

Stonehaven At Breckenridge Golf Club Association, Inc.



Stonehaven Association Management Continuation of Operation Plan (revised 5/2/07)

In order for the Association to continue operations in the event the Association's manager suddenly and without warning becomes incapacitated or otherwise unable to carry out his or her duties, the following plan has been approved by the Association's Board:

The Association Treasurer will be the person to administer this plan. He/she will periodically meet with the Association's manager to review the location of all Association documents, payment schedules, financial reporting and the like under the control of the Association's manager. These documents will be stored in the manager's office.

The Association manager will keep the Treasurer advised of the code to access the lockbox located outside the manager's office. The lockbox contains a key to access the office.

In the event the manager suddenly becomes incapacitated, the Treasurer will use the key in the lockbox to access the manager's office and obtain the Associations records, checkbooks, etc. The Association's Board will determine the next courses of action to ensure the ongoing day-to-day operations of the Association continue.