

ADOPTION, AMENDMENT, REPEAL, OR OTHER CHANGES TO THE POLICIES, PROCEDURES, RULES AND REGULATIONS

Policy: Our community continues to change as residents move in and move out. We want our governing documents, including these policies, procedures, rules and regulations to remain up to date, legally enforceable, and reflective of our community's desires.

Procedure:

Step 1: Proposal. If the Board of Directors should decide that it would be in the best interest of the Association to adopt, amend, repeal, or otherwise change the policies and procedures, such a proposal is to be presented in a regular or special meeting of either the Board or the Members. If adoption, amendment, repeal, or other change is proposed by the Board of Directors, it should appear on the agenda of the meeting at which the matter is to be proposed. If the Members propose any change to these policies and procedures, the matter need not appear on the agenda of any meeting before the matter is proposed.

Step 2: Committee Review. Once the Board or the Members have proposed adoption or amendment of the Association's policies and procedures pursuant to step 1, the Board will appoint a committee to consider the proposed change. The committee will consist of at least 3, but no more than 5, individuals and will include at least 1 member of the Board. The committee will then prepare a written draft of the proposed change to the policies and procedures for presentation to the Board at their next meeting, or at some other time determined by the Board. The committee is empowered to determine what it believes to be the best means of producing the draft. They may wish to survey or interview the Members, or some group thereof, or seek legal counsel. The committee is to make a good faith effort to communicate with both sides of a disputed issue. If the committee determines to use some method which costs money, they must formally seek approval for the expenditure from the Board.

Step 3: Board Review. At the next meeting of the Board, or at some other time the Board should set in step 2, the committee's written proposal is presented to the Board. The Board will then open the matter for discussion as provided for in these policies and procedures. After comment on the proposed adoption, amendment, repeal, or other change has been taken, the Board will vote on whether the change should be adopted.

Step 4: Adoption of Policies and Procedures. Adoption, amendment, repeal, or other change to these policies and procedures will be made by a simple majority vote (51%) of the Board of Directors at a regular or special meeting of the Board called for that purpose.

Step 5: Publication. If the proposed change is adopted in step 4, the Secretary of the Association will cause the change to be made to the policies and procedures. Copies of the document reflecting the changes will then be circulated to the members as provided for in the policies and procedures.

Adopted on _____

Secretary