

GRACE PARK II CONDOMINIUM ASSOCIATION, INC.

Vehicular Parking, Storage and Repairs Policy and Procedure

BE IT RESOLVED, that the Association hereby adopts the following procedures to be followed for vehicle parking, storage and repairs as per CC&Rs Page 3.

1. Scope:

To adopt a procedure and policy outlining procedures to be followed for the parking, storage and repair of vehicles.

2. Specifics:

No house trailer, camping trailer, boat trailer, hauling trailer boat (or accessories thereof) truck (larger than ¾ ton), self-contained RV or other type of recreational vehicle or equipment may be parked or stored on the property.

Only passenger motor vehicles may be parked in the parking spaces which are a part of each lot or on portions of the common area designated for parking by the Association. Above-mentioned vehicles may be otherwise parked temporarily (24 hours) to allow for loading, delivery or emergency.

No vehicle may be parked or stored elsewhere where it is visible from any unit.

No abandoned or inoperable vehicles shall be stored or parked on any unit or elsewhere as to be visible from any unit.

If the Association determines that a vehicle is parked or stored in violation of this policy, then written notice shall be delivered to the Owner or shall be conspicuously placed on the vehicle. If the vehicle is not removed within seven (7) days, the Association shall have the right to remove the vehicle at the expense of the Owner.

No activity such as maintenance, repair, rebuilding, repainting or servicing of any kind of vehicle, trailer or boat, may be performed or conducted in the Community. This restriction does not apply to washing and polishing of vehicles as long as such activity is compliance with local Storm Water Management guidelines.

3. Definitions: Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declaration shall have the same meaning therein.

4. **Supplement to Law:** The provisions of this Resolution shall be in addition to and in supplement of the terms and provisions of the Declaration and the law of the State of Colorado governing the Project.
5. **Deviations:** The Board may deviate from the procedures set forth in this Resolution if in its sole discretion such deviation is reasonable under the circumstances.
6. **Amendment:** The Board of Directors may amend this procedure from time to time.

President's Certification: The undersigned, being the President of the Association, certifies that the Board of Directors of the Association adopted the foregoing resolution and in witness thereof, the undersigned has subscribed his/her name.

GRACE PARK II CONDOMINIUM ASSOCIATION, INC.

Kerry Coleman

President

3/1/12

Effective Date

GRACE PARK II CONDOMINIUM ASSOCIATION, INC.

Records Retention and Inspection Policy and Procedure

BE IT RESOLVED, that the record of the Association are public documents and members of the Association are welcomed to review them in accordance with the following procedure.

1. Scope:

To adopt a procedure and policy to be followed when retaining records and when records are requested to be reviewed.

2. Specifics:

All records for the Association will be kept permanently either in paper or electronic form from 2006 forward. The Board of Directors and/or the management company will keep all records prior to 2006 as to what is currently available. All records will be kept in writing or in a form that can easily be converted into written form.

The following items will be kept as permanent records:

- Minutes of all Board and owner meetings
- All actions taken by the Board or owners by written ballot instead of holding a meeting
- All actions taken by a committee on behalf of the Board instead of the Board acting on behalf of the Association and
- All waivers of the notice requirements for owner meetings, board member meetings or committee meetings

In addition to the above that must be kept as permanent records, the Association will keep a copy of the following records in its principal office:

- Articles of Incorporation
- Bylaws
- CC&Rs
- Board resolutions affecting Association members
- Minutes of all owner meetings and records of any actions taken by members without a meeting in the past three years
- All written communication within the last three years to Association members as a whole
- A list of the names and businesses or home addresses of the current Board members and its officers
- Most recent annual report, if any, of the Board
- All financial audits or reviews conducted in the last three years
- A record of all Association members that allows the preparation of a list of the names and addresses of all unit owners as well as the number of votes each has

Owners or their agents may request to inspect records or copies of records; requests must be made in writing to the management company. The records can only be physically inspected within the management company during normal

business hours, or during the next regularly scheduled Owner or Board meeting occurring within 30 days of the Owner's request, at the discretion of the Board. If physical copies of records are requested to be mailed, faxed, or electronically mailed, a per page charge of \$0.10 plus office staff time to copy the records will be billed and due. Additional mailing charges may apply. These charges shall be at the Owner's expense and may be collected by the Association in advance.

