

**ARBORS AT MOUNTAIN SHADOWS CONDOMINIUM OWNERS ASSOCIATION, INC.  
ADOPTION AND AMENDMENT PROCEDURE**

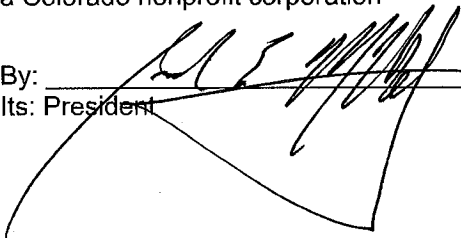
Effective Date: 08-11-24

1. 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.
2. 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.
3. 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. Current policies may be posted on the Association's website.
4. The Board may adopt rules and regulations. Prior to adopting final rules, the Board will send notice of a proposed rule to all Owners. Owners will have 10 days to comment on such proposed rule. Rules and regulations will be adopted at an open Board meeting and documented in the minutes or in a formal resolution. Newly adopted rules will be posted on the Association's website with accompanying notice to all Owners in the Association's newsletter, or via first-class mail, or via email if the Owner has provided an email address.

This Adoption and Amendment Procedure was adopted by the Board of Directors this \_\_\_\_\_ day of 11<sup>th</sup> July, 2024.

ARBORS AT MOUNTAIN SHADOWS CONDOMINIUM OWNERS  
ASSOCIATION, INC.,  
a Colorado nonprofit corporation

By:   
Its: President