

**RESOLUTION
OF
LAKE FOREST CONDOMINIUM ASSOCIATION
RESPONSIBLE GOVERNANCE POLICIES AND PROCEDURES**

SUBJECT: Adoption of policies and procedures for the Association regarding the following:

- I. RESERVE FUND POLICY
- II. ASSOCIATION RECORDS
- III. COVENANT AND RULE ENFORCEMENT
- IV. CODE OF CONDUCT/CONFLICTS OF INTEREST
- V. CONDUCT OF MEETINGS
- VI. COLLECTION OF UNPAID ASSESSMENTS
- VII. ADOPTION OF RULES, POLICIES, PROCEDURES OR GUIDELINES
- VIII. DISPUTE RESOLUTION
- IX. COMPLIANCE POLICIES

PURPOSES: To comply with Colorado law (See also the Colorado Common Interest Ownership Act ("CCIOA"), and the Colorado Revised Nonprofit Corporation Act (the "Nonprofit Act") which may be reviewed at the website set forth on the attached Addendum).

AUTHORITY: The Declaration of Covenants, Conditions, Restrictions and Easements for Lake Forest Condominiums recorded on March 27, 1995 under Reception No. 488386 in the Summit County records, as amended or supplemented (the "Declaration"), the Bylaws, which together the Articles of Incorporation, the Policies and Procedures, and the Rules and Regulations are referenced as the "Association Documents". (See also CCIOA).

EFFECTIVE: Upon Approval by the Executive Board as certified below.

RESOLUTION: The Association hereby adopts the following Policies and Procedures subject to:

- **Definitions:** Unless otherwise defined, initially capitalized or terms defined in the Declaration shall have the same meaning herein.
- **Supplement to Law.** The provisions of this Resolution supplement the provisions of the Association Documents and the law of the State of Colorado governing the Association.
- **Deviations.** The Executive Board may deviate from any provision of this Resolution if in its sole discretion the deviation is reasonable under the circumstances.
- **Amendment.** The Board may amend the following policies from time to time.

**ARTICLE I
POLICY FOR RESERVE PLANNING, FUNDING & MANAGEMENT**

Section 1.1 Scope and Purpose. In order to keep the Property in good repair, and to sustain the market values of Units, the Executive Board determines that it is necessary to have policies and procedures for the investment of reserve funds. The reserve fund will be used to responsibly finance the projected repair and replacement of those portions of the Property that the Association is responsible for and for other funding the Board may determine is necessary.

Section 1.2 Periodic Reserve Studies Required. Periodically the Executive Board will conduct a Reserve Study. The Study will:

a. Assign a reasonable useful life to the Common Element components to be maintained by the Association.

b. Assign a reasonable cost of repair or replacement of the components based on current costs for the area.

c. Set forth a one-year repair and replacement schedule that identifies when work will be performed on the components, and which, in calculating the cost of each repair or replacement, takes into account the cost of inflation. The Board may create a multiple year repair and replacement schedule if it determines reserve funds should be accumulated for any major project.

d. Review the reserve account funding plan, and establish a plan for supplemental reserve account funding if necessary.

e. The Board may request assistance from a reserve study analyst to prepare the Reserve Study.

Section 1.3 Reserve Study Updates. The Board may prepare an update reflecting prevailing conditions, changes in costs, and any unexpected variations from the most recent Reserve Study, which can result in supplemental funding through a Special Assessment if approved by the Members as required by the Declaration.

Section 1.4 Investment of Reserves. Generally reserve funding will be fully assessed each year. However, if the Board determines any project should be funded over more than one year it will invest the reserve funds as provided in this Section. In order to minimize the amount of member contributions, the Executive Board will invest the funds in the reserve fund so as to generate interest revenue that will accrue to the Reserve fund balance. All investments must be in the name of the Association and may not be commingled with the Association's general operating fund.

a. The Board will invest funds held in the reserve fund pursuant to the following goals listed in order of importance:

i. *Safety of Principal.* The long-term goal is safety of the reserve fund's principal.

ii. *Liquidity and Accessibility.* Structure maturities to ensure availability for projected and unexpected expenditures.

iii. *Minimal Costs.* Investment costs (redemption fees, commissions, and other transactional costs) should be minimized.

iv. *Diversify.* Mitigate the effects of investment volatility upon reserve assets.

v. *Return.* Invest funds to seek the highest level of after-tax return.

b. The Board may consider the following circumstances in investing funds held in the reserve fund:

- i. General economic conditions;
- ii. Possible effect of inflation or deflation;
- iii. Expected tax consequences;
- iv. Role that each investment plays in the overall investment portfolio;
- v. Other resources of the Association.

c. The Board, or the Board's authorized agent, may purchase, invest in, acquire, sell or assign any and all types and kinds of investments meeting the goals set forth in Section 1.4(a) above; and to enter into agreements, contracts and arrangements with respect to such security transactions and to execute, sign or endorse agreements on behalf of the Association. Signatures of any two of the President, Treasurer or Manager are required to withdraw or transfer funds.

Section 1.5 Limitation on Investments. Unless otherwise approved by the Executive Board, all investments of multiple year reserve funds, will be FDIC (Federal Deposit Insurance Corporation) insured, otherwise guaranteed by the United States Government.

Section 1.6 Independent Professional Investment Assistance. The Executive Board may hire an investment counselor to assist in formulating a specific investment plan.

Section 1.7 Control and Review. All accounts and investment instruments will be subject to the approval of, and may from time to time be amended by the Board as appropriate, and must be reviewed annually.

ARTICLE II ASSOCIATION RECORDS, INFORMATION AND REPORTS

Section 2.1 Corporate Report Filing. The Board must file the annual report, and at all times keep the Association in good standing with the Colorado Secretary of State. The Secretary or authorized officer of the Association will complete the annual report received from the Colorado Secretary of State with the name of the registered agent and registered office with both the physical and mailing address of the Association for notification by the Secretary of State and for service of process.

Section 2.2 Association Minutes and Record Keeping Requirements. Pursuant to C.R.S. § 38-33.3-317(1), the Association or its agents must keep as permanent records:

- a. Detailed records of receipts and expenditures affecting the Association's operation and administration;
- b. Records of claims for construction defects and amounts received pursuant to settlement of those claims;

Updated
9-5-22

c. Minutes of all Member and Board meetings, records of all Member or Board actions taken without a meeting, records of all committee actions taken on behalf of the Association, and records of all waivers of notice of meetings of Members, the Executive Board or any committee;

d. Board members' written communications, and the votes cast, that are: (i) directly related to a Board action taken without a meeting pursuant to C.R.S. § 7-128-202; or (ii) directly related to a Board action taken without a meeting pursuant to the Bylaws;

e. A list of all Owners including their names, the physical mailing addresses the Association uses to communicate with them, the number of votes each Owner is entitled to vote; except that this paragraph (e) does not apply to a Unit that is a time-share unit, as defined in C.R.S. § 38-33-110(7);

f. Its current Declaration, Bylaws, Articles of Incorporation, rules and regulations, responsible governance policies adopted pursuant to C.R.S. § 38-33.3-209.5, and other Board adopted policies;

g. Financial statements as described in C.R.S. § 7-136-106, for the past three (3) years and tax returns of the Association for the past seven (7) years, to the extent available;

h. A list of all current Board members and officers including their names, electronic mail addresses, and physical mailing addresses;

i. Its most recent annual report delivered to the Secretary of State, if any;

j. Financial records sufficiently detailed to enable the Association to comply with C.R.S. § 38-33.3-316(8), concerning statements of unpaid assessments;

k. The Association's most recent reserve study, if any;

l. Current written contracts to which the Association is a party and contracts for work performed for the Association within the immediately preceding two years;

m. Records of Executive Board or committee actions to approve or deny any requests for design or architectural approval from Owners;

n. Ballots, proxies, and other records related to voting by Owners for one year after the election, action, or vote to which they relate;

o. Board adopted resolutions relating to the characteristics, qualifications, rights, limitations, and obligations of members or any class or category of members; and

p. All written communications within the past three (3) years to all Owners generally as Owners.

q. All written consent, or withdrawal of consent, submitted to the Association by an Owner authorizing the Association to disclose the Owner's telephone number,

electronic mail address, or both to other Members of the Association.

Section 2.3 Membership List. The Association will maintain a list of all Owners' names, mailing addresses and the number of votes each Owner is entitled to vote (the "Membership List"). The Membership List may not be used by any person for any purpose unrelated to an Owner's interest as an Owner without the Board's consent. Without limiting the generality of the foregoing, the Membership List may not be used for the following purposes without the Board's consent:

- a. Solicitation of money or property, unless it will be used to solicit Owners' votes in an Association election;
- b. Any commercial purpose; or
- c. The purchase or sale to or from any person.

Section 2.4 Member Inspection of Association Records. The Association must make maintained records available for an Owner or the Owner's authorized agent to examine and copy. The Association may require Owners to submit a written request, describing with reasonable particularity the records sought, at least five (5) days prior to inspection or production of the documents, and may limit examination and copying times to normal business hours or the next regularly scheduled Board meeting if the meeting occurs within thirty (30) days after the request. Notwithstanding any provision of the Association Documents to the contrary, the Association may not condition the production of records upon the statement of a proper purpose. The Association may impose a reasonable charge to be collected in advance to cover the costs of labor and material for copies of records. The Owner may request electronic copies to be furnished.

- a. The Association *may* withhold association records concerning:
 - i. Architectural drawings, plans and designs, unless the legal owner of the drawings, plans or designs consents to their release in writing;
 - ii. Contracts, leases, bids, or records related to provision of goods or services that the Board is currently negotiating;
 - iii. Communications with legal counsel that are protected by the attorney-client privilege or the attorney work product doctrine;
 - iv. Disclosure of information in violation of law;
 - v. Records of an executive session of the Board; or
 - vi. Units that the requesting Owner does not own.
- b. The Association *must* withhold association records concerning:
 - i. Personnel, salary or medical records relating to specific individuals;
 - ii. Owners' personal identification and account information including bank account information, driver's license numbers, and social security numbers;
 - iii. Owners' personal telephone numbers or electronic mail addresses, unless an Owner has given the Association their written consent for limited disclosure of their

telephone number or electronic mail address to other Members; or

iv. Any documents that are confidential under constitutional, statutory or judicially imposed requirements.

c. No Owner may remove the Association's original books or records from the place of inspection, nor alter, destroy or mark any association record.

d. The use of Association records, or the information within those records, for commercial purposes is prohibited.

Section 2.6 Statement of Assessments. The Executive Board or Manager, if any, will furnish to any Owner, the Owner's designee or Mortgagee, a written statement setting forth the amount of unpaid assessments currently levied against such Owner upon written request, delivered personally or by certified mail, first-class postage prepaid, return receipt, to the Association's registered agent. The statement will be furnished within fourteen (14) calendar days after receipt of the request and is binding on the Association, the Board, and every Owner. If no statement is furnished to the Owner or Mortgagee, or the Owner's designee, delivered personally or by certified mail, first-class postage prepaid, return receipt requested, to the inquiring party, then the Association will have no right to assert a lien upon the Unit for unpaid assessments that were due as of the date of the request. The Association must keep financial records sufficiently detailed to enable the Association to comply with C.R.S. § 38-33.3-316(8) concerning statements of unpaid assessments. All financial and other records will be made reasonably available for examination by any Owner or the Owner's designees.

Section 2.7 Notices. Except as otherwise provided in the Association Documents, all notices, demands, bills, statements, or other communications under the Association Documents will be in writing and will be duly given if delivered personally or if sent by United States mail, first class postage prepaid:

a. If to an Owner, at the Owner's registered mailing address, filed with the Secretary, or, if no such address has been designated, at the address of such Owner.

b. If to the Association, the Executive Board, or the Manager, at the principal office of the Association or the Manager or at such other address designated by written notice to the Owner pursuant to this section; or

c. If to any committee, at the principal address of the Association or at such other address designated by written notice to the Owner pursuant to this section.

