

The Peaks at Aspen Glen Homeowners' Association, Inc.

Procedures for Adoption and Amendment of Policies, Procedures and Rules

In compliance with the Colorado Common Interest Ownership Act, The Peaks at Aspen Glen Homeowners' Association, Inc.. (the "Association"), through its Board of Directors (the "Board), desires to adopt uniform and systematic policies and procedures to amend the Association's policies, procedures, and rules. This procedure is intended to comply with C.R.S. § 38-33.3-209.5(1)(b)(VII).

The Association hereby adopts the following procedures to address the adoption and amendment of Association policies, procedures, and rules (collectively, "rule"). When it is determined that there may be a need for rule, policy, or procedure, the Board of Directors or a committee, appointed by the Board of Directors, shall proceed with the following objective:

- A. Identify the source(s) of the Association's authority to make the proposed rule(s);
- B. Determine the need for the rule(s) by:
 - a. Evaluating the scope and importance of the issue;
 - b. Verifying that the rule(s) do not already exist;
 - c. Verifying that existing documents are inadequate to address the issue(s);
- C. Evaluate the immediate impact and long-term implications of adopting the rule(s);
- D. Define the scope of each rule and draft them;
- E. Verify that each proposed rule is valid and enforceable. Verify that each rule is:
 - a. Legal (compatible with both governing documents and existing statutes);
 - b. Related to the Association's operation and purpose;
 - c. Reasonable;
 - d. Fair;
 - e. Clear; and
 - f. Enforceable.
- F. Give at least 30 days' notice, prior to the meeting of the Board where the action will be taken, via one of the methods listed below of the proposed rule(s) to all Owners and solicit comments.

- a. Newsletter article;
 - b. Website posting;
 - c. Email;
 - d. Bulletin Board posting; or
 - e. Direct mail
- G. Present rule(s) to the Board in resolution format for consideration. Meeting items shall include:
- a. Quorum of the Board must be present for vote;
 - b. Provide Owner comments to the Board for review;
 - c. Minutes must record text of rule(s) and vote for adoption; and
 - d. Rule, policy or procedure must be passed by a majority of the Board.
- H. Give notice of adopted rule(s), policies, or procedures to Owners and residents, via at least two of the methods listed above in Section F, before enforcement begins.
- I. Emergency. Notwithstanding the foregoing, 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 rule, policy or procedure.
- J. Deviations. The Board may deviate from the procedures set forth in this policy if, in its sole discretion, such deviation is reasonable under the circumstances.
- K. 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 and the State of Colorado governing the Association.
- L. Replacement. This policy supersedes and replaces prior policies adopted by the Board dealing with the subject matter herein.
- M. Definitions. Unless otherwise defined in this Policy, capitalized terms shall have the same meaning ascribed by the Declaration.
- N. Amendment. This policy and procedure may be amended at any time by the Board, pursuant to its policies and procedures.

This policy is effective immediately.

The undersigned, being the President of the Association certifies that the foregoing resolution was adopted by the Board at a duly called and noticed meeting of the Board of Directors held on this 1st day of November, in the year 2012 and in witness thereof, the undersigned has subscribed his/her name.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke, positioned above a solid horizontal line.

President
The Peaks at Aspen Glen Homeowners' Association, Inc.