

**INDIAN SPRINGS LANDOWNERS ASSOCIATION  
ADOPTION OF POLICIES**

**1. OVERVIEW – ADOPTION OF POLICIES**

- 1.1. The Indian Springs Landowners Association (ISLA or “Association”) is a common interest association of owners that was organized as a Colorado non-profit corporation. The association is subject to the terms and provisions of the Colorado Common Interest Ownership Act (CCIOA). The CCIOA requires associations to create and maintain governing documents that adhere to the CCIOA provisions and state/local laws.
- 1.2. Policies, procedures, and rules will be considered for adoption as needed. Any Association member may submit a request for consideration to the Policy Committee using the attached form. The Policy Committee will review all requests.
- 1.3. Policies, procedure, and rules cannot conflict with the ISLA Bylaws or Covenants. Proposed policies, procedures, and rules that conflict with ISLA Bylaws or Covenants will require an approved amendment to the governing documents presented to the Policy Committee before consideration by the ISLA Governing Board for action.

**2. AMENDMENT AND ADOPTION OF POLICIES, PROCEDURES, AND RULES**

- 2.1. There are four ways the policy committee can initiate a New Policy development or Policy amendment process.
  - 2.1.1. By being so directed by a majority vote of the Membership in attendance at the annual or specially called Membership meeting;
  - 2.1.2. By being so directed by a majority vote of the Board of Directors at a regular open Board meeting;
  - 2.1.3. At the request of a member in good standing with the POA (Property Owners Association) by submitting a request on the approved form;
  - 2.1.4. or, From the Policy Committee itself after discussion at a regularly called meeting.
- 2.2. The Policy Committee will review all requests for the creation, amendment of all policies, procedures, and rules. To maintain consistency, the Policy Committee will ensure all submissions are in a standard format.
- 2.3. The Policy Committee will submit policies, procedures, and rule changes to the Board of Directors with a Committee recommendation. That recommendation may include, but not be limited to, that the Board accept the Policy, that the Board not accept the Policy, or that Board accept the Policy with changes, or that the Board’s acceptance of the Policy is necessary due to legal changes in the CCIOA.
- 2.4. At a regular open Board meeting, the Board will review, amend, approve, or disapprove by attending majority, the requested change or adoption of a new policy or rule. The Board may refer a proposed policy to the Association’s legal counsel before considering approval or disapproval.
- 2.5. Policies or rules that require general membership approval will then be presented to the membership using electronic voting or paper ballot or both. Voting will be open for at least 30 calendar days to allow members ample opportunity to review the new policy or rule.
- 2.6. Operating procedures or rules that apply only to the Board (for example, a procedure on how the Board will communicate with each other) will be reviewed, amended, and approved by the Board at an open Board meeting.
- 2.7. A policy, procedure, or rule cannot conflict with, or add new protective restrictions to, the Covenants. Changes to the Covenants that impose new protective restrictions cannot be added unless an instrument signed (agreed to) by not less than two-thirds majority of the landowners of the parcels has been recorded.
- 2.8. Any proposed amendment to the Covenants will be reviewed by the Board and presented to Owners for consideration and vote based upon the notice and meeting requirements set forth in the Bylaws and Covenants.

2.9. The Board may make administrative changes to By-laws and Covenants to comply with State and local laws.

### 3. FORMATTING REQUIREMENTS

3.1. The following formatting standard will be applied to all final policy documents:

- Font: Times New Roman 12 point
- Multi-level list (2, 2.1, 2.1.1, etc.)
- Header and Footer
- Page numbering
- Header will contain Association Name and Policy Title
- Footer will contain title of policy, version number, date of adoption)

3.2. Final document will be in .pdf format.

### 4. AVAILABILITY OF POLICIES, PROCEDURES, AND RULES

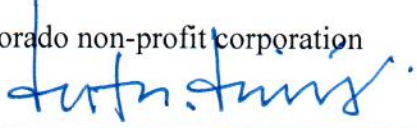
4.1. All proposed and approved policies, procedures, and rules will be filed with the ISLA Secretary and will also be available in the Library on the website. Members can contact the Secretary for copies or download from the website.

5. PRESIDENT'S CERTIFICATION

The undersigned, being the President of the Indian Springs Landowners Association, Inc., a Colorado non-profit corporation, certifies that the foregoing Resolution was adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors on the 15 day of October, 2022 and in witness thereof, the undersigned has subscribed his/her name.

**INDIAN SPRINGS LANDOWNERS ASSOCIATION, INC.**

A Colorado non-profit corporation

By: , President