POLICY OF MOUNTAIN SIDE CONDOMINIUM ASSOCIATION
REGARDING REGISTRATION OF PHONE NUMBER AND EMAIL ADDRESS

SUBJECT: Registration of phone number and email address pursuant to Colorado law.

PURPOSE: To provide a policy and procedure by which owners and their designated contacts, if applicable, are requested to register their phone number and email addresses for notification purposes pursuant to C.R.S. §38-33.3-209.5 of the Colorado Common Interest Ownership Act (the "Act")

AUTHORITY: The Declaration, Bylaws, Articles, and the Act.

DATE: November 18, 2024

RESOLUTION: The Association gives notice of its adoption of the following Policy and Procedure ("Policy") pursuant to which Owners and their designated contacts, if applicable, are requested to register their phone number and email address with the Association for notification purposes pursuant to the Act. The Policy is as follows:

1. Definitions. Unless otherwise defined below, capitalized terms shall have the meanings set forth in the Act and/or Declaration as applicable.

   (a) "Owner" shall have the same meaning as in the Declaration.

   (b) "Designated Contact" means a person that an Owner identifies to the Association to serve as a designated contact for the Owner to be contacted on the Owner's behalf for purposes of compliance with C.R.S. §38-33.3-209.5 (1.7(a)(I)) of the Act.

   (c) "E-Mail Address" means an electronic mail address.

   (d) "Cellular Number" means a mobile number or cell phone number assigned to a mobile device that enables communication through cellular networks, including the ability to send and receive Text Messages.

   (e) "Text Message" means a written message sent from one cellular phone to another.

2. Compliance with the Act. As part of its procedures for collecting unpaid assessments, the Act requires the Association to contact the delinquent Owner or their Designated Contact, by two of the following means:

   (a) Telephone call to a telephone number that the Association has on file because the Owner or Designated Contact provided that number to the Association;

   (b) Text Message to a Cellular Number that the Association has on file because the Owner or Designated Contact has provided the cellular number to the Association;

   (c) E-Mail to an E-Mail Address that the Association has on file because the Owner or Designated Contact has provided the e-mail address to the Association.

   In order for the Association to comply with the Act, the Association will need the Cellular Number, telephone number (if different from Cellular Number), and E-Mail Address of each Owner and their Designated Contact, if applicable.

3. Registration of Phone and Email Address. Each Owner and their Designated Contact, if applicable, are requested to register their Cellular Number, telephone number (if different from Cellular Number), and E-Mail Address with the Association using any reasonable registration method adopted by the Association.

   All contacts intended to be made by the Association to comply with C.R.S. §38-33.3-209.5 (1.7(a)(I)) of the Act, will be made using the registered Cellular Number, telephone number, and E-Mail Address provided by the Owner or their Designated Contact.

   If the Association attempts to contact the Owner or their Designated Contact by telephone but is unable to do so, the Association shall, if possible, leave a voice message for the Owner or Designated Contact.

4. Update of Contact Information. It is the responsibility of the Owner and their Designated Contact, if applicable, to keep their Cellular Number, telephone number, and E-Mail Address current with the Association using the registration method adopted by the Association.

   Further, should the Association receive a response indicating an invalid number, blocked recipient, disconnected phone, etc., the Association shall

not be required to seek any new valid information from the Owner or their Designated Contact. In such case, the Owner acknowledges that the Association is unable to provide the notice required pursuant to C.R.S. §38-33.3-209.5 (1.7(a)(I)) of the Act.

PRESIDENT'S CERTIFICATION: The undersigned, being the President of Mountain Side Condominium Association, a Colorado nonprofit corporation, certifies that the foregoing Policy was adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors on **November 18, 2024** and in witness thereof, the undersigned has subscribed their name.

Mountain Side Condominium Association, a Colorado nonprofit corporation

By: Whitney Thompson
Whitney Thompson (Nov 29, 2024 15:39 MST)

Its: President