

RANCH MEADOW CONDOMINIUMS ASSOCIATION
Board of Directors Meeting
7:00 p.m., December 7, 2006, Fire Station Meeting Room
Estes Park, CO

BOARD MEMBERS PRESENT: Bob Addleman, Suzy Blackhurst, Chuck Coffey, Marcia Logan, Bob Nagle, Marlan Nelson, and Eric Waples

EXCUSED: Bob Butler, and Gordon Slack.

For Association Management of Estes Valley: Susan Albern, and Gene Whannel.

WORK SESSION: The work session was called to order at 6 p.m. by vice president Chuck Coffey. Discussions were held on three major items that were on the agenda for the regular meeting beginning at 7 p.m. Nelson presented a summary of a research document he had completed on questions of maintenance responsibilities with primary emphasis on the question of whether sidewalks leading to units were classified as a part of a unit that was for the exclusive use of the owner (limited common element) or whether they were considered to be a part of the total Ranch Meadow Condominium unit and thus “shared” use items for all owners in the community (general common elements). The discussion centered on two prior “opinions” rendered by Dick Gast, attorney retained by the Association, and a clause in the Colorado Common Interest Ownership Act passed in 1992. The CCIO Act is the legal document that defines a condominium community, and which defines the covenants, restrictions and basic operations that must be included in all Declarations for condominium communities.

In the first “opinion” from Mr. Gast, he wrote that by “inference” the sidewalks were considered limited common elements. However, when asked to clarify the issue in September 2006, his “opinion” after he wrote that he had examined the Declaration and one condominium unit map, he found that the sidewalks were classified as general common elements. A section of the Colorado Common Interest Ownership Act (Section 38-33.3-.202 title Unit Boundaries) conceivably could be interpreted to indicate that the sidewalks are limited common elements. Mr. Gast did not refer to this section in rendering his opinion. That section states “Any shutters, awnings, window boxes, doorsteps., stoops, porches, balconies, and patios and all exterior doors and windows or other fixtures designed to serve a single unit, but **located outside the unit’s boundaries, are limited common elements allocated exclusively to that unit. (Section 38-33.3-202 was added effective July 1, 1992).**”

The discussion ended with a poll of the 7 board members present to see how they now classified sidewalks: limited common element, or general common element. The poll showed 4 defining them as general, and 3 defining them as limited. The board consensus then was that the matter, on which there was decided disagreement within the body, could be handled by assigning Nelson and Susan Albern of the management company to draft a Resolution to be presented to the Board in open meeting to put into the record a “definitive” statement to assign the sidewalks as a general common element. Ms. Albern said that all of the HOAs she manages identify sidewalks as GCE. No reference was made to Mr. Gast’s opinion on outside stairs at 1555 Raven Circle; the discussion was exclusively about sidewalks.

The group then reviewed briefly the revised Architectural Review Committee (ARC) statement of purposes, procedures, guidelines, and application process that was presented and revised at the September 2006 board meeting.

Senate Bill 89 updates for the Governance Standards, Policies, and Rules of the Association were summarized with the indication that 12 items in the document that was adopted at the March, 2006, board meeting needed to be updated to be in line with changes adopted by the 2006 Colorado State Legislature.

-----Ranch Meadow Association-----

REGULAR MEETING:

The regular meeting was called to order by vice president Chuck Coffey at 7 p.m. with seven board members present, thus establishing the necessary quorum to do business.

In the **Open Forum**, Owners John and Maureen Gribben presented a proposal to the Board that three large landscape rocks placed at the entrance to the 1500 Raven Circle multiplex be moved about four feet to the north or west to better accommodate the turn from the entrance cut to Unit A of the complex. A motion was made by Nelson that the Board assign the Landscape Committee to "look at the situation" and if the change could be made with no detracton from the aesthetics or other concerns in the community, to proceed to have the work done. The motion was seconded by Blackhurst, and approved unanimously.

Ms. Gribben raised the question as to whether the Town of Estes Park required that dogs be on leash in the community. She was told that the Town does indeed require that dogs be on leash when outside a condominium unit (the covenants of the Association also require this). She was told that the Animal Control Officer has indicated that she will come to the community to observe violations if she is called.

PRESENTATION OF THE MINUTES OF THE SEPTEMBER 14, 2006 MEETING:

The secretary noted that the minutes had been circulated in mid-September to all members and posted on the Association website and that input had been received from board members and incorporated into the final document. Nagle made a motion that the minutes be approved as presented; this was seconded by Blackhurst, and the motion was approved.

TREASURER'S REPORT:

Treasurer Bob Addleman circulated the monthly financial statements; he indicated that expenses were inline with the budget for the year and that there were no significant items to report.

After a brief discussion, the treasurer made a motion that the management company be instructed to move \$27,500 from the Association checking account to its Money Market Account. This will leave about \$1,000 in the checking account; the Money Market Account will earn interest and is fully liquid. The motion was seconded by Blackhurst, and approved.

Susan Albern of the management company suggested that the board change its policy of moving money from the general accounts to the reserve accounts. In the past the board has made transfers once a year. The manager suggested that the board authorize her to set up a procedure whereby 1/12 (monthly) of the estimated reserves be transferred each month which would provide greater earning power in terms of interest. A motion to authorize the change to

monthly transfers to the reserve fund was made by Nelson, seconded by Addleman and approved by the board. Bob Addleman said that he would contact the Estes Park Utilities and review the water rate increase for 2007 and report to the board at the meeting on Feb. 1, 2007.

PRESIDENT'S UPDATE:

In the absence of the president who is in Michigan on business, vice president Chuck Coffey thanked the board members for their "great" contributions to the management of the Association.

MANAGER'S REPORT:

Ms. Albern said she will work with treasurer Bob Addleman to resolve and reconstruct the reserve accounts.

Gene Whannel reported that the contractor for snow removal had been notified that it was unacceptable to use chains on vehicles when plowing the areas in Ranch Meadow and that the contractor had agreed not to use chains in the future.

Whannel told the board he had a request from the owner of 1535-A to repair cracked framing on the windows of the unit. The board gave approval for the repair to be done.

OLD BUSINESS:

Update on lease file: Ms. Albern reported that she was working on the project and would continue with it in the months ahead.

"For Sale" Sign Enforcement: Gene Whannel reported that he had contacted the realtors about placement of For Sale signs at units, and that most were in conformity with the Association rules. When asked about a realtor For Sale sign located adjacent to U.S. Highway 34, he indicated that he had not been aware that the board had ruled that no signs were to be placed adjacent to the highway, and that he would contact the one realtor who currently has a sign there.

Maintenance Status and Plans:

Sidewalk repair at 1515-H Raven Circle: Coffey reported that progress on this project is delayed pending final approval by the board of a statement of maintenance responsibility for sidewalks. Under a motion made by Blackhurst, and seconded by Marcia Logan, and approved unanimously by the board, Nelson and manager Albern were assigned to draft a resolution expressing the majority view of the board that the sidewalks are general common elements and thus would be maintained by the Association, but responsibility for snow removal from the sidewalks leading to a unit would be the responsibility of the owner.

