

POLICY OF PINE BLUFFS COMMUNITY ASSOCIATION, INC.

Regarding Procedures for Adoption of
Policies, Procedures, Rules, Regulations, or Guidelines

SUBJECT: Adoption of a procedure to be followed when adopting policies, procedures, rules, regulations or guidelines (hereinafter "Policy" or "Policies") regarding the operation of the Association.

PURPOSE: To adopt a standard procedure to be used in developing Policies in order to facilitate the efficient operation of the Association and to afford Owners an 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.

EFFECTIVE DATE: January 27, 2021

RESOLUTION: The Association hereby adopts the following procedures to be followed in adopting Policies of the Association:

1. Scope. The Board of Directors of the Association may, from time to time, adopt certain 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 when adopting any Policy.
2. Drafting Procedure. The Board shall consider the following in drafting the Policy:
 - (a) Whether the governing documents or Colorado law grants the Board the authority to adopt such a Policy;
 - (b) The need for such Policy based upon the scope and importance of the issue and whether the governing documents adequately address the issue; and
 - (c) The immediate and long-term impact and implications of the Policy.

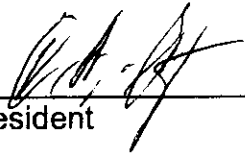
3. Notice and Comment. Except as otherwise provided, a copy of the proposed Policy shall be provided to all Owners or posted on the Association's website and notice shall be sent by mail to Owners providing a minimum of 5 business days to provide comment and/or feedback on the proposed Policy. In addition, the adoption of every Policy shall be listed on the agenda for the Board meeting prior to adoption by the Board and any Owner who wishes to comment on the proposed Policy shall be afforded such opportunity at the meeting in compliance with Colorado law. The foregoing Notice and Comment procedure shall not be required for Common Area Administrative Rules as defined in Section 4.2(d) of the Declaration or policies and procedures for internal governance.
4. Adoption Procedure. After the period for Owner comment expires, if applicable, 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. Notice for Policies subject to the Notice and Comment procedures shall be sent by mail with an effective date of at least 30 days from the date of mailing. For all other Policies notice may be sent by any reasonable method as determined by the sole discretion of the Board, including but not limited to posting on the Association's website, with an effective date as reasonably determined by the Board.
5. Definitions. Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declaration shall have the same meaning herein.
6. 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.
7. 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.
8. Amendment. This Procedure may be amended from time to time by the Board of Directors.

PRESIDENT'S

CERTIFICATION: The undersigned, being the President of Pine Bluffs Community Association, Inc., a Colorado nonprofit corporation, 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 on January 21, 2021 and in witness thereof, the undersigned has subscribed his/her name.

**Pine Bluffs Community Association, Inc., a
Colorado nonprofit corporation**

By: 
Its: President _____