

## **PROCEDURES FOR THE ADOPTION AND AMENDMENT OF POLICIES, PROCEDURES AND RULES**

The following policy shall apply to all persons who seek to create or revise policies, procedures and rules for Settler's Village Subassociation. When the Board of Directors determines that there may be a need to create or revise a policy, procedure or rule, the Board shall appoint a committee for the following purposes:

1. To identify the source of the Association's authority to make the policy, procedure or rule.
2. To determine the need for the policy, procedure or rule. This includes an evaluation of the scope and importance of the issue; verification that the policy, procedure or rule does not already exist; and verification that the existing documents are inadequate to address the issue.
3. To evaluate the immediate impact and long-term implications of adopting the policy, procedure or rule.
4. To define the scope of the policy, procedure or rule and the draft it.
5. To verify that the proposed policy, procedure or rule is valid and enforceable. Factors to consider include that it is related to the community's operation and purpose, reasonable, fair, clear and enforceable.
6. To have the Association's counsel review the proposed policy, procedure or rule to assure that it is legally enforceable and compatible with both governing documents and existing statutes.

After completion of the above items, the Board of Directors shall do the following:

1. Give at least 30 days notice of the proposed policy, procedure or rule to owners and residents.
2. Present the policy, procedure or rule to the Board in resolution format for consideration. A quorum must be present for vote on the resolution and the minutes of the meeting must record the text of the policy, procedure or rule, and the vote for adoption.
3. Give notice of the adopted policy, procedure or rule to owners and residents before enforcement begins.