

EXHIBIT C RULEMAKING PROCEDURE

1. Authority. The Board of Directors of the Association shall have the authority to adopt policies, procedures and rules (hereinafter collectively referred to as “rules”) to the extent they do not conflict with the Declaration, Articles of Incorporation, and Bylaws of the Association in order to interpret, supplement and/or enforce said governing documents.

2. Board Resolves Questions of Construction. If any doubt or questions shall arise concerning the true intent or meaning of any of those governing documents, the board of directors (the “Board”) shall determine the proper construction of the provision in question, and may set forth in a written statement the meaning, effect and application of the provision. These determinations will thereafter be binding on all parties so long as it is not arbitrary or capricious, and they may be filed for record with the Clerk and Recorder of El Paso County.

3. Open Meetings. The Board may adopt rules at Board meetings which are open to attendance by owners. The Board shall take comments from the members in public session; the Board may then go into executive session as part of the deliberation process, but the Board will come back into open meeting for the final vote to adopt a Rule or policy.

4. Notice to Membership. In any case where the Board is adopting a new or amended rule, the Board shall give notice to the members by U.S. mail. Any new rule shall be posted on the Association website, currently, www.pinonranchhoa.com; and the Board shall announce same in the Association’s newsletter, or by mail or hand delivery to the units. Any Owner who desires any amendment or the adoption of a rule should submit the request in writing to the Board, and the Board may proceed as it determines to be in the best interest of the Association.

5. Publication. Publication of rules, policies and procedures, unless otherwise stated, shall be effective upon adoption by the Board. Notice can ordinarily be accomplished by including the rule, policy, and/or procedure in a newsletter and/or posting to its website.

Adopted by the Board, this 3rd day of February, 2015, effective immediately.

Pinon Ranch Homeowners Association Board of Directors