The written request must include who is making the request, proof of authorization to make the request, unit address within the community, what records are being requested to be reviewed, a description of the documents being requested and the reason for the review. The review of records may only be for proper purposes and must be Association related. A signed acknowledgement from the unit owner, not the agent, must be on record stating that the records will not be used for improper purposes.

Association records, including membership lists, shall not be used by any Owner for:

- Any purpose unrelated to an Owner's interest as an Owner
- The purpose of soliciting money or property unless such money or property will be used solely to solicit the votes of the Owners in an election to be held by the Association
- Any commercial purpose
- The purpose of giving, selling, or distributing such Association records to any person, or
- Any improper purpose as determined in the sole discretion of the Board

Those items that are between the Board of Directors and an attorney are not open for review. Items that are of a personal nature shared with the Board by a specific Association member will not be open for review.

The Association shall make the records available within five (5) business days of the Owner's request or during the next regularly scheduled Owner or Board meeting occurring within 30 days of the Owner's request, at the discretion of the Board. The Board shall advise the Owner of the time and place of such inspection in writing within five (5) business days of the Owner's request.

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4. **Supplement to Law:** The provisions of this Resolution shall be in addition to, and in supplement of the terms and provisions of, the Declaration and the law of the State of Colorado governing the Project.
5. **Deviations:** The Board may deviate from the procedures set forth in this Resolution if, in its sole discretion, such deviation is reasonable under the circumstances.
6. **Amendment:** The Board of Directors may amend this procedure from time to time.

President's Certification: The undersigned, being the President of the Association, certifies that the Board of Directors of the Association adopted the foregoing resolution and in witness thereof, the undersigned has subscribed his/her name.

GRACE PARK II CONDOMINIUM ASSOCIATION, INC.

Kenny Coleman

President

3/1/12

Effective Date

GRACE PARK II CONDOMINIUM ASSOCIATION, INC.

Investment Policy and Procedure

BE IT RESOLVED, that the Association hereby adopts the following procedures to be followed for enforcing policies rules and regulations and other governing document of the Association.

1. Scope:

To adopt a procedure and policy outlining procedures to be followed for investing replacement reserves.

2. Specifics:

No funds shall be deposited or invested except in authorized investments. Authorized investments are those that are in accordance with the declaration and By-laws of the Association and that are obligation of, or fully guaranteed by the U.S. Government.

All accounts, instruments and other documentation of such investments shall be subject to the approval of, and may from time to time be amended by, the Board as appropriate, and they shall be reviewed at least annually.

Investments shall be guided by the following goals, listed in decreasing order of importance.

- Safety of Principal—The long-term goal is the safety of the replacement reserves.
- Liquidity and accessibility – Funds should be readily available for projected or unexpected expenditures.
- Minimal Costs – Investment costs (redemption fees, commissions, and other transaction costs) should be minimized.
- Professional Management – Funds should be invested with professional managers who have good reputations and sound credentials.
- Return – Funds should be invested to seek the highest level of return that is consistent with preservation of the purchasing power of the principal and accumulated interest.

Association directors have the fiduciary duty to prudently manage reserve assets. Accordingly, the directors have set forth an investment policy to pursue association objectives and goals. The policy is based on historical bond rates, money market instruments and inflation. The directors expect that over time the strategy will produce results consistent with history and meet the reserve fund's goals.

Goals and Objectives

The Association's capital replacement reserve assets shall be invested to achieve the following objectives;

- Promote and ensure the preservation of the reserve fund's principal.
- Structure maturities to ensure availability of assets.
- Mitigate the effects of interest rate volatility upon reserve assets.
- Achieve long-term investment performance that exceeds inflation by one to three percent on a net after-tax basis.

Investment Strategy

Select securities that mature in one to five years. Structure them so that an equal number mature each year. Consistently purchase securities at the long end of the maturity range with new or matured funds.

Reserve assets will benefit from long-term interest rates, which are often higher than short-term rates, while maintaining ready availability of funds and cash flow.

The Association may veer from this strategy when reserving a portion for a specific expense. Use the most recent reserve study to match the effective maturities to the dates of expenses. Effective maturity may be sooner than stated maturity.

Selection Criteria

Securities will be selected with emphasis on these characteristics: preservation of capital, quality, effective maturity and net after-tax return.

In general the following guidelines shall be utilized:

- Funds needed within six (6) months shall be invested in savings accounts or money market funds.
- Funds needed within six (6) months to one year shall be invested in certificates of deposit.
- Funds needed beyond one year shall be laddered and invested in certificates of deposit or U.S. treasury notes to liquidate as reserve project needs arise.

