

**THE WOODY CREEK TOWNHOMES ASSOCIATION NO. 1 REGARDING
REGISTRATION OF PHONE NUMBER, MAILING ADDRESS, AND EMAIL ADDRESS POLICY**

- SUBJECT:** Registration of phone number and email address pursuant to Colorado law.
- PURPOSE:** To provide a policy and procedure by which owners and their designated contacts, if applicable, are requested to register their phone number and email addresses for notification purposes pursuant to **C.R.S. §38-33.3-209.5** of the Colorado Common Interest Ownership Act (the “Act”)
- AUTHORITY:** The Declaration, Bylaws, Articles of Incorporation of the Association, and the Colorado Common Interest Ownership Act (“CCIOA”), **C.R.S. §38-33.3-101 et seq.**, including **§38-33.3-209.5**.

EFFECTIVE DATE: **OCTOBER 1, 2025**

RESOLUTION: The Board of Directors of the Association hereby adopts the following Policy based on the findings below

WHEREAS, The Association gives notice of its adoption of the following Policy and Procedure (“Policy”) pursuant to which Owners and their designated contacts, if applicable, are requested to register their phone number and email address with the Association for notification purposes pursuant to the Act. The Policy is as follows:

WHEREAS, the Board of Directors of the Woody Creek Townhomes Association No. 1 owes fiduciary duties of care, loyalty, and good faith to the Association and its Members, including the responsibility to maintain accurate contact information to facilitate effective communication and due process; and

WHEREAS, the Colorado Common Interest Ownership Act (“CCIOA”), C.R.S. §38-33.3-101 et seq., including §38-33.3-209.5, requires common interest communities to adopt policies and procedures to ensure reasonable efforts are made to contact Owners regarding matters affecting their rights and obligations; and

WHEREAS, the Board of Directors has determined that establishing uniform procedures for the registration and maintenance of Owner contact information promotes transparency, timely notice, and consistent administration of the Association’s affairs; and

WHEREAS, accurate and current contact information is essential to protect the Association’s ability to provide required notices, enforce the governing documents, and avoid unnecessary disputes or delays resulting from outdated or incomplete Owner records;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby adopts the following Registration of Phone Number, Mailing Address, and Email Address Policy, to be effective as provided herein.

1. Definitions

- a. Unless otherwise defined below, capitalized terms shall have the meanings set forth in the Act and/or Declaration as applicable.
 - i. "Owner" shall have the same meaning as in the Declaration.
 - ii. "Designated Contact" means a person that an Owner identifies to the Association to serve as a designated contact for the Owner to be contacted on the Owner's behalf for purposes of compliance with **C.R.S. §38-33.3-209.5 (1.7(a)(I))** of the Act.
 - iii. "E-Mail Address" means an electronic mail address.
 - iv. "Cellular Number" means a mobile number or cell phone number assigned to a mobile device that enables communication through cellular networks, including the ability to send and receive Text Messages.
 - v. "Text Message" means a written message sent from one cellular phone to another.

2. Compliance with the Act

- a. As part of its procedures for collecting unpaid assessments, the Act requires the Association to contact the delinquent Owner or their Designated Contact, by two of the following means:
 - i. Telephone call to a telephone number that the Association has on file because the Owner or Designated Contact provided that number to the Association;
 - ii. Text Message to a Cellular Number that the Association has on file because the Owner or Designated Contact has provided the cellular number to the Association;
 - iii. E-Mail to an E-Mail Address that the Association has on file because the Owner or Designated Contact has provided the e-mail address to the Association.
- b. The Act further provides that if the Owner or Designated Contact has not provided a telephone number, cellular number, or email address, the Association may satisfy this contact requirement via regular mail.

3. Registration of Phone, Mailing Address, and Email Address

- a. Each Owner and their Designated Contact, if applicable, are requested to register their Cellular Number, telephone number (if different from Cellular Number), Mailing address, and E-Mail Address with the Association using any reasonable registration method adopted by the Association. The Association shall periodically request this information from each Owner and their Designated Contact, if applicable, and shall maintain it in the Association's records.
- b. All contacts intended to be made by the Association to comply with **C.R.S. §38-33.3-209.5 (1.7(a)(I))** of the Act, will be made using the registered Cellular Number, telephone number, and E-Mail Address provided by the Owner or their Designated Contact.
- c. If the Association attempts to contact the Owner or their Designated Contact by telephone but is unable to do so, the Association shall, if possible, leave a voice message for the Owner or Designated Contact.

4. Update of Contact Information

- a. It is the responsibility of the Owner and their Designated Contact, if applicable, to keep their Cellular Number, telephone number, Mailing Address, and E-Mail Address current with the Association using the registration method adopted by the Association.
- b. Further, should the Association receive a response indicating an invalid number, blocked recipient, disconnected phone, etc., the Association shall not be required to seek any new valid information from the Owner or their Designated Contact. In such case, the Owner acknowledges that the Association is unable to provide the notice required pursuant to **C.R.S. §38-33.3-209.5 (1.7(a)(I))** of the Act.

5. Request for Contact Information Before Initiating Foreclosure

- a. If required by Colorado law and if the Association does not already have the information, prior to sending a notice of intent to foreclose on a property, the Association shall request from the Owner or the Owner's Designated Contact, a telephone number for phone calls, a cellular number for texts, Mailing address, and an email address for emails.

6. SUPPLEMENT TO LAW

- a. This Policy supplements, and does not replace, the governing documents or applicable Colorado law.

7. DEVIATIONS

- a. The Board may deviate from these procedures when reasonable under the circumstances and consistent with CCIOA, provided due process requirements are met.

8. AMENDMENT

- a. This Policy may be amended by the Board of Directors at a duly noticed meeting.

9. SEVERABILITY

- a. If any provision of this Policy is held invalid or unenforceable, the remaining provisions shall remain in full force and effect.

10. ADOPTION AND EFFECTIVE DATE

- a. This Policy was adopted by resolution of the Board of Directors at a duly noticed meeting and is effective as of:

Meeting Date: 1/4/2026

Effective Date: 10/1/2025

CERTIFICATION

The undersigned certifies that this Policy was duly adopted by the Board of Directors of the Association in accordance with CCIOA and the Association’s governing documents.

Woody Creek Townhomes Association No. 1

A Colorado Non-Profit Corporation

By: 

Title: President

Date: 1/4/2026