

**POLICY
FOR THE
20TH HOLE TOWNHOMES ASSOCIATION, Ltd.
REGARDING PROCEDURES FOR ADOPTION OF POLICIES, PROCEDURES,
RULES, REGULATIONS, OR GUIDLINES**

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, Bylaws and Articles of Incorporation of the Association and Colorado law, including but not limited to, *Colorado Revised Statutes 38-33.3-209.5*.

EFFECTIVE DATE: June 25, 2008

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
 - (c) the immediate and long-term impact and implications of the Policy.
3. **Notice and Comment.** The adoption of every Policy shall be listed on the agenda for the Board. Notice of such meeting shall be publicly posted and Owners shall be invited to attend the meeting. Owners shall be allowed to express their ideas on proposed new Rules and Regulations and Amendments to existing Rules and Regulations prior to the Boards vote. All additions, deletions and amendments to the Policies, Rules and Regulations shall be promptly provided in writing to each Owner and shall become effective 45 days following Board approval and notification of Owners.

4. 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.

5. Adoption Procedure. After Owner's comments are taken, the Board may adopt a 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 prior to the implementation of the Policy.

6. Policy Book. The Board of Directors shall keep copies of any and all adopted Policies in a book designated as a Policy Book. The Board of Directors may further categorize Policies, Procedures, Rules and Regulations, Resolutions and Guidelines but shall not be required to do so.

7. Definitions. Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declaration shall have the same meaning herein.

8. 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.

9. 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.

10. Amendment. This Procedure may be amended from time to time by the Board of Directors.

**PRESIDENT'S and SECRETARY'S
CERTIFICATION:**

The undersigned, respectively being the President and Secretary of the 20th Hole Townhomes Association, Ltd., a Colorado non-profit corporation, certifies that the foregoing resolution was approved and adopted by the Board of Directors of the Association at a duly called and held meeting of the Board of Directors held on 6-25-2008 and in witness thereof, the undersigned have subscribed their names.

20th Hole Townhome Association, Ltd.

By:

Midge B Noel
President

ATTEST:

By:

Candace J. Fress
Secretary