Fixed Income

Utilize taxable income securities and annuities for Association income that is taxable in the lower brackets. Invest in tax-exempt securities and annuities above that level if the after-tax return is favorable. The taxable portion shall consist of U.S. treasury securities and insured bank certificates of deposit.

Tax-exempt securities and annuities will be rated in the AAA-quality level by at least one major credit rating agency at the time of purchase or be equivalent quality if non-rated.

An issue-by-issue review will be conducted for each security or annuity that has credit rating lowered after purchase and for each security or annuity presently in the portfolio that falls below these criteria. A decision will be made to either hold and monitor or liquidate.

Beyond quality considerations, selection criteria will emphasize securities or annuities maturities before yields. This emphasis is recognized as essential to governing investment strategy.

Review and Control

Policy considerations concerning changes of investment strategy or security selection criteria will require a meeting to obtain a consensus.

The performance review will be compared to the goals and objectives of the reserve fund. The Directors will recognize the price volatility of fixed-income investments and not the strategy to hold such securities to the fixed value at maturity.

The Association's Treasurer will receive monthly reserve statements. These statements will provide detailed accounting of current values, income, and transactions. Reports will be available for members of the Association from the Treasurer upon written request.

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5. Deviations:

The Board may deviate from the procedures set forth in this Resolution if, in its sole discretion such deviation, is reasonable under the circumstances.

6. Amendment:

The Board of Directors may amend this procedure from time to time.

President's Certification: The undersigned, being the President of the Association, certifies that the Board of Directors of the Association adopted the foregoing resolution and in witness thereof, the undersigned has subscribed his/her name.

GRACE PARK II CONDOMINIUM ASSOCIATION, INC.

Kenny Coleman
President

3/1/12
Effective Date

GRACE PARK II CONDOMINIUM ASSOCIATION, INC.

Insurance Claims Policy and Procedure

BE IT RESOLVED, that the Association hereby adopts the following procedures to be followed for insurance claims.

1. Scope:

To adopt a procedure and policy outlining procedures to be followed for filing insurance claims.

2. Specifics:

The Association is the named insured on the policy for the Association.

The Board is charged with the duty to decide if and when an insurance claim should be made.

Any substantial damage to a property must be reported to the management agent within 24 hours of discovering the damage. Substantial damage shall mean any damage with a repair cost expected to exceed \$500.

The managing agent will investigate the damage; secure the property from further damage and document peril.

If the repair cost is expected to exceed the deductible, the managing agent will involve the Board to determine if a claim should be submitted.

The Board reserves the right to decline submitting a claim; however, the Association shall be responsible for reimbursing damage above and beyond the deductible.

The Board reserves the right to decline submitting a claim if the damage is caused by personal property or if there has been a previous claim for the same failure.

If the Association carries a blanket policy that covers the building, Home (Business) Owners must inform the Association of additional spaces finished (i.e., basements) so that the proper amount of coverage can be applied. If the Association is not aware of the finished space, a claim may not be honored.

Homeowners shall provide immediate access and obtain repair bids for repair work.

Homeowners shall be responsible for paying the entire deductible.

Claim checks shall be made payable to the Association and held in the Association's operating account until the damage is repaired and the claim settled.

Owners shall have strict liability for all damage that originates from their dwelling.

3. Definitions:

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GRACE PARK II CONDOMINIUM ASSOCIATION, INC.

Benny Coleman

President

3/1/12

Effective Date

1. Lopez

GRACE PARK II CONDOMINIUM ASSOCIATION, INC.

Elections Policy and Procedure

BE IT RESOLVED, that the Association hereby adopts the following procedures governing the use of proxies, how elections are conducted, and how votes are tallied.

1. Scope:

To adopt a procedure and policy outlining procedures to be followed for conducting elections and voting.

2. Specifics:

Use of Proxies

1. Only the Owner(s) of record may vote.
2. If a member is unable to attend a meeting and wishes to have representation for voting at meetings, he or she may complete a proxy form authorizing the chairman of the meeting or another natural person specifically named on the proxy. If no other person is specifically named, then the chairman of the meeting shall represent the proxy.
3. The use of general proxies shall be allowed at all meetings of the association including but not limited to board meetings, special meetings, annual meetings, and budget ratification meetings.
4. Proxies should be mailed, faxed, or emailed prior to the meeting to the management company.
5. Unsigned proxies will be disqualified.
6. Proxies obtained through fraud or misrepresentations are invalid.
7. The Association has the right to reject a proxy when it has a reasonable, good faith basis to doubt the signature's validity or the signatory's authority to sign for the unit owner.

