

**RESOLUTION OF THE  
SILVER SAGE VILLAGE COMMUNITY ASSOCIATION  
REGARDING PROCEDURES FOR ADOPTION AND AMENDMENT 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:** Colorado law, the Declarations, Articles of Incorporation and Bylaws of the Association, including but not limited to C.R.S. §38-33.3-209.5; Article XXV E. of the Declarations; Article 6.17 of the Bylaws

**EFFECTIVE  
DATE:** \_\_\_\_\_

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

1. Scope. The Steering Team 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 Steering Team will follow the following procedures when adopting any Policy.

2. Drafting Procedure. The Steering Team will consider the following in drafting the Policy:

- (a) Whether the governing documents or Colorado law gives the Steering Team 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. A copy of the proposed Policy must be provided to all Owners via regular or electronic mail and Owners must be allowed a minimum of ten days to provide comment and/or feedback on the proposed Policy.
4. Adoption Procedure. After the period for Owner comment expires, the Steering Team may adopt any Policy. Upon adoption of a Policy, the Policy or notice of such Policy (including the effective date) must be provided to all Owners in writing by posting on the Association's website and in the Association's official records. All Owners will be advised via the Association's list serve or internal mailbox that the new or revised Policy is available.
5. Community Agreements. Any community agreements, which, under the Declarations, are made enforceable as a governing document through promulgation by the Steering Team, must first be adopted by the community as a whole using its agreed-on decision making process.
6. Policy Book. The Steering Team must keep copies of any and all adopted Policies in a book designated as a Policy Book. Such Policy Book must be kept with the Association's official records, including on the Association's website. The Steering Team may further categorize Policies, Procedures, Rules and Regulations, Resolutions and Guidelines but is not required to do so.
7. Definitions. Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declaration have the same meaning in this resolution.
8. Supplement to Law. The provisions of this Resolution are 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.
9. Deviations. The Steering Team may deviate from the procedures set forth in this Resolution if in its sole discretion such deviation is reasonable under the circumstances and consistent with Colorado law and the Association's governing documents.

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

**CHAIRPERSON'S  
CERTIFICATION:**

The undersigned, being the Chairperson of the Silver Sage Village Community Association, a Colorado nonprofit corporation, certifies that the foregoing Resolution was adopted by the Steering Team of the Association, at a duly called and held meeting of the Steering Team on \_\_\_\_\_ and in witness thereof, the undersigned has subscribed his/her name.

**SILVER SAGE VILLAGE COMMUNITY  
ASSOCIATION,**  
A Colorado nonprofit corporation

By:   /s/\_\_\_\_\_    
Arthur Okner  
Chairperson