COMMITTEE REPORTS:

a. Welcoming Committee: Marcia Logan, chair of the committee, reported that the group had been in contact with the most recent new owner (John and Betty Kohler, 1360-H

Raven Circle), but that the committee encourages all members of the community to help in the welcoming process by call her when a new person moves into the community.

b. Landscape Committee: Eric Waples, chair, told the board that he was “very concerned” about the trees in the coming winter months in view of the long-term weather report that the area would have a “dry” winter. He urges owners to water trees around their units if the dry-winter prediction holds. Watering should be done when the ground is not frozen and on a warm day. It was suggested that 20 minutes of “trickle” watering in the dry months should be sufficient. If the outside faucets are turned off, it was suggested that the

watering could be done by using a container and taking water from an inside of unit faucet. Under the rules of the Association, owners who are away from their units during the winter months are to turn off the water to the unit, and when this is done, it also turns off the water to any outside faucet outside that unit.

Waples also said he believes that the wire around the larger trees in the community should be removed. He said he would look into this and have recommendations for a later board meeting.

PARKING REGULATIONS:

The question was raised by board members to Gene Whannel about enforcement of parking regulations. Whannel reported that he felt that there were few problems in this area. He did say that he had received an unsigned letter inquiring about enforcement in some areas. He said that he would check on parking as he made his rounds through the neighborhood.

ARCHITECTURAL REVIEW COMMITTEE (ARC):

At the September 14, 2006, meeting, Chuck Coffey, chair of the newly developed Architectural Review Committee (ARC), presented a document outlining the scope, guidelines, and process to be used by the ARC in Ranch Meadow. Several suggestions were made for changes to the documents, and the committee worked with the Association secretary to incorporate those changes into the document. The revised document (**a copy of which is attached to these minutes**) was presented to the board, and Nelson made a motion that the document be approved; this was seconded by Nagle. After a brief discussion, the call was made for a vote, and the motion to adopt was approved unanimously.

The ARC members are Chuck Coffey, chair; Susan Harris, Marcia Logan, and Bob Nagle.

Susan Harris, member of the ARC, researched sources where owners wishing to change their outside lights could find replacements that meet the Estes Park code. The listing will be posted on the Ranch Meadow website.

NEW BUSINESS:

UPDATES FOR GOVERNANCE STANDARDS, POLICIES, AND RULES OF THE ASSOCIATION:

The 2006 Colorado Legislature passed Senate Bill 89 which mandated updates for the Governance Standards, Policies and Rules of all common-interest-ownership communities. Nelson reviewed Senate Bill 89 and the 2005 Senate Bill 100 and found 12 items in the Ranch

these 12 was the mandate that Alternative Dispute Resolution be included as methods to resolve disputes between owners and the association. The previous document (P9.2006) offered mediation, one of the methods of Alternative Dispute Resolution, and the updated documents expands that alternative to include mediation, non-binding arbitration, and binding arbitration.

A motion by Blackhurst to approve the updates was seconded by Logan, and after a brief discussion, the board voted unanimously to approve the updated document. **(A copy of the updated versions of the Governance Standards, Policies, and Rules is attached to these minutes).**

DATES FOR BOARD MEETINGS:

Earlier the board briefly discussed the desirability of scheduling four regular board meetings a year, plus the annual meeting of owners. To this end, the following scheduled was presented by Coffey for board consideration and approved:

- February 1, 2007;**
- May 3, 2007 (budget approval;**
- July 7, 2007 (Owner meeting);**
- November 1, 2007.**

PAINT SCHEDULE FOR 2007:

Susan Albern asked if the board would like her to work on plans for the 2007 painting of facilities in the Ranch Meadow community. After a brief discussion, the board instructed Ms. Albern to proceed with plans but to include in those plans a “survey” of the community to determine which buildings and/or trim should be included.

ADJOURNMENT:

There being no other business to come before the board, a motion to adjourn was made, seconded and approved, with adjournment at 7:59 p.m.
Respectfully submitted:

Marlan Nelson, Secretary

- Attachments: A. Governance Standards, Policies, and Rules Updates
 B. ARC Document

ATTACHMENT A: Governance Standards, Policies, and Rules Updates for Ranch Meadow to Conform with Senate Bill 89.**GS2.2006: Schedule of Meetings and Conduct of Association and Board Meetings. (Senate Bill 100.3.0; updated to conform with Senate Bill 89 [2006].)*****(1). Meetings.**

Meetings of the Unit Owners, as members of the RMCA, shall be held at least once each year. Special meetings of the Unit Owners may be called by the president, by a majority of the Board of Directors, or by Unit Owners having twenty percent of the votes in the RMCA. Not less than ten nor more than fifty days in advance of any meeting of the Owners, the secretary shall hand-deliver, send by prepaid U.S. mail, or electronic mail an official notice of the Member meeting. Additionally, notice of any meeting of the Owners shall be posted in the Notice Box located near the mail boxes at the corner of Raven Avenue and Raven Circle. The notice shall 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 an officer or member of the Board of Directors.

Association Meeting refers to any meeting at which all Members participate, as differentiated from meetings called by the Board of Directors as part of the Association Management.

All meetings of the RMCA and of the Board of Directors are open to every Unit Owner of the RMCA, or to any person designated by a Unit Owner in writing as the Unit Owner's representative.

(2). Notification to Owners by Board.

Within 90 days after adoption of any proposed budget for the common interest community, the board of directors shall mail, by ordinary first-class mail or otherwise deliver a summary of the budget to all the Unit Owners and shall set a date for a meeting of the Unit Owners to consider the budget. Such meeting shall occur within a reasonable time after mailing or other delivery of the summary, or as allowed for in the Bylaws. Unless the Declaration requires otherwise, the budget proposed by the Board of Directors does not require approval from the Unit Owners and it will be deemed approved by the Unit Owners in the absence of a veto at the Annual Meeting by a majority of all Unit Owners. In the event that the proposed budget is vetoed, the periodic budget last proposed by the Board of Directors and not vetoed by the Unit Owners must be continued until a subsequent budget proposed by the Board of Directors is not vetoed by the Unit Owners.

(3). Conduct of Meetings:

Unless otherwise provided in the Association Documents, and except as set forth in the code of conduct below, meetings of the Members shall be conducted in accordance with (a) Robert's Rules of Order Newly Revised, or (b) such other generally recognized rules of parliamentary procedure as may be adopted by resolution of the Board.

Member meetings shall be conducted in accordance with the following code of conduct: (a) Anyone wishing to speak must first be recognized by the meeting chair; (b) Members shall not interrupt anyone who validly has the floor; (c) When speaking, Members shall abide by any time limits set by the meeting chair for comments; (d) Members shall at all times speak and otherwise behave with common courtesy and civility. In particular Members shall refrain from personal attack, and from using profane, rude or threatening language; (e) Any comments should be relevant to the agenda item being discussed; (f) No member may speak for a second time on an issue until everyone who wants to speak about that issue has been given the chance to speak once; (g) Members may not speak more than twice on any one issue, subject to the discretion of the meeting chair; and (h) Members shall obey all orders made by the meeting chair, including an order to step down (i.e., an order to stop speaking and yield the floor).