Elections

1. Elections for Board positions shall be held by secret ballot unless otherwise decided by the voting members
2. Printed ballots shall be distributed, one to each qualified member, during the registration process.

3. Prior to the election, the Chairman shall ask for at least one member attending the meeting who are not candidates for the office to act as election judges. These neutral third parties will count the ballots and announce the results.

Other Voting

1. Other voting measures shall be by voice count unless:
 - A. Two or more voting members specifically request a secret ballot, or
 - B. A voice vote is too close to clearly ascertain the outcome.
2. Counting may be done by hand count. Most effective is to do a "count down" method. All those voting raise their hand and then count off as they lower their hand.
3. Should a secret written ballot be needed, election judges shall be appointed to conduct the count and announce the results.

Tie Votes

1. In the event of a tie vote in which there is a Board member seeking re-election, the incumbent shall prevail.
2. In the event of a tie vote in which there are no Board members seeking re-election, the winner shall be selected by a coin toss by an election judge.
3. In the event of a tie vote on any other non-election ballot issue, the issue shall fail.

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GRACE PARK II CONDOMINIUM ASSOCIATION, INC.

Kenny Colorman
President

3/1/12
Effective Date

GRACE PARK II CONDOMINIUM ASSOCIATION, INC.

Dispute Resolution Policy and Procedure

BE IT RESOLVED, that the Association hereby adopts the following procedures to be followed for resolving disputes between Owners and the Association.

1. Scope:

To adopt a procedure and policy outlining procedures to be followed for resolving disputes between Owners and the Association.

2. Specifics:

An Owner may request a hearing with the Board of Directors if the Owner wishes to dispute a fine or decision the Board has made against the Owner. The request for a hearing must be in writing via email, fax or United States Postal Service. If the request is in response to a letter from the Board, the Owner must respond within seven (7) days of the date of the letter from the Board.

A hearing date will be scheduled at the earliest convenience for the Board, but not later than 30 days from the date of the request.

At the hearing, the Owner will be provided time to present evidence to dispute the violation. After the evidence has been presented, the Board will hold an Executive Session to make their decision. The Owner will be notified of the decision in writing within seven (7) days of the hearing.

If the Owner does not like the finding of the hearing, the Owner may elect mediation. The Mediation process must be initiated within 7 business days.

Mediation is a process in which the parties meet with an impartial person who helps to resolve the dispute informally and confidentially. The parties to the dispute must agree to any decision made in mediation before any settlement is binding. The following process will be followed:

- The parties will jointly decide upon an acceptable mediator and the Owner will be responsible for and bear the cost of such mediation.
- If the parties cannot agree upon a Mediator, each party will choose a Mediator and those Mediators will choose an independent third Mediator to hear the dispute. In this case, the Owner and the Association will each pay for the Mediator they choose. The Owner will be responsible for the cost of the third Mediator.

- The mediation, unless otherwise agreed, shall terminate in the event the entire dispute is not resolved within thirty (30) calendar days of the date written notice requesting mediation is sent by one party to the other at the party's last known address.
- If the Owner fails to appear for Mediation, the Association shall prevail in the dispute. If the Association fails to appear for mediation, the Owner shall prevail in the dispute.
- The Mediator will issue a certificate stating the final dispensation of the dispute.

In the event of any arbitration or litigation relating to the Owner's dispute, the arbitrator or court shall award to the prevailing party all reasonable costs and expenses, including attorney and legal fees.

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GRACE PARK II CONDOMINIUM ASSOCIATION, INC.

Kenny Coleman

President

3/1/12

Effective Date

GRACE PARK II CONDOMINIUM ASSOCIATION, INC.

Conflict of Interest Policy and Procedure

BE IT RESOLVED, that the Association hereby adopts the following procedures to be followed for conflict of interest by a Director.

1. Scope:

To adopt a procedure and policy outlining procedures to be followed for conflict of interest by a Director.

