



HindmanSanchez

**GOVERNING EFFECTIVELY AND LAWFULLY
POLICIES AND PROCEDURES EVERY ASSOCIATION SHOULD HAVE**

	Date First Adopted	Date Last Revised	Reviewed by Attorney
Senate Bill 05-100 & Senate Bill 06-89 Required Policies and Procedures (to be adopted by January 1, 2006 unless otherwise noted):			
<input type="checkbox"/> Adoption and amendment of policies, procedures, and rules (38-33.3-209.5)	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Collection policy and procedures (38-33.3-209.5)	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Meetings policy and procedures (board and member meetings) (38-33.3-209.5, 308, and 310)	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Examination, inspection, and copying of association records policy and procedure (38-33.3-209.5 and 317)	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Enforcement policy and procedures (38-33.3-209.5)	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Handling board member conflicts of interest policy and procedures (38-33.3-209.5 and 310.5)	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Reserve fund and investment policy (38-33.3-209.5)	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Dispute resolution between association & owners (38-33.3-209.5 and 38-33.3-124) *To be adopted by January 1, 2007.	_____	_____	<input type="checkbox"/>
 Senate Bill 05-100 & Senate Bill 06-89 Recommended Policies and Procedures:			
<input type="checkbox"/> Architectural review policy and procedures (38-33.3-302(3)(b) and 38-35.7-102)	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Procedures for claims submissions to association's insurance carrier (10-4-110.8(5))	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Procedures regulating flags/flagpoles (38-33.3-106.5)	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Procedures regulating political signs (38-33.3-106.5)	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Emergency Vehicle parking policy and procedures (38-33.3-106.5)	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Xeriscaping guidelines (37-60-126)	_____	_____	<input type="checkbox"/>

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<input type="checkbox"/> Procedures to be used by association in cooperating with owners selling units (38-35.7-102)	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Procedures to be used by owner when replacing flammable roofing materials with nonflammable roofing materials (38-33.3-106.5(2))	_____	_____	<input type="checkbox"/>
General Policies and Procedures:			
<input type="checkbox"/> Policy/procedure regarding reimbursement Of expenses incurred by board member	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Procedure for handling receipt of assessments, payment of bills, signing of checks	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Code of conduct for board members	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Insurance guidelines policy	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Procedure for conducting executive/closed session of board meeting	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Policy/procedure for requesting and reviewing bids	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Policy regarding having a reserve study and when/how often to update	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Policy regarding use of reserves	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Policy regarding harassment	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Policy/procedure regarding use of clubhouse and other amenities	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Policy regarding budget preparation	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Audit policy	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Policy regarding advertising in newsletter or on website	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Policy regarding evaluation of management company performance	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Policy regarding publishing names of delinquent owners	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Policy regarding board packet contents and distribution	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Policy regarding board member communication with legal counsel	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Policy regarding homeowner communication with board	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Policy regarding use of homeowner volunteers	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Policy regarding maintenance and insurance responsibilities	_____	_____	<input type="checkbox"/>

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<input type="checkbox"/>	Policy/procedure regarding committee appointments	_____	_____	<input type="checkbox"/>
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<input type="checkbox"/>	Policy regarding nominations for board positions	_____	_____	<input type="checkbox"/>
<input type="checkbox"/>	Policy regarding indemnifying board members	_____	_____	<input type="checkbox"/>
<input type="checkbox"/>	Policy regarding discrimination and fair housing principles	_____	_____	<input type="checkbox"/>
<input type="checkbox"/>	Warning letter (no fine imposed)	_____	_____	<input type="checkbox"/>
<input type="checkbox"/>	Cease and desist letter	_____	_____	<input type="checkbox"/>
<input type="checkbox"/>	Notice/letter of alleged violation	_____	_____	<input type="checkbox"/>
<input type="checkbox"/>	Notice/letter of violation hearing	_____	_____	<input type="checkbox"/>
<input type="checkbox"/>	Notice of violation hearing findings and decision	_____	_____	<input type="checkbox"/>
<input type="checkbox"/>	Request for variance	_____	_____	<input type="checkbox"/>
<input type="checkbox"/>	Review of request for variance checklist	_____	_____	<input type="checkbox"/>
<input type="checkbox"/>	Approval/denial of variance	_____	_____	<input type="checkbox"/>

Policies and Procedures for Associations with Employees:

<input type="checkbox"/>	Application and hiring procedure	_____	_____	<input type="checkbox"/>
<input type="checkbox"/>	Policy regarding EOE	_____	_____	<input type="checkbox"/>
<input type="checkbox"/>	Policy regarding discrimination	_____	_____	<input type="checkbox"/>
<input type="checkbox"/>	Policy regarding sexual harassment	_____	_____	<input type="checkbox"/>
<input type="checkbox"/>	Policy/procedure regarding discipline and termination	_____	_____	<input type="checkbox"/>
<input type="checkbox"/>	Policy regarding drug and alcohol testing	_____	_____	<input type="checkbox"/>
<input type="checkbox"/>	Policy regarding employment at will	_____	_____	<input type="checkbox"/>
<input type="checkbox"/>	Policy regarding access to employee's personnel file	_____	_____	<input type="checkbox"/>
<input type="checkbox"/>	Policy regarding performance reviews	_____	_____	<input type="checkbox"/>
<input type="checkbox"/>	Policy regarding "whistleblowing"	_____	_____	<input type="checkbox"/>
<input type="checkbox"/>	Rules and regulations for employees	_____	_____	<input type="checkbox"/>
<input type="checkbox"/>	Employment agreement	_____	_____	<input type="checkbox"/>
<input type="checkbox"/>	Employee handbook	_____	_____	<input type="checkbox"/>