

**SUNRISE RIDGE HOMEOWNERS ASSOCIATION
ADOPTION AND AMENDMENT PROCEDURE**

Effective Date: October 15, 2019

3. Definitions:

- A. A policy is a course or principle of action adopted to guide the Board.
- B. A procedure is an established or official way of conducting a course of action.
- C. A rule is defined as a regulation or requirement governing conduct or behavior or the use of property.

4. The Board has the authority to adopt policies, procedures, and rules to the extent they do not conflict with the Declaration, Articles of Incorporation, and Bylaws of the Association.

5. The Board has authority to adopt and amend policies and procedures governing Association operation. These policies and procedures will be adopted at an open Board meeting and documented in the minutes or in a formal resolution.

6. The Board may adopt rules and regulations. Rules and regulations will be adopted at an open Board meeting and documented in the minutes or in a formal resolution. Rules, once adopted, will be sent to all Owners and will be effective upon distribution. Newly adopted rules will be distributed via first class mail or via email if the Owner has provided an email address.

15 This Adoption and Amendment Procedure was adopted by the Board of Directors this day of October, 2019.

SUNRISE RIDGE HOMEOWNERS ASSOCIATION
a Colorado nonprofit corporation,

By: 
Its: President