Unless otherwise provided in the Association Documents, or unless a different order of business is set forth in any meeting agenda established by the Board, the order of business at meetings of the Members will include (a) Establish Quorum; (b) Call Meeting to Order; (c) Approval of Minutes of Prior Meeting; (d) Reports of Committees/Officers; (e) Election of Directors (if annual meeting); (f) Old Business; (g) New Business; and (h) Adjournment.

Minutes of Member meetings will be taken by (a) the Association Secretary, (b) in the absence of the Secretary, any other officer designated by the President, or (c) a representative of the Association's management company, provided that the Secretary must review and sign the minutes prepared by such representative, and further provided that the Secretary is ultimately responsible for the accuracy of the minutes. The minutes will be maintained in the Association's permanent records. Because minutes of Member meetings will be taken, and in order to encourage full discussion by the Members, no Member meeting may be recorded by audio or video means unless otherwise allowed by the Board in its sole discretion.

Meetings of the Association's Board shall be conducted in accordance with the requirements of the Association Documents (especially the Bylaws), CCIOA and the Nonprofit Act, to the extent applicable. Unless otherwise provided in the Association Documents, and except as set forth in the code of conduct below, meetings of the Board shall be conducted in accordance with (a) Robert's Rules of Order Newly Revised or (b) such other generally recognized rules of parliamentary procedure as may be adopted by resolution of the Board.

At an appropriate time determined by the Board, but before the Board votes on an issue under discussion, Unit Owners or their designated representatives shall be permitted to speak regarding that issue. The Board may place reasonable time restrictions on persons speaking during the meeting. If more than one person desires to address an issue and there are opposing views, the Board shall provide for a reasonable number of persons to speak on each side of the issue. Participants in Board meetings shall abide by a code of conduct that observes the following principles (a) Board members shall conduct themselves in a professional and businesslike manner; (b) No personal attacks may be made against other Board members, Association Members, residents or managing agents; (c) Board members shall at all times speak and otherwise behave with common courtesy and civility. In particular refraining from personal attack, and from using profane, rude or threatening language; (d) Though differences of opinion are inevitable, they must be expressed in a professional and businesslike manner.

Unless otherwise provided in the Association Documents, or unless a different order of business is set forth in any meeting agenda established by the Board, the order of business at meetings of the Board will be the following: (a) Establish Quorum; (b) Call Meeting to Order; (c) Approval of Minutes of Prior Meeting; (d) Reports of Committees/Officers; (d) Election of Officers (at meeting immediately after Annual Meeting); (e) Old Business; (f) New Business; (g) Executive or closed-door sessions of the Board may be called to discuss matters which would be defined as an invasion of privacy for individuals if conducted in public; (h) Adjournment.

Minutes of Board meetings will be taken by (a) the Board Secretary, (b) in the absence of the Secretary, any other officer designated by the President, or (c) a representative of the Association's management company, provided that the Secretary must review and sign the minutes prepared by such representative, and further provided that the Secretary is ultimately responsible for the accuracy of the minutes. The minutes will be maintained in the Association's permanent records.

(4.) Audit and/or Review: An audit or review of RMCA financial records shall be conducted at the discretion of the Board of Directors or, when both of the following conditions are met:

(a) The RMCA has annual revenues or expenditures of at least two-hundred-fifty-thousand dollars; and

(b) An audit is requested by the owners of at least one-third of the Units in the RMCA.

A Review shall be required only when requested by the owners of at least one-third of the Units represented by the RMCA .

When an audit is called for by the Board of Directors or by the two conditions listed above, the records of the RMCA shall be audited, using generally accepted auditing standards, or a review, using statements on standards for accounting and review services by an independent and qualified person selected by the Board. Such person need not be a certified public accountant except in the case of an audit. A person selected to conduct a review shall have at least 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. The audit or review report shall cover the RMCA's financial

statements, which shall be prepared using generally accepted accounting principles or the cash or tax basis in accounting.

Copies of an audit or review, when required, shall be made available upon request to any Unit Owner beginning no later than thirty days after its completion. **(Adopted by the Board December 7, 2006).*** **(Adopted by the Board, March 30, 2006, updated to conform with Senate Bill 89 [2006]; update approved by the Board, December 7, 2006.)**

GS10.2006: Sale of Condo, Including Procedure and Documents Needed. (Senate Bill 100 [2005], updated by Senate Bill 89 [2006], 28-35.7-102 of CCIO Act.)*

On or after January 1, 2007, every contract for the purchase and sale of residential real property in the Ranch Meadow Condominiums Association shall contain the following disclosure statement in bold-faced type:

Ranch Meadow Condominiums are located within a common-interest-ownership community and are subject to the Declaration of the Ranch Meadow Condominiums Association (RMCA). The owner of a condominium Unit in the Ranch Meadow Condominiums community will be required to be a member of the RMCA and will be subject to the Declaration, Bylaws, Governance Standards, Policies, and Rules of the RMCA. The Declaration, Bylaws, Governance Standards, Policies and Rules will impose financial obligations upon the owner of a Unit or Units, including an obligation to pay assessments of the RMCA.

If the Owner does not pay these assessments, the RMCA could place a lien on the property and possibly sell it to pay the debt. The Declaration, Bylaws, Governance Standards, Policies, and Rules of the RMCA prohibit an owner from making changes to the property without an architectural review by the Architectural Review Committee (ARC), and approval of the Board of Directors of the RMCA. Purchasers of property within the RMCA should investigate the financial obligations of members of the RMCA. Purchasers should carefully read the Declaration, Bylaws, Governance Standards, Policies, and Rules of the RMCA.

The seller of a condominium Unit in the RMCA shall be responsible for providing the disclosure statement printed in this policy. If the Unit Owner who is offering a Unit for sale does not provide the disclosure statement printed above, the purchaser shall have a claim of relief against the seller for actual damages directly and proximately caused by such failure, plus court costs. It shall be an affirmative defense to any claim for damages brought under this section of the RMCA Governance Standards that the purchaser had actual or constructive knowledge of the facts and information required to be disclosed.

Upon request of the buyer, the seller shall either provide to the buyer or authorize the RMCA to provide to the buyer, upon payment of the RMCA's usual fee pursuant to all of the RMCA's governing documents and financial documents as listed in the most recent available version of the contract to buy and sell real estate as established by the Real Estate Commission as of the date of the contract to purchase the Unit. **(updated and approved by the Board on December 7, 2006, as mandated by Senate Bill 89 [2006].***

P4.2006: Association Records, Copying and Inspection of (Senate Bill 100.3.10; updated by Senate Bill 89 [2006].)*

All financial and other records of RMCA shall be made reasonably available for examination and copying by any Unit Owner and such owner's authorized agents, excepting that (a) a membership list or any part thereof may not be obtained or used by any person for any purpose unrelated to a Unit Owner's interest as a Unit Owner without consent of the Board of Directors;

(b) Without the consent of the Board of Directors, a membership list or any part of it may not be (1) Used to solicit money or property unless such money or property will be used solely to solicit the votes of the Unit Owners in an election to be held by the RMCA; (2) Used for any commercial purpose; or (3) Sold or purchased by any person.

