

**POLICY OF RED HAWK FILING 3 HOMEOWNERS ASSOCIATION, INC.
PROCEDURES FOR ACTIONS WITHOUT A MEETING**

- SUBJECT:** Adoption of a policy and procedures for the request and approval of Actions Without a Meeting (AWOM)
- PURPOSE:** To set procedures and guidelines for AWOMs. AWOMs are used by the Board of Directors (BOD) and/or Officers for decisions that the BOD needs to approve or reject outside of regularly scheduled BOD meetings.
- AUTHORITY:** The Declaration, Articles of Incorporation, Bylaws of the Association (Section 6.4) and Colorado law.
- EFFECTIVE DATE:** January 9, 2025
- RESOLUTION:** The Association hereby adopts the following procedures regarding the request and approval of AWOMs:
1. **Submission:** AWOMs may only be submitted for a vote by a director or officer.
 2. **Usage:** AWOMs shall only be used if there is a time sensitive matter that cannot wait until the next regularly scheduled board meeting.
 3. **Response Deadline:** The response deadline in the AWOM shall allow a reasonable period of time for discussion and voting in accordance with the urgency of the decision needed. A minimum of 3 business days shall be provided for all AWOM votes unless circumstances dictate a shortened timeline.
 4. **Structure:** The email message distributing the AWOM for approval shall follow the structure defined below and shall be sent to board members' official board email address. If circumstances dictate a shortened timeline for response, reasonable efforts shall be made to reach board members via personal email addresses, phone call, or text message/iMessage.
 5. **Discussion:** Email discussion(s) on the AWOM shall be done in emails separate from the request itself to preserve a concise record of request and approval or denial.
 6. **Approval:** If possible, votes for an AWOM shall be cast by responding "reply all" to the requesting email, or to the last board member's vote cast in response to the requesting email; and indicating approval, denial or abstention. All AWOM approvals shall be captured from the board member's official board email address, personal email registered with the HOA, or via text message/iMessage phone number/address known to board members or the management company.
 7. **Objection:** A board member may object to a AWOM pursuant to Section 6.4.1 and 6.4.4 of the Association Bylaws.
 8. **Notification:** Once an AWOM is approved, the action shall be documented as outlined below, and supporting documentation in the form of a file containing all electronic approvals shall be created. The file documenting the action shall be posted to our website within fifteen (15) days of the final Action approval, per the bylaws, and no further action or discussion at a board meeting is necessary. If an AWOM is denied, the board may elect to post the decision on the website but is not required to.

Action Without Meeting (AWOM) Request Structure:

Subject: Action Without a Meeting (Response Needed)

Board of Directors,

I am seeking a decision on Action Without a Meeting (AWOM) to formally approve **[Request]**.

Please respond using the **Reply All option** to the same email Chain, by **[Date]**, **[Time]**. Do not change/alter or delete any portion of the email chain. Failure to respond by this date will have the same effect as abstaining in writing and will waive the right to demand a meeting. Affirmative votes from a majority of Board members are required to approve this action. **To vote, please reply all to the last email in the chain.** This will ensure all votes are in one chain of emails. The votes will be retained as part of the Association's records.

If the action is approved, the action will become immediately effective.

I **[Name of Director]** vote to **[Approve/Deny/Abstain]**.

Action Without Meeting (AWOM) Documentation Structure:

File name for the Action notification document will begin with the date, in YYYYMMDD format, followed by the words "Action Taken" and the general subject of the actions in parentheses, for example:

20240620 Action Taken (Common Areas).pdf

The statement of Action taken shall be as concise as possible, and shall provide the following information:

The date of the Action taken

The decision reached

The votes of the individual board members

For example:

Action Taken Without a Meeting (Agenda Item)

The following Action was taken by the Red Hawk 3 HOA board on 6/20/2024:

Action with regard to Common Areas

The board approved keeping the common areas nice.

[Director 1 Name]: Yea

[Director 2 Name]: Yea

[Director 3 Name]: Yea

[Director 4 Name]: Nay

[Director 5 Name]: Abstain