

# Looking Glass Owners Association, Inc.

## Policy Regarding the Adoption and Amendment of Policies, Procedures and Rules

The following procedures have been adopted by the Looking Glass Owners Association, Inc. (the "Association") pursuant to the provisions of C.R.S. 38-33.3-209.5, at a regular meeting of the Board of Directors (the "Board").

Purpose: To adopt a policy setting forth procedures for the adoption and amendment of policies, procedures, and rules.

NOW, THEREFORE, IT IS RESOLVED that the Association does hereby adopt the following policy governing adoption and amendment of policies, procedures and rules:

1. Pursuant to the Association's governing documents and Colorado Revised Statutes 38-33.3-302, the authority to create, adopt, enforce, amend and repeal policies, procedures, rules and regulations (hereinafter collectively referred to as a "Rule") lies with the Board of Directors of the Association.

2. When the Board, in the exercise of its discretion, determines that a Rule should be adopted, amended or repealed, as appropriate, it shall do so by resolution either at a meeting of the Board or by written consent in lieu of a meeting, or by any other method authorized by the Association's governing documents or pursuant to Colorado law.

3. Within ten (10) days after the adoption, amendment or repeal of a Rule, the Board shall give notice thereof to each member of the Association (each, a "Member"), at the address for notices to Members as provided for in the Association's Declaration of Covenants, Conditions and Restrictions or Bylaws, personally, by regular mail, certified mail, registered mail, local or national commercial courier or delivery service, successful and confirmed facsimile transmission, or by any other means that is then commonly in use in the United States. The Board shall also publish the Rule in the Looking Glass community website, if any. The Rule, along with all other Rules of the Association, shall be available for inspection and copying in accordance with the Association's policy regarding inspection and copying of Association records. The Board has the right, but not the obligation, prior to adopting, amending or repealing any Rule, to conduct an informational meeting of the Members and solicit their input regarding any such Rule.

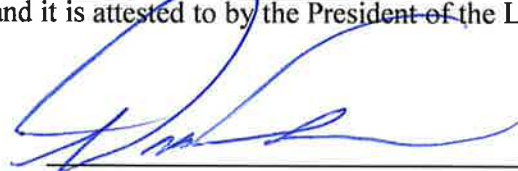
4. Any Member's failure to receive the Rule shall not be a defense to any attempt by the Association to enforce the Rule or to levy fines, expenses, or attorneys' fees as a result of a violation of the Rule.

Looking Glass Owners Association, Inc.



Don Guerra, President

This Policy Regarding the Adoption and Amendment of Policies, Procedures, and Rules was adopted by the Board of Directors on the 25 day of April, 2023, effective the 5 day of May, 2023, and it is attested to by the President of the Looking Glass Owners Association, Inc.



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Don Guerra, President