

Chamonix at Woodrun Condominium Association

Responsible Governance Policies

Re: The Law Under the Senate Bills: Colorado owner associations are required to have eight written responsible governance policies and procedures on the following topics, as of the dates indicated:

- i) Collections (1-1-06) [Source: SB 05-100]
- ii) Conflicts of Interest (1-1-06) [Source: SB 05-100]
- iii) Conduct of Meetings (1-1-06) [Source: SB 05-100]
- iv) Enforcement of Covenants and Rules (1-1-06) [Source: SB 05-100]
- v) Records, Inspection and Copying (1-1-06) [Source: SB 05-100]
- vi) Investment of Reserves (1-1-06) [Source: SB 05-100]
- vii) Adoption of Policies (1-1-06) [Source: SB 05-100]
- viii) Disputes Between the Association and Unit Owners. A copy of this policy must be made available to an owner on request. (1-1-07) [Source: SB 06-89]

Policies

- i) Collections (1-1-06) [Source: SB 05-100]

Chamonix at Woodrun Condominium Association, Inc. (the "Association"), through its Board of Managers (the "Board") and in accordance with the powers set forth in the Condominium Declaration for Chamonix at Woodrun (recorded February 8, 1985, with the Pitkin County Clerk & Recorder, Recordation # 625938), the Bylaws of the Woodrun Place Condominium Association, Ltd. and with the Colorado Common Interest Ownership Act (§ 38-33.3-101 C.R.S., *et seq*), hereby adopts the following Policy for the Collection of Assessments (this "Policy"). This Policy shall supersede and replace any assessment collection policies previously adopted by the Association. In accordance with the Declaration, this Policy shall govern the collection of assessments by the Association. All capitalized terms used but not defined herein shall have the meaning set forth for such term in the Declaration.

1. Regular Payment of Assessments. Assessment payments are due on the first day of November (50%), March (25%), and July (25%). Any Assessment payment not received within 30 days after such payment is due shall accrue interest as described herein.

2. Interest on Delinquent Assessments. Interest of one and one-half percent (1.5%) per month (18% per annum) will accrue on any delinquent Assessments.

3. Collection Costs. An Owner who is delinquent in the payment of Assessments shall be responsible for all collection costs associated with the Association's collection of delinquent and unpaid Assessments including administrative charges, attorneys' fees, late fees interest charges and all other expenses related to collection (collectively, the "Collection Costs"). Any Association lien for delinquent Assessments shall include the collection costs associated with such delinquent amounts. A \$500 administrative charge for the 1st lien and \$100 per lien update thereafter, may be assessed the Owner at the time of filing/recording the lien in order to cover the Association's collection costs.

4. Application of Payments. Any payments received by the Association shall be applied first to any fees and costs owed on the account, then to lien, service and late fees owed on the account, then to interest charges on the account, and last to payment of outstanding principal Assessment amounts owed beginning with the oldest outstanding assessments due. In

accordance with the Declaration, failure to pay assessments may also result in the Board electing to accelerate the installment obligation of any regular assessment.

5. Payment Plan . Any Owner who becomes delinquent in payment of assessments, or other fees and charges owed to the Association, after January 1, 2015, and whose account is not currently with the Association's attorney or a collection agency for collection action on January 1, 2015, may enter into a payment plan with the Association, which plan shall be for a term of at least six (6) months or such longer term as may be approved by the Board of Managers. Such payment plan shall be offered to each Owner prior to the Association referring any account to an attorney or collection agency for collection action. In the event the Owner defaults or otherwise does not comply with the terms and conditions of the payment 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. The Owner may contact the Association's manager and/or bookkeeper during regular business hours in order to request a copy of the Owner's account ledger: Mike George at (970) 923-3232, ext. 4959.

6. Collection Procedures/Time Frames. The following time frames shall be used 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, interest and late fees added): 30th day of the month; First Notice: Any time following 15 days after due date (the notice shall include the disclosures required by C.R.S. 38-33.3-209.5(5)(e), the availability and terms of a payment plan, and the amount of the assessment that is due, including late charges and interest); Second Notice (notice that late charges and interest have accrued): Any time after 45 days after due date; Notice of Intent to Lien: Any time following 60 days after due date; Third Notice (notice that late charges and interest have accrued): Any time following 70 days after due date; Delinquent account turned over to Association's attorney; Lien filed; Demand letter sent to Owner: Any time following 90 days after due date.

7. 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.

8. 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 and may only approve a foreclosure action after the delinquency equals or exceeds six (6) months of common expenses assessments. Such foreclosure shall be approved by a resolution of the Board of Managers of the Association.

9. Assessment Lien. In accordance with Colorado law, the Association shall have a lien against a Unit for any unpaid Assessments by the Owner of such Unit. In addition, the Association may also record a statement of lien against a Unit at any time any assessment,

fee or charge is overdue; provided, however, the Association's failure to record a statement of lien shall not affect the Association's Assessment lien, or otherwise waive any rights of the Association with respect to such delinquent Assessments (in accordance with state law). The Board may from time to time vary from the requirements set forth in this policy if the Board determines in its sole discretion that such variance is reasonable under the circumstances. Any variance granted will not be considered to be a waiver of this policy.