Owners wishing to inspect or copy Association Records shall submit a request to the Management Company. Records of the Association are the historical Archives of the Association and to protect these records, and yet make them available to Members, it is the policy of the Association to maintain the Archive records in written or electronic form, with a preference given to electronic storage so long as such documents can be easily converted to written form within a reasonable time. For purposes of this section, "reasonably available" means available during normal business hours, upon notice of five business days, or at the next regularly scheduled Member meeting if such meeting occurs within thirty days after the request. "Reasonable time" shall mean a time period sufficient to allow conversion of documents to written form within five business days following a proper request for review and copying as provided below or at the next regularly scheduled Member meeting if such meeting occurs within thirty days after the request.

It is also the policy of the Association that "original" records of the Association shall be appropriately protected from damage, loss or spoliation. As such, "original" documents shall not be subject to unsupervised inspection and review, and the Association will either provide for supervised review of original materials or the provision of photocopies of the requested materials with the requesting Owner responsible for reimbursement of the Association's actual cost for duplication expenses.

Document Inspection/Copying Request Form. An Owner seeking to inspect or copy Association records shall submit a copy of the attached "Request for Inspection/Copying of Association Records" (the Request) to the Association through its managing agent, if applicable, or if the Association has no acting managing agent, then through the Association's Secretary. The date on which a written request is received by the responsible Association representative shall be deemed the Date of the Request. The Request form is available from the Management Company.

Review of Request. Upon receipt of a written Request, the Association's managing agent, if applicable, or else the Association's Secretary shall review the Request and determine in good faith whether the purpose of the Request is proper; whether the Request describes the records with reasonable particularity; and whether the records sought are relevant to the purpose of the Request. In making such determination, consideration shall be given to the following: (a) **Purpose of the Request.** The reason stated by the requesting Owner must be such that the Request can be considered to be made in good faith and for a proper purpose. For purposes of this section, any Request which, on its face, appears to be made for purposes of commercial marketing, for direct sales campaigns, to financially benefit the Owner or which is made to annoy, harass, or oppress the Association or any Owner or Owners shall not be considered to be made for a "proper purpose." Likewise, a Request seeking information, the disclosure of which would constitute an unwarranted invasion of privacy (such as, for example, Owners' or Board members' Social Security numbers, their vital statistics, their bank account numbers, or other sensitive financial or personal data) shall not be considered made for a proper purpose; (b) **Description of Materials Sought.** A Request shall state with reasonable particularity the records sought and their connection with the purpose identified as the reason for the Request. For purposes of this section, for example, a Request seeking "all Association documents" would not be a Request made with reasonable particularity. However, a Request identifying specific classifications of documents (such as minutes, decision, contracts, or policies) that is appropriately limited in time and scope (i.e., seeking records for a specific and

pertinent time frame) shall be considered to have the required reasonable particularity; (c) **Relevance.** Finally, a Request shall seek only documents that are relevant to the stated purpose of the Request. In determining whether the materials sought are relevant to the purposes identified in the Request, the Association's managing agent, if applicable, or else the Association Secretary shall consider the nexus or link between the materials and the Owner's stated purpose, as well as any further explanation provided by the requesting Owner.

Production of Records. The Association shall make the requested records available for inspection or copying within five business days of the Date of Request. In the event that the Association determines some part of the Request is improper, it shall nevertheless produce such records as are responsive to the Request to the extent such Request is proper. The Association shall generally identify any records it has elected to withhold in order to preserve the attorney-client privilege as contemplated by CCIOA, and in addition, it shall advise the requesting Owner if any part of the Request is rejected because the Association believes it seeks records for an improper purpose, or does not identify the records sought with reasonable particularity, or if the records sought are not deemed by the Association as relevant to the stated purpose.

Where Copies are Requested. Where an Owner requests photocopies of all records requested, the Association's managing agent, if applicable, or otherwise the Association's Secretary shall provide the requesting Owner with a good faith estimate of the approximate number of pages subject to the Request and shall identify the expected actual copying cost per page for which the Owner will be responsible. Prior to any copies being made, the Association may at its election require the requesting Owner to prepay the estimated per page copying expense. Once copies are made and the actual cost per page copying charges are ascertained, the Association shall credit any such prepayment toward the actual costs, and either collect any shortfall or refund any overage. All copying shall be performed within five business days of the Date of Request.

Policies Related to Inspection. Inspection of Association records may be accomplished by providing either "original" records or photocopies of such records. Where "original" records are to be inspected, this process shall be supervised by any designee of the Association's managing agent, if applicable, or otherwise by any designee of the Association's Secretary. No Owner shall remove any "original" record from the place of inspection, nor shall any Owner cause marks, notes, deletions or any other modification of "original" documents to be made during any inspection. All inspections shall be scheduled to commence within five business days of the Date of Request. Inspections shall occur during business hours and at the time and place designated by the Association. Supervised inspections of "original" Association documents shall not exceed two hours in any single session. Where the Association elects to make photocopies of documents available for inspection instead of originals, an Owner may inspect the same for up to five hours per business day. During records inspections, an Owner may designate certain portions of the records for copying, in which case the policies related to copying specified above shall apply from the time such records are designated.

This Policy shall not impact, affect, or limit any Owner's rights relative to access to, or inspection and copying of Association records as may exist under Colorado corporate status, in litigation proceedings involving the Association and an Owner, or the power of a Court of appropriate jurisdiction to compel production of records on proof by an Owner of a proper purpose. **(Adopted by the Board, March 30, 2006; updated to conform with Senate Bill 89 [2006]; update approved by the Board, December 7, 2006.)**

P8.2006: Conflict of Interest of Board Members, and Board Member Education. (Senate Bill 100.3.1); updated by Senate Bill 89 [2006], and updated adopted by the Board, December 7, 2006.)*

Section 7-128-501, Colorado Revised Statutes, shall apply to members of the Board of Directors, except that as used in that section: (a) Corporation or Nonprofit Corporation means Association; (b) Director means a member of the RMCA Board of Directors; (c) Officer means any

person designated as an officer of the RMCA and any person to whom the Board delegates responsibilities under this article, including, without limitation, a managing agent, attorney, or accountant employed by the Board. **(Section 7-128-501, CRS reads as follows:**

7-128-501. Conflicting interest transaction. No conflicting interest transaction shall be void or voidable or be enjoined, set aside, or give rise to an award of damages or other sanctions in a proceeding by a member or by or in the right of the nonprofit corporation, solely because the conflicting interest transaction involves a director of the nonprofit corporation or a party related to a director or an entity in which a director of the nonprofit corporation is a director or officer or has a financial interest or solely because the director is present at or participates in a meeting of the nonprofit corporation's board of directors or of the committee of the board of directors that authorizes, approves, or ratifies the conflicting interest transaction or solely because the director's vote is counted for such purpose if:

The material facts as to the director's relationship or interest and as to the conflicting interest transaction are disclosed or are known to the members entitled to vote thereon, and the conflicting interest transaction is specifically authorized, approved, or ratified in good faith by a vote of the member ENTITLED TO VOTE THEREON.

