

**RESOLUTION
OF THE
HILAND HILLS TOWNHOME ASSOCIATION
REGARDING ADOPTION OF AMENDMENTS, POLICIES, PROCEDURES
AND RULES**

SUBJECT: Adoption Policy of Amendments, Policies, Procedures and Rules

PURPOSE: To Adopt a procedure to be followed that allows for the adoption of amendments to Association policies, procedures and rules. This procedure does not change any of the existing Bylaws or Rules and Regulations of the association.

AUTHORITY: C.R.S. 38-33.3-209.5 et seq

EFFECTIVE DATE: December 1, 2015

RESOLUTION: The Association hereby adopts the following procedures in for amending or adopting policies, procedures and rules not cited in the Bylaws or the Rules and Regulations.

- 1. Scope:** The Board of Directors shall adhere to this policy for the adoption and amending of all policies, procedures and rules pertaining to Hiland Hills.
- 2. Specifics:**
 - a. The Board shall review the policies, procedures and rules annually.
 - b. The Board shall post notice of a special meeting wherein the unit owners shall be invited to participate in a discussion of the proposed changes or additions to the policies, procedures or rules prior to adoption.
 - c. The Board shall adopt the proposed changes to the policies, procedures or rules at a board meeting.
 - d. The Board will provide notice, in a manner determined by the Board, to the unit owners regarding the addition of new policies once adopted.
 - e. The Board shall keep a record of all policies that may be reviewed upon request by unit owners as outlined in the Policy for retaining, examining, inspecting and copying Association records.

3. **Definitions:** Unless otherwise defined in this resolution, bolded words/capitalized words defined in the declaration shall have the same meaning herein.
4. **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 Association.
5. **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 and clearly stated in the minutes.
6. **Amendments:** This Procedure 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 the 10TH day of NOVEMBER, 2015 and in witness thereof, the undersigned has subscribed his/her name.

HILAND HILLS TOWNHOME ASSOCIATION

By: *Chris Ricketts*
Chris Ricketts, CMCA®, CAM
Its: President