

STAPLETON MANSION HOMES CONDOMINIUM ASSOCIATION, INC.  
ADOPTION AND AMENDMENT PROCEDURE

Effective Date: NOV 01 2024

1. Definitions:
  - A. A policy is a course or principle of action adopted to guide the Board.
  - B. A procedure is an established or official way of conducting a course of action.
  - C. A rule is defined as a regulation or requirement governing conduct or behavior or the use of property.
2. The Board has the authority to adopt policies, procedures, and rules to the extent they do not conflict with the Declaration, Articles of Incorporation, and Bylaws of the Association.
3. The Board has authority to adopt and amend policies and procedures governing Association operation. These policies and procedures will be adopted at an open Board meeting and documented in the minutes or in a formal resolution. Current policies may be posted on the Association's website, if any.
4. The Board may adopt rules and regulations concerning and governing the Units, Limited Common Elements, Common Elements and/or the Community and the personal conduct of the Members, their guests and other persons thereon. Rules and regulations will be adopted at an open Board meeting and documented in the minutes or in a formal resolution. Newly adopted rules will be posted on the Association's website with accompanying notice to all Owners in the Association's newsletter, or via first-class mail, or via email if the Owner has provided an email address.

This Adoption and Amendment Procedure was adopted by the Board of Directors this 8th day of October, 2024.

STAPLETON MANSION HOMES CONDOMINIUM ASSOCIATION, INC.,  
a Colorado nonprofit corporation

By: *Carol Roberts*  
Its: President