

**RESOLUTION OF WOODRIDGE TOWNHOMES HOMEOWNERS 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 ("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 meet Colorado law requirements.

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

**EFFECTIVE DATE:** Sept 7<sup>th</sup>, 2023

**RESOLUTION:** Woodridge Townhomes Homeowners Association ("Association") hereby adopts the following procedures to be followed in adopting Policies of the Association:

1. **Scope.** The Board of Directors ("Board") 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 ensure that such Policies are necessary and properly organized, the Board shall follow the following procedures when adopting any Policy.
2. **Drafting Procedure.** The Board shall consider the following in drafting the Policy:
  - a. Whether the governing documents or Colorado law grants the 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. **Adoption Procedure.** 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 Board, including but not limited to posting on the Association's website. In the event notice is provided by posting on the Association's website, all Owners shall be advised that the new or revised Policy is available on the website, via the Association's newsletter, if any.

4. **Definitions.** Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declaration shall have the same meaning herein.
5. **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 Association.
6. **Deviations.** The Board may deviate from the procedures set forth in this Resolution if in its sole discretion such deviation is reasonable under the circumstances.
7. **Amendment.** This Procedure may be amended from time to time by the Board.

**PRESIDENT'S CERTIFICATION:**

The undersigned, being the President of Woodridge Townhomes Homeowners Association, a Colorado nonprofit corporation, certifies that the foregoing Policy was adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors on the 7<sup>th</sup> of September, 2023, and in witness thereof, the undersigned has subscribed his/her name.

**WOODRIDGE TOWNHOMES  
HOMEOWNERS ASSOCIATION, a  
Colorado nonprofit corporation**

By: \_\_\_\_\_

President