

HIGHLAND PARK 3 ASSOCIATION, INC.
ADOPTION AND AMENDMENT PROCEDURE

Effective Date: June 5, 2018

In compliance with the Colorado Common Interest Ownership Act, the Board of Directors desires to adopt a uniform and systematic procedure to amend and adopt policies, procedures and rules. The Association hereby adopts the following procedure for the adoption and amendment of policies, procedures, and rules:

1. Definitions:

- 1.1. A policy is a course or principle of action adopted to guide the Board of Directors.
- 1.2. A procedure is an established or official way of conducting a course of action.
- 1.3. A rule is defined as a regulation or requirement governing conduct or behavior.

2. Policies and procedures, in general, shall govern the activities of the Board of Directors in the operation of the Association.

3. Rules, in general, shall govern the use of property within the community and the behavior of residents and/or their guests while in the community.


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

5. The Board shall have authority to adopt and amend those policies and procedures which govern Association operation. Such policies and procedures shall 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 regarding the Highland Park Filing 3/3A Lots and common elements, and interpret and implement any of the provisions of the governing documents. Prior to adopting final rules, the Board may send notice of a proposed rule to all owners and allow for a period of comment. Rules, once adopted, shall be sent to all owners and shall be effective immediately unless otherwise specified.

IN WITNESS WHEREOF, the undersigned certifies that this Adoption and Amendment Procedure was established by the Declarant in its role as the initial Board of Directors of the Highland Park 3 Association, Inc.

HIGHLAND PARK 3 ASSOCIATION, INC.
By LITTLE LONDON, LLC, DECLARANT



By Douglas H. Barber-Member