

**RESOLUTION
OF THE
COTTAGES AT CRESCENT PARK HOMEOWNERS ASSOCIATION
REGARDING POLICY AND PROCEDURES FOR ADOPTION AND AMENDMENT OF
POLICIES, PROCEDURES AND RULES**

SUBJECT: Adoption of a policy and procedure regarding how to adopt and amend policies, procedures and rules.

PURPOSE: To provide notice of the Association's adoption of a uniform and systematic procedure to adopt and amend policies, procedures and rules.

AUTHORITY: The Declaration, Articles of Incorporation and Bylaws of the Association and Colorado law.

EFFECTIVE DATE: 5/16/2013

RESOLUTION: The Association hereby adopts the following policy:

1. Adoption or amendment of any policy, procedure or rule shall be performed only at a meeting of the Board of Directors open to all Members or their representatives.
2. The Board members shall consider the following criteria when adopting or amending a policy, procedure or rule:
 - a) Reasonableness and necessity;
 - b) Impact does not create separate groups of Members;
 - c) Clear and unambiguous;
 - d) Reasonably relates to the preservation, protection and enhancement of property values; and
 - e) Consistent with the Association's governing documents and applicable federal, state, and local statutes or regulations.
3. Adoption or amendment of any policy, procedure, or rule and regulation requires an affirmative vote of a majority of Board members in attendance at the meeting.
4. Any policy, procedure, or rules and regulations shall be effective fifteen days after delivery of notice of the adoption or amendment of any policy, procedure, or rule and regulation, in writing to each Member.

**PRESIDENTS
CERTIFICATION:**

The undersigned, being the President of the Association certifies that the foregoing policy and procedure was adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors on 5-1-2013 and in witness thereof, the undersigned has subscribed his/her name.

**COTTAGES AT CRESCENT PARK
HOMEOWNERS ASSOCIATION,**
a Colorado non-profit corporation

By: Linda K. Hill
President