2. Specifics:

A conflict of interest shall be defined as:

- "Conflicting interest transaction" means a contract, transaction, or other financial relationship between the Association and a Director, or between the Association and a party related to a Director, or between the Association and an entity in which a Director of the Association is a director or officer or has a financial interest.
- "Director" means a member of the Association's Board of Directors.
- "Party related to a Director" means a spouse, a descendant, an ancestor, a sibling, the spouse or descendant of a sibling, an estate or trust in which the Director or a party related to the Director has a beneficial interest, or an entity in which a party related to a Director is a director or has a financial interest.

A Director that falls under the category of a potential conflict of interest must disclose such conflict if possible prior to any discussion is begun on the subject that a potential conflict does or may exist. The facts about the conflicting interest transaction should be fully disclosed to the disinterested Board members. The Director must recuse himself or herself from the discussion in its entirety as a Director and may not vote on the subject.

A Director who has recused him or herself may participate as a member of the meeting (not as a Director) if they have moved away from the Directors and are providing additional information as other members of the meeting have the right to provide.

Whenever possible, conflicts of interest should be avoided. This will allow the Directors to provide fiduciary duty without the semblance of impropriety.

At times, Directors or Employees may be in a position to receive gifts from contractors or vendors. These gifts should be refused to remove any semblance of impropriety.

The Association should make no loans to its Directors or Officers.

3. Definitions:

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5. Deviations:

The Board may deviate from the procedures set forth in this Resolution if in its sole discretion such deviation is reasonable under the circumstances.

6. Amendment:

The Board of Directors may amend this procedure from time to time.

President's Certification: The undersigned, being the President of the Association, certifies that the Board of Directors of the Association adopted the foregoing resolution and in witness thereof, the undersigned has subscribed his/her name.

GRACE PARK II CONDOMINIUM ASSOCIATION, INC.

Kerry Coleman
President

3/1/12
Effective Date

GRACE PARK II CONDOMINIUM ASSOCIATION, INC.

Architectural Control Policy and Procedure

BE IT RESOLVED, that the Association hereby adopts the following procedures to be followed for any improvements, renovations or changes made upon the properties included in the Association.

1. Scope:

To adopt a procedure and policy outlining procedures to be followed for making improvements, renovations or changes to property within the Association.

2. Specifics:

Building, fence wall or other structure shall not be commenced, erected or maintained, nor shall any exterior addition or change be made to any building within the Association without prior approval of the Architectural Control Committee (ACCO). This includes exterior paint and surface coverings.

Homeowner must submit an Architectural Review Checklist. Included with the checklist should be plans showing the nature, kind, shape, materials and location of the change. If possible, examples of the materials should be submitted with the form (i.e., paint chips or fencing material). Checklist and accompanying plans and materials should be submitted to the Bray Property Management office at 637 North Avenue, Grand Junction, Colorado 81501.

Manager will contact the ACCO, who will review the Checklist and approve or disapprove the request within thirty (30) days of the Owner's submittal of said materials to the managing agent. In the event that the ACCO fails to approve or disapprove the request within thirty (30) days, approval will not be required with respect to the proposed improvement, renovation or change.

In the event that the ACCO disapproves the Owners request, the ACCO will send the Owner a letter detailing the reasons why the request was denied. The Owner may appeal the denial to the ACCO. The ACCO shall appoint two additional Home (Business) owners who together with the ACCO will review the appeal within thirty (30) days of the request and render a decision. The decision of this body shall be final.

Once the plan is approved, the Owner must complete the project within ninety (90) days of ACCO approval. If this is not enough time to complete the project, the Owner must request an extension in writing from the ACCO.

Upon completion of the project, the Owner must notify the ACCO. The ACCO will then inspect the completed work within thirty (30) days of notification. The ACCO reserves the right to disapprove the completed project if it differs from the original request.

In the event that the ACCO observes improvements, renovations or changes being made to property that has not been approved, the ACCO will notify the managing agent. The managing agent will send a letter to the Owner noting the violation. Construction must stop immediately, and the required Checklist and plans must be submitted to the ACCO within ten (10) days of notice from the managing agent.

If the violation is not corrected, the Owner will be sent a letter specifying when fines can be levied. (See Enforcement Policy)

Owners have the right to request an extension for compliance or appeal any decisions or fines to the Board of Directors.

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GRACE PARK II CONDOMINIUM ASSOCIATION, INC.

