

RESOLUTION  
OF THE  
CTC OWNERS ASSOCIATION, INC.  
REGARDING PROCEDURES FOR ADOPTION AND AMENDMENT OF POLICIES, PROCEDURES, RULES,  
REGULATIONS, OR GUIDELINES AND FOR  
THE ESTABLISHMENT OF COMMITTEES

SUBJECT: Adoption of a procedure to be followed when adopting policies, procedures, rules, regulations or guidelines (hereinafter "Policy" or "Policies") regarding the operation of the Association and a procedure to be followed when establishing committees for the operation of the Association.

PURPOSE: To adopt standard procedures to facilitate the efficient operation of the Association and to afford Owners an opportunity to provide input and comments on such policies prior to adoption, and to adopt a procedure to be used when establishing committees of the Association.

AUTHORITY: The Declaration, Bylaws, Articles of Incorporation and Colorado law.

EFFECTIVE  
DATE: October 16, 2014

RESOLUTION: The Association hereby adopts the following procedures to be followed in adopting Rules and Regulation, Guidelines, Policies and Procedures (collectively referred to as "Policies") of the Association:

1. The Board of Directors of the Association may, from time to time, adopt or amend certain Policies as may be necessary to facilitate the efficient operation of the Association, including the clarification of ambiguous provisions in other documents, or as may be required by law. In order to encourage Owner participation in the development of such Policies and to insure that such Policies are necessary and properly organized, the Board shall follow the following procedures when adopting or amending any Policy.

2. Drafting Procedure. The Board shall consider the following:

(a) Whether the governing documents or Colorado law grants the Board the authority to adopt such a Policy;

(b) Importance of the issue and whether the governing documents adequately address the issue; and

(c) The immediate and long-term impact and implications of the Policy.

3. Notice and Comment. A copy of the proposed Policy shall be provided to all Owners or posted on the Association's website and Owners shall be allowed a minimum of 30 days to provide comment and/or feedback on the proposed Policy.

4. Emergency or Routine. The Board may forego the notice and opportunity to comment in the event the Board determines in its sole discretion that providing notice and opportunity to comment is not practical given the emergency or routine nature of such Policy.

5. Adoption Procedure. After the period for Owner comment expires, the Board may adopt or amend a Policy. Upon adoption of a Policy, the Policy or notice of such Policy, including the effective date shall be provided to all Owners by any reasonable method as determined in the sole discretion of the Board, including but not limited to posting on the Association's website.

6. Policy Book. The Board of Directors shall keep copies of any and all adopted Policies in a book designated as a Policy Book. Such Policy Book may be kept on the Association's website.

7. Establishment of Committee. As provided in the Bylaws, the Board of Directors may appoint committees as deemed appropriate in carrying out the purposes of the Association. Any such committees deemed necessary or appropriate by the Board shall be established by a resolution of the Board of Directors. Such resolution shall specify the scope and purpose of the committee, the standard operating procedures of the committee, and the extent of the committee's responsibilities, obligations and authority. To the extent that a committee's authority is not specified, the committee is subject to the oversight of the Board of Directors.

8. Supplement to Law. The provisions of this Resolution shall be in addition to and in supplement of the terms and provisions of the Declaration and the law of the State of Colorado governing the Project.

9. Deviations. The Board may deviate from the procedures set forth in this Resolution if in its sole discretion such deviation is reasonable under the circumstances.

10. Amendment. This Procedure may be amended from time to time by the Board of Directors.

PRESIDENT'S CERTIFICATION: The undersigned, being the President of the CTC Owners

Association, Inc., a Colorado nonprofit corporation, certifies that the foregoing Resolution was approved and adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors of the Association on 10/16/14 and in witness thereof, the undersigned has subscribed his/her name.

CTC OWNERS ASSOCIATION, INC.  
a Colorado non-profit corporation,

By:   
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Stephen E Meyers  
President