Section 2.8 Disclosures to Owners.

a. Association and Manager Information. At least annually, the Association shall provide all Owners with a written notice stating: the Association's name, the Manager's name, if any; the physical and mailing addresses and telephone numbers for the Association and the Manager; the name of the Property, and the recording date and reception number of the Declaration. The Association will provide Owners with notice of address or manager changes within ninety (90) days of such change.

**POLICY OF LAKE FOREST CONDOMINIUM
REGARDING POLICY AND PROCEDURE FOR INSPECTION AND
COPYING OF ASSOCIATION RECORDS**

- SUBJECT:** Adoption of a procedure for the inspection and copying of Association records by Owners and retention of Association permanent records.
- PURPOSE:** To adopt a policy regarding an Owner's right to inspect and copy Association records. To adopt a standard procedure to be followed when an Owner chooses to inspect or copy Association records.
- AUTHORITY:** The Declaration, Articles of Incorporation, and Bylaws of the Association and Colorado law.
- EFFECTIVE DATE:** 9-5-22
- RESOLUTION:** The Association hereby adopts the following Policy and Procedures:
1. Records for Inspection. The following are the records of the Association which shall be deemed to be the sole records of the Association for purposes of inspection by Owners:
 - (a) Records of receipts and expenditures affecting the operation and administration of the Association;
 - (b) Records of claims for construction defects and amounts received pursuant to settlement of any such claims;
 - (c) Minutes of all meetings of Owners;
 - (d) Minutes of all meetings of Board members (except records of executive sessions of the Board);
 - (e) Records of actions taken by the Owners without a meeting;

12. Deviations. The Board may deviate from the procedures set forth in this Policy if in its sole discretion such deviation is reasonable under the circumstances.
13. Amendment. This Policy may be amended from time to time by the Board of Directors.

PRESIDENT'S

CERTIFICATION: The undersigned, being the President of Lake Forest Condominium, a Colorado nonprofit corporation, certifies the foregoing Policy was approved and adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors of the Association on 8-29-22 and in witness thereof, the undersigned has subscribed their name.

**Lake Forest Condominium, a Colorado
nonprofit corporation**

By: Skip Hale
Its: President

b. Annual Disclosures. Within 90 days of the end of each fiscal year, the Association shall make the following information available to Owners:

- i. The date its fiscal year commences;
- ii. The operating budget for the current fiscal year;
- iii. A list of the Association's current regular and special assessments;
- iv. Annual financial statements, including any amounts held in reserve for the fiscal year immediately preceding the current annual disclosure;
- v. The results of any financial audit or review of the fiscal year immediately preceding the current annual disclosure;
- vi. A list of all Association insurance policies, including, but not limited to, property, general liability, association Board member and officer professional liability, and fidelity policies. This list shall include the company names, policy limits, policy deductibles, additional named insureds, and expiration dates;
- vii. The Association Documents; and
- viii. The Board and member meeting minutes for the fiscal immediately preceding the current annual disclosure.

c. Method of Disclosure. The Association has the widest possible latitude in disclosure methods, so long as the required information is readily available at no cost to Owners. If the Association incurs a cost for disclosure, such cost is a Common Expense.

ARTICLE III COVENANT AND RULE ENFORCEMENT

Updated 9-5-22

Section 3.1 Reporting Violations. An Owner or resident within the community or the Executive Board may report complaints regarding alleged violations of the Association's covenants, policies, restrictions, rules and regulations.

Section 3.2 Complaints.

a. Owner. Owners or residents must submit complaints to the Executive Board in writing. Each written complaint must: identify the individual making the complaint (the "Complainant"); identify the alleged violator ("Violator"), if known; set forth a statement describing the alleged violation, including the specific provisions of the Association Documents alleged to have been violated; when the violation was observed; and any other appropriate information. Non-written complaints, or written complaints failing to include any information required by this provision, may not be investigated or prosecuted at the discretion of the Association, and may be returned to the Complainant for revision or clarification.

b. Management. A Board member or Manager may make complaints in writing or by any other appropriate means if a Board member or Manager observed such violation.

Section 3.3 Investigation. Upon receipt of a complaint, the Executive Board may investigate the alleged violation either in person, or by appointing a fair and impartial designated individual or committee. The Board has sole discretion in appointing an individual or committee to investigate the matter. The investigator will attempt to determine whether a violation has

occurred and if the Violator should be held responsible. If the investigator determines a violation exists and the Violator should be responsible, the Violator will be contacted in person, by telephone or in writing regarding the possible violation and obtain an explanation or proposed remedy to rectify the violation from the Violator.

Section 3.4 Initial Warning Letter. If an alleged violation is found to exist that has not been corrected following the initial contact with the Violator, the Violator shall be given written notice explaining the nature of the violation. The notice may be personally delivered, mailed to the Violator at the Violator's last known address by certified, return receipt requested mail or sent by e-mail if the Violator has registered an e-mail address and the Violator confirms receipt of such e-mail notice. The Violator will have ten (10) days from the date of the notice to come into compliance.

Section 3.5 Continued Violation After Initial Warning Letter. If the alleged Violator does not come into compliance within ten (10) days of the first warning letter, this will be considered a second violation for which a fine may be imposed following notice and opportunity for a hearing. A second letter will be sent to the alleged Violator as provided in Section 3.4 above, providing notice and an opportunity for a hearing, and explaining if a violation is found to exist, a fine may be imposed pursuant to this Article III. The letter will further state that the alleged Violator is entitled to a fair and impartial fact-finding process on the merits of the matter if requested, in writing, within fourteen (14) days of the date of the second violation letter.

Section 3.6 Notice of Hearing. If the alleged Violator requests a hearing, the Board, committee or other person conducting such hearing, as may be determined in the sole discretion of the Board, will serve a written notice of the hearing to all parties involved at least ten (10) days prior to the hearing date. The notice must be served upon the Complainant, the Violator, and the Board, if the Board is not conducting the hearing. An impartial decision maker will conduct the hearing if the Board is not conducting the hearing. An impartial decision maker means a person or group of persons who have the authority to make a decision regarding the enforcement of the Association's covenants, conditions, and restrictions, including its architectural requirements and other rules and regulations of the Association, and do not have any direct personal or financial interest in the outcome.

Section 3.7 Hearing. At the beginning of each hearing, the presiding officer will introduce the case by describing the alleged violation and the procedure to be followed during the hearing.

- a. The presiding officer may impose such other rules of conduct as may be appropriate under the circumstances.
- b. Each party or designated representative may make an opening statement, present evidence and testimony, present witnesses, and make a closing statement.
- c. Neither the Complainant nor the alleged Violator is required to be in attendance at the hearing.
- d. The Board, Committee or person conducting the hearing will base its

decision solely on matters set forth in the Complaint, results of the investigation and such other credible evidence as may be presented at the hearing.

e. Unless the Board determines otherwise, all hearings will be open to attendance by all Owners.

f. After all testimony and other evidence has been presented at a hearing, the Board, Committee or person conducting the hearing will, within a reasonable time, not to exceed ten (10) days, render its written findings and decision, and impose a fine, if applicable.

g. A decision, either a finding for or against the Violator, will be by a majority of the Board members present at the hearing.

h. Failure to strictly follow the hearing procedure set forth above will not constitute grounds for appeal of the hearing committee's decision absent a showing of denial of due process.

Section 3.8 Failure to Timely Request Hearing. If the alleged Violator fails to request a hearing within fourteen (14) days of the second letter, or fails to appear at the hearing, the Executive Board may make a decision with respect to the alleged violation based on the Complaint, results of the investigation, and any other available information without the necessity of holding a formal hearing. If a violation is found to exist, the alleged Violator may be assessed a fine pursuant to these policies and procedures.

Section 3.9 Notification of Decision. The decision of the Executive Board, committee or other person, will be in writing and provided to the Violator and Complainant within ten (10) days of the hearing, or if no hearing is requested, within 10 days of the final decision.

Section 3.10 Appeals. The Violator may file a written appeal of decisions of a Committee or other persons to the Board of any adverse decision of a hearing committee or individual within 10 days of the decision.

Section 3.11 Fine Schedule. The following fine schedule applies to all recurring covenant violations:

First violation:	\$ 50.00
Second violation	\$ 100.00

Third and subsequent covenant violations are subject to a \$500.00 fine, and may be turned over to the Association's attorney to take appropriate legal action. Any Owner committing four or more violations in a six month period (whether such violations are of the same covenant or different covenants) may be immediately turned over to the Association's attorney for appropriate legal action.

Section 3.12 Continuous Violations. Continuous violations are defined as violations of Owners obligations that are uninterrupted by time. Each day of non-compliance with such violations constitutes a separate violation. If an Owner is determined as having a

**POLICY OF LAKE FOREST CONDOMINIUM
REGARDING POLICIES AND PROCEDURES FOR COVENANT
AND RULE ENFORCEMENT**

SUBJECT: Adoption of a policy regarding the enforcement of covenants and rules and procedures for the notice of alleged violations, conduct of hearings and imposition of fines.

PURPOSE: To adopt a uniform procedure to be followed when enforcing covenants and rules to facilitate the efficient operation of the Association.

AUTHORITY: The Declaration, Articles of Incorporation and Bylaws of the Association, and Colorado law.

**EFFECTIVE
DATE:**

9-5-22

RESOLUTION: The Association hereby adopts the following procedures to be followed when enforcing the covenants and rules of the Association:

1. **Reporting Violations.** Complaints regarding alleged violations may be reported by an Owner or resident within the community, a group of Owners or residents, the Association's management company, if any, Board member(s) or committee member(s) by submission of a written complaint.
2. **Complaints.** Complaints by Owners or residents, member of the Board of Directors, a committee member, or the manager shall be in writing and submitted to the Board of Directors. The complaining Owner or resident shall have observed the alleged violation and shall identify the complainant ("Complainant"), the alleged violator ("Violator"), if known, and set forth a statement describing the alleged violation, referencing the specific provisions which are alleged to have been violated, when the violation was observed and any other pertinent information. Non-written complaints or written complaints failing to include any information required by this provision may not be investigated or prosecuted at the discretion of the Association.

3. **Investigation.** Upon receipt of a complaint by the Association, if additional information is needed, the complaint may be returned to the Complainant or may be investigated further by a Board designated individual or committee. The Board shall have sole discretion in appointing an individual or committee to investigate the matter.

4. **Violation Which Threatens Public Safety or Health.** With respect to any violation of the Declaration, Bylaws, Covenants, or other Governing Documents of an Association that the Board of Directors reasonably determines threatens the public safety or health, the Association shall provide the Unit Owner an initial letter (see Paragraph 7 below) of the violation informing the Unit Owner that the Unit Owner has seventy-two (72) hours to cure the violation or the Association may fine the Unit Owner.
 - a. If, after an inspection of the Unit, the Association determines that the Unit Owner has not cured the violation within seventy-two (72) hours after receiving the notice, the Association may impose fines on the Unit Owner every other day, not to exceed five hundred dollars (\$500.00), and may take legal action against the Unit Owner for the violation.

 - b. **Violation Cured by Unit Owner.** Once the Association determines that a Unit Owner has cured a violation, the Association shall notify the Unit Owner, in English and in any other language that the Unit Owner has indicated a preference for correspondence and notices pursuant to C.R.S. 38-33.3-209.5 (1.7)(a)(I):
 - i. That the Unit Owner will not be further fined with regard to the violation; and

 - ii. Of any outstanding fine balance that the Unit Owner still owes the Association.

