

**WOODY CREEK TOWNHOMES ASSOCIATION NO. 1 REGARDING
POLICY ADOPTION AND AMENDMENT POLICY**

- SUBJECT:** Adoption of a policy establishing procedures for the adoption, amendment, and publication of Association policies, rules, regulations, and guidelines.
- PURPOSE:** The purpose of this Policy is to establish a transparent, orderly, and lawful process for adopting and amending Association policies, while ensuring Owner awareness, consistency with governing documents, and compliance with the Colorado Common Interest Ownership Act (“CCIOA”).
- AUTHORITY:** This Policy is adopted pursuant to the Declaration, Articles of Incorporation, and Bylaws of the Association, and in accordance with the Colorado Common Interest Ownership Act (“CCIOA”), C.R.S. **§38-33.3-101 et seq.**, including **§38-33.3-302** and **§38-33.3-209.5**.

This Policy is intended to operate in coordination with the Association’s:

- Conduct of Meetings Policy (2025)
- Covenant & Rules Enforcement Policy (2025)
- Inspection & Copying of Records Policy (2025)
- Conflict of Interest & Director Ethics Policy (2025)

EFFECTIVE DATE: **OCTOBER 1, 2025**

(Supersedes Procedures for Adoption Policy adopted December 12, 2013)

RESOLUTION: The Board of Directors of the Association hereby adopts the following Policy based on the findings below

WHEREAS, the Association is a Colorado nonprofit corporation governed by CCIOA and its governing documents; and

WHEREAS, the Board of Directors owes fiduciary duties of care, loyalty, and good faith to the Members of the Association; and

WHEREAS, CCIOA authorizes the Board to adopt and amend policies governing the operation of the Association, subject to statutory and governing-document limitations; and

WHEREAS, the Board desires to adopt a uniform procedure for policy adoption that promotes transparency, consistency, and Owner awareness;

NOW, THEREFORE, BE IT RESOLVED, that the Board adopts the following Policy Adoption and Amendment Policy.

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1. SCOPE OF AUTHORITY

- a. The Board may adopt policies, rules, regulations, procedures, and guidelines governing the operation of the Association, **provided such policies do not conflict with:**
 - i. The Declaration
 - ii. The Articles of Incorporation
 - iii. The Bylaws
 - iv. Applicable law
- b. This Policy does not authorize the Board to amend the Declaration or other documents requiring Member approval.

2. DRAFTING CONSIDERATIONS

- a. In developing any policy, the Board shall consider:
 - i. Legal authority and limitations;
 - ii. Necessity and purpose of the policy;
 - iii. Consistency with existing policies;
 - iv. Short- and long-term impacts on the Association and Members.

3. NOTICE AND OWNER INPUT

- a. Proposed policies shall be listed on the agenda of a duly noticed Board meeting prior to adoption.
- b. Members shall be afforded a reasonable opportunity to comment on proposed policies before adoption, consistent with the Conduct of Meetings Policy.

4. ADOPTION

- a. Policies shall be adopted by majority vote of the Board of Directors at a duly noticed meeting.

5. PUBLICATION AND EFFECTIVE DATE

- a. Upon adoption, policies shall be:
 - i. Posted on the Association’s website (if available); and/or
 - ii. Distributed to Members by email, mail, or other reasonable method.
- b. Policies shall state an effective date, which may be immediate or prospective.

6. RECORD RETENTION

- a. Adopted policies shall be maintained as official Association records and made available for inspection pursuant to the Inspection & Copying of Records Policy.

7. DEVIATIONS

- a. The Board may deviate from the procedures set forth herein when reasonable under the circumstances, provided such deviation does not violate CCIOA or the Association’s governing documents.

8. AMENDMENT

- a. This Policy may be amended by the Board of Directors at a duly noticed meeting.

9. SEVERABILITY

- a. If any provision of this Policy is held invalid or unenforceable, the remaining provisions shall remain in full force and effect.

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10. ADOPTION AND EFFECTIVE DATE

- a. This Policy was adopted by resolution of the Board of Directors at a duly noticed meeting and is effective as of:

Meeting Date: 1/4/2026

Effective Date: 10/1/2025

CERTIFICATION

The undersigned certifies that this Policy was duly adopted by the Board of Directors of the Association in accordance with CCIOA and the Association's governing documents.

Woody Creek Townhomes Association No. 1

A Colorado Non-Profit Corporation

By: 

Title: President

Date: 1/4/2026