

HIGH COUNTRY ESTATES Policies & Procedures

Covenant and Rule Enforcement Policy

Colorado Revised Statute (C.R.S. 38,33-209.5) requires the Association to adopt policies, procedures, and rules and regulations concerning "Enforcement of covenants and rules, including notices and hearing procedures and the schedule of fines".

C.R.S. 38-33.3..302(1)(k) allows the Association to "impose charges for late payment of assessments, recover reasonable attorney fees and other legal costs for collection of assessments and other actions to enforce the power of the association, regardless of whether or not suit was initiated, and, after notice and an opportunity to be heard, levy reasonable fines for violations of the declaration, bylaws, and rules and regulations of the association.

While the Association encourages the neighborly approach that residents first communicate with each other regarding a perceived violation of covenants, laws, rules and/or regulations in an attempt to resolve any problems, it is the duty of the Board to establish a procedure for resolving violations of the Association's covenants, rules, and regulations when the neighborly approach fails. Therefore, the following procedures shall apply to violations of the Declaration, Bylaws, or the Rules and Regulations other than those concerning payment of assessments by members.

Informal Resolution of Violation

Any owner, owner's tenant, or agent of the Association may directly request that an owner or resident cease or correct any act or omission which appears to be in violation of the aforementioned documents. It is the preference of the Board that residents of the community attempt informal resolution prior to seeking formal resolution.

In the event the perceived violation would also be a violation of Federal, State, or local laws or regulations, the Board may request the complaining resident to contact the appropriate government agency to report the perceived violation.

Formal Resolution of the Violation

1. The Board or its agent may initiate Formal Resolution of violations upon observation of a violation.
2. Lot Owners and residents of the Association may initiate Formal Resolution of violations by filing a Complaint. Complaints must be in writing and clearly indicate the specific nature of the violation, the date, time, and location of the violation, and the name(s) or Lot number of the violator(s). A sample form to be completed by anyone requesting Formal Resolution is attached (a formal letter is acceptable as well). This written complaint can be mailed or hand carried to the Association.
3. Any action taken by the Association shall be strictly within the discretion of the Board. The Board shall use its judgment in deciding how to proceed regarding any written complaint.
4. When the Board shall, in its sole discretion, believe that action is required regarding violation(s) of covenants, rules, and regulations, a letter will be sent to the accused owner (and resident when applicable) identifying the violation(s) and setting forth a timeframe for correction ("Courtesy Notice").
5. A subsequent violation or non-response to the Courtesy Notice will result in another letter sent to

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the accused owner providing a second opportunity to correct the violation before a fine or other penalty is imposed ("First Notice").

6. A subsequent violation or non-response to the First Notice will result in imposition of a fine or other penalty with an option to appear before a hearing with the Board of Directors, or their designated agent. The person charged shall have twenty (20) days from the receipt of this notification to request a hearing with the Board to dispute any violation(s) or dispute the imposition of any fine or other penalty. The penalty may consist of fines, penalties, damages, or suspension of common area privileges for non-compliance with the rules, regulations, or covenants. Fines may be levied as follows:

Courtesy Notice	Written Notice
First Notice	\$25
Second Notice	\$50
Third Notice	\$100 and will be turned over to legal.

Payment and collection of all assessed fines, monetary penalties, or damages will be in accordance with the Association's established Collection Policy.

7. If the person charged with a violation responds by requesting a hearing, a hearing shall be set and written notice of the date, time, and place of hearing shall be provided to the accused. Such hearing shall be open to attendance to any person having the right to attend any meeting of the Board. The Board may restrict attendance to the meeting to only those parties to the dispute and their witnesses upon the request of any party to the dispute or on the Boards own initiative. Any decision to restrict attendance to the hearing shall be made by the Board in its sole discretion when the Board shall believe that confidentiality shall be in the best interest of the Association. Any such hearing conducted with restricted access shall be in accordance with rules regarding meetings in ex executive session.
8. The hearing procedures shall be as follows:
 - a. The Board; through the chair of the meeting, shall direct all proceedings at the meeting. The chair shall also have complete authority to decide what evidence shall be accepted. No person shall speak without being recognized by the chair and the chair may limit the amount of time any person may speak. The failure to comply with the directions of the chair or otherwise conduct an orderly hearing may be considered, in itself, a violation of the rules resulting in fines or other penalties.
 - b. The Board, through the chair of the meeting, will describe the specific provision of the Declaration or the Rules and Regulations which is said to have been violated, including the date and place and/or read the written complaint to the accused.
 - c. The person charged shall be asked to admit or deny the charge. The person charged may speak for himself or may be represented by counsel throughout the hearing. Failure to respond or attend the hearing will be construed as an admission of the alleged violation.

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- d. If the charge is denied, the complaining witness or witnesses shall describe the details of the circumstances at the hearing.
 - e. The accused shall have the opportunity to confront each witness against him.
 - f. When all complaining witnesses have been heard the accused may make statements in rebuttal and may provide witnesses in support of his position. The complaining witnesses may ask questions of each such rebuttal witness in turn.
 - g. The Board shall have the opportunity to question any witness or involved parties if it so desires.
 - h. At the conclusion of the hearing, the Board shall discuss the statements and vote whether or not the accused violated the provisions of the Association's governing documents. A majority vote shall control. The result of the vote shall be recorded in the minutes of the meeting and announced to the accused and the parties who filed the complaint.
 - i. If the Board imposes a fine or other penalty, the Board shall provide written notice to the Owner of the fine or other penalty.
 - j. Any and all monies collected from such fines may be deposited in the Association's general operating fund.
9. In the event the violation is of a continuing nature, or if the violation constitutes a threat to the health, safety, or welfare of the residents or the property within the community, or if the circumstances otherwise justify such action, the Association acting through the Board of Directors may institute an action in a court of competent jurisdiction to pursue legal remedies including injunctive relief to abate the violation immediately without proceeding through the steps outlined above. Nothing in this policy shall constitute an election of remedies nor preclude the Board from seeking assistance from other enforcement authorities such as police, fire department, health department, or animal control.
10. The Association shall be entitled to reimbursement of its costs including reasonable attorney fees, court costs and other legal costs incurred in all enforcement activities from any Lot Owner who has committed a violation. Nothing in this paragraph shall be construed to prevent Lot Owners from recovering their costs as otherwise provided by law.
11. In the event a court of competent jurisdiction finds a provision of this policy void or otherwise unenforceable, the other provisions shall remain in full force and effect.
12. In the event a court of competent jurisdiction finds a provision of this policy void or otherwise unenforceable, the other provisions shall remain in full force and effect.
13. The Board of Directors reserves the right to change policy as needed.

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Adopted by the Board of Directors of HIGH COUNTRY ESTATES HOA at a duly called meeting on the

22nd day of March, 2017.

The Covenants and Rule Enforcement Policy is APPROVED.

MaryAnne Della Fera

3/31/2017

Signature/Date

President

Title

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Request for Covenant Enforcement

Your Name: _____

Your Address: _____

Your Telephone Number: _____

Your Email Address: _____

Information regarding incident(s). Please include as much information as possible.

Name & address of person committing the alleged violation:

Date of alleged incident(s): _____

Please describe the incident(s) in as much detail as possible (use additional sheets if necessary):

What statutes covenants, or other rules do you believe were violated:

Did anyone else witness these incidents? If the answer is 'Yes' please state their names, addresses, and phone numbers:

Signature: _____

Date: _____

Please send completed form to HIGH COUNTRY ESTATES, PO Box 364, Red Feather Lakes, CO 80545.