

Swan Meadows HOA

Adoption and Amendment of Policies, Procedures and Rules Policy

Pursuant to C.R.S. §38-33.3-209.5(1)(b)(vii)

BE IT RESOLVED that the following policy shall govern the adoption and amendment of policies, procedures, and rules.

1. Scope: To define procedures to be followed when Policies, Procedures and Rules are adopted.

2. Specifics: The Board of Directors will adopt policies, resolutions, procedures, rules, regulations, or guidelines to further clarify the governing documents of the Association.

The Board of Directors will adopt rules and regulations to better the community. In many circumstances, these rules and regulations will be formulated based on the needs expressed by owners.

Policies, resolutions, procedures, rules, regulations, or guidelines may, at the Board's sole discretion, be discussed at Board of Directors meetings, which are open to owners to attend.

If there is discussion by owners regarding policies, resolutions, procedures, rules, regulations, or guidelines, said discussion/s will be held in accordance with the Conduct of Meeting policy.

Once a new policy, resolution, procedure, rule, regulation, or guideline is adopted it will be posted online at the Association's website and at the Board's direction, may be mailed to each owner via US Postal Service or sent electronically via email.

The management company will maintain a book or digital copy containing the policies, resolutions, procedures, rules, regulations, or guidelines at its physical office address and is subject to review as listed in the records retention and inspection policy.

3. Definitions: Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declaration shall have the same meaning therein.

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 the Project.

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

6. Amendment: The Board of Directors may amend this procedure from time to time.

President's Certification: The undersigned, being the President or elected Director of the Association, certifies that the Board of Directors of the Association adopted the foregoing resolution and in witness thereof, the undersigned has subscribed his/her name.

Swan Meadows Homeowners Association



President or Elected Director



Effective Date