



**1. Purpose**

This policy is intended to support full contribution of all PCAHA Board Members. All Board Members receive a copy of this official policy. The policy is reviewed once a year and maintained in the PCAHA Policies and Procedures Manual. The policy has been reviewed and authorized by the Board.

**2. Rationale**

PCAHA Board Members are expected to attend regularly scheduled meetings.

PCAHA Board of Directors perform their work and decision making during regularly scheduled meetings. Meetings are typically held once a month.

Missed meetings seriously diminishes the effectiveness of the entire Board, and thus effects the PCAHA Membership. The PCAHA Board of Directors therefore developed this written policy in order to set a clear shared expectation for meeting attendance that we will hold ourselves accountable (*and ask the PCAHA Membership to hold PCAHA Board of Directors accountable to as well!*)

**3. Agreement to Serve On the Board of Directors**

All newly seated Board Members agree to serve on the PCAHA Board of Directors for and also agree to be guided by the following principles:

- (a) to attend and participate in all meetings to the best of their ability; and
- (b) to respect parliamentary procedure at all meetings; to refrain from speaking out of turn; and to participate in a business-like manner; and
- (c) to maintain confidentiality with respect to the Board's executive session meetings, including any related discussions or other communications; and
- (d) to accept the Board's decisions even if they disagree, because they understand there may not be unanimous support for every action taken by the Board; and
- (e) to promote the goals and interests of the Association in a constructive manner, and not to create unnecessary conflict among the Homeowners; and
- (f) to disclose to the Board on the meeting minutes any financial conflicts of interests; and
- (g) to do their best to ensure that the Association's finances are well managed; and
- (h) to uniformly enforce the Covenants and other governing documents; and

- (i) to place the best interests of the Association above any personal interests; the interests of a particular Homeowner; or the interests of a faction of Homeowners; and
- (j) to resign from the Board if they find and can no longer maintain this agreement to serve.

#### **4. Policy**

PCAHA Board Members are expected to attend at least 75% of all regularly scheduled meetings.

Board Members occasionally miss meetings due to circumstances beyond their control such as; illness, travel schedules, or holidays. These will generally be considered "excused" absences. In all cases, Board Members are expected to notify other Board Members of meetings they know they will miss. "Silent failure" (e.g. missing a meeting without notification) is unacceptable behavior.

In order to make the Board more accountable internally and to the PCAHA community, we will institute the following "transparency" measures:

- (a) All minutes (with attendance, and excused/unexcused absences) will be sent via email or mail to the Membership by the Secretary.
- (b) Repeatedly absent Board Members will be noted in the meeting minutes.

If a Board Member is on active duty or training status with the military, the Board will grant an extended leave of absence to cover the period of service or training. The extended leave of absence may not have the effect of extending the Board Member's term. The Board has the authority to appoint a temporary successor to the absent Board Member's position. The temporary successor will serve until the Board Member returns or until the end of the Board Member's term.

#### **5. Definition of a Board-Attendance Problem**

A board-attendance problem occurs if any of the following conditions exist in regard to a Board Member's attendance to Board Meetings:

- (a) The Member has two un-notified absences in a row ("un-notified" means the Member did not call ahead to reasonably contact a Board of Director before the upcoming meeting to indicate they would not be able to attend).
- (b) The Member has three notified absences in a row.
- (c) The Member misses one third of the total number of Board meetings in a twelve-month period.

#### **6. Suggested Response to a Board-Attendance Problem**

If a board-attendance problem exists regarding a Board Member, the President will promptly contact the Board Member to discuss the problem. The Board Member's response will be promptly shared by the President with the entire Board at the next Board Meeting. In that meeting, the Board will decide what action(s) to take. If the Board decides to ask for the Board Member's resignation, that resignation will be conducted; 1) by the Board Member voluntarily resigning, or, 2) the Board choosing to initiate the removal process as specified in the PCAHA governing documents, or the Colorado Common Interest Ownership Act ("CCIOA") §38-33.3-303 (8).

The Board will promptly initiate a process to begin recruiting a new Member and the new Board Member appointed shall serve for the remainder of the vacated Board Member's term.

The Board may review this Board Member Attendance Policy once a year and update as needed.

**PINE CONE ACRES HOMEOWNERS ASSOCIATION, INC.**

*Adopted this 10th day of January 2018*