5. **Violation Which Does Not Threaten Public Safety or Health.** If an Association reasonably determines that there is a violation of the Declaration, Bylaws, Covenants, or other Governing Documents of the Association, other than a violation that threatens the public safety or health, the Association shall, provide a warning letter (see Paragraph 6) regarding the violation to the Owner and providing

up to ten (10) days to cure the violation. Upon expiration of the initial cure period, if the violation continues to exist, the Association shall provide an initial letter (see Paragraph 7 below) regarding the violation and informing the Unit Owner that the Unit Owner has thirty (30) days to cure the violation. Upon expiration of the initial thirty (30) days, the Association, after conducting an inspection and determining that the Unit Owner has not cured the violation, may fine the Unit Owner.

- a. Process to Cure Violation. If a Unit Owner cures the violation within the cure period afforded the Unit Owner, the Unit Owner may notify the Association of the cure and, the Unit Owner sends notice to the Association with visual evidence that the violation has been cured, the violation is deemed cured on the date that the Unit Owner sends the notice. If the Unit Owner's notice does not include visual evidence that the violation has been cured, the Association shall inspect the unit as soon as practicable to determine if the violation has been cured.
- b. Violation Cured by Unit Owner. Once the Association determines that a Unit Owner has cured a violation, the Association shall notify the Unit Owner, in English and in any other language that the Unit Owner has indicated a preference for:
 - i. That the Unit Owner will not be further fined with regard to the violation; and
 - ii. Of any outstanding fine balance that the Unit Owner still owes the Association.
- c. Failure to Cure Violation by Unit Owner. If the Association does not receive notice from the Unit Owner that the violation has been cured, the Association shall inspect the unit within seven (7) days after the expiration of the initial thirty (30) day cure period to determine if the violation has been cured. If, after the inspection, the Association determines that the violation has not been cured, the Association may impose a fine, not to exceed five hundred dollars (\$500.00) per violation, pursuant to Paragraph 9 below. A second letter pursuant to Paragraph 8 shall provide an additional thirty (30) day period to cure.

- d. The Association may take legal action pursuant to this section if the two (2) thirty (30) day periods described above have elapsed and the violation remains uncured.
6. **Warning Letter.** If a violation is found to exist, a warning letter shall be sent to the Unit Owner. The letter must explain the nature of the violation, and the action or actions required to cure the alleged violation. The written notice shall be in English and in any language that the Unit Owner has indicated a preference for correspondence.
7. **Initial Letter.** If the violation has not been cured following the warning letter, an initial letter shall be sent to the Unit Owner. The letter must be sent via certified mail, return receipt requested if not a public safety or health threat. The letter must explain the nature of the violation, and the action or actions required to cure the alleged violation. The written notice shall be in English and in any language that the Unit Owner has indicated a preference for correspondence. The letter shall provide a Fine Notice as set forth in Paragraph 9.
8. **Second Letter.** If the alleged violation is not resolved within thirty (30) days of the initial letter, this will be considered a second violation for which a fine or legal action may be imposed following notice and opportunity for a hearing. A second letter shall then be sent to the Unit Owner, and shall include a Fine Notice as set forth in Paragraph 9.
9. **Fine Notice.** The letter(s) shall further state that the Unit Owner is entitled to a hearing on the merits of the matter in front of an impartial decision maker provided that such hearing is requested in writing within ten (10) days of the date on the initial or second letter pursuant to Paragraph 7 and Paragraph 8. On a violation that is a safety/health violation since the letter only provides seventy-two (72) hours to cure, any request for a hearing will be after that period runs but the hearing has to be prior to any fines being applied.
10. **Notice of Hearing.** If a hearing is requested by the Unit Owner, the Board, committee or other person conducting such hearing as may be determined in the sole discretion of the Board, may serve a

written notice of the hearing to all parties involved at least 10 days prior to the hearing date.

11. **Impartial Decision Maker.** Pursuant to Colorado law, the alleged Violator has the right to be heard before an "Impartial Decision Maker." An Impartial Decision Maker is defined under Colorado law as "a person or group of persons who have the authority to make a decision regarding the enforcement of the Association's covenants, conditions, and restrictions, including architectural requirements, and other rules and regulations of the Association and do not have any direct personal or financial interest in the outcome. A decision maker shall not be deemed to have a direct personal or financial interest in the outcome if the decision maker will not, as a result of the outcome, receive any greater benefit or detriment than will the general membership of the Association." Unless otherwise disqualified pursuant to the definition of Impartial Decision Maker, the Board may appoint to act as the Impartial Decision Maker the entire Board, specified members of the Board, any other individual or group of individuals.
12. **Hearing.** At the beginning of each hearing, the presiding officer, shall introduce the case by describing the alleged violation and the procedure to be followed during the hearing. Neither the Complainant nor the Unit Owner or alleged Violator are required to attend the hearing. The Impartial Decision Maker shall base its decision solely on the matters set forth in the Complaint, results of the investigation and such other credible evidence as may be presented at the hearing. Hearings will be held in executive session pursuant to C.R.S. 38-33.3-308(4)(e). The Impartial Decision Maker shall, within a reasonable time, not to exceed 14 days, render its written findings and decision, and impose a fine, if applicable.
13. **Failure to Timely Request Hearing.** If the Unit Owner fails to request a hearing pursuant to Paragraph 9, or fails to appear at any hearing, the Impartial Decision Maker may make a decision with respect to the alleged violation based on the Complaint, results of the investigation, and any other available information without the necessity of holding a formal hearing. If a violation is found to exist, the Unit Owner may be assessed a fine pursuant to these policies and procedures.
14. **Notification of Decision.** The decision of the Impartial Decision Maker shall be in writing and provided to the Unit Owner within

14 days of the hearing, or if no hearing is requested, within 14 days of the final decision.

15. Fine Schedule for Violations that do Threaten Public Safety or Health. The following fine schedule has been adopted for all covenant violations that do threaten public safety or health:

First Notice

Initial Letter (¶7)

After a Unit Owner has failed to cure a violation which threatens public safety or health within seventy-two (72) hours of being provided written notice of such violation, the Association may fine the Unit Owner fifty dollars (\$50.00) every other day until the violation is cured and may turn over to an attorney to file suit. Any fine notice shall notify the Unit Owner that failure to cure may result in a fine every other day and only one hearing shall be held.

16. Fine Schedule for Violations that do not Threaten Public Safety or Health. The following fine schedule has been adopted for all covenant violations that do not threaten public safety or health. The total amount of fines imposed per violation may not exceed five hundred dollars (\$500.00):

First notice of violation
Up to ten (10) days to comply

Warning letter
No fine

Second notice of violation
(of same covenant or rule)
Thirty (30) days to comply

Initial Letter (¶7)
\$250.00

Third notice of violation
(of same covenant or rule)
Additional thirty (30) days to comply

Second Letter (¶8)
\$250.00

The Association may turn over any violation to the Association's attorney to take appropriate legal action once the two (2) thirty (30) day periods described above have expired.

17. Waiver of Fines. The Board may waive all, or any portion, of the fines if, in its sole discretion, such waiver is appropriate under the circumstances. Additionally, the Board may condition waiver of the entire fine, or any portion thereof, upon the violation being resolved and staying in compliance with the Articles, Declaration, Bylaws or Rules.

18. Other Enforcement Means. This fine schedule and enforcement process is adopted in addition to all other enforcement means which are available to the Association through its Declaration, Bylaws, Articles of Incorporation and Colorado law. The use of this process does not preclude the Association from using any other enforcement means.
19. Definitions. Unless otherwise defined in this Policy, initially capitalized or terms defined in the Declaration shall have the same meaning herein.
20. Supplement to Law. The provisions of this Policy shall be in addition to and in supplement of the terms and provisions of the Declaration and the law of the State of Colorado governing the community.
21. Amendment. This Policy may be amended from time to time by the Board of Directors.

PRESIDENT'S

CERTIFICATION: The undersigned, being the President of Lake Forest Condominium, a Colorado nonprofit corporation, certifies 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 8-29-22 and in witness thereof, the undersigned has subscribed their name.

Lake Forest Condominium, a Colorado
nonprofit corporation

By: Skip Hale
Its: President

continuous violation, in accordance with the terms of this Section, such Owner may be subject to a daily fine of \$50.00 for each day the violation, following a notice and opportunity for a hearing as set forth above. The Executive Board need not issue a separate notice or have a separate hearing for each day of a continuous violation.

Section 3.13 Waiver of Fines. The Executive Board may waive all, or any portion, of the fines if, in its sole discretion, such waiver is appropriate under the circumstances. Additionally, the Board may condition waiver of the entire fine, or any portion thereof, upon the Violator coming into and staying in compliance with the Association Documents.

Section 3.14 Other Enforcement Means. This fine schedule and enforcement process is adopted in addition to all other enforcement means that are available to the Association through the Association Documents and Colorado law. The use of this process does not preclude the Association from using any other enforcement means.

Section 3.15 Attorney Fees. A Violator will be responsible for the Association's reasonable attorney's fees and costs incurred incident to their violation of any provision of the Association Documents or violation by any guest or occupant in the Violator's Unit. If either before or after the hearing it is determined that a Member has not committed any violation, the Association will not allocate to the Member's account any costs or attorneys' fees incurred in connection with the alleged violation.

ARTICLE IV

EXECUTIVE BOARD CODE OF CONDUCT - CONFLICT OF INTEREST POLICY

Section 4.1 Purpose. The Executive Board has the authority and responsibility to make decisions for the benefit of the entire community. The Board wishes to ensure that it and its individual members maintain a high standard of ethical conduct in the performance of the Association's business, and to ensure that the Owners maintain confidence in and respect for the entire Board.

Section 4.2 Act in the Best Interests of the Association as a Whole. Board members serve for the benefit of the entire community, and must strive to do what is best for the Association as a whole. Board members may not use their positions as such for private gain, for example:

- a. No Board member may solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or any other thing of monetary value from a person who is seeking a contractual or other business or financial relationship with the Association.
- b. No Board member may seek preferential treatment by the Board, any of its committees, or any contractors or suppliers.
- c. No Board member may accept employment compensation, gifts or favors made with the intent of influencing a decision or action on any official matter.
- d. No Board member may willingly misrepresent facts to advance a personal cause or influence the community to advance a personal cause.

f. No Board member may use his/her position to enhance his/her, or the Member's employer's financial status through the use of certain contractors or suppliers.

The above examples are offered for illustration purposes only, and are not intended to be exclusive.

Section 4.3 Comply with Association Documents and Relevant Law. Board members will make good faith efforts to make reasonable decisions that are consistent with the Association Documents, and to be familiar with all such documents. Board members will likewise comply with and make decisions that are consistent with all applicable laws, including, but not limited to, refraining from discriminating against any person on the basis of race, color, religion, national origin, gender, family status, or mental or physical disability.

Section 4.4 Set High Standards for Themselves as Association Members. Board members will hold themselves to high standards as Members of the Association, and will comply with the provisions of the Association Documents to the best of their ability.

Section 4.5 Work Within the Association's Framework and Refrain From Unilateral Action. Board members will work within the Association's framework and abide by the system of management established by the Association Documents and the Executive Board. The Board will conduct business in accordance with state law and the Association Documents, and will act upon decisions duly made, and no Board member will act unilaterally or contrary to such decisions. Toward that end, no Board member will seek to have a contract implemented that the Board has not duly approved, nor promise anything the Board has not approved to any contractor, supplier, or otherwise.

Section 4.6 Professional Behavior. Board members will conduct themselves at all meetings, including Board meetings, annual meetings of the Members, and committee meetings, in a professional and businesslike manner. Personal attacks against other Board members, Members, residents, officers, management, or guests are not consistent with the best interests of the community and will not be tolerated. Language at meetings will be kept professional. Though differences of opinion are inevitable, they must be expressed in a professional and businesslike manner.

