

**RIVER VALLEY RANCH MASTER ASSOCIATION (RVRMA)
PROCEDURE FOR MEETINGS, BALLOTS, AND PROXIES**

The River Valley Ranch Master Association (RVRMA) has a declaration of protective covenants, bylaws and rules and regulations. Article 9.9 of the declaration empowers the Executive Board to adopt, amend and repeal, and enforce such Master Regulations as the Executive Board may consider necessary, desirable, or appropriate with respect to the operation of the Master Association. The Executive Board deems it necessary to adopt procedures for the development, adoption and amendment of Association policies, procedures and rules. The following procedures are established regarding the development, adoption and amendment of policies, procedures and rules:

Meetings:

Annual Meeting of the Lot/Unit Owners(LUO):

Notice – A written notice stating place, day, and hour, to be delivered by mail to any LUO entitled to vote and to be physically posted in a conspicuous place and be made electronically available not less than 14 or not more than 60 days before the date of such meeting.

Quorum – A quorum is deemed present throughout any meeting of the LUO of the Master Association if persons entitled to cast at least twenty percent (20%) of the votes in the Master Association are present, in person or by proxy, at the beginning of the meeting.

Majority Vote – If a quorum is present in person or by proxy, the majority vote of LUO constitutes approval except otherwise provided for in the governing documents.

Proxies – The vote allocated to a Lot or Unit may be cast pursuant to a proxy duly executed by a LUO. Proxy is void if it is not dated or purports to be revocable without notice. A proxy shall terminate eleven (11) months after its date, unless a different termination date is otherwise set forth on its face. Proxies obtained through fraud or misrepresentation are invalid.

Board Member Election at Annual Meetings – Votes for Executive Board Members at annual meetings will be taken by secret ballot. If requested by an owner, secret ballots will be used for a vote on any other matter on which all unit owners are entitled to vote. Ballots will be counted by a neutral third party or by a unit owner present at the meeting who is not a candidate who was chosen from a pool of such owners. Results of the vote will be announced without reference to any identifying information.

The RVRMA may reject a vote, consent, written ballot, waiver, proxy appointment, or proxy revocation if there is reasonable basis for doubt about its validity.

Lot or Unit Owner Participation- Lot or Unit owners must sign-in on the register listing their name, address and phone number. LUO will

be allowed to speak prior to the Board taking formal action on an item under consideration, in addition to any other opportunities to speak. Time restrictions on persons speaking will be set at the discretion of the Board. The Board will allow for a reasonable number of persons to speak on each side of an issue.

Regular Meetings of the Executive Board

- Frequency – Executive Board meetings will be held once per month, and more frequently if necessary.
- Notice - Meetings may be established in advance with the times, dates and places of such regular meetings. Notice will be physically posted in a conspicuous place and/or be made electronically available.
- Quorum - A quorum shall be deemed present throughout any meeting of the Executive Board if persons entitled to cast at least fifty percent (50%) of the votes on the Executive Board are present at the beginning of the meeting.
- Majority Vote – If quorum is present, in person, the majority vote of the directors present constitutes approval.
- Lot or Unit Owner Participation- Lot or Unit owners must sign-in on the register listing their name, address and phone number. LUO will be allowed to speak prior to the Board taking formal action on an item under consideration, in addition to any other opportunities to speak. Time restrictions on persons speaking will be set at the discretion of the Board. The Board will allow for a reasonable number of persons to speak on each side of an issue. If a member has a specific agenda item, proposal, or letter, on which they would like the Board to act, they must submit this information to the Executive Director one week prior to the meeting.

RVRMA President

Date Adopted