

**RESOLUTION OF THE
1ST & MAIN CONDOMINIUM ASSOCIATION
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:** _____

RESOLUTION: The Executive Board, on behalf of the Association, hereby adopts the following procedures to be followed in adopting Policies of the Association:

1. Scope. The Executive 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 Executive Board shall follow the following procedures when adopting any Policy.
2. Drafting Procedure. The Executive Board shall consider the following in drafting the Policy:
 - (a) whether the governing documents or Colorado law grants the Executive 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. In accordance with Section 7.7 of the Declaration, notice of the Executive Board's adoption of a proposed Policy shall be provided to all Owners or posted on the Association's website at least 30 days prior to the Board's adoption of the Policy. The adoption of the proposed Policy shall be listed on the agenda for the next scheduled Executive Board meeting. At the Executive Board meeting, prior to adoption by the Executive Board, any Owner who wishes to comment on the proposed Policy shall be afforded such opportunity in compliance with Colorado law.

4. Adoption Procedure. After the period for Owner notice and comment expires, the Executive 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 by any reasonable method as determined by the sole discretion of the Executive Board, including but not limited to posting on the Association's website.

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

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

7. 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.

8. Deviations. The Executive Board may deviate from the procedures set forth in this Resolution if in its sole discretion such deviation is reasonable under the circumstances.

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

PRESIDENT'S

CERTIFICATION: The undersigned, being the President of the 1st & Main Condominium Association, a Colorado nonprofit corporation, certifies that the foregoing Resolution was adopted by the Executive Board of Directors of the Association, at a duly called and held meeting of the Executive Board of Directors on _____ and in witness thereof, the undersigned has subscribed his/her name.

**1ST & MAIN CONDOMINIUM
ASSOCIATION,**
a Colorado nonprofit corporation

By: _____
_____, President