

**MORNINGSIDE HOMEOWNERS ASSOCIATION, INC.
ADOPTION AND AMENDMENT PROCEDURE**

Effective Date: September 19, 2025

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 may be adopted at an open Board meeting or as an action outside of a meeting pursuant to the procedures in the Bylaws. The adoption of the policies and procedures may be documented in the minutes, in a formal resolution or by email vote. Current policies may be posted on the Association's website, if any.

4. The Board may adopt rules and regulations concerning and governing the Community. Rules and regulations will be adopted at an open Board meeting and documented in the minutes or in a formal resolution. Newly adopted rules may be posted on the Association's website, if any, with accompanying notice to Owners in the Association's newsletter, by first-class mail, or by email if the Owner has provided an email address.

This Adoption and Amendment Procedure was adopted by the Board of Directors this 19th day of September, 2025.

MORNINGSIDE HOMEOWNERS ASSOCIATION, INC.,
a Colorado nonprofit corporation

By: Rosemary Guilmette
Its: President