Section 4.7 Confidentiality. Board members must at all times maintain the confidentiality of all legal, contractual, personnel, and management matters involving the Association. Board members must also maintain the confidentiality of the personal lives of other Board members, Members, residents, and management staff.

Section 4.8 Defamation. Board members may not engage in defamation, by any means, of any other Board member, Member, resident, or management staff member. Any Board member who engages in defamation will be acting outside the scope of his authority as a Board member.

Section 4.9 Harassment. Board members may not in any way harass, threaten, or otherwise attempt to intimidate any other Board member, Member, or resident. Any Board member who harasses, threatens, or otherwise attempts to intimidate other Members or residents

will be acting outside the scope of his authority as a Board member.

Section 4.10 Interference with Management Staff and Contractors. No Board member may interfere with the duties of management staff or any contractor executing a contract in progress. All communications with contractors must go through designated Board members, or must otherwise be in accordance with Board policy.

Section 4.11 Use of Members' Keys. No Board member may use any Member's keys in any manner other than as outlined in the Association's official key policy, if any.

Section 4.12 Violations of Code. Violations of the Code of Conduct will be brought to the Hearing Board, which will consist of designated Board members. In addition, the Executive Board may elect, at its sole discretion, to appoint as Advisory Hearing Board Members, other Board members, as well as the Association attorney, manager, or accountant. Any Board member who violates this Code of Conduct agrees that the Board may seek injunctive relief against him or her, following a hearing before the Hearing Board, unless circumstances necessitate the issuance of injunctive relief prior to such hearing. The Board member also agrees that the Association is relieved of posting bond as a condition to its injunctive remedy. Such Board member must pay the attorney's fees incurred by the Board in any enforcement effort.

Section 4.13 Conflicting Interest Transactions.

a. Disclosure. Board members must immediately disclose to the Executive Board any perceived or potential conflicting interest transaction regarding any aspect of the business operations of the Association. The Board member must declare all material facts of the conflict in an open meeting, prior to any discussion or action on that issue. After making such declaration, the Board member may participate in the discussion but may not vote on that issue.

b. Definition. A conflicting interest transaction means a contract, transaction, or other financial relationship between the Association and a Board member or between the Association and a party related to a Board member, or between the Association and an entity in which a Board member is a Board member or officer or has a financial interest. The provisions of CCIOA and the Nonprofit Act will apply to all situations where a conflicting interest transaction is present.

c. No Loans. The Association may not make any loans to any Board member or Officer.

~~**ARTICLE V
CONDUCT OF MEETINGS**~~

Replaced with Update 9-5-22

Section 5.1 Member Meetings. Member meetings will be called pursuant to the Bylaws.

a. Notice.

i. In addition to any notice required in the Bylaws, notice of any Member meeting may be posted on the Association's website, if any. The notice must state the time and place of the meeting and the items on the agenda, including the general nature of any proposed amendment to the Declaration or Bylaws, any budget changes, and any proposal to remove a Board member or officer.

ii. If any Member requests that the Association provide notice via electronic mail and has provided the Association with an electronic mail address, the Association, if it has the capability, will send notice of all Member meetings to the Member's email address at least forty-eight (48) hours prior to any meeting.

b. Conduct. The following rules of conduct and order will govern all Member meetings:

i. The President of the Association or Board Designee will chair all Member meetings.

ii. All Owners and persons who attend Member meetings will sign in, present any proxies and receive ballots as appropriate.

iii. Any person desiring to speak must sign up on the list provided at check in and indicate if he or she is for or against an agenda item.

iv. Anyone wishing to speak must first be recognized by the Chair.

v. Only one person may speak at a time.

vi. Each person who speaks will first state his or her name and Unit address.

vii. Any person who is represented at the meeting by another person, as indicated by a written instrument, will be permitted to have such person speak for him or her.

viii. Those addressing the meeting will be permitted to speak without interruption from anyone as long as these rules are followed.

ix. Comments will be offered in a civilized manner and without profanity or personal attacks and will be relevant to the purpose of the meeting.

x. Each person will have a maximum of three minutes, per agenda item, to make a statement or to ask questions. The Executive Board may decide whether or not to answer questions during the meeting. Each person may only speak once. A speaker may not yield time to another individual. The Chair may increase or decrease the time limit if the change is uniform for all persons addressing the meeting.

xi. All actions or decisions will require a first and second motion.

xii. Once a vote has been taken, there will be no further discussion regarding that topic.

xiii. The Association will keep minutes of actions taken.

xiv. Anyone disrupting the meeting, as determined by the Chair, will be asked to "come to order." Anyone who does not come to order will be requested to immediately leave the meeting.

xv. The Chair may establish such additional rules of order as may be necessary from time to time.

c. Voting. All votes taken at Member meetings are subject to applicable provisions within the Association Documents, and the following:

i. Neutral third party volunteers or randomly selected non-candidate

Members will count ballots. The results of the vote will be reported without reference to names, addresses, or other identifying information. Current Board members or, in the case of a contested election for a Board position, candidates, may not count ballots.

ii. The individual(s) counting the ballots shall report the results of the vote to the Chair by indicating how many votes were cast for each candidate or how many votes were cast in favor and against any issue.

d. Proxies. Any Member may give written or electronically transmitted fax or e-mail proxies pursuant to C.R.S. § 7-127-203. See Addendum for a copy. The Association's Secretary or designee shall review all proxies for the following:

- i. Validity of the signature and date;
- ii. Signatory's authority to sign for the Unit Owner;
- iii. Authority of the Unit Owner to vote;
- iv. Conflicting proxies; and
- v. Expiration of the proxy.

Section 5.2 Board Meetings. Board meetings will be called pursuant to the Bylaws.

a. Conduct. The following rules of conduct and order will govern all Board meetings.

i. The President, Vice President, or Board designee, will chair all Board meetings.

ii. All persons attending a Board meeting are required to sign in, listing their name and address.

iii. All Members or their representative will be given an opportunity to speak as to any matter or ask questions of the Executive Board during the Member Forum at the beginning of the meeting. Any Member or their representative wishing to speak during the Member Forum must indicate so at the time of sign in.

iv. Anyone desiring to speak must first be recognized by the Chair.

v. Only one person may speak at a time.

vi. Each person speaking will first state his or her name and address.

vii. Any person who is represented at the meeting by another person as indicated by a written instrument will be permitted to have such person speak for them.

viii. Those addressing the Executive Board may speak without interruption from anyone as long as these rules are followed.

ix. Comments will be offered in a civilized manner and without profanity or personal attacks and will be relevant to the purpose of the meeting.

x. Each person will have a maximum of three minutes to speak or to ask questions, although questions may not be answered until a later date. Each person may only speak once during the Member Forum and once on any other issue prior to the Board's vote such issue. No speaker may yield time to another individual. The Chair may increase or decrease the time limit if the change is uniform for all persons addressing the meeting.

xi. The Association will keep minutes of actions taken.

xii. Anyone disrupting the meeting, as determined by the Chair, will be asked to come to order. Anyone who does not come to order will be requested to leave the

**POLICY OF LAKE FOREST CONDOMINIUM
ADOPTING PROCEDURES FOR THE CONDUCT OF MEETINGS**

SUBJECT: Adoption of a policy and procedures for conducting Owner and Board meetings.

PURPOSE: To facilitate the efficient operation of Owner and Board meetings and to afford Owners an opportunity to provide input and comments on decisions affecting the community.

AUTHORITY: The Declaration, Articles of Incorporation, and Bylaws of the Association and Colorado law.

EFFECTIVE DATE: 9-5-22

RESOLUTION: The Association hereby adopts the following procedures regarding the conduct of meetings:

1. **Owner Meetings.** Meetings of the Owners of the Association shall be called pursuant to the Bylaws of the Association.
 - (a) **Notice.**
 - (1) In addition to any notice required in the Bylaws, notice of any meeting of the Owners shall be conspicuously posted at the common hot tub area at least 3 days prior to each such meeting, or as may otherwise be required by Colorado law.
 - (2) The Association shall also post notice on its website of all Owner meetings. Such notice shall be posted 10 days prior to such meeting.
 - (3) If any Owner has requested the Association provide notice via email and has provided the Association with an email address, the Association shall send notice for all Owner meetings to such Owner at the email address provided at least 24 hours prior to any such meeting.

(b) Conduct.

- (1) All Owner meetings shall be governed by the following rules of conduct and order:
 - (A) The president of the Association or designee shall chair all Owner meetings.
 - (B) All Owners and persons who attend a meeting of the Owners will sign in, present any proxies, and receive ballots as appropriate. (See section below regarding voting).
 - (C) Any person desiring to speak shall sign up on the list provided at check in and indicate if they are for or against an agenda item.
 - (D) Anyone wishing to speak must first be recognized by the chair.
 - (E) Only one person may speak at a time.
 - (F) Each person who speaks shall first state their name and address.
 - (G) Any person who is represented at the meeting by another person, as indicated by a written instrument, will be permitted to have such person speak for them.
 - (H) Those addressing the meeting shall be permitted to speak without interruption from anyone as long as these rules are followed.
 - (I) Comments are to be offered in a civilized manner and without profanity, personal attacks or shouting. Comments are to be relevant to the purpose of the meeting.
 - (J) Each person shall be given up to a maximum of three minutes to make a statement or to ask questions. The Board may decide whether or not to answer questions during the meeting. Each person may only speak once. Yielding of time by a speaker to another individual shall not be permitted. Such time limit may be increased or decreased

by the chair, but shall be uniform for all persons addressing the meeting.

- (K) All actions and/or decisions will require a first and second motion.
- (L) Once a vote has been taken, there will be no further discussion regarding that topic.
- (M) So as to allow for and encourage full discussion by Owners, no meeting may be audio, video, or otherwise recorded. Minutes of actions taken shall be kept by the Association.
- (N) Anyone disrupting the meeting, as determined by the chair, shall be asked to "come to order." Anyone who does not come to order will be requested to immediately leave the meeting.
- (O) The chair may establish such additional rules of order as may be necessary from time to time.

(c) Voting. All votes taken at Owner meetings shall be taken as follows:

- (1) Contested elections of Board members, defined as elections in which there are more candidates than positions to be filled, shall be conducted by secret ballot. Each Owner entitled to vote pursuant to the Bylaws shall receive a ballot. The ballot shall contain no identifying information concerning the ballot holder. In the event an Owner holds a proxy for another Owner, upon presentation of such proxy to the secretary of the Association or the secretary's designee, the Owner shall receive a secret ballot to cast the vote of the Owner who provided the proxy. The proxy shall be kept and retained by the Association.
- (2) Uncontested elections of Board members, defined as elections in which the number of candidates is equal to or less than the positions to be filled, and all other votes taken at a meeting of the Owners shall be taken in such method as determined by the Board of Directors including acclamation, by hand, by voice, or by ballot. Notwithstanding the above, uncontested elections of Board members or other votes on matters affecting the community shall be by secret ballot at the discretion of the Board or upon the request

of 20% of the Owners who are present at the meeting or represented by proxy.

- (3) Written ballots shall be counted by a neutral third party, excluding the Association's managing agent or legal counsel, or a committee of volunteers who are not Board members, and in the case of a contested election, are not candidates. The committee shall be selected or appointed at an open meeting, in a fair manner, by the chair or another person presiding during that portion of the meeting.
 - (4) The individual(s) counting the ballots shall report the results of the vote to the chair by indicating how many votes were cast for each individual or how many votes were cast in favor and against any issue.
- (d) **Proxies.** Proxies may be given by any Owner as allowed by C.R.S. 7-127-203.
- (1) All proxies shall be reviewed by the Association's secretary or designee as to the following:
 - (A) Validity of the signature;
 - (B) Signatory's authority to sign for the unit Owner;
 - (C) Authority of the unit Owner to vote;
 - (D) Conflicting proxies; and
 - (E) Expiration of the proxy.

