

## Policy Adoption and Amendment Policy

1. **Policy Accountable Owner: HOA**
2. **Policy Name: Policy Adoption and Amendment Policy**
3. **Purpose for policy:** To describe the procedure for the changes and adoption of changes to Rules and Regulations.
4. **Policy details:**
  - a. When a need for a revised R&R, or a significant change to an existing policy is identified, the Board President shall direct the HOA Board to create a draft set of changes.
  - b. The draft changes shall then be circulated to Board members for review and comment. Based on input from the Board, the draft changes shall be revised as needed and re-circulated.
  - c. The final draft changes shall be placed on a Board agenda and posted on the HOA website for resident review prior to the Board meeting. Review posting time shall be no less than 7 calendar days. [www.rivachasehoa.com](http://www.rivachasehoa.com).
  - d. Comments may be communicated in writing to the HOA office prior to the meeting. The Board, at its sole discretion, may schedule additional opportunities for resident input. Resident input shall also be taken at the designated comment time on the Board agenda.
  - e. The Board shall vote to approve or disapprove the final changes and implement the revised R&R in accordance with the Riva Chase Bylaws which require a simple majority of HOA Board members.
  - f. Upon adoption, the revised R&R's shall be posted on the HOA website.
  - g. Board policies and procedure documents shall include the following information:
    1. Approved By:
    2. Approval Date:
    3. Review Date:
5. R&R policies and procedures shall be brought up for Board review by the stated review date.

Approved by: HOA Board  
Approval Date: June 1, 2020  
Review every three years.