

RESOLUTION  
OF THE  
BUFFALO CREEK SUBDIVISION AT WELLINGTON HOMEOWNERS  
ASSOCIATION, INC.  
REGARDING PROCEDURES FOR VIRTUAL MEETINGS

- SUBJECT:** Adoption of a policy for Virtual Meetings.
- PURPOSE:** To adopt a uniform procedure to be followed when conducting the monthly meetings of the Homeowners Association.
- AUTHORITY:** Our Declaration, Articles of Incorporation and Bylaws of the Association, and Colorado law.
- EFFECTIVE DATE:** January 1, 2021
- RESOLUTION:** The Association hereby adopts the following procedures to be followed when conducting Virtual Meetings:
- 1) Complaints requesting Board Consideration will not be heard unless the “Hearing Procedure” as defined within the Documents on the Website has been followed. Any Hearing request needs to be filled out and submitted at least one week prior to the Board Meeting to allow inclusion into the Board Packet.
  - 2) The Board will only vote on items disclosed on the posted Agenda.
  - 3) Homeowners wishing to join a virtual meeting will sign in by name and property address. Only homeowners may address the Board. If you hold a proxy you need to send it in so it is received at least one week prior to the meeting allowing verification. All homeowners joining the virtual meeting will be placed on Mute by the Moderator.
  - 4) During the “Homeowners Comments”, homeowners will be allowed to address the Board for up to 3 minutes. Please formulate your ideas to cover your points within this time frame. If a homeowner wishes to comment they are required to “Raise Hand” (a procedural function of virtual meetings, see instructions on our Website) and will be announced to the Board by the Moderator. The Moderator will then take them off Mute while they comment. Upon completion the Moderator will place that person back on Mute.
  - 5) The Board may elect to comment or may hold comments for discussion amongst the Board Members.
  - 6) During the regular meeting, other than the “Homeowners Comments”, Homeowners will not be allowed comment unless a matter is in front of the Board for a vote of approval. The presiding officer may elect to ask for public comment. Comments are limited to 3 minutes. Once acknowledged and asked to speak, you must first; state your name, address, and identify yourself as homeowner or holder of a proxy. As adopted from Roberts Rule of Order, a Homeowner can speak for up to 3 minutes. Everyone else that wishes to speak can speak in the first round, limited to the 3 minutes. If a homeowner wishes to speak a second time, they are allowed and are again restricted to not more than 3 minutes. Anyone who spoke in round one can speak in round two. The Board will either then “Call for the Motion” or move to the next topic.
  - 7) It is imperative that Attendees follow directions and maintain meeting decorum. Failure to do so will result in loss of speaking privileges.
  - 8) Annual Homeowner Votes that need to take place will be compiled, as approved by motion, and transcribed onto a ballot. Any list of candidates for Board Membership will be included onto the ballot. The Ballot will be mailed out and/or emailed to the address of record or the email of record of all attendants of the Annual Meeting. There will be a required signature line for the property owner. All Ballots must be returned from the same email of record or mailed back to the HOA, PO Box 1182, in Wellington. All Ballots need to be received no later than two weeks after the meeting. All ballots will be compiled, and signatures verified. The results will be posted on the website.