



**Policies** : This document shows policies adopted by various Boards of Directors. These policies may be revised, deleted, or expanded upon from time to time by Boards of Directors if approved at BOD meetings.

**Recommendations**: This document also shows recommendations of various Boards of Directors. These are suggestions, but may have not been adopted formally by vote as policies. They are for reference and may be formalized or purged as needed.

<u>Date</u>	<u>Policy</u>
2003?	BOD members may receive a credit of prior-year dues after completing one <u>full</u> year of service on the Board of Directors. This policy applies for each full year of service. <b><u>Reason</u></b> : To encourage more Owner participation on the BOD.
2008-06	In instances of complaints between neighbors that are brought to a BOD member, the BOD will recommend mediation services if neighborly discussion does not work. This policy will be applied in cases where there is not a specific rule violation or detraction from the peace of the Community as a whole. (This was included in the Bylaw updates of August, 2008.) <b><u>Reason</u></b> : The BOD cannot and should not mediate complaints between neighbors, nor should any Owner be permitted to use the Board of Directors as leverage in personal disputes.
2008-08	A change of Ownership of a unit after a Demand for Abatement or a Hearing Notice will reset the rule enforcement process. <b><u>Reason</u></b> : Advice of HOA attorney.
2008-10	Fines may still be levied for a rule violation that is not corrected by the date specified in the Demand for Abatement letter, even if the violation is abated before the Hearing. <b><u>Reason</u></b> : The process gives Owners 10 days to abate violations, and abatement after that deadline does not automatically obligate the BOD to waive fines.
2008-11	When Owners contact BOD member(s) via email, phone, or in person with a request or complaint, the BOD member(s) will advise the Owner that the request will be raised at the next BOD meeting and the Owner will be invited to attend. This does <u>not</u> apply to reports of HOA Rule violations, which will be handled via the standard rule enforcement process. <b><u>Reason</u></b> : Individual BOD members are not able to make decisions for the BOD; the BOD must act as a single body. Regular BOD meetings offer a forum for owner requests and complaints.
2008-12	Expenses incurred by any Owner, including BOD members, will not be reimbursed without receipts and authorization by the BOD before the expense is incurred. Expenses related to BOD member responsibilities as defined in the HOA rules (including activities to comply with State laws) are assumed to be authorized by the BOD. <b><u>Reason</u></b> : It is not good business practice to reimburse expenses that are not authorized and/or are requested without receipts.
2009-01	In addition to Certified Mail with return receipt, the BOD will also send (or cause to be sent) Demand for Abatement, Notice of Hearing, and Minutes of Hearing documents via first class mail to affected Owners. <b><u>Reason</u></b> : This improves timeliness of communication and also attempts extra communication with Owners who cannot or choose not to receive Certified mail. This is a courtesy rather than a requirement since the HOA Rules only require that the documents be <u>sent</u> .

- 2009-03 The 2009 BOD adopted a policy to set a Reserve Fund target balance of \$50,000 by 2014.  
**Reason:** A Reserve Fund is an asset of the HOA and has a positive impact on lender and buyer decisions. The Reserve Fund protects Owners from large Special Assessments and also helps the HOA to fund improvement or repair projects without the need to await collection of Special Assessments.
- 2009-04 (refer to design\_11p1\_2009-04-30.pdf) Property Unit Owners (Owners) are required to maintain any landscape materials within their property lines in a manner that mitigates damage to the Reserve at Ute Creek Home Owner's Association (HOA) common property, including but not limited to: HOA Common Fence Materials ( including painted or stained surfaces), HOA Common Landscape, HOA Common Hardscape. Owners are responsible for trimming, cutting, and generally maintaining their landscape in such a manner that it: Avoids immediate or potential damage to HOA common property, Allows for clear access to perform periodic maintenance of HOA common property, Maintains the aesthetic character of the HOA common property.  
**Reason:** Some Lots have landscape features that may cause damage to, or prevent regular maintenance of, HOA common property. The 2008 BOD felt that a specific communication to Owners to remind them of their obligations is needed. This situation was observed when the HOA fence was painted on 2008.
- 2009-10 (refer to collection\_policy\_oct12\_2009.pdf) Property Owners are required to make timely payment of annual/quarterly dues and other assessments/fines. This procedure defines the process for notifying Owners to pay on delinquent accounts and, if required, to turn over those accounts to the HOA attorney for further collection actions.  
**Reason:** A documented and clear collection policy, beyond what is shown in the bylaws, provides extra details and procedures to help the BOD consistently apply collections proceedings. This is especially important when past due accounts must be turned over to an attorney for collection and possible legal action.
- Date      Recommendation
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- 2008-04 BOD members should consider attending leadership training offered by the City of Longmont.  
**Reason:** To satisfy CCIOA-mandated training requirements for BOD members.
- 2008-08 Newly-elected BOD's should consider a 1-hour meeting with the HOA attorney at the beginning of new fiscal years to review HOA procedures and legislation of the prior year.  
**Reason:** To satisfy CCIOA-mandated training requirements for BOD members.
- 2009-03 Each new BOD should review the Reserve Fund Policy (and target balance of \$50k by 2014) by the March BOD meeting.  
**Reason:** The Reserve Fund Policy and balance have often been topics of debate at Owner meetings. The Reserve Fund Policy and target balance should be reviewed annually with respect to the current needs of the HOA.
- 2009-10 Each new BOD should review insurance and attorney costs and performance.  
**Reason:** The needs of the HOA change periodically, and these professional services must economically satisfy HOA needs.