Kerry Coleman
President

3/1/12
Effective Date

GRACE PARK II CONDOMINIUM ASSOCIATION, INC

Adoption and Amendment of Policies, Procedures and Rules Policy

BE IT RESOLVED, that the following policy shall govern the adoption and amendment of policies, procedures, and rules.

1. Scope:

To define procedures to be followed when policies, procedures and rules are adopted.

2. Specifics:

The Board of Directors will adopt policies, resolutions, procedures, rules, regulations or guidelines to further clarify the governing documents of the Association.

The Board of Directors will adopt rules and regulations to better the community. In many circumstances, these rules and regulations will be formulated based on the needs expressed by owners.

Policies, resolutions, procedures, rules, regulations or guidelines will be discussed at Board of Directors meetings, which are open to owners to attend.

Discussion by owners in regards to policies, resolutions, procedures, rules, regulations or guidelines will be held in accordance with the Conduct of Meeting policy.

Once a new policy, resolution, procedure, rule, regulation or guideline is adopted it will be posted online at the managing agent's website at www.brayandco.com and mailed to each owner via United States Postal Service.

The management company will maintain a book containing the policies, resolutions, procedures, rules, regulations or guidelines at its physical office address and is subject to review as listed in the records retention and inspection policy.

3. Definitions:

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GRACE PARK II CONDOMINIUM ASSOCIATION, INC.

Kenny Coleman
President

3/1/12
Effective Date

GRACE PARK II CONDOMINIUM ASSOCIATION, INC.

Meeting Policy and Procedure

BE IT RESOLVED, that the involvement and participation of members in the leadership of the Association is valuable and meetings will be conducted in accordance with the following procedure.

1. Scope:

To adopt a procedure and policy to be followed when giving notice of meetings and conducting meetings for the good off the community.

2. Specifics:

Meetings

A. Board Meetings

Board meetings are always open to the public and shall be held on an as needed basis as set by the Board of Directors. The agenda for the Board meetings will be posted on the managing agent's website and, if possible, in a public place in the Association at least two days in advance.

These meeting dates/times may change to accommodate Board Member and Managements' schedules and emergencies.

Board members will retire to Executive Session when discussing matters such as attorney/client privilege, employee issues or matters concerning owner disputes. Separate minutes will be kept for Executive Sessions.

The general membership will have the opportunity to speak at the end of the Board meeting for a period of time not to exceed 30 minutes. At the discretion of the Board, the floor may be opened for comment prior to voting on the various agenda items.

B. Annual Meeting

Annual/budget ratification meetings will be held in January of each year.

Notification will be made in accordance with the "Meeting Notice" section of this policy.

- The mailing prior to the meeting will contain at a minimum
- A meeting notice and general proxy
- The proposed agenda for the meeting
- The proposed budget for the coming fiscal year
- A copy of the Association's income and expenses for the year to date
- A copy of the Association's balance sheet for the month ending immediately prior to the notice

C. Special Meeting

Special meetings may be called at any time by the President or by a majority of the Board or upon written request of a member having 20% of all the votes of the membership.

Notification will be made in accordance with the "Meeting Notice" section of this policy.

The mailing prior to the meeting will contain at a minimum:

- A meeting notice and general proxy
- The proposed agenda for the meeting

Meeting Notices

Written notice of annual and special meetings shall be sent via regular U.S. Mail to members at least ten (10) days before such meeting.

If possible, notices will be posted within the subdivision at least one week prior to annual and special meetings.

Notices of annual and special meetings will also be posted on the managing agent's website if applicable.

Voting and Proxies

Only the Owner of record – or the Owner's representative by proxy- may vote. One vote per lot is allowed.

At any meeting of the members, each member may vote by proxy if desired.

All proxies must be in writing and filed with the secretary.

Every proxy must be revocable and terminates eleven months after its date, unless specified otherwise.

Voting rights will be suspended for any Owner who is or has been in violation of the CC&Rs in the previous thirty (30) days or who is delinquent in paying fines or assessment fees.

Quorum

The presence at the meeting of the membership entitled to cast, or of proxies to cast, 5% of the votes of the membership shall constitute a quorum for any action except as otherwise provided in the Articles of Incorporation, the Declaration, or the By-laws. If, however, such quorum shall not be present or represented at any meeting, the members entitled to vote thereat shall have power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum as aforesaid shall be present or be represented.

3. Definitions:

Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declaration shall have the same meaning therein.

