

**MINUTES
Of the Board of Directors of
Brookstone Townhomes Owners Association**

The first meeting of the Board of Directors ("Board") of the Brookstone Townhomes Owners Association ("Association") was held on December 1, 2017. Present were Ann Zarick and John Hall. The following business was conducted:

1. The following persons were elected as officers of the Association:

President: John Hall
Treasurer: Anne Zarick
Secretary: Anne Zarick

2. The Board considered draft Bylaws for the Association, and after modification, adopted the Bylaws for the Association.

3. The Board considered the need to adopt responsible governance procedures in accordance with C.R.S. §38-33.3-209.5. The Board determined that the Bylaws set forth the Association's governance policies on the following topics:

§209.5(III), conduct of meetings, is addressed in Bylaws Article II and Article IV (Board) and Bylaws Article III (Owners).

§209.5(VI), investment of reserve funds, is addressed in Bylaws Article IV(F).

and adopted the following resolutions to address the remaining policy topics:

Resolution 2017-1 Procedures for Adoption and Amendment of Policies, Rules and Procedures

Resolution 2017-2 Payment Policies

Resolution 2017-3 Collection Of Unpaid Assessments, Default Assessments, Fees And Fines.

Resolution 2017-4 Inspection and Copying of Association Records

Resolution 2017-5 Conflicts of Interest involving Directors

Potential Conflicts of Interest: In accordance with Resolution 2017-5, the Board members disclosed the following potential conflicts of interest:

Director Hall: son of the owner of Windmill Homes and Lot Holding Investments, LLC, employee of Lot Holding Investments, LLC, and brother of the President of Windmill Homes.

Director Zarick: employed by Hall-Irwin Corporation, a company affiliated with Windmill Homes and Lot Holding Investments, LLC, and consultant to Windmill Homes and Lot Holding Investments, LLC.

Resolution 2017-6 Disputes between the Association and Owners
Resolution 2017-7 Reserve Funds Study
Resolution 2017-8 Enforcement and Fines

The Board determined that the fiscal year for the Association shall commence on January 1.

The annual income and expenses of the Association are set forth on the attached spreadsheet.

The Board determines that annual Common Expense Assessment shall be \$2,400.00 per unit, beginning December 2017 and continuing until a new Common Expense Assessment is determined and approved. The assessment is due in advance, and Owners may pay the assessment in monthly, quarterly or annual installments.

The Board noted that some Owners will want to pay Association charges using electronic payment methods, such as Paypal, and that there are vendor costs associated with accepting electronic payments from Owners. The Board authorized charging an electronic payment convenience fee of \$3 for each electronic payment received by the Association from a payment vendor that charges for such service.

The Board determined that the Association will assess the working fund assessment provided for in Section 7.8 of the Declaration, equal to 1/6 of the annual Common Expense Assessment, due at the closing of each sale of a Unit occurring after the initial sale of by Unit by Declarant. The Working Fund assessment shall remain in effect until terminated or modified by further action of the Board.


By: _____ Secretary