10. Suspension of Use Rights. For so long as any Owner fails to comply with the terms of the Declaration or this Policy, such Owner (and its guests, tenants and invitees) shall not be permitted to use the amenities of the Association including, but not limited to, the swimming pool and spa, fitness room, concierge services, shuttle van service, lobby facilities, and ski locker room. The amount of delinquency required for the activation of this provision is Four Thousand Dollars (\$4,000.00), and the suspension of use rights shall be effective once an Owner is ninety days in arrears. The Association shall provide an Owner whose use rights are subject to suspension with a certified letter together with an email providing notice of such suspension. Upon the written request of an Owner, the Board may agree to amend or alter the suspension policy on a case by case basis. Any amendments or changes to the policy must be in writing and agreed to by both parties. It will be the responsibility of the Managing Agent of the Association to enforce the suspension of use rights.

11. Suspension of Voting Rights. The voting rights in the Association of any Owner more than one month delinquent in assessments shall be suspended until such a time as the Owner's account is brought current. In addition, the ability to serve on the Board and/or Board Committees shall be suspended until such time as the Owner's account is brought current, unless an alternative arrangement has been agreed to by the Board.

12. Association Rights. Subject to Section 5 & 6, above, and at any time after Assessments are delinquent, the Board of Managers may initiate a foreclosure action, lawsuit against the delinquent Owner, or take any other collection action permitted by this Policy, the Declaration and/or applicable laws.

13. Assessment Security Deposit. In the event Assessments are delinquent for more than three (3) months, the Board may, in its sole discretion, require that such delinquent Owner repay the outstanding Assessments owed, plus an amount equal to the estimated Assessments for the remaining period of the fiscal year during which the delinquency occurred (such additional amount referred to herein as an "Assessment Security Deposit"). The Association shall hold the Assessment Security Deposit in an interest bearing account and shall have the right, but not the obligation, to draw upon such account from time to time to recover any delinquent Assessments. The Assessment Security Deposit shall not be deemed a pre-payment of Assessments and the Association shall be entitled to pursue any and all collection rights with regard to delinquent Assessments, regardless of whether the Association has received an Assessment Security deposit from such delinquent Owner.

14. Acceptance of Terms. Each Owner, by purchasing a Unit, shall be deemed to have agreed to the terms and conditions of this Policy and this policy shall apply to all Owners regardless of when such Owners purchased a Unit.

15. Resolution of Disputes. Any disputes regarding assessments shall be resolved by the Board of Managers in a hearing open to members of the Association.

16. Severability. If any provision of the Policy is deemed to be invalid or unenforceable or is prohibited by applicable laws, this Policy shall be considered divisible as to such provision and such a provision shall be deemed inoperative. The remaining provisions of the Policy shall be valid and binding and the like effect as though such provision were not included.

ii) Conflicts of Interest (1-1-06) [Source: SB 05-100]

(New) Any Association member may allege that any other Association member has a Conflict of Interest on any point of order raised at any duly noticed Regular or Special meeting of the general membership. The alleging member may make a motion that the member accused of having a Conflict of Interest be asked by the Board of Directors to voluntarily recuse himself or abstain from voting on the matter at hand without comment as to the validity or lack thereof regarding the accusation. If the motion passes, the Board will then make the request. If the member accused of having the Conflict of Interest voluntarily recuses himself or abstains from voting on the matter at hand, the minutes will so reflect this choice. However, if the member accused of having the Conflict of Interest does not voluntarily recuse himself or abstain from voting, the Board President may request that any motion on that point of order be continued, until the dispute may be resolved, using the processes described in the Bylaws for voting at a meeting of the members. The Board President may also, at his discretion, call for a vote of the membership on that point of order upon which the accusing member has alleged that any other member has a Conflict of Interest to include the votes of all members present.

Handling of conflicts of interest involving board members - Bylaws Article IV, Section 7 (pp16-17); and added - Any Board member may allege that any other Board member has a Conflict of Interest on any point of order raised at any duly noticed Regular or Special meeting of the Board of Directors. The alleging member may make a motion that the member accused of having a Conflict of Interest be asked by the rest of the Board of Directors to voluntarily recuse himself or abstain from voting on the matter at hand without comment as to the validity or lack thereof regarding the accusation. If the motion passes, the Board will then make the request. If the member accused of having the Conflict of Interest voluntarily recuses himself or abstains from voting on the matter at hand, the Board minutes will so reflect this choice. However, if the member accused of having the Conflict of Interest does not voluntarily recuse himself or abstain from voting, the Board President (or Vice President, if the accused person is the President) may request that any motion on that point of order be continued, until the dispute may be resolved, using the processes described in the Bylaws for voting at a Board meeting. The Board President may also, at his discretion, call for a vote of the membership on that point of order upon which the accusing Board member has alleged that any other Board member has a Conflict of Interest to include the votes of all Board members present;

iii) Conduct of Meetings (1-1-06) [Source: SB 05-100]