Board Members shall identify any conflict of interest that may exist in their participation in business conducted by the Board. A "conflict of interest" exists where a contract, decision or other action being considered by the Board would financially benefit: any Board member; or, any person who is a Board member's parent, grandparent, spouse, child, sibling; or, who is the parent or spouse of one of these persons.

Board Member Education: At least annually, the Board of Directors shall be oriented into the role of the Board in the management of the Association, and all other information deemed necessary for the Board members to carry out the business of the Association.

(updated to conform to the provisions of Senate Bill 89 [2006]; update approved by the Board, December 7, 2006.)

P9.2006: Declaration, Governance Standards, Policies, and Rules Enforcement, including Notice of Hearing, Hearing Procedures, Fines, and Alternative Dispute Resolution (ADR). (Senate Bill 100 [2005]; updated to conform with Senate Bill 89 [2006].)*

The Association may levy fines for violations of the Association Documents (Declaration, Governance Standards, Policies, Rules, and Bylaws) in accordance with a stated policy on notice of violations, hearing procedures if desired, and schedule of fines.

Notice of Violation of Association Documents and Scheduling Hearing If Requested by the Owner.

1. The Association, any member of the Association's management company may note a violation.
2. All notices of violation must be in writing. If an Owner notes the violation, the written notice must be sent to the Association's management company.
3. The Management Company will verify the violation and issue a written notice to the Owner describing the violation, attaching a copy of the Association Document violated, the time frame for correcting it, and notification that the Owner can request a hearing on the matter if he/she believes the notice was sent in error, or that there are mitigating circumstances in the case.
4. Procedure for requesting a hearing: the Owner must contact the Association Management Company in writing within seven days after the date of the notice. If a fine has been imposed in the Notice and the hearing cannot be set before the final date for paying the fine, the date the fine begins shall be changed to the day after the hearing.
5. The purpose of a hearing is to determine if there was a mistake made in issue of the notice; determine if there are mitigating circumstances, and to make arrangements for bringing the violation into compliance over a period of time if warranted. **The hearing process will not and cannot be used to determine if a particular provision of the Association Documents is desirable or undesirable.**
6. Procedure for the Hearing:

(a) The Board president shall establish that a quorum is present, explain the Fine Policy and procedures, and describe the nature of the violation as presented in the Notice.

(b) The Owner may then provide rebuttal to the notice using witnesses or any other formation deemed relevant and necessary.

(c) After all testimony and other evidence has been presented, the Board shall decide whether the notice was justified, or whether there were mitigating circumstances. If the Board find the notice was justified, a fine shall then be assessed by the Board or mutually agreeable arrangements made with the Owner to ensure correction of the violation and compliance in the future. If the Board finds the notice was not justified, no fine shall be assessed.

Fine Policy for Ranch Meadow Association for Violation of Documents.

1. First Notice of Violation. The first notice shall be a *Courtesy Notice* delivered by U.S. mail or hand-delivered to the violating Owner stating the alleged violation or violations. The Owner may be able immediately to correct the violation or violations by taking care of the problem or problems within ten (10) days from the date of delivery of the *Courtesy Notice* to the Owner.

2. Second Notice of Violation. A *Second Notice of Violation* is delivered by U.S. mail or hand-delivered to the violating Owner stating the alleged violation and the fine that is to be imposed if it is not corrected within ten (10) days of the *Second Notice*. If the Owner feels that the alleged violation represents an invalid accusation, he/she must appeal the alleged violation, using the process described above, within ten (10) days of receiving the *Second Notice*. If an appeal request is made, the Board will follow the procedure presented above.

3. Third Notice: \$25.00 Fine. The Owner is advised by letter delivered by the U.S. mail or hand-delivered that continued non-compliance with *Association Documents* as presented in the *Notices* served the Owner, will result in an additional \$50.00 fine if the alleged violation is not corrected within ten (10) days of receipt of the *Third Notice*.

4. Fourth Notice: \$50.00 Fine. The Owner is advised that non-compliance with the requests presented in the previous three *Notices* will result in an additional \$100.00 fine.

5. Subsequent Notices: \$100.00 Fine. The Owner is advised that having failed to comply with the *Association Documents* after having been given four *Notices* of alleged violations of the *Association Documents* he/she is assessed an additional fine of \$100.00, and that the Association may take whatever action it deems necessary, including lawsuit to reach compliance. If a lawsuit is filed in connection with the violation of *Association Documents*, the Owner will be responsible for any attorneys' fees and court costs. If the Owner is still not in compliance within ten (10) days subsequent to this notice, additional fines will accrue at the rate of \$100.00 a month until final resolution is reached.

It is the general policy of the RMCA to encourage the use of Alternative Dispute Resolution (ADR) to resolve disputes between the RMCA and an Owner. ADR is defined as a procedure for settling disputes by means other than litigation, such as mediation, non-binding arbitration, or binding arbitration.

ADR, in the form of Mediation, Non-Binding Arbitration, or Binding Arbitration may be pursued by the RMCA before any lawsuit is filed, except in the cases of the **collection of assessments, or the enforcement of the Declaration and Covenants, Bylaws, Governance Standards, Policies, and Rules of the RMCA**, subject to the following:

(a) ADR shall not be required if time constraints prevent accomplishing ADR;

(b) ADR will not be pursued by the RMCA if an Owner refuses to participate in the process.

(c) At the time the parties agree to use ADR, the parties shall also agree on the form of ADR to be used. If the parties cannot agree on the form of ADR to be used, ADR shall be in the form of mediation.

(d) Any ADR pursued must use a trained mediator, arbitrator, or facilitator who has familiarity with the governance of the Common-Interest-Ownership communities.

(e) Any ADR must be conducted in compliance with the Uniform Arbitration Act and/or the Dispute Resolution Act, as applicable.

(f) If ADR is to be used, the Owner shall execute an agreement with the RMCA prior to the commence of the ADR process which suspends applicable statute of limitations while the parties are attempting to resolve the dispute through ADR.

Selection of Mediator/Arbitrator. If the parties to the ADR cannot agree, within 30 days of the request for ADR, on the facilitator, mediator, arbitrator, or other qualified person to conduct the ADR, then, within 10 days,

(a) Each party shall choose a qualified person as defined in this policy statement, and those selected by the RMCA and the Owner shall then appoint a third qualified person to be determined in their sole discretion.

(b) In the event a party fails to select a qualified person as provided in (a) above, the person selected by the other party shall be deemed acceptable to both parties and shall act as the facilitator, arbitrator, or mediator.

