

# **PAGOSA LAKES PROPERTY OWNERS' ASSOCIATION, INC.**

## **Meeting Policy**

1. Regular Board meetings shall be held a minimum of every month in open session. Meeting announcements will be made via the PLPOA website, E-blasts, and fliers. Meetings will be held at the Pagosa Lakes POA Clubhouse or Administration building, 230 Port Ave., Pagosa Springs, CO. All Board members will attend, unless notification of absence is made to the General Manager in advance.
2. If a special meeting of the Board of Directors is required, notice of the time and place of such meeting shall be posted no less than 24 hours in advance, on the Pagosa Lakes Administration building bulletin board, website, E-blast.
3. If a Board of Directors working session is required, notice of the time and place of such meeting shall be posted no less than 24 hours in advance, on the Pagosa Lakes Administration building bulletin board located at 230 Port Ave., Pagosa Springs CO 81147 and by website and by E-blast.
4. All regular and special meetings of the Association's Board of Directors or any committee thereof, shall be open to attendance by all Members of the Association or their representatives. Agendas for meetings of the Board of Directors shall be made reasonably available for examination by all Members of the Association or their representatives.
5. The Association will provide all notices and agendas in electronic form, by posting on a web site or otherwise, in addition to printed form when printed form is required. If electronic means are available, the Association may provide notice of all regular and special meetings of the Board, by electronic mail at least twenty-four hours before the meeting. Written notice of Member meetings will additionally be posted at the front door bulletin board at the Association's Administrative Offices at 230 Port Ave., Pagosa Springs, CO 81147.
6. All Member and Board meetings are open to every Member of the Association, or to any person designated by a Member in writing as the Member's representative, and all Members or designated representatives so desiring shall be permitted to attend, listen, and speak at an appropriate time during the deliberations and proceedings.
7. Public comments during Board meetings may be made during the Public Comments section regularly scheduled on the agenda. Members will be requested to come to the audience microphone, state their name and address for the record. The Board places a reasonable time restriction of three (3) minutes on those persons speaking during the meeting and shall permit a Member or a Member's designated representative to speak. The public comments section is when Members will have the opportunity to comment on any of the agenda items. The speakers comment time may be amended by the Board of Directors dependent on the number of speakers wanting to speak on a particular matter. The Board shall provide for a reasonable number of persons to speak on each side of an

issue. Comments are to be given in a professional manner. Members, or their representatives, are not permitted to disrupt the meeting or other speakers. Anyone failing to follow these rules will be required to leave the meeting.

8. To request that an item be placed on the agenda for a regularly scheduled Board meeting, Members or Directors must notify the General Manager no later than one week prior to the meeting so that it may be considered for inclusion in the Board packets that are delivered to Board members the Friday before the Board meeting, This allows Board members time to study the information prior to the meeting.
9. Unless otherwise permitted by the Board, it is prohibited for any Member or person to audio or video record or transmit via any method any board or committee working session, board meeting or member meeting in any Pagosa Lakes Property Owners Association facility or common area.
10. Upon the final resolution of any matter for which the board received legal advice or that concerned pending or contemplated litigation, the board may elect to preserve the attorney-client privilege in any appropriate manner, or it may elect to disclose such information, as it deems appropriate, about such matter in an open meeting.
11. Working sessions are sessions in which the Board of Directors, a committee or its members review and develop information to prepare reports and propositions to submit to the Board and/or Association members, as appropriate, for action or decision. Members or a Member's designated representative are invited to attend such working sessions but input will not be accepted from those attending.
12. The date of the Annual Association Meeting shall be the last Saturday in July, unless changed by Resolution.
13. Special meetings of the Members may be called by the president, by a majority of the Board of Directors or by Members having twenty percent of the votes in the Association.
14. Not less than ten nor more than fifty days in advance of any meeting of the Members, 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 lot or to any other mailing address designated in writing by the Member. The notice of any meeting 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.

## RECORD OF REVISIONS

Resolution 2005-15

Resolution 2006-17

Resolution 2018--02  
Resolution 2018-05  
Resolution 2021-10