will be a list at a sign-in table for anyone entitled to attend the board meeting to enter their names if they wish to speak at this meeting;
 - b. Only those persons who have entered their names on the list of speakers shall speak;
 - c. Subject to paragraph 4(h), below, the chairperson shall call upon speakers in the same order in which they entered their names on the list;
 - d. No one may speak until called upon by the chairperson to do so;
 - e. Only one person may speak at a time;
 - f. Each person called upon by the chairperson to speak shall have three minutes to speak, or an additional reasonable amount of time as determined by the Board;
 - g. The Open Forum is designed to allow members of the Association to address the Board on any topic pertinent to the affairs of the Association. However, no person speaking during any part of the Board meeting shall:
 1. Engage in personal attacks or use abusive, threatening, or profane language;
 2. Threaten the Association, members of the Association’s board of directors, or any other person, with legal action;
 3. Repeatedly bring up old business; or
 4. Discuss any subject that is not pertinent to the affairs of the Association.
 - h. Only the chairperson may interrupt a speaker and then only for purpose of enforcing time limits or ending the speaker’s opportunity to speak due to a violation of paragraph 4(g), above. Furthermore, the chairperson may decline to call upon any person signed up to speak during the Open Forum if the person has

previously violated paragraph 4(g), above. The chairperson shall have sole discretion to determine whether any person is violating or has violated any part of paragraph 4(g), above.

5. For each matter upon which the Board anticipates taking action, a motion must be made stating the proposed action, followed by discussion by the Board members. Owners who are not Board members shall have three minutes to speak regarding the motion, unless that Owner has already spoken about the motion during the Open Forum. The Board may limit the number of Owners speaking in favor or against any particular motion. If an Owner begins speaking about issues unrelated to the motion, the chairperson may terminate that Owner's opportunity to speak.
6. The members of the Board may hold a closed-door session and may restrict attendance to Board members and such other persons requested by the Board during a regular or specially announced meeting for discussion of the following:
 - a. Matters pertaining to employees of the Association or the Managing Agent's contract or involving the employment, promotion, discipline, or dismissal of an officer, agent, or employee of the Association;
 - b. Consultation with legal counsel concerning disputes that are the subject of pending or imminent court proceedings or matters that are privileged or confidential between attorney and client;
 - c. Investigative proceedings concerning possible or actual criminal misconduct;
 - d. Any matter the disclosure of which would constitute an unwarranted invasion of individual privacy; and
 - e. Review of or discussion relating to any written or oral communication from legal counsel.
7. Prior to holding a closed door session, the President of the Board, or other person designated to preside over the meeting, shall announce the general matter of discussion as stated above.
8. No rule or regulation shall be adopted during a closed session. A rule or regulation may be validly adopted only during a regular or special meeting or after the Board goes back into regular session following a closed session.
9. The minutes of all meetings at which an executive session was held shall indicate that an executive session was held and the general subject matter of the executive session.

Meetings of Members

10. Annual meetings of the members of the Association shall be held on the second Thursday in September at 7 p.m., or at such other time determined by the Board.

11. The President of the Association's Board, or such other person as may be designated by the President, shall be the chairperson and shall preside over Members meetings.
12. Items of business and/or discussion must be presented by Motion and such Motion seconded, prior to discussion.
13. The chairperson may prevent any person from speaking, or eject any person from the meeting, for violating the following rules of conduct:
 - a. Only one person shall speak at a time, and no person shall speak until called on by the chairperson;
 - b. No person shall engage in personal attacks or use abusive, threatening, or profane language;
 - c. No person shall threaten the Association, members of the Association's board of directors, or any other person, with legal action;
 - d. No person shall repeatedly bring up old business; and
 - e. No person shall discuss any subject that is not pertinent to the affairs of the Association.
14. Only the chairperson may interrupt a speaker and then only for purpose of enforcing reasonable time limits or if the speaker violates or has previously violated paragraph 7(g) or 21, above. Furthermore, the chairperson may decline to call upon any person signed up to speak if the person has previously violated paragraph 4(g) or 13, above. The chairperson shall have sole discretion to determine whether any person is violating or has violated any part of paragraph 13, above.

The above Meeting Policy and Procedures (Board and Member Meetings) was adopted by the Board of Directors of The Ranch Subdivision Filing No. 3 Homeowners' Association on 20th day of February, 2013 and is effective as of that date.

Max L. Kettler

President, The Ranch Subdivision Filing No. 3 Homeowners' Association

Donna B. Hamilton

Secretary, The Ranch Subdivision Filing No. 3 Homeowners' Association