Costs for ADR. The costs of the ADR shall be split equally among the parties involved in the ADR. In the event an Owner fails to pay the Owner's share of the cost of the ADR, his/her share shall be considered an Assessment against his/her Unit and may be collected by the RMCA as an assessment as provided in the Declaration and in Colorado Law.

RMCA's policy for ADR as stated here shall be in addition to and in supplement of the terms and provisions of the Declaration of the RMCA and of the law of the State of Colorado governing Common-Interest-Ownership communities. **(Approved by Board, March 30, 2006; updated to conform with Senate Bill 89 [2006]; update approved by the Board, December 7, 2006.)**

P10.2006: Disclosures to Owners Required on an Annual Basis. (Senate Bill 100.3.10; updated as mandated by Senate Bill 89 [2006]. *

If the RMCA address changes, the designated agent or management company changes, the RMCA shall update information and make it available to owners within 90 days after the change.

Information that must be communicated to the owners is:

- (a) The name of the Association;
- (b) The name of the RMCA's designated agent or management company;
- (c) A valid physical address and telephone number for both the RMCA and the designated agent or management company;
- (d) The name of the common interest community;
- (e) The initial date of recording of the Declaration; and
- (f) The reception number or book and page for the main document that constitutes the Declaration.

Also, within 90 days after the end of each fiscal year, the RMCA shall make the above information available to Unit Owners and upon reasonable notice the results of its most recent available financial audit or review. **(Adopted by the Board March 30, 2006; updated to conform with Senate Bill 89 [2006]; update approved by the Board December 7, 2006).**

P11.2006: Emergency Vehicle Parking for Occupants of Condominium Units in Ranch Meadow. (Senate Bill 100.1.4 [2005]; updated to conform with Senate Bill 89 [2006]. *

An occupant of a Ranch Meadow condominium Unit may park an emergency vehicle on a street, driveway, or guest parking area in the Ranch Meadow community, provided the following criteria are met: (a) the occupant is a bona fide member of a volunteer fire department; OR (b) he/she is employed by a primary provider of emergency fire fighting, law enforcement, ambulance, or other medical services; (c) the vehicle can be parked without obstructing emergency access or interfering with the reasonable needs of other Unit Owners or occupants to use the streets, driveway, and guest parking spaces within the Ranch Meadow community. **(P11.2006 adopted by the Board, March 30, 2006, and updated to conform with Senate Bill 89 [2006]; update approved by Board, December 7, 2006).**

P17.2006: Owner Filing of Claims Against the Association Master Insurance Policy; updated to conform to Senate Bill 89 [2006] and adopted by the Board, December 7, 2006.)*

Provisions of Senate Bill 100, updated by passage of Senate Bill 89 [2006], which revised the CCIOA Colorado Statutes, permits an Owner to file an insurance claim against the Association's

homeowner's policy as if the Owner were a named insured, if the following conditions are met:

- (a) The Unit Owner has contacted the Board of Directors or Management Agent in writing regarding the subject-matter of the claim;
- (b) The Unit Owner has given the RMCA at least fifteen days to respond in writing, and, if so requested, has given the Association's managing agent a reasonable opportunity to inspect the damage; and
- (c) The subject matter of the claim falls within the RMCA's insurance responsibilities.

Even though this process is available to an Owner, the Association encourages an Owner to follow the Policy (**P7.2006**) established by the Board that provides for insurance claims to be filed through channels by notifying the management company which will then handle the process.

(Adopted by the Board, March 30, 2006; updated to conform with Senate Bill 89 [2006]; update adopted by the Board, December 7, 2006).)

P18.2006: Reserve Funds Investment. (Senate Bill 100.2.1; updated to conform with Senate Bill 89 [2006]).*

All liquid and non-liquid Reserve Fund investments shall be maintained in an account or accounts separate from the Association's operating account or accounts. The funds shall be invested in insured interest-bearing liquid bank accounts (money market deposit accounts), certificates of deposit, Treasury Bills, Money Market Funds, Notes or Bonds backed by the U.S. Treasury, or any other type of insured investment with no more than \$100,000 in any one financial institution. The Association's non-liquid investments should be structured with laddered maturity dates so that the investments mature during successive time periods. The length of maturities should be based on market conditions and the Association's anticipated repair and replacement needs. This laddering strategy is intended to provide the Association with the benefit of longer term interest rates, which are customarily higher than short-term rates, while maintaining sufficient liquidity from time to time to meet the Association's repair and replacement schedule. The Board shall maintain a sufficient portion of its reserve funds in one or more liquid accounts to meet required expenditures for repairs or replacement that the Association will incur before its non-liquid assets mature.

All reserve fund investments will be made in the name of the Association. Any withdrawal or transfer of reserve funds requires the signature of at least two Association officers or Board members. The Board will review the periodic account statements sent to the Association for the Reserve Fund investments at the next Board meeting following the Association's receipt of the statement. Based on this review, the Board may make any adjustments to the investments as necessary to maintain competitive yields.

As investors of Reserve Funds of the RMCA, the officers and members of the Board of Directors shall be subject to the standards set forth in **Section 7-128-401, Colorado Revised Statutes, except that, as used in that section:**

- (a) Corporation or nonprofit corporation means the RMCA;
- (b) Director means a member of the RMCA Board of Director;
- (c) Officer means any person designated as an officer of the RMCA and any person to whom the Board of Directors delegates responsibilities under this article, including, without limitation, a managing agent, attorney, or accountant employed by the Board of Directors.

Colorado Revised Nonprofit Corporation Act, Section 7-128-401: General standards of conduct for directors and officers.

- (1) Each director shall discharge the director's duties as a director, including the director's duties as a member of a committee of the board, and each officer with discretionary authority shall discharge the officer's duties under that authority: (a) In good faith; (b) With the care an ordinarily prudent person in a like position would exercise under similar circumstances; and (c) In a manner the director or officer reasonably believes to be in the best interests of the nonprofit corporation.
- (2) In discharging duties, a director or officer is entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data, if prepared or presented by: (a) One or more officers or employees of the nonprofit corporation whom the director or officer reasonably believes to be reliable and competent in the matters presented; (b) Legal counsel, a public accountant, or another person as to matters the director or officer reasonably believes are within such person's professional or expert competence; (c) Religious authorities or ministers, priests, rabbis, or other persons whose position or duties in the nonprofit corporation is affiliated, the director or officer believes to justify reliance and confidence and who the director or officer believes to be reliable and competent in the matters presented; or (d) In the case of a director, a committee of the board of directors of which the director is not a member if the director reasonably believes the committee merits confidence.
- (3) A director or officer is not acting in good faith if the director or officer has knowledge concerning the matter in question that makes reliance otherwise permitted by subsection (2) of this section unwarranted.
- (4) A director or officer is not liable as such to the nonprofit corporation or its members for any action taken or omitted to be taken as a director or officer, as the case may be, if, in connection with such action or omission, the director or officer performed the duties of the position in compliance with this section.
- (5) A director, regardless of title, shall not be deemed to be a trustee with respect to the nonprofit corporation or with respect to any property held or administered by the nonprofit corporation, including without limitation, property that may be subject to restrictions imposed by a donor or transferor of such property.

