

# Rule to Create Rules

Daybreak Homeowners Association

Rule Number: 1

Consensus Date: 2022-06-12

Effective Date: 2022-06-12

In order for the Board of Directors of the Association to exercise its powers and duties as efficiently and effectively as possible, at times it may be necessary or desirable to create or adopt new rules and guidance for association operations. Section 5.5 "Powers and Duties" and Section 9.3 "Association Rules and Regulations" direct the Board of Directors to create and adopt such rules as deemed necessary. To that end, the Board shall establish a process of creating and adopting rules as follows:

1. A proposed Rule shall specifically relate to the long-term governance of the Association. Rules may cover topics such as governing the conduct of persons and the operations and use of the units and common elements, in order to assure the peaceful and orderly use and enjoyment of the Daybreak Cohousing property. Rules may include, without limitation, the establishment of reasonable administrative fees.
2. Any member of the Association may create a draft of a proposed Rule in a format that conforms to the Rule template.
3. After the initial draft of a proposed Rule is created, the individual proposing the Rule shall circulate it to all Association members of record for their review and comment prior to a scheduled plenary presentation.
4. Based on the feedback, the initial draft of the proposed Rule may be revised and then re-circulated to the Association members for further review and feedback.
5. The individual proposing the Rule shall draw up a Final Draft of the Rule and ensure it is on the agenda of a scheduled meeting.
6. The Board of Directors shall consense on the Final Draft of the Rule during a scheduled plenary or special meeting. If it is approved, the Rule will be signed and dated by the Secretary and Chair of the Board of Directors and shall then be enforceable upon the date specified in the Final Rule. If it is disapproved, the proposal is deemed closed and would need to begin the process following steps 1-6.
7. An enforceable set of Rules shall be maintained by the Secretary of the Board of Directors and made available to all Association members.

8. Any member of the Association may propose a modification, amendment, or update to a previously approved Rule following steps 1-6.
9. The Secretary of the Board of Directors has the authority to make minor corrections e.g., scrivener's error, to fix errors or omissions in an existing rule that do not have a substantive impact on members. The Secretary shall communicate all such changes to the Association within seven (7) days.
10. The Board of Directors, Board officers, and standing teams may adopt administrative procedures that deal with the internal structure and operation of the Association, including but not limited to, responsibilities of teams or financial procedures. These administrative procedures are not subject to the "Rule To Create Rules" process.

Board of Directors Chairperson Name: Laura Polich,

Board of Directors Chairperson Signature: \_\_\_\_\_

A handwritten signature in cursive script that reads "Laura Polich". The signature is written in dark ink and is positioned over a horizontal line that serves as a signature line.

Date Signed: June 16, 2022