



## HORIZON TOWERS CONDOMINIUM ASSOCIATION

### AMENDED AND RESTATED POLICY #D: VIRTUAL MEETING

**BE IT RESOLVED**, the Association hereby adopts the following procedures to be followed for enforcing policies, rules and regulations and other governing documents of the Association and The Act (as defined in CC&R's Sec. 1.42) as adopted at a regular meeting of the Board of Directors.

**Purpose:** To adopt a Policy setting forth rules and regulations, in addition to The Act for conducting virtual meetings at Horizon Towers Condominium Association (HTCA) using the virtual platform in conjunction with in-person meetings. The goal is to offer convenience and accessibility to meetings while ensuring clear, transparent, and efficient communication among homeowners, and the Board members, while maintaining compliance with HTCA's governing documents and applicable laws.

**NOW, THEREFORE, IT IS RESOLVED** that the Association does hereby adopt the following Policy governing all meetings conducted via video conferencing, including meetings, annual meetings, committee meetings, and member meetings:

1. **Meeting Scheduling and Notice.** All virtual meetings must be scheduled in advance, utilizing a link to be included in the agenda notice and the notifications must be sent to all members in accordance with the HTCA governing documents for meetings.
  - a. Notices are sent electronically via e-mail. Physically post notice of owner meeting in conspicuous location with link information.
2. **Meeting Access and Participation.** Participants must register using unit number(s) and name(s). The meeting host will admit participants from the virtual waiting room to ensure only authorized attendees are present. Allow owners to speak at Board meetings before Board takes a vote on the issue under consideration, subject to reasonable regulations on such owner participation per C.R.S. § 38-33.3-308.
3. **Conduct and Behavior.** Participants microphones will be muted to minimize background noise and will be unmuted by the host at the appropriate time for questions. Participants are still required to follow all Association policies (Policy #4 Conduct of Meetings specifically) and procedures and regulations as well as other governing documents under The Act.
4. **Recording and Privacy.** "Record" feature may be enabled during meetings for record keeping purposes and until actual minutes are approved. The recordings are deleted periodically to preserve and retain electronic storage space. Members are informed at the beginning of the meeting of the recording and the purpose of the recording.
5. **Technical Issues.** An HTCA member will facilitate the virtual meeting, provide technical support, and address any issues that arise during the meeting.



6. **Voting and Quorum.** Virtual participation by owners and Board members can be used to constitute a quorum for all meetings. Participants attending via virtual meeting are noted in the minutes and added to the registration sheet.

**Automatic Revision:** This policy shall be revised automatically to include any revisions to the applicable statute referenced above.

**PRESIDENT’S CERTIFICATION:** The undersigned, being President of the HTCA, a Colorado nonprofit corporation, certified that the foregoing Policy #D was introduced for the first reading at a fully called and held meeting of the Board on September 8, 2025, and approved and adopted by the Board at the Board meeting on November 3, 2025.

Signature on File	11/03/2025
President	Date

Signature on File	11/03/2025
Vice President	Date