

**PAGOSA LAKES PROPERTY OWNERS' ASSOCIATION, INC.**  
**Policy regarding adoption and amendment of policies,  
procedures, and rules**

**1. OBJECTIVES**

To provide standardized procedures to be followed to protect members rights, and to ensure the proper organization of the Association, and to promote responsible governance.

**2. RESPONSIBILITY**

Responsibility for the review and implementation of the proposed policies, procedures, and rules, or amendments to said policies, procedures, and rules lies directly with the General Manager under control and supervision of the Board of Directors.

**3. POLICY**

- a. Committees may write drafts of policy and recommend action for the board of directors, but may not implement policies on their own. Only the Board of Directors has that authority.
- b. After review by applicable committees, staff and the general manager of the association, and counsel if necessary, to verify that proposed policy, procedure or rule (or amendment to same) conforms with current laws, and current association rules, bylaws, and governing documents, to verify that it does not violate any of the above, the General Manager, will place it on the agenda for a regularly scheduled or special board meeting for review, discussion and possible adoption by the Board of Directors.
- c. During the regularly scheduled or special meeting of the Board of Directors, Members of the Association may make their opinions known during the Public Comment or discussion sections of the Board Meeting.
- d. After discussion by the Board and property owners, a vote may be taken by the Board of Directors to decline or adopt the issue.
- e. If the proposed policy, procedure or rule is approved by a majority vote of the Board of Directors, the policy will become effective as of the date directed in the policy. If directed by the Board of Directors, the policy may be entered as a Resolution of the Board of Directors. A copy of the Resolution or policy will be placed in the Association's records, published on the Association web site or otherwise be made available to Association Members.

**RECORD OF REVISIONS**

2005-10 – Establish Policy

2021-09 – Update Policy