2. **Board Meetings.** Meetings of the Board of Directors of the Association shall be called pursuant to the Bylaws of the Association.

(a) **Conduct.**

- (1) All Board meetings shall be governed by the following rules of conduct and order:
 - (A) The president of the Association, or designee, shall chair all Board meetings;

- (B) All persons who attend a meeting of the Board shall be required to sign in, listing their name and unit address;
- (C) All Owners will be given an opportunity to speak as to any matter or ask questions of the Board during the Owner forum at the beginning of the meeting. Any Owner wishing to speak during the Owner forum shall so indicate at the time of sign in;
- (D) Anyone desiring to speak shall first be recognized by the chair;
- (E) Only one person may speak at a time;
- (F) Each person speaking shall first state their name and address;
- (G) Any person who is represented by another person as indicated by a written instrument at the meeting shall be permitted to have such person speak for them;
- (H) Those addressing the Board shall be permitted to speak without interruption from anyone as long as these rules are followed;
- (I) Comments are to be offered in a civilized manner and without profanity, personal attacks, or shouting. Comments are to be relevant to the purpose of the meeting or issue at hand;
- (J) Each person shall be given up to a maximum of three minutes to speak or to ask questions, although questions may not be answered until a later date. Each person may only speak once during the Owner forum and once on any other issue prior to a vote by the Board on such issue. Yielding of time by a speaker to another individual shall not be permitted. Such time limit may be increased or decreased by the chair but shall be uniform for all persons addressing the meeting;
- (K) No meeting of the Board may be audio, video, or otherwise recorded except by the Board to aid in the preparation of minutes; and

- (L) Anyone disrupting the meeting, as determined by the chair, shall be asked to "come to order." Anyone who does not come to order shall be requested to immediately leave the meeting.

(b) Owner Input.

After a motion and second has been made on any matter to be discussed, at a time determined by the Board, but prior to a vote by the directors, Owners, or their designated representatives, present at such time shall be afforded an opportunity to speak on the motion as follows:

- (1) The chair will ask those Owners present to indicate by a show of hands who wishes to speak in favor or against the motion. The chair will then determine a reasonable number of persons who will be permitted to speak in favor of and against the motion and for how long each person will be permitted to speak. The chair shall also announce the procedure for who shall be permitted to speak if not everyone desiring to speak will be permitted to speak.
- (2) Following Owner input, the chair will declare Owner input closed and there shall be no further Owner participation on the motion at hand unless a majority of the Board of Directors votes to open the discussion to further Owner participation.

- (c) Board Action Without a Meeting.** The directors shall have the right to take any action in the absence of a meeting which they could take at a meeting by obtaining the written approval of all of the directors. Any action so approved shall have the same effect as though taken at a meeting of the directors.

(d) Executive Sessions.

- (1) The members of the Board may hold a closed door, executive session and may restrict attendance to Board members and such other persons requested by the Board during a regular or specially announced meeting for discussion of the following:
 - (A) Matters pertaining to employees of the Association or the manager's contract or involving the employment, discipline, or dismissal of an officer, agent, or employee of the Association;

- (B) Consultation with legal counsel concerning disputes that are the subject of pending or imminent court proceedings or matters that are privileged or confidential between attorney and client;
 - (C) Investigative proceedings concerning possible or actual criminal misconduct;
 - (D) Any matter the disclosure of which would constitute an unwarranted invasion of individual privacy, including a disciplinary hearing regarding a Unit Owner and any referral of delinquency;
 - (E) Review of or discussion relating to any written or oral communication from legal counsel;
 - (F) Matters subject to specific constitutional, statutory, or judicially imposed requirements protecting particular proceedings or matters from public disclosure.
- (2) Prior to holding a closed-door session, the president of the Board, or other person designated to preside over the meeting, shall announce the general matter of discussion as stated above;
 - (3) No rule or regulation or amendment to the Bylaws or the Articles of Incorporation shall be adopted during a closed session. The foregoing documents may be validly adopted only during a regular or special meeting or after the Board goes back into regular session following a closed session; and
 - (4) The minutes of all meetings at which an executive session was held shall indicate that an executive session was held and the general subject matter of the executive session. Minutes of executive sessions may be kept but are not subject to disclosure pursuant to the Association's policy regarding inspection of records.
3. Definitions. Unless otherwise defined in this Policy, initially capitalized or terms defined in the Declaration shall have the same meaning herein.
4. Supplement to Law. The provisions of this Policy shall be in addition to and in supplement of the terms and provisions of the Declaration and the law of the State of Colorado governing the community.

5. Deviations. The Board may deviate from the procedures set forth in this Policy if in its sole discretion such deviation is reasonable under the circumstances.
6. Amendment. This Policy may be amended at any time by the Board of Directors.

PRESIDENT'S

CERTIFICATION: The undersigned, being the President of Lake Forest Condominium, a Colorado nonprofit corporation, certifies 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 8-29-22 and in witness thereof, the undersigned has subscribed their name.

Lake Forest Condominium, a Colorado
nonprofit corporation

By:
Its:

Skip Hale
President

meeting immediately.

xiii. The Chair may establish such additional rules of order as may be necessary from time to time.

b. Member Input. After a motion and second has been made on any matter to be discussed, but prior to the Board's vote, present Members will be afforded an opportunity to speak on the motion as follows:

i. Upon the Chair's request, Members who wish to speak in favor or against the motion may indicate their interest by a show of hands. The Chair will then determine a reasonable number of persons who will be permitted to speak in favor of and against the motion and for how long each person will be permitted to speak. The Chair shall also announce the procedure for who shall be permitted to speak if not everyone desiring to speak will be permitted to speak.

ii. Following Member input, the Chair will declare Member input closed and no further Member participation on the motion at hand will be allowed unless a majority of the Board votes to open the discussion to further Member participation.

ARTICLE VI COLLECTION OF UNPAID ASSESSMENTS

Updated 9-5-22

Section 6.1 Purpose of the Collection Policy. One of the many advantages of living in a community association is sharing with other members the costs of certain maintenance, repairs, and amenities that are often too expensive for a single Owner. All Owners are legally bound to share those costs. It is imperative for the proper maintenance of the Association's Common Elements that all assessments, whether regular or special, be paid in full and on time. Delinquencies throw the Association's entire budget off course and negatively affect all Owners' property values and lifestyles. To maintain our community adequately, state statutes and our Association Documents give the Executive Board the authority to impose and collect assessments and other allowable charges from Owners. In fact, the Board owes a duty to all Owners to make sure everyone pays. The Board has adopted the following policy to fulfill its duty in a fair, systematic, and impartial manner.

Section 6.2 Common Expenses. Common Expenses are the expenses and liabilities of the Association including allocations for reserves. Common Expenses include expenses of administration and management, maintenance, repair or replacement of the Common Elements; expenses declared Common Expenses by the Association Documents; and expenses agreed upon as Common Expenses by the Owners. Common Expenses are funded by Assessments levied against the Units as provided in the Declaration including Special Assessments, and Default Assessments for rules violation fines, late fees, common area repairs, insurance deductibles, attorney fees, interest, or other charges imposed under the Association Documents.

Section 6.3 When Common Expenses Are Due. Annual Assessments are due in advance on the first day of each year without notice. Owners may pay their annual Assessments in equal monthly installments, which are due in advance and without notice on the first day of each month, or in such other installments as the Board may determine from time to time. Payments for other Assessments, or installments of other Assessments, are due thirty (30) days after the mailing of notice of Owner's obligation to pay, unless otherwise stated. If an

Owner does not pay in full any Assessment by its due date the Owner's account is delinquent.

Section 6.4 Where to Send Payment. Deliver all payments to the Association as follows:

Lake Forest Condominium Association
P.O. Box 2590
Dillon, CO 80435

Section 6.5 Collection Process.

a. First Notice. After a monthly installment of an annual Assessment or other charges due to the Association become more than thirty (30) days delinquent, the Board or the Manager will send a written notice of non-payment ("First Notice"). The First Notice will state:

i. The amount past due with an accounting showing the amount past due, interest, late fees, return check charges and any other amounts owed, and requesting immediate payment;

ii. The Association intends to file a lien;

iii. Who the delinquent Owner may contact to verify the amount past due;

iv. The Owner must cure the delinquency by payment of the amount owed either in a lump sum or under a payment plan pursuant to Section 6, and who the Owner may contact regarding a lump sum payment or a payment plan;

v. How payments will be applied to the delinquency;

vi. If the Owner fails to cure the delinquency within 30 days the delinquent account may be turned over to the Association's attorney for collection; and

vii. The legal remedies available to the Association pursuant to the Association Documents and Colorado law.

b. Second Notice. After an installment of an Assessment or other charge due to the Association becomes more than sixty (60) days delinquent, the Manager may send the delinquent Owner a second written notice of non-payment ("Second Notice"). The Second Notice will state the amount past due, that interest and late fees have accrued and the amount thereof, and that the Manager will turn the account over to the Association's attorney for collection if they do not cure the delinquency within 30 days after the date of the Second Notice.

c. Final Notice. After receiving the delinquent account, the Association's attorney will file a lien and send a letter ("Final Notice") to the delinquent Owner demanding immediate payment for past due Assessments, and that the delinquent Owner has 10 days from the date of the Final Notice to cure the delinquency. Upon further review, and the Board's compliance with Section 6.14 below, the Association's attorney may file a lawsuit or pursue other remedies authorized under the Association Documents and Colorado law. A delinquent Owner must pay reasonable attorney's fees the Association incurs together with costs, applicable interest and late fees, whether or not suit is initiated.

Section 6.6. Collection Remedies. The Association may take any or all of the

following actions if an Owner's account is delinquent:

a. Late Fees and Interest. If the Association does not receive payment for any Assessment in full within thirty (30) days after it becomes due, the delinquent Owner must pay a monthly late charge of \$100.00 as liquidated damages for the Association's time, inconvenience, and overhead in collecting the late payment. The delinquent balance will also accrue interest at 18% per annum from the due date until the date of payment.

b. Returned Checks. Any Owner who writes a check to the Association that the Association's bank returns for any reason must pay the following charges:

i. a return check or any method of electronic payment charge of \$100.00 plus any related bank charges that the Association incurs because of the returned check; and

ii. If notice has been sent pursuant to C.R.S. § 13-21-109 and the total amount due set forth in that notice is not paid within fifteen (15) days after such notice is given, the person issuing the check, any method of electronic payment, draft or money order will be liable to the Association for collection of three (3) times the face amount of the check, but not less than \$100.00.

iii. If Owner writes two or more checks or 2 or more of any method of electronic payments, to the Association that the Association's bank returns for any reason within one fiscal year, the Association may require that Owner to pay Assessments for one fiscal year with certified funds.

c. Reserve Deposit. The Association may require an Owner to deposit with the Association an amount up to 1/4 of the annual Assessment to be held by the Association as an operational reserve. Payment of such amount shall not relieve an Owner of the obligation to pay the periodic Assessments as they become due. Upon transfer of a Unit, the transferring Owner shall receive any portion of the reserve payment which remains unused as of the date of such transfer.

d. Suspend Privileges. If an account is delinquent for more than thirty (30) days, the Association may give the Owner a 30 day notice of intent to suspend voting privileges.

d. Assignment of Rents. In the event of any delinquency, the delinquent Owner assigns all of the rental proceeds from their Unit to the Association, who upon written notice to the Tenant occupying the Owner's Unit, will be entitled to collect all rent and other sums due under the rental agreement.

