

RESOLUTION OF THE BEAVER CREEK RESORT COMPANY
ADOPTING POLICY AND PROCEDURE FOR
THE CONDUCT OF MEETINGS

SUBJECT: Adoption of a Policy and Procedure for the Conduct of the Annual Member and Board meetings (the “**Policy**”).

PURPOSE: To facilitate the efficient operation of the Annual Member and Board meetings and to afford Members an opportunity to provide input and comments on decisions affecting the community.

AUTHORITY: The Declaration, Articles of Incorporation, and Bylaws of the Beaver Creek Resort Company Association, and the Colorado Common Interest Ownership Act.

RESOLUTION: The Beaver Creek Resort Company hereby adopts the following policy and procedure regarding the conduct of meetings.

EFFECTIVE DATE: December 7, 2023

1. Notice. In addition to any notice required in the Bylaws, notice of any meeting shall be posted as required by Colorado law.

2. Meetings. Annual Member meetings and Board meetings of the Beaver Creek Resort Company shall be called pursuant to the Bylaws of the Company and this Policy.

(a) **Conduct.** Meetings shall be governed by the following rules of conduct and order:

- i. The President of the Board or designee shall chair all meetings.
- ii. Anyone wishing to speak must first be recognized by the Chair.
- iii. Any person desiring to speak at a meeting may be permitted to speak during Public Comment on any matter including agenda items. The Chair shall allow Public Comment that does not pertain to an agenda item to occur at the beginning of the meeting. For comments on an agenda item, the BOD Chair will call for Public Comment three (3) minutes prior to commencement of discussion on that agenda item. All persons shall be given up to a maximum of (3) minutes to speak or ask questions during Public Comment, although questions may not be answered until a later date. Each person may only speak once. Yielding of time by a speaker to another individual shall not be permitted. Such time limit may be increased or decreased by the Chair but shall be uniform for all persons addressing the meeting.
- iv. Only one person may speak at a time. Those addressing the meeting shall be permitted to speak without interruption from anyone as long as these rules are followed. Comments are to be offered in a civilized manner and without profanity, personal attacks or shouting. Comments are to be relevant to the purpose of the meeting.
- v. All actions and or decisions will require a first and second motion. Discussion of a motion may take place until a vote is taken. Once a vote has been taken, there will be no further discussion regarding that topic.
- vi. Anyone disrupting the meeting, as determined by the Chair, shall be asked to “come to order.” Anyone who does not come to order will be requested to immediately leave the meeting.
- vii. The Chair may establish such additional rules of order as may be necessary from time to time. To

CONDUCT OF MEETINGS POLICY

the extent not otherwise provided in this policy, Roberts Rules of Order will apply.

- viii. Minutes of action taken shall be kept by the Secretary and shall be posted on the Beaver Creek Resort Company Association's website within ten (10) days after the Minutes have been approved by the Board.
- ix. Meetings may be recorded for recordkeeping and validating the accuracy of the Minutes of action taken.
- x. Meetings may be held virtually via Zoom or other online platforms. Conduct during a virtual meeting is the same as an in-person meeting.

(c) Voting. All votes taken at the Annual Member meeting shall be taken as follows:

- i. Each Member entitled to vote pursuant to the Bylaws shall receive a voting ballot proxy.
- ii. Written ballots shall be counted by a neutral third party or by a committee of volunteer members who are not Board members and not candidates (in the case of a contested election.)

(d) Proxies. Proxies may be given by any Member as allowed by C.R.S. 7-127-203.

3. Definitions. Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declarations shall have the same meaning herein.

4. Supplement to Law. The provisions of this Resolution shall be in addition to and in supplement of the terms and provisions of the Declaration and the law of the State of Colorado governing the Project.

5. Deviations. The Board may deviate from the procedures set forth in this Resolution if in its sole discretions such deviation is reasonable under the circumstances.

6. Amendment. This policy may be amended at any time by the Board of Directors.

7. Availability of Policy. As of the Effective Date, this Policy will be available on the Beaver Creek Resort Company Association's website.