

**RESOLUTION OF
THE WOODLAND PONDS HOMEOWNERS ASSOCIATION, INC.
ADOPTING POLICIES AND PROCEDURES REGARDING PROCEDURES FOR
ADOPTION OF POLICIES, PROCEDURES, RULES, REGULATIONS, OR GUIDELINES
Policy #1**

SUBJECT: Adoption of a procedure to be followed when adopting policies, procedures, rules, regulation or guidelines (hereinafter "Policy" or "Policies") regarding the operation of The Woodland Ponds Homeowners Association, Inc. (the "Association").

PURPOSE: The purpose of this Resolution is to adopt a standard procedure To be used in developing Policies, in order to facilitate the efficient operation and governance of the Association.

AUTHORITY: The Declaration of The Woodland Ponds Homeowner Association, Inc (the "Declaration"), Articles of Incorporation and Bylaws of the Association, any amendments thereto (the " Governing Documents ") and Colorado law.

**EFFECTIVE
DATE:**

7/23/2018

RESOLUTION: The Association hereby adopts the following procedures to be followed in adopting Policies of the Association:

1) Scope. The Executive Board of the Association may, from time to time, adopt 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 insure that such Policies are necessary and properly organized, the Executive Board shall follow the following procedures when adopting Policy.

2) Drafting Procedure. The Executive Board shall consider the following in drafting the Policy:

(a) Whether the Governing Documents or Colorado law grants the Executive Board authority to adopt such a Policy:

(b) The need for such Policy based upon the scope and importance of the issue and whether the Governing Documents adequately address the issue:

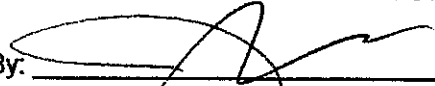
(c) The immediate and long term impact and implication of the Policy.

**RESOLUTION OF
THE WOODLAND PONDS HOMEOWNERS ASSOCIATION, INC.
ADOPTING POLICIES AND PROCEDURES REGARDING PROCEDURES FOR
ADOPTION OF POLICIES, PROCEDURES, RULES, REGULATIONS, OR GUIDELINES
Policy #1**

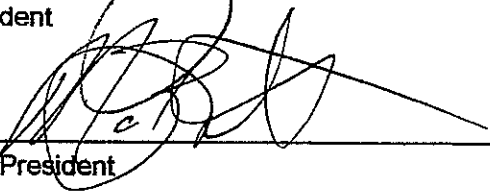
- 3) Adoption Procedure. Upon adoption of a Policy, the Policy or notice of such Policy (including the effective date) shall be provided to all Owners in accordance with the Provisions set forth in the Declarations.
- 4) Policy Book. The Executive Board shall keep copies of any and all adopted Policies in a book designated as a Policy Book. The Executive Board may further categorize Policies, Rules and Regulations, Resolutions and Guidelines but shall not be required to do so.
- 5) Definitions. Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declaration shall have the same meaning herein.
- 6) Supplement to Law. The provisions of this Resolution shall be in addition to and in supplement of the terms and provision of the Governing Documents and the law of the State of Colorado governing the Association.
- 7) Deviations. The Executive Board may deviate from the procedures set forth in this Resolution if in its sole discretion such deviation is reasonable under the circumstances.
- 8) Amendment. This Procedure may be amended from time to time by the Executive Board.

PRESIDENT'S CERTIFICATION: The undersigned, being the President of the Association, certifies that the foregoing Resolution was adopted by the Executive Board of the Association, at a duly called and held meeting of the Executive Board on 7/23/18 and in witness thereof, the undersigned has subscribed his/her name.

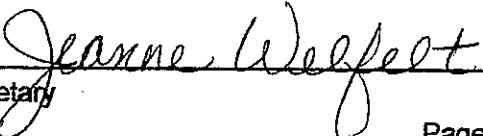
THE WOODLAND PONDS HOMEOWNERS ASSOCIATION, INC.

By: 

President

By: 

Vice President

By: 

Secretary

**RESOLUTION OF
THE WOODLAND PONDS HOMEOWNERS ASSOCIATION, INC.
ADOPTING POLICIES AND PROCEDURES
REGARDING BOARD MEMBER CONFLICTS OF INTEREST
Policy #2**

SUBJECT: Adoption of a policy and procedure regarding Director conflicts of interest and a code of ethics for The Woodland Ponds Homeowners Association, Inc. ("the Association") Executive Board.