Section 6.7. Payment Plan. In compliance with C.R.S. § 38-33.3-316.3, the Association must make a good faith effort to set up a payment plan with a delinquent Owner prior to turning the Owner's delinquent account over to a third party debt collector or referring the account to an attorney for legal action. An Owner should contact the Manager to request a copy of the ledger to confirm the amount of Assessments owed or to set up a payment plan.

a. Requirements. A payment plan negotiated between the Association Treasurer, or Manager, and an Owner pursuant to this Section must permit the Owner to pay off the delinquency in equal installments over a period of at least six (6) months. The plan will also require the Owner to pay all periodic and other assessments as they become due during the term

of the payment plan. A payment plan will contain the material terms as set forth in the template attached as Exhibit A to this Resolution, as may be amended by the Association Treasurer to

address the particular circumstances of the delinquency.

b. Default. The Association may pursue any collection remedy or legal action the Association Documents authorize against an Owner who defaults on the terms of a payment plan entered into pursuant to this Section. An Owner will be in default of their payment plan if the Owner fails to timely pay an agreed upon installment, or if the Owner otherwise defaults under the terms of the payment plan.

c. Exceptions. The Association is not required to set up payment plans with an Owner who does not occupy the Unit and acquired the property as a result of a Default of a Security Interest, or an Owner that has previously entered into a payment plan pursuant to this Section.

Section 6.8 Habitual Delinquency. An Owner that is more than 30 days delinquent on two or more periodic Assessment payments in any 6 month period will be considered habitually delinquent. The Executive Board may require habitually delinquent Owners to arrange for payment of future Assessments to the Association by Automated Clearing House (ACH) direct debit transfers or automatic Electronic Funds Transfer (EFT).

Section 6.9 Crediting Late Payments. All delinquent accounts remain delinquent until paid in full. Acceptance of partial payments will not waive the Association's right to pursue full payment or to enforce the provisions of this policy. The Association will apply partial payments to the outstanding balance in the following order:

- a. Post judgment attorney's fees and costs;
- b. Post judgment interest;
- c. Amounts reduced to judgment;
- d. Late charges, returned check charges, lien fees, and any other fines or costs owing or incurred;
- e. Interest accrued on any unpaid post judgment Assessments;
- f. Unpaid Assessments, with payments applied to the oldest balance first;
- and
- g. Current Assessments.

Section 6.10 Acceleration and Deceleration of Assessments.

a. Acceleration. The Executive Board reserves the right to accelerate and call due the entire unpaid annual or special Assessment of any delinquent account. Such acceleration will result in the entire unpaid Assessment being due to the Association immediately. The Board also reserves the right to decelerate an accelerated Assessment.

b. Deceleration. The Executive Board reserves the right to decelerate any

unpaid annual or special assessment of any delinquent account. Such deceleration may result in a delay or postponement of the date the unpaid Assessment will become due. The Board also reserves the right to accelerate a decelerated Assessment.

Section 6.11 Certificate of Status of Assessment. The Association will furnish to an Owner or such Owner's designee within fourteen (14) days after written request to the Association's agent, a written statement setting forth the amount of unpaid Assessments currently levied against such Owner's Unit for a fee of \$50.00. However, if the account has been turned over to the Association's attorney, such request will be handled through the attorney.

Section 6.12 Bankruptcies and Foreclosures. Upon receipt of any notice of a bankruptcy filing by an Owner, or upon receipt of a notice of a foreclosure by any holder of an encumbrance against any Unit, the Manager will notify the Association's attorney of the same and turn the account over to the Association's attorney, if appropriate.

Section 6.13 Appointment of a Receiver. The Association may seek the appointment of a receiver if an Owner becomes delinquent in the payment of assessments pursuant to the Declaration and Colorado law. A receiver is a disinterested person, appointed by the court that manages the rental of the property, collects the rent and disburses the rents according to the court's order. The purpose of a receivership for the Association is to obtain payment of current assessments, reduce past due assessments, and prevent the waste and deterioration of the property.

Section 6.14 Judicial Foreclosure. If the balance of the delinquent assessments and charges secured by its lien equals or exceeds 6 months of common expense assessments based on a periodic budget adopted by the Association, the Association may choose to foreclose on its lien in lieu of or in addition to suing an Owner for a money judgment. The purpose of foreclosing is to obtain payment of all assessments owing in situations where either a money judgment lawsuit has been or is likely to be unsuccessful or other circumstances favor such action. With respect to such action:

- a. The Board must formally resolve, pursuant to a recorded vote, to authorize the filing of a legal action against an Owner or a Unit.
- b. The Board may not delegate its duty under this Section to any attorney, insurer, manager, or other person.

Section 6.15 Waivers. The Association is authorized to extend the time for the filing of lawsuits and liens, or to otherwise modify the procedures contained herein, as the Association determines is appropriate under the circumstances.

Section 6.16 Notices. The Association will cause a collection or demand letter or notice to be hand delivered or sent to a delinquent Owner at the registered or last known address by regular mail. The Association may, but is not required to send an additional copy of that letter or notice by e-mail or certified mail.

Section 6.17 Communication with Owners. All communication with a delinquent Owner will be handled through the Association's attorney once a matter is referred to the

**POLICY OF LAKE FOREST CONDOMINIUM
REGARDING PROCEDURES FOR COLLECTION OF UNPAID ASSESSMENTS**

SUBJECT: Adoption of a policy and procedure regarding the collection of unpaid assessments.

PURPOSE: To provide notice of the Association's adoption of a uniform and systematic procedure to collect assessments and other charges of the Association.

AUTHORITY: The Declaration, Articles of Incorporation and Bylaws of the Association and Colorado law.

**EFFECTIVE
DATE:**

9-5-22

RESOLUTION: The Association hereby adopts the following policy:

The Association hereby gives notice of its adoption of the following policies and procedures for the collection of assessments and other charges of the Association:

1. **Due Dates.** Installments of the annual assessment as determined by the Association and as allowed for in the Declaration shall be due and payable on the 1st day of each month. Assessments or other charges not paid in full to the Association within one day of the due date shall be considered past due and delinquent. Assessments or other charges not paid in full to the Association within 30 days of the due date shall incur late fees and interest as provided below. In the event notice of acceleration is given to delinquent Owner(s), the Owner(s) of the unit shall also be charged any costs incurred by the Association in giving notice of such acceleration.
2. **Receipt Date.** The Association shall post payments on the day that the payment is received in the Association's office.
3. **Late Charges on Delinquent Installments.** The Association shall impose on a monthly basis a \$25.00 late charge for each Owner who fails to timely pay any assessment within 30 days of the due date. This late charge shall be a "common expense" for each delinquent Owner. The Association shall impose interest from the date due at the rate of 8% per annum on the amount owed for each Owner who fails to timely pay their monthly installment of the any assessment within 30 days of the due date.

4. Personal Obligation for Late Charges. The late charge shall be the personal obligation of the Owner(s) of the unit for which such assessment or installment is unpaid. All late charges shall be due and payable immediately, without notice, in the manner provided by the Declaration (and as set forth herein) for payment of assessments.
5. Return Check Charges. In addition to any and all charges imposed under the Declaration, Articles of Incorporation and Bylaws, the Rules and Regulations of the Association or this Policy, a return check fee, not to exceed \$20.00, shall be assessed against an Owner in the event any check or other instrument attributable to or payable for the benefit of such Owner is not honored by the bank or is returned by the bank for any reason whatsoever, including but not limited to insufficient funds. This returned check charge shall be a "common expense" for each Owner who tenders payment by check or other instrument which is not honored by the bank upon which it is drawn. Such return check charge shall be due and payable immediately, upon demand. Notwithstanding this provision, the Association shall be entitled to all additional remedies as may be provided by applicable law. Returned check charges shall be the obligation of the Owner(s) of the unit for which payment was tendered to the Association. Returned check charges shall become effective on any instrument tendered to the Association for payment of sums due under the Declaration, Articles, Bylaws, Rules and Regulations or this Policy after the date adopted as shown above. If two or more of an Owner's checks are returned unpaid by the bank within any fiscal year, the Association may require that all of the Owner's future payments, for a period of one (1) year, be made by certified check or money order. This return check charge shall be in addition to any late fees or interest incurred by an Owner. Any returned check shall cause an account to be past due if full payment of any assessment is not timely made within 30 days of the due date.
6. Service Fees. In the event the Association incurs any type of service fee, regardless of what it is called, for the handling and processing of delinquent accounts on a per account basis, such fees will be the responsibility of the Owner as such fee would not be incurred but for the delinquency of the Owner.
7. Repayment Plan. Any Owner who becomes delinquent in payment of assessments may enter into a repayment plan with the Association, which plan shall be for a minimum term of 18 months or such other longer term as may be approved by the Board of Directors.

Such repayment plan shall be offered to each Owner prior to the Association referring any account to an attorney or collection agency for collection action. Under the repayment plan, the Owner may choose the amount to be paid each month, so long as each payment is at least twenty-five dollars (\$25.00) until the balance of the amount owed is less than twenty-five dollars (\$25.00).

The Owner shall be deemed to be in default of the repayment plan and the repayment plan with the Association shall be null and void if within thirty (30) days after the Association has provided the Owner with a written offer to enter into a repayment plan, the Owner either declined the repayment plan; or after accepting the repayment plan, failed to pay at least three (3) of the monthly installments within fifteen (15) days after the monthly installments were due.

If the Owner does not confirm written acceptance of the repayment plan within thirty (30) days after the Association has provided the Owner with a written offer to enter into a repayment plan, the offer shall be deemed to be declined.

In the event the Owner defaults or otherwise does not comply with the terms and conditions of the repayment plan, including the payment of ongoing assessments of the Association, the Association may, without additional notice, refer the delinquent account to an attorney or collection agency for collection action or may take such other action as it deems appropriate in relation to the delinquency.

An Owner who has entered into a repayment plan may elect to pay the remaining balance owed under the repayment plan at any time during the duration of the repayment plan.

8. Attorney Fees on Delinquent Accounts. As an additional expense permitted under the Declaration and by Colorado law, the Association shall be entitled to recover its reasonable attorney fees and collection costs incurred in the collection of assessments or other charges due the Association from a delinquent Owner. The reasonable attorney fees incurred by the Association shall be due and payable immediately when incurred, upon demand.

9. Application of Payments. Once an account is referred to the Association's attorney, all sums collected on a delinquent account shall be remitted to

the Association's attorney until the account is brought current. The Association may prohibit the Owner from accessing any online payment portal until the account is brought current. All payments received on account of any Owner or the Owner's property (hereinafter collectively "Owner"), shall be applied in the following manner: first to the payment of any assessments owed, then to any and all legal fees and costs (including attorney fees), then to expenses of enforcement and collection, late charges, returned check charges, lien fees, and other costs owing or incurred with respect to such Owner pursuant to the Declaration, Articles, Bylaws, Rules and Regulations, or this Policy.

10. Collection Process.

- (a) After an installment of an annual assessment or other charges due to the Association becomes more than 30 days delinquent, the Management Company shall send a written notice ("First Notice") of non-payment, amount past due, notice that interest and late fees have accrued and request for immediate payment. This First Notice shall be sent by regular first class mail.
- (b) After an installment of an annual assessment or other charges due to the Association becomes more than 60 days delinquent, the Management Company shall send a second written notice ("Second Notice") of non-payment, amount past due, notice that interest and late fees have accrued, notice of intent to file a lien and request for immediate payment. The Association's notice, at a minimum shall include the following:
 - (i) The total amount due to the Association along with an accounting of how the total amount was determined.
 - (ii) Whether the Owner may enter into a payment plan and instructions for contacting the Association to arrange for and enter into a plan.
 - (iii) A name and contact information for an individual the Owner may contact to request a copy of the Owner's ledger in order to verify the amount of the debt.
 - (iv) A statement indicating that action is required to cure the delinquency and that failure to do so within thirty days may result in the Owner's delinquency account being turned over to an attorney, a collection agency, the filing of a lawsuit

against the Owner, appointment of a receiver, the filing and foreclosure of a lien against the Owner's property, or other remedies available under Colorado Law including revoking the Owner's right to vote if permitted in the Bylaws or Declaration.

