

## **VII. ADOPTION OF RULES, POLICIES, PROCEDURES OR GUIDELINES.**

A. **Scope.** The Board of Directors of the Association may, from time to time, adopt rules, policies, procedures or guidelines (“Policies”) as may be necessary to facilitate the efficient operation of the Association, including the clarification of ambiguous provisions in other documents, or as may be required by law. In order to encourage Owner participation in the development of such Policies and to insure that such Policies are necessary and properly organized, the Board shall follow the following procedures with adopting any Policy.

B. **Drafting Procedure.** The Board shall consider the following in drafting the Policy:

1. Whether the Governing Documents or Colorado law grants the Board the authority to adopt such a Policy.
2. Does the rule make sense?
3. Is this the least restrictive way to approach the issue?
4. Is this rule still needed?
5. Does it address a current problem?
6. Is it acceptable to residents?
7. Is the rule enforceable?

C. **Notice and Comment.** Notice of the proposed Policy shall be provided to all Owners or posted on the Association’s website, if any, and Owners shall be allowed a minimum of 3 days to provide comment and/or feedback on the proposed Policy. Notice of the proposed Policy will also be given on the Board’s regular or special meeting agenda.

D. **Emergency.** The Board may forego the notice and opportunity to comment in the event the Board determines in its sole discretion that providing notice and opportunity to comment is not practical given the emergency nature of such Policy.

E. **Adoption Procedure.** After the period for Owner comment expires, the Board may adopt any Policy. Upon adoption of a Policy, the Policy or notice of such Policy, including the effective date shall be provided to all Owners by any reasonable method as determined in the sole discretion of the Board, including but not limited to posting on the Association’s website (if any) or mailing.

F. **Policy Book.** The Board of Directors shall keep copies of any and all adopted Policies in a book together with all other Governing Documents.

- G. Owner Education. On at least an annual basis the Association will provide Owners with education as to general operations and rights and responsibilities of the Owners and the Association under the Governing Documents.