

RECOMMENDED POLICIES

THE RECOMMENDED POLICIES

While not required under Colorado law, the following is a list of standard recommended policies that may be appropriate for your association:

Document Retention

Colorado law only prescribes a few timeframes for retention of policies. This policy covers timelines for retention of all association records and when they will be destroyed.

Electric Vehicle ("EV") Charging Station

This policy clarifies the procedure for submitting to and obtaining approval for EV charging stations, locations where EV charging stations can be installed, and the responsibility for costs to install, use, and maintain the EV charging station.

Flag and Sign Policy

This policy addresses the requirement to allow flags and signs within the Unit boundaries, windows and balconies, and the ability to adopt content-neutral regulations over the same.

Solar Panel Policy

This policy addresses the requirement to allow solar panels on property owned by Owners, the Association's ability adopt regulations on the dimension, placement of external appearance of the policy, and the timeframe required to respond to solar panel installation requests.

Xeriscaping Policy

This policy addresses the requirement to: (i) allow xeriscaping, including the definition of xeriscaping and turf grass, (ii) allow use of nonvegetative turf grass (i.e., artificial turf) in the rear yards of homes, (ii) allow vegetable gardens in certain communities, and (iv) address other water-wise landscaping requirements.

Insurance Claims Submission/Allocation of Deductible Policy

This policy addresses the process of submitting homeowner claims to associations' insurance carriers. Because CCIOA treats owners as additional insureds under an association's policy, this policy can help associations manage owners who continuously demand claims be submitted on their behalf. This also includes language allocating the deductible to the appropriate party.

Water Leak Policy

This policy will set forth the steps that the Owners and Association should follow upon detection of a water leak inside a condo, townhome or other building in which the Association has interior maintenance and/or insurance responsibilities. This policy works best if adopted in conjunction with the Insurance Claims Submission/Allocation of Deductible Policy.

Reasonable Accommodation/Modification Policy

Associations are often accused of discrimination based on disability when an owner is not allowed to bring his/her emotional assistance animal into the community, or does not get a parking space closer to his/her unit. This policy sets forth a process for requesting reasonable accommodations and modifications by residents, the process for reviewing the requests, and making decisions on same.

Virtual Meetings

In this day and age, virtual meetings have become the norm, but nobody is sure on how they should work. This policy is intended to supplement the conduct of meeting policy and set forth the process for calling and conducting virtual board and membership meetings.

Camera Policy

Associations are installing cameras to catch violations, vandalism, and other reasons. Also, Owners are regularly requesting to install doorbell cameras. Installation and use of such cameras could result in increased liability. Having a camera policy in place will minimize liability exposure and meet expectations.

Social Media Policy

Any association with a social media site (i.e. Facebook, Twitter, and the like) should have this policy in place to manage owner expectations of same. For example, the policy should address who may post on the site, who can comment, and who has editing rights.

Harassment Policy

This policy defines behavior that constitutes harassment, establishes that it is a violation to engage in harassment, and clarified enforcement of such violation and penalties for the same.

Personal Identifying Information ("PII")

This policy addresses the security and destruction of Association records containing personal identifying information.

Towing Policy

When individuals fail to comply with parking rules and restrictions, this may leave the Association looking for enforcement options, including the possibility of towing, booting, or otherwise immobilizing improperly parked vehicles. [HB22-1314](#), [HB24-1051](#), and most recently this year's [HB25-1117](#), created substantial new requirements that regulate towing and immobilization carriers.

WHAT WE CAN DO TO HELP

The recommended policies can be drafted under a Fixed Fee, or hourly based on our hourly standard rates, at the Association's discretion.

Contact us below for pricing, with questions, or if you would like to move forward with the recommended policy updates:



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