

Stonehaven at Breckenridge Golf Club Association, Inc.

Policies and Procedures

EXAMINATION OF ASSOCIATION RECORDS

Any member of the Association may contact the Association's management company during normal business hours, to access Association records. In addition, homeowners may request copies of Association documents. Homeowners will be responsible for the cost of making those copies.

COLLECTION POLICY

All Stonehaven homeowners receive quarterly Association dues invoices. Payment is due 15 days after receipt of the invoice. If payment is not received within 21 days of the date the invoice was sent, the owner will be sent a past due statement. Any owner delinquent in the payment of quarterly dues or special assessments shall be assessed the following fees and penalties:

- After 21 days from date invoice was mailed: \$25 late fee
- After 60 days from date invoice was mailed: Filing of a lien against the owner's Stonehaven home.
- After 120 days from date invoice was mailed: Pursue legal action, including foreclosure of the aforementioned lien, as the Executive Board directs.

In the case of a payment of less than the full amount owed to the Association, the payment shall be applied to pay the following, as applicable, in the order listed, from oldest to most recent in each category:

1. Attorney fees and costs incurred by the Association and for which the Owner is responsible pursuant to all governing documents and Colorado law.
2. Fines, late charges or other monetary charges or penalties.
3. Past due Special Assessments.
4. Past due installments of Regular Assessments.
5. Current Special Assessments.
6. Current quarterly payment of Regular Assessments.

ENFORCEMENT OF COVENANTS

The Association has a written policy for enforcement of architectural guidelines, Association rules, regulations, covenants and policies. Owners have a right to appeal Notices of Violations and Fines to the Association's Executive Board by submitting a written request for a hearing. Owners will be afforded a hearing before the Executive Board. After discussion of the appeal, the Executive Board will vote to uphold or rescind the Notice of Violations and Fines. The decision of the Board, following the appeal is deemed final.

CONDUCT OF MEETINGS

- All Regular and Special Meetings, Executive Board and Committee Meetings of the Association are open to the membership.
- Notice of all homeowner meetings will be sent to the homeowner's address of record via U.S. Mail.
- The Executive Board will allow a homeowner to comment, but not participate in deliberations, prior to its taking formal action on an item under consideration. The Executive Board may place reasonable time restrictions on the person speaking.
- Votes for Executive Board members at Annual Meetings will be taken by voice or printed ballot vote. If requested by an Owner, secret ballots will be used for any matter on which all Owners are entitled to vote. Ballots will be counted by a neutral third party or by an Owner present at the meeting who is not a candidate and who is chosen from a pool of such owners.
- Proxies are not valid if obtained through fraud. The Association may reject votes, ballots, or proxies, if the person tabulating votes has reasonable basis to doubt their validity. The person who rejects a vote, ballot, or proxy is not subject to damages. All actions of the Association regarding such rejections are valid unless a court determines otherwise.

EXECUTIVE BOARD MEMBER CONFLICT OF INTEREST

Board members must declare any conflict of interest during deliberations of any proposed Association-related action or activity by the Board. Conflict of interest is defined as an action or activity which may result in financial gain to a Board member or his or her parent, grandparent, spouse, child, sibling or spouse of any those persons. Such potential conflict must be declared in an open meeting. Though said Board member is prohibited from voting on any issue when such conflict exists, the member may participate in discussions prior to the vote.

INVESTMENT OF RESERVE/CONTINGENCY FUNDS

The Association will:

- Follow cash or accrual generally accepted accounting practices.
- Hold Reserve funds separately.
- Invest Reserve funds in conservative accounts.
- Deposit Reserve funds in fully insured accounts.

ADOPTION/AMENDMENT OF POLICIES AND PROCEDURES

Any existing policy or procedure may be amended or a new policy or procedure may be adopted by a vote of the Executive Board at any scheduled Board meeting after being drafted and submitted to the membership for review and comment at least thirty (30) days prior to adoption.