

**ESTES SQUARE CONDOMINIUM ASSOCIATION, INC.**  
**POLICY AND PROCEDURE**  
**ENFORCEMENT OF THE DECLARATION, BYLAWS, RULES AND**  
**REGULATIONS, OR ARCHITECTURAL GUIDELINES**

Adopted October 26, 2015

The following policy and procedure has been adopted by the Estes Square Condominium Association, Inc. ("Association") pursuant to Colorado statutes, for enforcement of the Association's governing documents. This policy and procedure supersedes and replaces any prior resolution or policy regarding enforcement of the Association's governing documents.

1. **Reporting Alleged Violations.** Complaints regarding alleged violations may be reported by an Owner or resident within the community, the Association's manager, or any Board member. Complaints submitted by Owners or residents must be in writing, identify the alleged violator ("Violator"), if known, and set forth a specific statement describing the alleged violation, when the violation was observed, and any other relevant information. Non-written complaints, or complaints that do not include the information required by this provision may not be investigated or prosecuted at the discretion of the Board. Complaints made by a Board member or the Association's manager may be made in writing, or by any other means deemed appropriate by the Board if such violation was observed by the Board member or Association manager. The Board will not be required to disclose the identity of the complainant.
2. **Notice of Alleged Violation.** Notice of Alleged Violation of any provision of the Declaration, Bylaws, Rules and Regulations, or Architectural Guidelines shall be provided to the applicable Owner as soon as reasonably practicable following receipt of a complaint by the Association's Board of Directors ("Board") of such violation. The Board may also, at its option, provide a copy of such Notice to any non-owner violator. The Notice shall describe the nature of the violation and shall further state that the Board may seek to protect its rights as they are specified in the governing legal documents.
3. **Service of Notices.** Service of all notices required or permitted to be given hereunder shall be made as follows:

If to a Owner and/or Lessee: By personal delivery to the Owner and/or Lessee; or by U.S. Mail, postage prepaid, addressed to the last registered address of the Owner and/or Lessee as contained in the Association's records.

If to the Association: By personal delivery or U.S. Mail, postage prepaid, addressed to the Association in care of its registered agent and office, as maintained with the Colorado Secretary of State, or such other address as the parties may be advised of in writing.

Any notice personally delivered shall be deemed received on the date of delivery, and any

notice mailed shall be deemed received on the fifth day following the date of mailing.

4. **Request for Hearing.** If an Owner desires a hearing to challenge or contest any alleged violation and possible fine, the Owner must request such hearing, in writing, within thirty (30) days from receipt of the Notice of Alleged Violation. The request for hearing shall describe the grounds and basis for challenging the alleged violation. If a hearing is not requested within the 30 day period, the Board shall determine if there was a violation, and if so, may assess a reasonable fine within the guidelines contained in this Policy and Procedure within sixty (60) days of the expiration of the 30 day period.

The Association's managing agent shall give notice of said assessment to the applicable Owner as provided in the Association's governing documents or this Policy and Procedure. Unless otherwise provided in the Association's governing documents, the fine assessment is due and payable immediately upon receipt of notice of the fine assessment.

5. **Board to Conduct Hearing.** The Board shall hear and decide matters set for hearing pursuant to this Policy and Procedure. The Board may appoint an officer or other Owner to act as the Presiding Officer at any of the hearings.

6. **Conflicts.** Any Board member who is incapable of objective and disinterested consideration on any hearing before the Association shall disclose such to the President of the Board prior to the hearing on the matter, if possible, or, if advance notice is not possible, then such disclosure shall be made at the hearing, and the Board member shall be disqualified from all proceedings with regard to the hearing. If disqualification of any Board member(s) results in an even number of remaining Board members eligible to hear a matter, the Presiding Officer may appoint an Association member, in good standing, to serve as a voting member of the hearing board.

7. **Hearing.** The Board shall inform the Owner of the scheduled time, place and date of the hearing, provided that the Presiding Officer may grant continuances for good cause. At the beginning of each hearing, the Presiding Officer shall explain the rules, procedures and guidelines by which the hearing shall be conducted and shall introduce the matter before the Board by reading the Notice of Alleged Violation. Each party may make opening statements, may present evidence and testimony, may present witnesses, and may make closing statements. Neither the complaining parties nor the Owner must be in attendance at the hearing. However, the decision of the Board at each hearing shall be based on the matters set forth in the Notice of Alleged Violation, Request for Hearing, and such evidence as may be presented at the hearing. Unless otherwise determined by the Board, all hearings shall be open to attendance by all members of the Association.

8. **Decision.** After all testimony and other evidence has been presented to the Board at a hearing, the Board shall render its written findings and decision, and impose a reasonable fine, if applicable, within ten (10) days after the hearing. A decision, either a finding for or against the Owner, shall be by a majority of the members of the hearing board present at the hearing. If no hearing has been requested, the Board may accept the facts of the violation as true and impose a reasonable fine, if applicable. The Board may also issue and present for recording with the County Clerk and Recorder, a Notice of Noncompliance. Upon satisfactory compliance with the

Association's governing documents, the Notice of Noncompliance may be released by the Association issuing and recording a Release of Notice of Noncompliance.

9. **Fine Schedule.** Unless otherwise provided in the Rules and Regulations or the Architectural Guidelines, any violation of the Declaration, Bylaws, Rules and Regulations, or Architectural Guidelines may subject the Owner to a reasonable fine assessment imposed by the Association as follows:

- (i) Fines shall be determined by the hearing board for each finding of a violation based on the type, severity, repetition and circumstances of each violation based on the following guidelines:

First time or minor violations	between \$25 and \$75
Repeated minor violations	between \$50 and \$100
Repeated or flagrant violations	between \$100 and \$500

- (ii) Fines may not exceed \$500.00 for any one finding of a violation.
- (iii) In the event of a continuing violation, a daily fine may be levied if, and only if, the Board performs a daily inspection to verify the violation is continuing.

Notwithstanding any provision of this policy and procedure, the Association may use any legal means available at any time to enforce the terms of the Declaration, Bylaws, Rules and Regulations, Architectural Guidelines, or any other governing document of the Association.

**PRESIDENT'S**

**CERTIFICATION:** The undersigned, being the President of the Estes Square Condominium Association, Inc., a Colorado nonprofit corporation, certifies that the foregoing policy and procedure was adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors on Oct 26 2015, and in witness thereof, the undersigned has subscribed her name.

**ESTES SQUARE CONDOMINIUM ASSOCIATION, INC.,**  
a Colorado nonprofit corporation

By: Sharon C. Lester  
President