

**Resolution  
of  
Vista Mesa Homeowners Association, Inc.**

**Adoption & Amendment of Policies, Procedures, and Rules Policy**

The undersigned, being all of the Directors of Vista Mesa Homeowners Association, Inc. a Colorado non-profit corporation (the "Association"), hereby consent to, vote in favor of, and adopt the following resolution:

**WHEREAS**, the Board of Directors is empowered to govern the affairs of the Association pursuant to Article VII, Section 1(a) of the Bylaws;

**WHEREAS**, Senate Bill 05-100, approved June 6, 2005, amending the Colorado Common Interest Ownership Act §§3S-33.3-101 et seq, requires the Association to establish a procedure for the adoption and amendment of policies, procedures and rules; and

**WHEREAS**, the Board of Directors, in an effort to comply with this statute, desires to establish a policy that shall govern the manner in which policies, procedures and rules are established and amended;

**IT IS THEREFORE RESOLVED** that the policy attached hereto as Exhibit A (hereafter referred to as "The Adoption & Amendment of Policies, Procedures, and Rules Policy") shall be adopted and hereby established as the policy of this Association;

**IT IS FURTHER RESOLVED** that this policy shall remain in effect until amended or hereby terminated by a majority vote of the Board of Directors, and

**IT IS FURTHER RESOLVED** that this policy shall take effect January 1, 2006. EXECUTED this 21st day of February 2006.

SIGNED ORIGINAL ON FILE

\_\_\_\_\_  
**President**

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**Vice President**

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**Treasurer**

## EXHIBIT A

### Adoption & Amendment of Policies, Procedures, and Rules Policy

In the interest of promoting responsible governance and providing homeowners with information on how their Association is run, it is the intent of this policy to define the procedure by which matters of policy consideration are pursued and show how and when members may become involved in the policy-making process.

The Association is administered by its Board of Directors, which is both empowered and responsible for establishing policies and standards for the Association that contribute to efficient governance. The individuals elected to serve on the board have a responsibility to make decisions that are, in their opinion, in the best interest of the community and support the purposes of the association, as defined in the Declaration.

Members have certain rights; they have the right to vote on the annual budget, elect directors to the board (or vote them out off the board); and vote on amendments to the governing documents. Except for the powers reserved to the members, the powers of the Association are given to the Board of Directors.

Some policies are required by State statute while other policies come about as a result of a need for process, consistency, broadened application of the governing documents, or remedy of a situation that is or may negatively impact the community.

#### Operational Policies and Procedures

Matters of day-to-day administration are generally tasked to the Management Company or the Board of Directors. Certain procedures are discussed by the Board and adopted into a Policy Resolution as a means of giving direction and authority to act on the board's guidance. Matters that are procedural and relate directly to the services of Management include (but not limited to):

1. Collection of unpaid assessments;
2. Enforcement of covenants;
3. Inspection and copying of association records by unit owners; and
4. Financial management, including investment of reserve funds

These procedural policies are established by completing a review of the Association's governing documents and then adding, as determined appropriate by the Board of Directors, any additional steps to more clearly define the process, as many times the governing documents are written in generalities, lacking specific details that would make a process complete.

The Board of Directors or manager may request review by the Association's legal counsel to ensure that it complies with the governing documents and other governing authorities reviews it.

Operational policies may be amended as deemed necessary and/or appropriate by a majority vote of the Board of Directors.

#### Rules

Rules for the community may be proposed by:

1. Recommendation by a member;
2. Recommendation by a committee member;
3. Recommendation by a board member or collectively by the board; or
4. Recommendation by management.

When a recommendation for a policy which establishes (or amends) a rule is received, the Board of Directors shall discuss the merits of the proposed rule(s) in its regular board meeting, which is held in open session. Owners in attendance will be given the opportunity to speak on the proposed rules pursuant to the Association's Board Meeting and Annual Meeting Policy prior to any decision by the Board.

Once the Board has approved a new standard (or amended standard), it is documented for distribution to the membership. Such distribution may be done by electronic notice, written notice distributed by U.S. Mail, community newsletter, or new resident welcome packet. (Add website, if applicable).

A member has the right to voice their disapproval of a policy and/or rule (hereafter referred to collectively as “policy”) enacted by the board. The member must request, at least one week prior to the meeting, to be placed on the meeting agenda. At the meeting, the Board will hear "the member's opinion. (The board may limit the amount of time that the member is given to present their issue,) Upon consideration of the information presented, the Board will make a decision as to whether the policy should be revised or rescinded.

