

**Resolution of the
Centerra Residential Community Association, Inc.
Regarding Policy for Adopting Policies (“Policy”)**

SUBJECT:

Adoption of procedures to be followed when adopting policies, procedures, rules, regulations or guidelines (“Policy” or “Policies”) regarding the Association.

PURPOSE:

To adopt a standard procedure to be used by the Board of Directors when developing Policies to facilitate the efficient operation of the Association and to afford Owners an adequate opportunity to provide input and comments on such Policies prior to adoption.

AUTHORITY:

The Declaration, Articles of Incorporation and Bylaws of the Association and Colorado law.

RESOLUTION:

The Association hereby adopts the following procedures to be followed by the Board of Directors in adopting Policies of the Association:

1. **Scope.** The Board of Directors of the Association (“Board”) may, from time to time, adopt certain Policies as may be necessary to facilitate the efficient operation of the Association, including but not limited to (a) addressing important topics of interest to the Association; (b) clarifying ambiguous provisions in other Governing Documents; (c) updating, modifying or changing any existing Policy; or (d) as may later be required by Colorado law. In order to encourage Owner participation and input and to ensure that such Policies are necessary, and upon adoption become readily accessible, the Board shall adhere to the procedures stated in this Policy when adopting any future Policy.
2. **Considerations When Drafting Policies.** Prior to drafting any Policy, the Board shall consider the following:
 - a. whether the Governing Documents or Colorado law grants the Board the authority to adopt such a Policy;

- b. the need for such proposed Policy based upon the scope and importance of the issue and whether such issue may already be adequately addressed in the Governing Documents;
- c. the immediate and long-term impact and implications of the proposed Policy.

3. Prior Notice to and Comments from Owners. A proposed Policy (including any amendment to an existing Policy) shall be posted on the Association's website prior to any formal discussion or adoption at least 14 days prior to any meeting to discuss and adopt the Policy. The adoption of every Policy shall be prominently posted on the agenda for the Board meeting prior to adoption by the Board. Any Owner who wishes to ask questions or comment on the proposed Policy shall be provided an adequate opportunity at the Board meeting to do so. Following the receipt of all Owners' comments the Board may then vote upon the adoption of such Policy. Upon the adoption of any Policy, the actual Policy or notice of the Policy shall be provided to all Owners in such manner as the Board deems reasonable (which may include posting the Policy on the Association's website and/or emailing Owners) or as otherwise may be required by the Governing Documents.

4. Optional Invitation for Written Comments Prior to Board Meeting. At the Board's sole discretion, based upon the importance or complexity of any matter, prior to placing any proposed Policy on a Board Meeting Agenda as provided in Paragraph 3., above, the Board may first desire to receive, in advance, written comments from the Owners. This may be accomplished by the Manager emailing a Notice to all Owners of the intent to elicit written comments pertaining to a proposed Policy that will be made available on the Association's website. To the extent any Owner has not provided the Association with a valid email address, the Manager may mail out the Notice. This Notice shall include: (a) reference to the proposed Policy and how an Owner may access the Policy on the Association's website; (b) a date within which the Board shall receive written comments from any Owner (which in no event shall be less than 30 days from the Notice date); (c) a statement to the effect that following the receipt of written comments from the Owners, and prior to formal adoption of the proposed Policy by the Board, those procedures as provided in Paragraph 3. shall apply.

- a. Following the expiration of the time to receive written comments as provided in any Notice, the Board shall consider all comments received and, in its sole discretion, may amend the proposed Policy prior to either placing it on the Board's Meeting Agenda for adoption, or sending it out once again to elicit further comments from the Owners.

- b. This procedure to elicit prior written comments from Owners is only available to assist the Board in unusual proposed Policy matters and cannot be demanded by the Owners.
 - c. This procedure may also be invoked by the Board, at its sole discretion, following the regular submission of a proposed Policy at a Board meeting (pursuant to Paragraph 3., above), and prior to formal adoption by the Board, depending upon the nature of the comments received from the Owners at that meeting and the Board's desire to substantially revise the proposed Policy.
5. **Definitions.** Unless otherwise defined in this Policy, initially capitalized terms defined in the Declaration shall have the same meaning throughout this Policy.
6. **Supplement to Law.** The provisions of this Policy shall be in addition to and in supplement of the terms and provisions of the Governing Documents and the law of the State of Colorado with respect to the Association.
7. **Deviations.** The Board may deviate from the procedures set forth in this Policy if in its sole discretion such deviation is expedient and reasonable under the circumstances.
8. **Amendment.** This Policy may be amended from time to time by the Board of Directors.

**PRESIDENT'S
CERTIFICATION:**

The undersigned, being the President of the Association certifies that the foregoing resolution was adopted by the Board of Directors of the Association at a duly called and held meeting of the Board of Directors held on **October 19, 2020**, and in witness thereof, the undersigned has subscribed his/her name.

**CENTERRA RESIDENTIAL COMMUNITY
ASSOCIATION, INC.**

By: 
Its President