

# SANTA FE TRAIL RANCH PROPERTY OWNERS' ASSOCIATION (SFTR POA)

## Policy Number 2026 -01

### Conduct of Meetings

#### 1. Purpose and Authority

This Conduct of Meetings Policy ("Policy") is adopted pursuant to the Colorado Common Interest Ownership Act ("CCIOA"), C.R.S. §38-33.3-209.5, et seq., and the Association's governing documents. Its purpose is to establish clear, consistent procedures for conducting meetings of the Board of Directors ("Board"), committees, and Owners, including rules for notice, participation, decorum, executive sessions, hearings, and recording. This policy's intended purpose is to augment and clarify Article V: Meetings of Owners and Article VIII: Meetings of the Board of Directors as stipulated in the SFTR POA By Laws approved by member vote on October 5<sup>th</sup>, 2024.

All meetings of the Board and its committees shall be conducted **in the spirit of Robert's Rules of Order**, adapted as necessary for the size, structure, and practical needs of the Association.

#### 2. Types of Meetings

##### 2.1 Board Meetings

Regular and special meetings of the Board shall be conducted in accordance with CCIOA §38-33.3-308 and this Policy.

##### 2.2 Committee Meetings

Any committee with decision-making authority delegated by the Board shall conduct its meetings in accordance with this Policy.

##### 2.3 Member Meetings

Annual and special meetings of the Owners shall follow the notice, quorum, and voting requirements of the governing documents and CCIOA 38-33.3-308(1).

#### 3. Notice of Meetings

##### 3.1 Board Meetings

Notice shall be provided to Owners as required by CCIOA §38-33.3-308(2), including posting in a conspicuous place or electronic notice if permitted by the governing documents.

### **3.2 Executive Sessions**

In accordance with CCIOA 38-33.3-308(3) executive sessions may only occur **during a properly noticed Board meeting (Regular or Special)** and must be listed on the agenda with a general description of the topic(s) to be discussed.

### **3.3 Committee Meetings**

Committees with decision-making authority shall provide notice in the same manner as Board meetings.

## **4. Open Meetings and Owner Participation**

### **4.1 Open Meetings**

All Board and committee meetings shall be open to Owners except for portions held in executive session.

### **4.2 From the Floor**

Each Board Meeting shall include time for owner input and shall be identified as “From the Floor”. Owners shall be provided with a reasonable opportunity to speak during the “From the Floor” portion of each open meeting. The Board may impose reasonable time limits to ensure orderly conduct.

### **4.3 Decorum**

Owners must conduct themselves respectfully. Disruptive behavior, personal attacks, or refusal to follow meeting rules may result in removal from the meeting.

## **5. Executive Sessions**

### **5.1 Permitted Topics**

The Board may enter executive session only for the purposes permitted by CCIOA §38-33.3-308(4), including:

- Matters pertaining to employees or contractors of the Association
- Consultation with legal counsel
- Investigative proceedings concerning possible or actual criminal misconduct
- Matters subject to specific constitutional, statutory, or judicially imposed requirements protecting particular proceedings from public disclosure
- Any matter, the disclosure of which would constitute an unwarranted invasion of individual privacy, including a disciplinary hearing regarding a unit owner and any referral of

delinquency; except that a unit owner who is the subject of a disciplinary hearing or a referral of delinquency may request and receive the results of any vote taken at the relevant meeting.

- Review of or a discussion relating to any written or oral communication from legal counsel

## **5.2 Procedure for Entering Executive Session**

Before entering executive session, the Board shall:

1. Announce the general topic(s) for discussion
2. Vote to enter executive session
3. Record in the minutes the motion, vote, and time of entry

## **5.3 No Voting in Executive Session**

No final vote or action may be taken in executive session. All decisions must be made in open session.

## **6. Covenant-Violation Hearings**

### **6.1 Notice to Owner**

Hearings shall be conducted in accordance with CCIOA §38-33.3-209.5 and the Association's Enforcement Policy.

### **6.2 Procedure**

The Owner shall have the opportunity to present evidence, testimony, and witnesses. The Board may ask questions and may deliberate in executive session.

### **6.3 Written Decision**

The Board shall issue a written decision within the timeframe required by law.

## **7. Recording Policy**

### **7.1 Board-Only Recording Authority**

Only the Board, acting through its designated officer or agent, may make an audio or video recording of:

- Executive sessions
- Covenant-violation hearings
- Any portion of a meeting the Board determines requires an official record

No Owner, guest, representative, or attendee may create or attempt to create any audio, video, or electronic recording of these proceedings.

## **7.2 Prohibited Recording Devices**

The prohibition includes:

- Audio or video recording
- Live streaming
- Transcription apps
- Voice-to-text tools
- Any device capable of capturing sound or images

## **7.3 Confidentiality of Executive Sessions and Hearings**

All information disclosed in executive session or during a hearing is considered confidential. Attendees may not:

- Repeat statements made
- Disclose documents or evidence presented
- Share Board deliberations
- Post or publish any information from the session

## **7.4 Device Management**

Attendees must turn off and put away all recording-capable devices during executive sessions and hearings.

## **7.5 Retention and Destruction of Board Recordings**

Any Board-authorized recording (7.1 above) shall be retained only until:

1. The written decision has been issued (if applicable), **and**
2. The minutes have been approved.

Recordings shall then be permanently destroyed. They are **not** part of the Association's records available for inspection under C.R.S. §38-33.3-317.

## **7.6 Enforcement**

Unauthorized recordings may result in:

- Immediate removal from the meeting
- Deletion of the recording
- Suspension of meeting-attendance privileges

Unauthorized recordings are inadmissible in any Association proceeding.

## **8. Minutes**

### **8.1 Content of Minutes**

Minutes shall include:

- Date, time, and place of meeting
- Names of directors' present
- Motions made and votes taken
- Time of entry into and exit from executive session

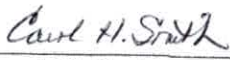
Minutes shall not include the substance of executive session discussions.

## **9. Conflicts with Governing Documents**

If any provision of this Policy conflicts with CCIOA or the governing documents, the statute or governing documents shall control.

## **10. Effective Date: April 4<sup>th</sup>, 2026**

  
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Robert L. Scott  
President, SFTR POA

  
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Carol H. Smith  
Secretary, SFTR POA