- (v) Specify whether the delinquency concerns unpaid assessments; unpaid fines, fees or charges; or both unpaid assessments and unpaid fines, fees, or charges, and, if the notice of delinquency concerns unpaid assessments, the notice of delinquency must notify the Owner that unpaid assessments may lead to foreclosure.
 - (vi) Include a description of the steps the Association must take before the Association may take legal action against the Owner, including a description of the Association's covenant violation cure process as laid out in the Association's Covenant and Rule Enforcement Policy.
 - (vii) Include a description of what legal action the Association may take against the Owner, including a description of the types of matters that the Association or Owner may take to Small Claims Court, including injunctive matters for which the Association seeks an order requiring the Owner to comply with the Declaration, Bylaws, Covenants, or other governing documents of the Association.
- (c) This Second Notice will be provided to the Owner in the following manners:
- (i) Certified mail, return receipt requested; and
 - (ii) Physically posted on the Owner's Unit at the Association; and
 - (iii) By one of the following manners:
 - i. First-class mail;
 - ii. Text message to a cellular number that the Association has on file because the Owner has provided the cellular number to the Association; or

- iii. Email to an email address that the Association has on file because the Owner has provided the email address to the Association.
- (d) After an installment of an annual assessment or other charges due to the Association becomes more than 90 days delinquent, the Management Company shall turn the account over to the Association's attorney for collection.

Any collection account referred to an attorney for collections shall first be approved by the Board of Directors via resolution or a vote of the Board recorded in the minutes of the meeting at which the vote was taken, pursuant to the Association's Conduct of Meetings Policy.

Upon receiving the delinquent account, legal counsel may file a lien and send a letter to the delinquent Owner demanding immediate payment for past due assessments or other charges due. Upon further review, legal counsel may file a lawsuit or further collection action. If a judgment or decree is obtained, including without limitation a foreclosure action, such judgment or decree shall include reasonable attorney fees together with the cost of the action and any applicable interest and late fees.

In addition to the steps outlined above, even after the Owner has been sent to the attorney for collections, on a monthly basis, the Association shall send any Owner with an outstanding balance due an itemized list of all assessments, fines, fees, and charges that the Owner owes the Association. A ledger going back to the last zero balance can satisfy this requirement.

This monthly notice shall be sent by first-class mail. The monthly notice shall also be sent by email if the Association has an email address for the Owner.

This monthly notice shall be sent in English unless the Owner has indicated a preference for notices to be sent in another language.

If the Owner has identified a designated contact, this notice shall be sent to both the Owner and a copy sent to the designated contact.

This notice may not contain additional legal fees and legal costs that have been incurred by the Association but have not yet been

posted to the ledger. As such, the Owner is required to communicate with the collection attorney to obtain the most up to date balance.

11. Acceleration and Deceleration of Assessments. The Board reserves the right to accelerate and call due the entire unpaid annual assessment on any delinquent account including such assessments that may become due during the pendency of a payment plan as described above. Such acceleration shall result in the entire unpaid annual assessment being due to the Association immediately. The Board also reserves the right to decelerate any accelerated assessment.

12. Collection Procedures/Time Frames. The following time frames shall be followed for use in the collection of monthly installments of the annual assessment and other charges.

Due Date (date payment due)	1st day of the month due
Past Due Date (date payment is late if not received on or before that date)	One day after due date
First Notice (notice that late charges and interest have accrued,)	Any time after 30 days after due date
Second Notice (notice that late charges and interest have accrued, notice of intent to file lien, required disclosures of the Association and the availability of a payment plan if applicable)	Any time after 60 days after due date
Delinquent account turned over to Association's	Any time after 90 days after due date

attorney; Lien filed; Demand letter sent to Owner.	
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The attorney may consult with the Association as necessary to determine if payment has been arranged or what collection procedures are appropriate.

13. **Certificate of Status of Assessment.** The Association shall furnish to an Owner or such Owner's designee upon the Owner or designee's written request to the Association, made via first class postage prepaid, return receipt requested mail, a written statement from the Association, setting forth the amount of unpaid assessments currently levied against such Owner's property at no charge and delivered personally or by certified mail, first class-postage prepaid, return receipt requested. However, if the account has been turned over to the Association's attorney, such request may be handled through the attorney.

A status letter provided to a title company or mortgage company in anticipation of a sale of the property or a refinance of the mortgage provides additional information beyond a statement of the total amount due and as such any charges incurred by the Association for providing a status letter shall be charged back to the Owner.

14. **Bankruptcies and Foreclosures.** Upon receipt of any notice of a bankruptcy filing by an Owner, or upon receipt of a notice of a foreclosure by any holder of an encumbrance against any unit within the Association, Management Company shall notify the Association's attorney of the same and turn the account over to the Association's attorney, if appropriate.
15. **Referral of Delinquent Accounts to Attorneys.** Upon referral to the Association's attorney, the attorney shall take all appropriate action to collect the accounts referred. After an account has been referred to an attorney, the account shall remain with the attorney until the account is settled, has a zero balance or is written off. The attorney, in consultation with Management Company, is authorized to take whatever action is necessary and determined to be in the best interests of the Association, including, but not limited to:
- (a) Filing of a suit against the delinquent Owner for a money judgment;

- (b) Instituting a judicial foreclosure action of the Association's lien, upon approval by the Association's Board of Directors;
- (c) Filing necessary claims, documents, and motions in bankruptcy court in order to protect the Association's interests; and
- (d) Filing a court action seeking appointment of a receiver.

All payment plans involving accounts referred to an attorney for collection shall be set up and monitored through the attorney.

16. **Appointment of a Receiver.** The Association may seek the appointment of a receiver if an Owner becomes delinquent in the payment of assessments pursuant to the Declaration and Colorado law. A receiver is a disinterested person, appointed by the court, who manages the rental of the property, collects the rent and disburses the rents according to the court's order. The purpose of a receivership for the Association is to obtain payment of current assessments, reduce past due assessments and prevent the waste and deterioration of the property.

17. **Judicial Foreclosure.** The Association may choose to foreclose on its lien in lieu of or in addition to suing an Owner for a money judgment. The purpose of foreclosing is to obtain payment of all assessments owing in situations where either a money judgment lawsuit has been or is likely to be unsuccessful or other circumstances favor such action. The Association shall consider individually each recommendation for a foreclosure. Such foreclosure shall be approved by the Board of Directors via resolution or a vote of the Board recorded in the minutes of the meeting at which the vote was taken.

The Association may only approve a foreclosure action after the delinquency equals or exceeds six months of common expenses assessments based on a periodic budget adopted by the Association.

The Association may not foreclose on an Owner's Unit if the debt securing the lien consists only of one or both of the following:

- (a) Fines that the Association has assessed against the Owner as a result of covenant violations; or
- (b) Collection costs or attorney fees that the Association has incurred and that are only associated with assessed fines as a result of covenant violations.

If a Unit has been foreclosed on by the Association, the Unit shall not be purchased by a member of the Board of Directors, an employee of the Association's management company representing the Association, an employee of the law firm representing the Association, or an immediate family member of any of these individuals.

18. Waivers. The Association is hereby authorized to extend the time for the filing of lawsuits and liens, or to otherwise modify the procedures contained herein, as the Association shall determine appropriate under the circumstances.
19. Communication with Owners. As to any communication sent by the Association or the Management company on behalf the Association pursuant to Paragraph 10 of this Policy, the Association or management company on their behalf, shall maintain a record of any contacts, including information regarding the type of communication used to contact the Owner and the date and time that the contact was made.

An Owner may identify another person to serve as a designated contact for the Owner to be contacted on the Owner's behalf. If the Owner identifies as designated contact, the Association shall send any collection correspondence and notices to both the Owner and their designated contact. However, once an Owner is sent to the attorney for collections, all communication will be directly with the Owner until or unless the Owner provides permission directly to the Association's attorney giving permission for the attorney to discuss with the designated contact.

An Owner may notify the Association if the Owner prefers that correspondence and notices from the Association be made in a language other than English. If a preference is not indicated, the Association shall send the correspondence and notices in English. If the Owner has notified the Association of a preference other than English, any notices or letters sent pursuant to this Policy shall be sent both in English and in the preferred language.

If an Owner has identified both a designated contact and a preference for a different language, the Association shall send the Owner the correspondence or notice in the preferred language and in English and the designated contact the correspondence or notice in English.

All communication with a delinquent Owner shall be handled through the Association's attorney once a matter has been referred to the attorney. No member of the Board of Directors shall discuss the collection of the

account directly with an Owner after it has been turned over to the Association's attorney unless the attorney is present or has consented to the contact.

20. Communication by Owners. Owners may communicate with the Association in any manner they choose including email, text, fax, phone, or in writing, when available. However, in doing so, the Owner acknowledges that the Association and/or its agents may communicate via the same method unless otherwise advised.
21. Defenses. Failure of the Association to comply with any provision in this Policy shall not be deemed a defense to payment of assessment fees or other charges, late charges, return check charges, attorney fees and/or costs as described and imposed by this Policy.
22. Definitions. Unless otherwise defined in this Policy, initially capitalized or terms defined in the Declaration shall have the same meaning herein.
23. Supplement to Law. The provisions of this Policy shall be in addition to and in supplement of the terms and provisions of the Declaration and the law of the State of Colorado governing the Project.
24. Deviations. The Board may deviate from the procedures set forth in this Policy if in its sole discretion such deviation is reasonable under the circumstances.
25. Amendment. This Policy may be amended from time to time by the Board of Directors.

PRESIDENT'S

CERTIFICATION: The undersigned, being the President of Lake Forest Condominium, a Colorado nonprofit corporation, certifies 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 8-29-22 and in witness thereof, the undersigned has subscribed their name.

**Lake Forest Condominium, a Colorado
nonprofit corporation**

By: Skip Hale
Its: President

attorney. A Board member or Manager may not discuss the collection of the account directly with an Owner after it has been turned over to the Association's attorney unless the attorney is present or has consented to the contact.

Section 6.18 Defenses. Failure of the Association to comply with any provisions in this policy will not be a defense to payment of assessment fees or other charges, late charges, return check charges, attorney fees or costs as described and imposed in this policy.

ARTICLE VII

ADOPTION OF RULES, POLICIES, PROCEDURES OR GUIDELINES

Section 7.1 Scope. The Executive Board may, from time to time, adopt rules, policies, procedures or guidelines ("Policies") as may be necessary to facilitate the efficient operation of the Association, including the clarification of ambiguous provisions in other documents, or as may be required by law. In order to encourage Owner participation in the development of such Policies and to insure that such Policies are necessary and properly organized, the Board will follow the following procedures with adopting any Policy.

Section 7.2 Drafting Procedure. The Executive Board will consider the following in drafting the Policy:

- a. Whether the Association Documents, or Colorado, law grant the Board the authority to adopt such a Policy.
- b. Whether the Policy makes sense, and is the least restrictive way to approach the issue.
- c. Whether the Association Documents address the issue.
- d. Whether the Policy will be acceptable to Owners.
- e. Whether the policy is enforceable.