Reserve Studies. To determine the appropriate level of the Association's Reserve Funds, the Board may commission from time to time Reserve Studies evaluating the life expectancy of those areas of the community maintained by the Association, and the anticipated cost of maintaining, repairing, and replacing those areas. **(Adopted by Board, March 30, 2006; updated to conform with Senate Bill 89 [2006]; update approved by the Board, December 7, 2006.)**

R5.2006: Flags at Condo Units. (Senate Bill 100.1.2; updated under provisions of Senate Bill 89 2006).*

The American flag may be displayed on a Unit Owner's property in a window or a door of the Unit, or on the balcony adjoining the Unit if the American flag is displayed in a manner consistent with the Federal Flag Code. The U.S. flag may also be displayed on a flag pole attached to the condominium Unit below the eave line; the pole may not exceed 5 feet in length. The dimensions of the flag can be no greater than 28 inches by 41 inches.

Unit Owners or occupants may display one Military Service Flag bearing a star denoting the service of the owner or occupant of the Unit, or of a member of the Owner's or occupant'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 Unit, or on a pole no greater than 5 feet long attached to the Unit under the eave line. The size of this flag is limited to 28 inches by 41 inches.

Unit Owners or occupants may display one Seasonal Celebration flag at each Unit provided the Seasonal Celebration Flag is no larger than 28 by 41 inches. Seasonal Celebration flags shall be displayed on poles no greater than 5 feet long and attached to the Unit below the eave line.

No flags of any type may be displayed on General Common Elements. **(Adopted by the Board, March 30, 2006; updated to conform with Senate Bill 89 [2006]; update approved by Board, December 7, 2006.)**

R25.2006: Signs At Individual Units. (Declaration 26.J; Senate Bill 100.1.3; updated to conform to mandates of Senate Bill 89 [2006].)*

Unit Owners may display one For Rent or For Sale sign at Condo Units, provided the sign does not exceed 6 square feet in size and 6 feet in height and placed at least 8 feet from the street, is not placed so as to obstruct intersections or driveways or cause damage to drip and sprinkler irrigation systems, not attached to the building structures, and not in the General Common Elements. The signs must be placed on standards that are driven into the ground.

The display of a political sign for candidates or for ballot issues by the owner or occupant of a Unit on property within the boundaries of the Unit or in a window of the Unit is permitted, except that:

- (a) Political signs may not be displayed earlier than forty-five days before the day of an election and not later than seven days after an election day; and
- (b) Political signs may be placed in the ground immediately adjacent to an Owner's Unit; (c.) one sign per candidate office and one sign per ballot issue may be displayed; (d.) signs cannot exceed 4 square feet and must be placed at least 8 feet from the street and be no greater than 6 feet tall from the ground; (e) political candidate and ballot issue signs cannot be placed in the General Common Elements; those placed in the Common Elements will be removed and discarded without notice; (f) political candidate and ballot issue signs shall not be placed in areas that will obstruct intersections or driveways. Political Candidate and Ballot Issue Signs are defined by state statute as signs that carry 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. **(Adopted by the Board, March 30, 2006; updated to conform with Senate Bill 89 [2006]; update approved by the Board, December 7, 2006.)**

BYLAWS, ARTICLE III. 2. Voting Rights. The Corporation (RMCA) shall have only one class of voting membership. When more than one person or entity holds an ownership interest in any one condominium Unit, all such persons or entities shall be members; provided, however, there shall be only one vote per condominium Unit. The person having the right to exercise the vote for the Unit shall be as determined by the owners of that Unit which determination shall be announced and recorded by the secretary or the person presiding over the meeting at the outset of every membership meeting, prior to the transaction of any business. Fractional voting or cumulative voting shall not be allowed. Unless otherwise required by the Condominium Declaration, these Bylaws or the Colorado Nonprofit Corporation Act, a simple majority vote shall be required for binding decisions of the membership.

To be eligible to cast a vote in regular or special condominium owner meetings, assessments and all other charges must be in good standing.

At the discretion of the Board or upon the request of twenty percent of the Unit Owners who are present at the meeting or represented by proxy, if a quorum has been achieved, vote on any item other than election of Board of Directors shall be by secret ballot. Ballots shall be counted by a committee of volunteers. Such volunteers shall be Unit Owners who are selected or appointed at an open meeting, in a fair manner, by the president of the Board or another person presiding during that portion of the meeting. The volunteers shall not be Board members and, in the case of a contested election for a Board

position, shall not be a candidate.

The results of a vote taken by secret ballot shall be reported without reference to the names, addresses, or other identifying information of Unit Owners participating in such vote.

In the event that there is a tie vote in which a board member is seeking re-election, the incumbent shall prevail. If there is a tie vote and no board members are seeking re-election, the winner shall be selected by a coin toss by an election judge. In the event of a tie on any other non-election item presented, the issue shall be declared as defeated.

Use of Proxies: Only the owner of record may vote. If a member is unable to attend a regular or special owners meeting, he or she may complete a proxy form authorizing the president or another person specifically named on the proxy to vote on all issues before the owners. The use of general proxies shall be allowed at all meetings of the Association, including, but not limited to Board meetings, special meetings, annual meetings, and budget ratification meetings. Proxies shall be mailed, faxed or e-mailed prior to the meeting to the management company. Unsigned proxies will be disqualified.

Proxies obtained through fraud or misrepresentation are invalid. The Association has the right to reject a proxy when it has a reasonable, good faith basis to doubt the signature's validity or the signatory's authority to sign for the Unit Owner.

Elections: Election for Board positions shall always be by secret ballot. Ballots shall be in the form of a written ballot and shall be distributed, one packet to each qualified member, during the registration process. Prior to the election, the president shall ask for two members attending the meeting who are not candidates for election and who are not members of the Board of Directors, to serve as election judges and to count the ballots and announce the results.

(Amended by vote of the Board of Directors, at a regular Board Meeting, February 2, 2006; updated to conform to Senate Bill 89 [2006]; update approved by the Board, December 7, 2006).

ATTACHMENT B. ARC Document, Guidelines and Application

RANCH MEADOW CONDOMINIUMS ASSOCIATION 12/7/06

P3.06.A.: Architectural Review Committee Guidelines. General Information.

Ranch Meadow Condominiums Association is a covenant-controlled community designed to maintain neighborhood integrity and high property values. All exterior changes must be approved in advance by the Architectural Review Committee (ARC) and the Board of Directors. This document is intended to be a guideline for use with the Declaration of Covenants, Conditions, and Restrictions for Ranch Meadow Condominiums Association.

