

# ADOPTION AND AMENDMENT OF POLICIES, PROCEDURES & RULES POLICY

## The Vineyard Homeowners Association

A. The Board of Directors has the authority to adopt, amend, modify, or revoke any policy, procedure, guideline, or rule (hereinafter "Policy(ies)") as necessary to ensure the efficient operation of the Association. This may include clarifying ambiguous provisions in other Governing Documents or complying with legal requirements. It shall be the responsibility of the Board of Directors to draft such Policies. Any member of the Association may submit a written request to the Board that a new Policy be adopted, or that an existing Policy be amended, modified or revoked. Upon such a written request, or upon its own decision, the Board shall call a special meeting of the Board as soon as practicable to discuss the proposed Policy or amendment thereto, not to exceed 30 days from receipt of a request from a member.

B. Any new Policy may be adopted, amended, modified or revoked by a vote of a majority of the voting Board members eligible to vote on a matter, provided that a quorum exists. The board shall consider whether the Declarations, Bylaws, Articles of Incorporation or Colorado law grants the Board the authority to adopt such a Policy, and both the immediate and long-term implications. The proposed Policy shall be listed on the agenda for the Board meeting prior to adoption and any owner who wishes to comment on the proposed policy shall be given that opportunity in compliance with Colorado law.

C. Upon the adoption by the Board, such Policy shall be published to the members of the Association in a timely and reasonable manner as determined at the sole discretion of the Board. This method can include but is not limited to posting on the HOA's website. The Policy shall not become effective until so published, unless an emergency exists. Copies of all adopted Policies shall be kept by the Board of Directors.

D. Unless otherwise defined in the Policy, capitalized terms or terms defined in the Declaration shall have the same meaning herein as set forth in the Declaration.

E. This Policy adds to and supplements the terms of other governing documents of The Vineyard and Colorado State law.

F. Deviation from these procedures within this policy shall be at the discretion of the Board and may occur under reasonable circumstances.

G. The Board may decide to amend this policy at any time.

The undersigned certify that this Policy was adopted on 19th Apr., 2025 by resolution of the Board of Directors.

  
\_\_\_\_\_  
Andrew Smith – President

  
\_\_\_\_\_  
Robin Cyr-Secretary