Section 7.3 Notice and Comment. Notice of the proposed Policy will be provided to all Owners or posted on the Association's website, if any, and Owners will be allowed a minimum of ten (10) days to provide comment or feedback on the proposed Policy. Notice of the proposed Policy will also be given on the Board's regular or special meeting agenda.

Section 7.4 Emergency. The Executive Board may forego the notice and opportunity to comment in the event the Board determines in its sole discretion that providing notice and opportunity to comment is not practical given the emergency nature of such Policy.

Section 7.5 Adoption Procedure. After the period for Owner comment expires, the Board may adopt any Policy. Upon adoption of a Policy, the Policy or notice of such Policy, including the effective date will be provided to all Owners by any reasonable method as determined in the sole discretion of the Board, including but not limited to posting on the Association's website (if any), e-mail or mailing.

Section 7.6 Policy Book. The Executive Board will keep copies of any and all adopted Policies in a book together with all other Association Documents.

ARTICLE VIII
DISPUTE RESOLUTION AND LIMITATION ON LITIGATION

The Association and its officers, Board members, and committee members, all Members and persons subject to the Declaration and any person not otherwise subject to the Declaration who agrees to submit to this policy (collectively, the "Bound Parties"), agree that it is in the best interest of all concerned to encourage the amicable resolution of disputes involving the Association without the emotional and financial costs of litigation. Accordingly, each Bound Party agrees not to file suit in any court with respect to a Claim described in Section 8.1, unless and until it has first submitted such Claim to the alternative dispute resolution procedures set forth below in good faith effort to resolve such Claim.

Section 8.1 Claims. As used in this Article VIII, the term "Claim" refers to any claim, grievance, or dispute arising out of or relating to:

- a. The interpretation, application, or enforcement of the Association Documents;
- b. The rights, obligations and duties of any Bound Party under the Association Documents; or
- c. The design, modification or construction of improvements within the Property, other than matters of aesthetic judgment, which shall not be subject to review;

Section 8.2 Exception to Definition of "Claim". The following is not a "Claim" as contemplated in Section 8.1 above, unless all parties to the matter otherwise agree to submit the matter to the following procedures:

- a. Any suit by the Association to collect assessments or other amounts due from any Owner;
- b. Any suit by the Association to obtain a temporary restraining order (or emergency equitable relief) and such ancillary relief as the Court finds necessary in order to maintain the status quo and preserve the Association's ability or to enforce the provisions of this Declaration upon determination that a violation exists;
- c. Any suit between Owners, which does not include the Association as a party, if such suit asserts a Claim that would constitute a cause of action independent of the Association Documents;
- d. Any suit in which any indispensable party is not a Bound Party;
- e. Any suit as to which any applicable statute of limitations would expire within 60 days of giving the Notice required to assert a claim, unless the party or parties against whom the Claim is made agree to toll the statute of limitations as to such Claim for such period as may reasonably be necessary to comply with this Article; and

f. Any Covenant or Rule Enforcement action by the Association as provided in Article III, except that prior to commencement of any civil action Mediation will occur as provided below.

Section 8.2 Dispute Resolution Procedures.

a. Notice. The Bound Party asserting a Claim ("Claimant") against another Bound Party ("Respondent") must give written notice to each Respondent and to the Executive Board stating plainly and concisely:

- i. The nature of the Claim, including the Persons involved and the Respondent's role in the Claim;
- ii. The legal basis of the Claim (*i.e.* the specific authority out of which the Claim arises);
- iii. The Claimant's proposed resolution or remedy; and
- iv. The Claimant's desire to meet with the Respondent to discuss in good faith ways to resolve the Claim.

b. Negotiation. The Claimant and Respondent will make every reasonable effort to meet in person and confer for the purpose of resolving the Claim by good faith negotiation. If requested in writing, accompanied by a copy of the Notice, the Board may appoint a representative to assist the parties in negotiating a resolution of the Claim.

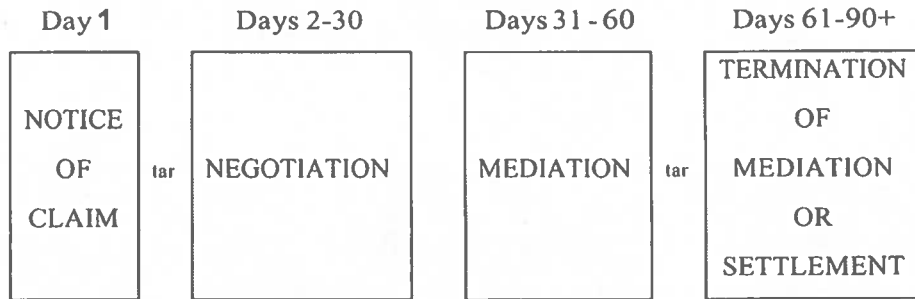
c. Mediation. If the parties have not resolved the Claim through negotiation within thirty (30) days of the date of the notice described in paragraph a above (or within such other period as the parties may agree upon), the Claimant will have 30 additional days to submit the Claim to mediation with an entity designated by the Association (if the Association is not a party to the Claim) or to an independent agency providing dispute resolution services in Colorado.

i. If the Claimant does not submit the Claim to mediation within such time, or does not appear for the mediation when scheduled, the Claim is waived, and the Respondent is relieved of any and all liability to the Claimant (but not third parties) on account of such Claim.

ii. If the Parties do not settle the Claim within 30 days after submission of the matter to mediation, or within such time as determined reasonable by the mediator, the mediator will issue a notice of termination of the mediation proceedings indicating that the parties are at an impasse and the date that mediation was terminated. The Claimant will then be entitled to file suit or to initiate administrative proceedings on the Claim, as appropriate.

iii. Each Party will bear its own costs of the mediation, including attorney's fees and each Party will share equally all mediator's fees.

d. Alternative Dispute Resolution Process



e. Settlement. Any settlement of the Claim through negotiation or mediation must be documented in writing and signed by the parties.

i. If any party thereafter fails to abide by the terms of such agreement, then any other party may file suit or initiate administrative proceedings to enforce such agreement without the need to again comply with the procedures set forth in this Section.

ii. If the party taking action to enforce the agreement or award prevails, they will be entitled to recover from the non-complying party (or if more than one non-complying party, from all such parties in equal proportions) all costs incurred in enforcing such agreement or award, including, without limitation, attorney's fees and court costs.

f. Litigation - Attorney Fees. If a lawsuit is initiated to enforce or defend any provision of CCIOA, the Nonprofit Act or the Association Documents, the court shall award the prevailing party reasonable attorney's fees and costs of collection. If an Owner prevails in any civil action, the Association may not assess the successful litigant for the Association's attorney fees or costs incurred.

ARTICLE IX
COMPLIANCE POLICIES

The policies adopted hereunder are adopted in conformity with CCIOA. It is the Association's intent that these policies and Colorado law will prevail over contrary provisions in the Association Documents. The Association adopts the following policies with regard to the following items addressed in CCIOA:

Section 9.1 Patriotic and Political Expression. The Association may not prohibit any of the following:

a. An Owner's display of the American flag on their property, in a window of the Owner's residence, or on a balcony adjoining the Owner's property if the American flag is displayed in a manner consistent with the federal flag code, P.L. 94-344; 90 stat. 810; 4 U.S.C. 4 to 10. The Association may adopt reasonable rules regarding the placement and manner of display of the American flag. The Association rules may regulate the location and size of flags

and flagpoles, but may not prohibit the installation of a flag or flagpole. Flags may not exceed four (4) feet by six (6) feet.

b. An Owner's display of a service flag bearing a star denoting the service of the Owner or a member of the Owner's immediate family in the active or reserve military service of the United States during a time of war or armed conflict, on the inside of a window or door of the Owner's residence. The Association may adopt reasonable rules regarding the size and manner of display of service flags; except that the dimension restrictions may not be less than nine (9) inches by sixteen (16) inches.

c. An Owner's display of a political sign in a window of their Unit; except that the Association may prohibit the display of political signs earlier than forty-five (45) days before the day of an election and later than seven (7) days after an election day. The Association must permit at least one (1) political sign per political office or ballot issue that is contested in a pending election, with the maximum dimensions of thirty-six (36) inches by forty-eight (48) inches, on an Owner's property. As used in this paragraph c, "political sign" means a sign that carries a message intended to influence the outcome of an election, including supporting or opposing the election of a candidate, the recall of a public official, or the passage of a ballot issue.

d. Reasonable modifications to a Unit or to Common Elements as necessary to afford a person with disabilities full use and enjoyment of the Unit in accordance with the Federal "Fair Housing Act of 1968" and any other applicable state or federal statute.

Section 9.2 Parking of Emergency Vehicles. The Association may not prohibit the parking of a motor vehicle by a Unit occupant on a street, driveway, or guest parking area if the vehicle is required to be available at designated periods at the occupant's residence as a condition of employment and all of the following criteria are met:

a. The vehicle has a gross vehicle weight rating of ten thousand pounds or less;

b. The occupant is a bona fide member of a volunteer fire department or is employed by a primary provider of emergency firefighting, law enforcement, ambulance, or emergency medical services;

c. The vehicle bears an official emblem or other visible designation of the emergency service provider; and

d. Parking of the vehicle can be accomplished without obstructing emergency access or interfering with the reasonable needs of other Owners to use streets and driveways within the common interest community.

Section 9.3 Audit/Review.

a. Audit. The Association's books and records will be subject to an audit by a certified public accountant, using generally accepted auditing standards, upon the following conditions:

- i. At the discretion of the Board;
- ii. The Association has annual revenues or expenditures of at least two hundred fifty thousand dollars (\$250,000), and
- iii. One-third (1/3) of the Owners request an audit.

b. Review. The books and records of the Association will be subject to a review by an independent and qualified person selected by the Executive Board upon the conditions set forth below. The person selected to conduct a review need not be a certified public accountant, but must have a basic understanding of the principles of accounting as a result of prior business experience, education above the high school level, or bona fide home study, and shall use statements on standards for accounting and review services. A review will be conducted upon the following conditions:

- i. At the discretion of the Board;
- ii. One-third (1/3) of the Owners request a review.

c. GAAP. The audit or review report shall cover the Association's financial statements, which shall be prepared using generally accepted accounting principle or the cash or tax basis of accounting.

d. Copies of Reports. Copies of an audit or review report will be made available 30 days after its completion to any requesting Owner.

Section 9.4 Fire Prevention. The Association may not adopt any regulation or take any action that prohibits or limits fire prevention efforts or otherwise conflicts with C.R.S. § 38-33.3-106.5.

Section 9.5 Xeriscape. The Association may not adopt any regulation or take any action that prohibits or limits xeriscape, prohibits or limits the installation or use of drought-tolerant vegetative landscapes, or requires cultivated vegetation to consist exclusively or primarily of turf grass, all as more specifically set forth and defined in C.R.S. § 37-60-126.

Section 9.6 Energy Efficiency. The Association will not prohibit the use or installation of energy efficient measures as provided in C.R.S. § 38-33.3-106.

ADDENDUM

To review the Colorado Common Interest Community Ownership Act, C.R.S. § 38-33.3-101 et seq.; Conflicting Interest Transactions, C.R.S. § 7-128-501; or Proxies, C.R.S. § 7-127-203, or any other statute reference above use the following link:


<http://h.vwww.lexisnexis.com/hottopics/colorado/>

**CERTIFICATE OF THE OFFICERS
OF
LAKE FOREST CONDOMINIUM ASSOCIATION**

The undersigned President and Secretary of the Association do hereby certify that the above Resolution to Adopt Responsible Governance Policies and Procedures was duly adopted by the Executive Board on 3rd, 6, 2016.

LAKE FOREST CONDOMINIUM ASSOCIATION


By: THANE DERUBE, President


Attest: BEN DUTIL, Secretary