SYLVAN SQUARE CONDOMINIUM ASSOCIATION

EXECUTIVE BOARD

RESOLUTION

CONDUCT OF MEETINGS

September 30, 2009

The Executive Board of Sylvan Square Condominium Association, a Colorado nonprofit corporation (the "Association"), hereby approves and adopts the following Resolution:

RESOLVED, that the following Policy of the Association ("Policy") related to Conduct of Meetings is hereby adopted and ratified:

1. Owner Meetings. Meetings of the Owners of the Association shall be called pursuant to the Bylaws of the Association.

a. Notice.

(1) In addition to any notice required in the Bylaws, notice of any meeting of the Owners shall be posted in a conspicuous location at the Project at the management office at least 10 days prior to each such meeting, or as may otherwise be required by Colorado law.

(2) The Association shall also post notice on its website, if any of all Owner meetings. Such notice shall be posted 10 days prior to such meeting.

(3) If any Owner has requested that the Association provide notice via email and has provided the Association with an email address, the Association shall send notice of all Owner meetings to such Owner at the email address provided as soon as possible after notice is provided pursuant to the Bylaws but in no case less than 24 hours prior to any such meeting.

b. Conduct.

(1) All Owner meetings shall be governed by the following rules of conduct and order:

[A] The President of the Association or designee shall chair all Owner meetings (the "Chair").

[B] All Owners and persons who attend a meeting of the Owners will sign in, present any proxies and receive ballots as appropriate. (See section below regarding voting).

[C] Anyone wishing to speak must first be recognized by the Chair.

[D] Only one person may speak at a time.

[E] Each person who speaks shall first state his or her name and Unit address.

[F] Any person who is represented at the meeting by another person, as indicated by a written instrument, will be permitted to have such person speak for him/her.

[G] Those addressing the meeting shall be permitted to speak without interruption from anyone as long as these rules are followed.

[H] 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.

[I] Each person shall be given up to a maximum of two minutes to make a statement or to ask questions. The Executive Board may decide whether or not to answer questions during the meeting. 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, in his or her sole discretion, but shall be uniform for all persons addressing the meeting.

[J] All actions and/or decisions will require a first and second motion.

[K] Once a vote has been taken, there will be no further discussion regarding that topic.

[L] 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.

[M] The Chair may establish such additional rules of order as may be necessary from time to time.

c. Voting. All votes taken at Owner meetings shall be taken as follows:

(1) Election of Executive Board members in a contested election shall be conducted by secret ballot. Each Owner entitled to vote pursuant to the Bylaws shall receive a ballot. The ballot shall contain identifying information concerning the ballot holder in order to verify voting accuracy, but such information shall be kept confidential by the Association and not part of the public record of the vote or the meeting. In the event an Owner holds a proxy for another Owner, upon presentation of such proxy to the Secretary of the Association or the Secretary's designee, the Owner shall receive a secret ballot to cast the vote of the Owner who provided the proxy. The proxy shall be kept and retained by the Association.

(2) All other votes taken at a meeting of the Owners shall be taken in such method as determined by the Executive Board including acclamation, by hand, by voice or by ballot, unless otherwise required by law. At the discretion of the Executive Board or upon request of twenty percent (20%) of the Owners who are present at the meeting or represented by proxy, if a quorum has been achieved, a vote on any matter affecting the Association on which all Owners are entitled to vote shall be by secret ballot.

(3) Written ballots shall be counted by a neutral third party or by a committee of volunteers. Such volunteers shall be Owners who are selected or appointed at an open meeting, in a fair manner, by the Chair of the Executive Board or another person presiding during that portion of the meeting. The volunteers shall not be Executive Board members and, in the case of a contested election for a Executive Board position, shall not be candidates for such position.

(4) The individual(s) counting the ballots shall report the results of the vote to the Chair by indicating how many votes were cast for each individual or how many votes were cast in favor

and against any issue, without reference to the names, addresses or other identifying information of Owners participating in such vote.

d. Proxies. Proxies may be given by any Owner as allowed by C.R.S. 7-127-203. All proxies shall be reviewed by the Association's Secretary or designee as to the following:

(1) Validity of the signature;

(2) Signatory's authority to sign for the unit Owner;

(3) Authority of the unit Owner to vote;

(4) Conflicting proxies; and

(5) Expiration of the proxy.

2. Executive Board Meetings. Meetings of the Executive Board of the Association shall be called pursuant to the Bylaws of the Association.

a. Conduct.

(1) All Executive Board meetings shall be governed by the following rules of conduct and order:

[A] The President of the Association, or designee, shall chair all Executive Board meetings.

[B] All persons who attend a meeting of the Executive Board shall be required to sign in, listing their name and unit address.

[C] All Owners will be given an opportunity to speak as to any matter or ask questions of the Executive Board during the Owner forum at the end of the meeting, or at such other time as determined by the Chair. Any Owner wishing to speak during the Owner forum shall so indicate at the time of sign in.

[D] Anyone desiring to speak shall first be recognized by the Chair.

[E] Only one person may speak at a time.

[F] Each person speaking shall first state his or her name and Unit address.

[G] Any person who is represented by another person as indicated by a written instrument at the meeting shall be permitted to have such person speak for them.

[H] Those addressing the Executive Board shall be permitted to speak without interruption from anyone as long as these rules are followed.

[I] 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 or issue at hand.

[J] Each person shall be given up to a maximum of two minutes to speak or to ask questions, although questions may not be answered until a later date. Each person may only speak once during the Owner forum and once on any other issue prior to a vote by the Executive Board on such issue. 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.

[K] No meeting of the Executive Board may be audio, video or otherwise recorded except by the Executive Board to aid in the preparation of minutes. Minutes of actions taken shall be kept by the Association.

[L] Anyone disrupting the meeting, as determined by the Chair, shall be asked to "come to order." Anyone who does not come to order shall be requested to immediately leave the meeting.

b. Owner Input. After a motion and second has been made on any matter to be discussed, but prior to a vote by the Directors, Owners present at such time shall be afforded an opportunity to speak on the motion as follows:

(1) The Chair will ask those Owners present to indicate by a show of hands who wishes to speak in favor or against the motion. The Chair will then determine a reasonable number of persons who will be permitted to speak in favor of and against the motion and for how long each person will be permitted to speak. The Chair shall also announce the procedure for who shall be permitted to speak if not everyone desiring to speak will be permitted to speak.

(2) Following Owner input, the Chair will declare Owner input closed and there shall be no further Owner participation on the motion at hand unless a majority of the Executive Board votes to open the discussion to further Owner participation.

3. Definitions. Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declaration 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 Sylvan Square Condominiums.

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

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CERTIFICATION

I, the undersigned, do hereby certify:

That I am a duly elected and acting Secretary of Sylvan Square Condominium Association, a Colorado nonprofit corporation; and

That the foregoing Resolution was duly adopted by action of the Executive Board of the Association at its meeting held on September 30, 2009, at which a quorum was present.

Dated: September 30, 2009.

Sara McClure

Secretary

Printed Name: Sara McClure