The rules for Conduct of Meetings are described throughout the Bylaws and Declaration and more particularly in Bylaws Article IV, Sections 8 – 12 (pp 17-19)

iv) Enforcement of Covenants and Rules (1-1-06) [Source: SB 05-100]

The Enforcement of Covenants and Rules is described throughout the Declaration and Bylaws, and more particularly in Bylaws Article IV, Section 3, a – b (p 9); Declaration, Item 18 (p11)

v) Records, Inspection and Copying (1-1-06) [Source: SB 05-100]

The Members rights to inspect, examine, and copy the Records of the Association are described throughout the Bylaws and Declaration and more particularly in Bylaws Article IV, Section 3, 1 (p14)

vi) Investment of Reserves (1-1-06) [Source: SB 05-100]

Bylaws Article IV, Section 3, j (p 13); and, (New) The Association invests its cash reserve balances in FDIC insured bank accounts, money market instruments, or short-term Certificates of Deposit;

vii) Adoption of Policies (1-1-06) [Source: SB 05-100]

The Adoption of Policies is described throughout the Bylaws and Declaration and more particularly in Bylaws Article VIII, Sections 1 – 2 (pp28-29) and; Declaration Item 19 (pp11-12)

viii) Disputes Between the Association and Unit Owners. A copy of this policy must be made available to an owner on request. (1-1-07) [Source: SB 06-89]

(New) Unit Owners, or members, may only submit written correspondence to the Board of Directors formally describing any Dispute between the Association and Unit Owners. If the Board determines that the Dispute has merit or lack thereof, the Board will so respond in writing to the member who has brought the issue before the Board.

The Board will attempt to resolve the Dispute to the satisfaction of the reporting member via oral and written discussion. If the Dispute remains unresolved after these mutual efforts within a 60-day period, the Board will end oral and written discussions on the matter with the member. At all times the Board will follow the processes described in the Bylaws and the Declaration regarding its conduct in the matter, including, but not limited to, obtaining the advice of counsel on how best to proceed in order to protect the interests of all of the members and the Association.

Other specifications contained in Colorado State laws are noted below:

“All members of the executive Board shall have available all information related to the responsibilities and operation of the Association obtained by any other member of the Board.” This requirement is met by language throughout the Declaration and the Bylaws, and more particularly in Bylaws Article IV, Section 3, l (p14)

- ix) “The Board may not act on behalf of the Association to amend the Declaration, to terminate the common interest community, or to elect members of the executive Board or determine the qualifications, powers and duties, or terms of office of Board members, but the Board may fill vacancies in its membership for the unexpired portion of any term.” Filling of vacancies is described throughout the Bylaws, and more particularly in Bylaws Article IV, Sections 8 – 12 (pp 17-19)
- x) “Committees of the Association shall be appointed pursuant to the governing documents of the Association. Or, if the governing documents contain no applicable provisions...The person appointed after August 15, 2009, to preside over any such committee shall meet the same qualifications as are required by the governing documents of the association for election or appointment to the executive board of the association.” The processes describing Committees of the Association are found throughout the Bylaws, and more particularly in the Bylaws Article XII, 1-4, (pp 39-39)

“An association may not prohibit display of an American flag, but may adopt rules regarding placement and manner. (b) An association may not prohibit display of a military service flag, but may adopt rules regarding size and manner. (c) An association may not prohibit display of political signs from 45 days before to 7 days after an election. An association may regulate the size and number of signs, but must permit at least one sign 36”x48” or as allowed by ordinance,

whichever is smaller. (d) An association must permit the parking of a vehicle used for firefighting, law enforcement or ambulance or emergency medical services if the vehicle is necessary for employment. (e) An association must permit an owner to remove landscaping around a unit for fire mitigation. (f) An association may not require the use of cedar shakes or other flammable roofing materials. C.R.S. § 38-33.3-106.5.”

The Association must register annually with the HOA Information and Resource Center.

REPLACEMENT RESERVE STUDY AND FUNDING POLICIES

- a. Reserve study was performed by a third party provider.
- b. The association has performed a reserve study on October 22, 2009.
- c. The association has performed a reserve study based on:

Both a Physical analysis – condition of existing common elements and future needs; and a Financial analysis – ability to raise and maintain funds for reserve needs.

- d. The association will update the **financial analysis** of the reserve study every year. The updates will be performed by a third party provider, and will be approved by the Association Board at each annual budget meeting.
- e. The association will update the **physical analysis** (if applicable) of the reserve study every year. The updates will be performed by a third party provider, and will be approved by the Association Board at each annual budget meeting.
- f. Reserve funding goals are based on:

Baseline Funding – Funding method is to keep the reserve cash balance above zero. This means that while each individual component may not be fully funded, the reserve balances does not drop below zero during the projected period.

- g. The association has a plan for funding the work recommended in the study: Yes – reserve funds will be provided through Regular assessments; Special Assessments, if needed; and/or Borrowing/Debt, if needed.