PURPOSE: To adopt a policy and procedure to be followed when a Director has a conflict of interest to ensure disclosure of the conflict and voting procedure and to adopt a code of ethics for the Executive Board.

AUTHORITY: The Declaration of The Woodland Ponds Homeowners Association, Inc. (the "Declaration"), Articles of Incorporation and Bylaws of the Association, any amendments thereto (the "Governing Documents") and Colorado law.

EFFECTIVE DATE: 7/23/2018

- RESOLUTION:** The Association hereby adopts the following policy and procedures regarding Director conflicts of interest and code of ethics in conjunction with the provisions set forth under C.R.S. 7-128-501:
1. General Duty. The Executive Board shall use its best efforts at all times to make decisions that are consistent with high principles, and to protect and enhance the value of properties of the members and Association. All Directors shall exercise their power and duties in good faith and in the best interest of, and with utmost loyalty to the Association. All Directors shall comply with all lawful provisions of the Declaration and the Association's Articles, Bylaws, and Rules and Regulations.
 2. Definition. A conflict of interest exists whenever any contract, decisions or other action taken by or on behalf of the Executive Board would financially benefit: (i) a Director; (ii) a parent, grandparent, spouse, child, or sibling of the Director; (iii) a parent or spouse of any of the persons in subsection (ii); (iv) an entity in which a Director is a director or officer or has a financial interest.
 3. Disclosure of Conflict. Any conflict of interest on the part of any Director shall be verbally disclosed to the other Directors in open session at the first open meeting of the Executive Board at which the interested Director is present prior to any discussion or vote on the matter. The meeting shall reflect the disclosure made, the abstention from voting, the composition of the quorum and record who voted for and against.

Policy #2

4. Code of Ethics. In addition to the above, each Director and the Executive Board as a whole shall adhere to the following Code of Ethics:
- (a) No Director shall use his/her position for private gain, including for the purpose of enhancement of his/her financial status through the use of certain contractors or suppliers.
 - (b) No contributions will be made to any political parties or political candidates by the Association.
 - (c) No Director shall solicit or accept, directly or indirectly, any gifts, gratuity, favor, entertainment, loan or any other thing of monetary value from a person who is seeking to obtain contractual or other business or financial relations with the Association.
 - (d) No Director shall accept a gift or favor made with intent of influencing decision or action on any official matter.
 - (e) No Director shall receive any compensation from the Association for acting as a volunteer.
 - (f) No Director shall willingly misrepresent facts to the members of the community for the sole purpose of advancing a personal cause or influencing the community to place pressure on the Board to advance a personal cause.
 - (g) No Director shall interfere with a contractor engaged by the Association while a contract is in progress. All communications with Association contractors shall go through the Board President or be in accordance with policy.
 - (h) No Director shall harass, threaten, or attempt through any or instill fear in any member, Director or agent of the Association.
 - (i) No promise of anything not approved by the Executive Board as a whole can be made by any Director to any subcontractor, supplier, or contractor during negotiations.
 - (j) Any Director convicted of a felony shall voluntarily resign from his/her position.

Policy #2

(k) No Director shall knowingly misrepresent any facts to anyone involved in anything with the community which would benefit himself/herself in any way.

(l) Language and decorum at Executive Board meetings will be kept professional. Personal attacks against owners, residents, managers, service providers and Directors are prohibited and are not consistent with the best interests of the community.

5. Failure to Disclose Conflict. Any contract entered into in violation of this policy shall be void and unenforceable. In such event, the Board, at the next meeting of the Executive Board, shall vote again on the contract, decision or other action taken in violation of this Policy.
6. Definitions. Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declaration shall have the same meaning herein.
7. 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 community.
8. Deviations. The Executive Board may deviate from the procedures set forth in this Resolution if in its sole discretion such deviation is reasonable under the circumstances.
9. Amendment. This policy may be amended from time to time by the Executive Board.

PRESIDENT'S CERTIFICATION: The undersigned being the President of the Association, certifies that the foregoing Resolution was adopted by the Executive Board of the Association, at a duly called and held meeting of the Executive Board on 7/23/18 and in witness thereof, the undersigned has subscribed his/her name.

WOODLAND PONDS HOMEOWNERS ASSOCIATION, INC.

By: 

President

By: 

Vice President

By: 

Secretary

