

## **Procedures for Adopting and Amending Policies and Procedures required by Colorado Common Interest Ownership Act 38-33.3-209.5 (1)(b)(VII) and for Adopting and Amending Rules**

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When the Board determines that there may be a need for a Rule, a change in a Rule, or a change in an existing policy or procedure required by 38-33.3-209.5 of the Colorado Common Interest Ownership Act, the Board or a committee appointed by the Board shall:

1. Determine the need for a new Rule, changes in an existing Rule, or changes in a policy or procedure required under the Act;
2. Evaluate the impact of the scope and importance of the issue and verify that action is necessary;
3. Draft the Rule or statutory required change;
4. Verify that the Rule or statutory required change is valid and enforceable;
5. Give at least 30 days notice of the Rule or statutory required change to Owners and solicit comments;
6. Consider the comments and determine if the draft Rule or statutory required change shall be adopted;
7. If adopted, give notice to Owners before enforcement begins.