

**CONSENT AGENDA POLICY
OF
HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.**

The following policy has been adopted by Highlands Ranch Community Association, Inc. (hereinafter the "Association") pursuant to Colorado law, the Community Declaration for Highlands Ranch Community Association, Inc. ("Declaration") and the Bylaws of the Association ("Bylaws") at a regular meeting of the Board of Directors ("Board") for the purpose of establishing the use of a consent agenda by the Board.

RECITALS

WHEREAS, Section 7.1 and Section 7.2 of the Bylaws provide that the Board has all powers necessary to permit the Board to manage and supervise the Association, including the power to adopt rules and regulations deemed necessary for the management of the Association; and

WHEREAS, in order for a more efficient administration and management of Board meetings, the Board believes that it is in the best interest of the Association to be able to use a consent agenda for the passage of non-controversial items or items of a similar nature.

NOW THEREFORE, BE IT RESOLVED, that the Board is authorized to use a consent agenda at Board meetings in accordance with this Policy.

1. **Use of Consent Agenda.** The Board may place items on the consent agenda. The consent agenda may be presented by the president of the Association at the beginning of a Board meeting. By using a consent agenda, the Board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used at a meeting, an appropriate amount of discussion time will be allowed to review any item upon request.

2. **General Guidelines.** Items for consent are those which usually do not require discussion or explanation prior to action by the Board, are non-controversial and/or similar in content, or are those items which have already been discussed or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, approval of the agenda, approval of previous minutes, approval of reports, addressing routine correspondence and approval of architectural committee recommendations or tribunal recommendations and rulings.

3. **Removal of Item from Consent Agenda.** Items may be removed from the consent agenda by a timely request of any one Director or by a Member of the Association who has an interest in the item. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the Board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda or placed later on the agenda at the discretion of the Board.

4. **Approval of Items on Consent Agenda.** Inclusion of an item on the consent agenda must be approved unanimously by the Board as a whole.

5. **Documentation of Acceptance of Consent Agenda.** The consent agenda items shall be separately recorded in the minutes of the Board meeting, state that the consent agenda was approved unanimously and indicate which, if any, items were removed and addressed separately. Supporting materials should be saved with the agenda to document the information upon which the Board based its decision.

6. **Definitions.** Unless otherwise defined in this Policy, capitalized terms or terms defined in this Policy shall have the same meaning herein as set forth in the Declaration.

7. **Deviations.** The Board may deviate from the procedures set forth in this Policy if, in its sole discretion, such deviation is necessary under the circumstances. Any such deviation will be in accordance with the Declaration and the Bylaws.

8. **Amendment.** The Board may amend this Consent Agenda Policy from time to time.

Adopted by the Board of Directors of the Highlands Ranch Community Association, Inc. this 17th day of May, 2011.

CERTIFICATION: The undersigned, being the President and Assistant Secretary of Highlands Ranch Community Association, Inc., a Colorado nonprofit corporation, certify that the foregoing Policy was adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors on May 17, 2011 and in witness thereof, the undersigned have subscribed their names.

HIGHLAND RANCH COMMUNITY
ASSOCIATION, INC.

By: Gregory Terry
Its: President

Attest:

By: /Rachel Campbell
Its: Assistant Secretary