

**The Reynolds Farm Condominium Association
Board Policy and Procedures Statement**

**Adoption and Amendment of Policies,
Procedures, and Rules**

This statement of board policy is established pursuant to
§38-33.3-209.5(1)(b)(VII), Colorado Revised Statutes.

1. Adoption and Amendment Authority.

1.1 Executive Board. Adoption of, or amendment of, statements of policy, procedure, rules and regulations, and guidelines, of the association will be undertaken by the executive board, unless the membership of the association shall choose to act in any matter, or Colorado law requires the membership of the association to make such determinations.

1.2 Control of Process. The executive board shall in all cases, unless the membership of the association shall choose to act, control the process of adoption and amendment of statements of policy, procedure, rules and regulations, and guidelines of the association. While discussing, drafting, and considering any such adoption or amendment, the executive board will involve members of the association, and may involve its committees, the management company and legal counsel. No actions shall be taken which will contradict Colorado law.

1.3 Declaration. Amendment of the declaration of covenants, conditions and restrictions that controls the association will be made as directed by such declaration and Colorado law.

3. Notice of Proposed Action.

3.1 Notice in Advance. It is the policy of the executive board that members of the association shall be notified in advance of any proposed action by the executive board at an executive board meeting to adopt or amend any statement of policy, procedure, rules and regulations, or guidelines, of the association.

3.2 Specific Notice. Notice of any such proposed adoption or amendment by the executive board under §3.1 above shall be given as required for meetings of the association membership, and shall include the date and time of the meeting, the place of the meeting, the agenda of the meeting, and copies of any proposed resolutions which would adopt or amend any statement of policy, procedure, rules and regulations, or guidelines, of the association. Such notice and documents can be included in other mass mailing to all members of the association, including such as a newsletter to members.

4. Comment by Members. Comment and discussion by any member of the association upon any proposed adoption or amendment of any statement of policy, procedure, rules and regulations, or guidelines, by the executive board is available to

such member at the meeting(s) where such adoption or amendment is to be considered, as provided by the policies and procedures of the executive board and Colorado law.

5. **Effective Date.** Any adoption or amendment of a statement of policy, procedure, rules and regulations, or guidelines, of the association adopted by the executive board will be effective upon the later of the effective date contained in the adoption or amendment resolution of the executive board or ten (10) days after notice of the adoption or amendment is provided to association members under §6 below.

6. **Distribution.** Any adoption or amendment of a statement of policy, procedure, rules and regulations, or guidelines of the association adopted by the executive board will be distributed to association members in the following manner:

6.1 Direct Distribution. The adopted or amended statement shall be given to the association membership by hand delivery or prepaid first-class U. S. mail. Distribution may be combined with any other delivery or mailing to association members, including such as a newsletter.

6.2 Other Records. The association will maintain all statements of policy, procedure, rules and regulations, or guidelines, of the association in the office of the management company in a written format or in an electronic format that can be converted to a written form in a reasonable time. Such documents may also be maintained upon the web site of the association or the management company, if any. So maintaining such documents is not an alternative to the required distribution under 6.1 above.

Adopted by the Board of Directors on October 16, 2006


Secretary