- to minimize disturbance to neighboring unit owners. Please see **Governance Standards, Policies, and Rules, R1.06.**
2. **Fencing --** **Fencing** is not allowed. Please see **Governance Standards, Rules, and Policies, R4.06.**
3. **Display of Flags --** Owners may display the **flag of the United States** in the inside of a window(s), door(s) or balcony of a condo unit. The U.S. flag may also be displayed on a flag pole below the eaves line. The flag pole may not exceed five feet in length. U.S. flag dimensions can be no greater than 28 inches by 41 inches. Unit owners may display one **Military Service Flag** when a unit owner has a family member serving on active duty or in the reserves during a time of war or armed conflict. The size of the flag is limited to 28 inches by 41 inches. Unit owners may display one seasonal flag at each unit provided it does not exceed 28 inches by 41 inches. No flags of any type may be displayed on the General Common Elements. Please see **Governance Standards, Policies, and Rules, R5.06.**
4. **Decks/Stairs --** **Deck** expansions are not allowed. Please see **Governance Standards, Policies and Rules, R6.06.** Owners are required to paint and maintain their decks/stairs as Limited Common Elements at their expense. Written approval must first be obtained from the ARC. Paint color for the vertical deck rails and fascia boards are to be submitted to the ARC for approval. Owners should submit **paint color samples**, manufacturer's literature and/or material samples with their requests. A **Deck gate** may be added with written approval of the ARC. An approved deck gate design specification is available from the ARC. A **deck awning** is allowed with written approval of the ARC. The frame must be white and the material must be of a solid color that closely matches the building color. All decks must remain "open-aired" with no walls, permanent overhangs or partitions.
5. **Roof Gables --** **Roof gables** are not allowed. Please see **Governance Standards, Policies, and Rules, R6.06.**
6. **Holiday Lighting and Decorations --** **Holiday lighting and decorations** are permitted thirty days prior to the holidays and must be removed thirty days after. Please see **Governance Standards, Policies, and Rules, R10.06.**
7. **Hot Tubs --** **Hot tubs** are not allowed. Some original owners were allowed to keep their hot tubs as they conveyed with the property. Please see **Governance Standards, Policies, and Rules, R11.06.**
8. **Landscape Solar Lights --** **Landscape solar lights** may be installed on the front walk at ground level. Please see **Governance Standards, Policies, and Rules, R12.06.**
9. **Replacement Doors, Windows, Garage Doors and Exterior Lighting --** **Replacement Doors, windows, garage doors and exterior lighting fixtures** are Limited Common Elements and are to be replaced at owner's expense. Prior approval in writing from the ARC is required. Replacement items should match as closely as possible in design and color to the existing items. Submit manufacturer's literature and

- samples to the ARC with the request. Please see **Governance Standards, Policies, and Rules, P16.06**. Please contact a member of the ARC if you need assistance.
- 10. Satellite Dish --** **Satellite dishes** are allowed. The dish should be placed in an inconspicuous location. The top deck rail does not have enough structural integrity to support a dish. The corner posts of the deck make a better mounting point. Dishes cannot be mounted on roofs. Please see **Governance Standards, Policies, and Rules, R24.06**.
- 11. Signs at Individual Units --** Unit owners may display one **For Rent** or **For Sale** sign, provided it does not exceed 6 square feet in size and 6 feet in height and placed at least 8 feet from the street. It shall not interfere with irrigation systems or obstruct driveway entrances or be attached to the building structure. Signs may not be displayed in the General Common Elements. Signs must be placed on standards driven into the ground. Unit owners may also place **political signs** if (a) not earlier than 45 days before an election, and removed within 20 days after the election; (b) signs may be placed in the ground immediately adjacent to the owner's Unit; (c) one sign per candidate office and one sign per ballot issue; (d) signs cannot exceed 4 square feet and must be at least 8 feet from the street and no higher than 6 feet tall from the ground; (e) no political signs can be placed in General Common Elements or obstruct intersections or driveways. Please see **Governance Standards, Policies, and Rules, R25.06**.
- 12. Storm Doors/Screen --** **Storm doors and/or screens** are allowed and the color should match existing window trim color. The door should have plain glass with no decorative grids or grills. If your main door has a full glass, the storm door must also have a full glass. If your main door is half glass, you may use either a full or half-glass storm door. Please see **Governance Standards, Policies, and Rules, R27.06**.
- 13. Interior Window Coverings --** **Interior window coverings** must be white or off-white as viewed from the outside. Please see **Governance Standards, Policies, and Rules, R34.06**.
- 14. Additions & Structural Changes --** **No changes of this nature are permitted.**
- 15. Paint Colors --** Responsibility of the Association at present, the colors are on file at the offices of Association Management of Estes Valley.
- 16. Other Antennas --** Permission to mount **antennas other than Satellite Dish Antennas** is withheld and must be requested from the ARC. Granting of permission and determination of suitable placement will be dealt with on a case-by-case basis.
- 17. Exterior Window Coverings --** **Exterior window coverings** are allowed with prior written approval of the ARC. The frame must be white and the covering color must be white or off-white. Submit color samples and manufacturer's literature with the request.
- 18. Patios --** **Open Air Patios** (other than original builder construction) adjacent to or connecting with the decks are not allowed.
- 19. Other --** No **wind generators, clothes lines or dog runs** are allowed.

RANCH MEADOW CONDOMINIUMS ASSOCIATION
ARCHITECTURAL REVIEW COMMITTEE
PROJECT REVIEW AND APPROVAL FORM

NOTE: Project must be completed within 90 days of Board approval. Upon completion, the condominium owner must notify the Architectural Review Committee of completion. A Committee member will inspect the project, and the Committee will approve or disapprove the work within 45 days and notify the condominium owner of the Committee's acceptance or rejection of the work.

Date of Application _____

Condominium Owner's Name _____

Address _____

Phone _____

Mailing address (if different from Condo address) _____

1. Brief project description _____

(Attach extra sheet if necessary, or use back of this page)

2. Does your project require a municipal building permit: YES NO

3. Does your project require a change in zoning? YES NO

NOTE: It is the condominium owner's responsibility to ensure that the project meets local building and zoning codes. Architectural Review Committee approval does not indicate compliance with local building and zoning codes.

4. Neighbors need to be informed. Notify three (3) neighboring property owners that may be affected by your requested project. Have each acknowledge notification by signing below.

5. Exception: Neighbors do not have to be notified if Unit owner is replacing existing doors, exterior lighting fixtures, garage door, or windows.

(1). Name _____ Address _____ Phone _____

I have been notified of this project. My signature does not indicate my approval or disapproval. I understand that if I object, I should contact the Architectural Review Committee in writing with the specific reason(s) for my objection.

Signature

Date

(2). Name _____ Address _____ Phone _____

I have been notified of this project. My signature does not indicate my approval or disapproval. I understand that if I object, I should contact the Architectural Review Committee in writing with the specific reason(s) for my objection.

Signature

Date

(3). Name _____ Address _____ Phone _____

Signature

Date

I have been notified of this project. My signature does not indicate my approval or disapproval. I understand that if I object, I should contact the Architectural Review Committee in writing with the specific reason(s) for my objection.

