

SFTR Property Owners Association Policy 2025 - 01

Title: Policy for Adoption and Amendment of Policies, Rules, and Regulations	Date of Issue: June 7 th , 2025
Approved By: <i>Carol Smith, POA Secretary</i>	Review/Revise Date:
This policy shall remain in effect until it is no longer needed or incorporated into other SFTR governing documents.	

Policy Statement/Purpose

The purpose of this Policy for Adoption and Amendment of Policies, Rules, and Regulations is to establish a clear and transparent process for the creation, modification, and repeal of the aforementioned documents supporting the governing of the Santa Fe Trail Ranch Property Owners Association (the "Association"). This policy is adopted in compliance with the Colorado Common Interest Ownership Act (CCIOA) to ensure consistent and effective governance of the Association.

Applicability

This policy is applicable to the SFTR POA, its Board of Directors and each committee chair.

Definition

Policies, Rules, and Regulations – Supplements the CCRs and By Laws; approved by a vote of the Board; may be temporary in nature until no longer needed or may be incorporated into the By Laws or CCRs as deem appropriate. Some, but not all, Policies are dictated by State Statutes to address issues pertinent to the Association, and/or are intended to clarify the administration and management of the Association and are not intended to address Owners' rights and responsibilities as detailed in the SFTR POA CCRs.

Process/Procedures

1. Authority

The Board of Directors has the authority to adopt, amend, and repeal policies, rules, and regulations (collectively, "Rules") necessary for the governance of the Association, as provided in the Declaration, Bylaws, and CCIOA.

2. Initiation of New Rules

- Any member of the Association, Board of Directors, or committee may propose the adoption of a new Rule or the amendment or repeal of an existing Rule.
- Proposals shall be submitted in writing to the Board of Directors, including the text of the proposed Rule and a statement of its purpose and necessity.
- Any Rule considered for adoption which only impacts the Administration and Management of the Association does not require owner approval and will be reviewed and voted on by the elected Board of Directors at the next Regular Recurring Board Meeting.

3. Notice to Members

- For any proposed Rule, impacting Owner's Rights and Responsibilities, the Board of Directors shall provide written notice to all members of the Association of any proposed adoption, amendment, or repeal of a Rule at least thirty (30) days before the Board meeting at which the proposal will be considered.
- The notice shall include:
 - The text of the proposed Rule or the existing Rule to be amended or repealed.

- A statement of the purpose and necessity of the proposed change.
- The date, time, and location of the Board meeting at which the proposal will be considered.

4. Member Input for any Rule Impacting Owner's Rights and Responsibilities

- Members shall have the opportunity to provide written comments on the proposed Rule prior to the Board meeting.
- The Board shall also provide an opportunity for members to present their views on the proposed Rule during the Board meeting at which it will be considered.

5. Board Consideration and Vote

- The Board of Directors shall consider the proposed Rule and any member input during the Board meeting.
- The adoption, amendment, or repeal of a Rule requires a majority vote of the Board members present at a meeting at which a quorum is present.

6. Implementation and Publication

- Upon adoption, amendment, or repeal of a Rule, the Board of Directors shall:
 - Record the action in the minutes of the meeting.
 - Update the Association's official records to reflect the change.
 - Provide notice to all members of the approved Rule change, including the text and effective date of the new or amended Rule, or notification of the repeal.

7. Emergency Rules

- In cases of emergency, where immediate action is required to protect the health, safety, or welfare of the members or the property, the Board of Directors may adopt an emergency Rule without prior notice to the members.
- Emergency Rules shall be effective immediately upon adoption but shall expire after sixty (60) days unless ratified by the Board following the standard notice and member input procedures outlined in this policy.

8. Record Keeping

- The Association shall maintain a current and complete set of all adopted Rules, including historical records of amendments and repeals.
- These records shall be available for inspection by members during regular business hours.

9. Conflict of Rules

- In the event of a conflict between a Rule adopted by the Board and the Association's Declaration or Bylaws, the Declaration or Bylaws shall prevail.

10. Review and Amendments

- This Policy for Adoption and Amendment of Policies, Rules and Regulations shall be reviewed periodically by the Board of Directors and may be amended by a majority vote of the Board.
- Members shall be notified of any changes to this policy in a timely manner.