4. Supplement to Law:

The provisions of this Resolution shall be in addition to and in supplement of the terms and provisions of the Declaration and the law of the State of Colorado governing the Project.

5. Deviations:

The Board may deviate from the procedures set forth in this Resolution if in its sole discretion such deviation is reasonable under the circumstances.

6. Amendment:

The Board of Directors may amend this procedure from time to time.

President's Certification: The undersigned, being the President of the Association, certifies that the Board of Directors of the Association adopted the foregoing resolution and in witness thereof, the undersigned has subscribed his/her name.

GRACE PARK II CONDOMINIUM ASSOCIATION, INC.

Kelley Coleman

President

3/1/12

Effective Date

GRACE PARK II CONDOMINIUM ASSOCIATION, INC.

Covenant Enforcement Policy and Procedure

BE IT RESOLVED, that the Association hereby adopts the following procedures to be followed for enforcing policies rules and regulations and other governing document of the Association.

1. Scope:

To adopt a procedure and policy outlining procedures to be followed for enforcing policies rules and regulations and other governing document of the Association.

2. Specifics:

Violations may be observed by the Board of Directors, the management company, a committee member or reported via written correspondence through e-mail, fax or mail service. The complaint must state specifically the violation observed and include who the violating party was, what was observed, the date, place and time of the violation and any other pertinent information such as license plate numbers, etc.

If full details are not provided with a complaint, further action beyond additional observation cannot be made. The Board will investigate the complaint further and will make additional observations if required.

If a complaint is found to be in violation of a municipal code, the complaint will be forwarded to the appropriate authorities.

If a violation is found and documented the following actions will be taken:

- A letter will be sent to the Owner (and tenant if it is known that the unit is being used as a rental) stating that a violation has occurred while referring them to the governing documents which appear to be in violation. This letter will allow the unit owner to forward documentation if they believe the violation did not occur. The Owner will have five (5) days to respond to the letter or to correct the violation.
- If the violation is still observed after seven (7) days, a second letter will be sent to the Owner (and tenant if it is known that the unit is being used as a rental) stating that if the violation continues then fines will be imposed. The Owner will have five (5) days to correct the violation or request a hearing with the Board (see Dispute Resolution Policy for specifics).
- If at the hearing it is found that the violation did (does) occur, the Owner will be charged a fine from the 7th day after the date of the second letter. The Association will charge:
 - \$25 for first violation
 - \$50 for second violation
 - \$75 for third violation

- \$75 for each subsequent violation
- If a hearing is not requested by the owner within seven (7) days of the second violation letter, fines will commence and continue until violation is corrected.
- It is the responsibility of the Owner to notify the Board that a violation has been rectified.

Owners are responsible for any fines that may be levied against their property due to noncompliance of their tenants.

Non payment of fines will fall under the Dues Collection Policy.

Voting rights will be suspended for any Owner who is or has been in violation of the CC&Rs in the previous thirty (30) days.

3. Definitions:

Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declaration shall have the same meaning therein.

4. Supplement to Law:

The provisions of this Resolution shall be in addition to and in supplement of the terms and provisions of the Declaration and the law of the State of Colorado governing the Project.

5. Deviations:

The Board may deviate from the procedures set forth in this Resolution if in its sole discretion such deviation is reasonable under the circumstances.

6. Amendment:

The Board of Directors may amend this procedure from time to time.

President's Certification: The undersigned, being the President of the Association, certifies that the Board of Directors of the Association adopted the foregoing resolution and in witness thereof, the undersigned has subscribed his/her name.

GRACE PARK II CONDOMINIUM ASSOCIATION, INC.

Kenny Coleman
President

3/1/12
Effective Date

*Grace Park II
Homeowners Association
Complaint Form*

TO: GRACE PARK II CONDOMINIUM ASSOCIATION
PO BOX 757
FRUITA CO 81521

DATE: _____

RE: _____
(Property Address with alleged violation.)

Description of alleged violation:

Please send this form to: **GRACE PARK II CONDOMINIUM ASSOCIATION** at the above address.

We appreciate your concern for your Grace Park II neighborhood. This complaint will be passed on to the Violations Committee and the Board of Directors.

Thank You.

Grace Park II Condominium Owners Association Inc.

Satellite Dish Policy and Procedure

BE IT RESOLVED, that the following policy shall govern the adoption and amendment of policies, procedures, and rules:

1. Scope:

To adopt a procedure and policy to be followed when an owner within Grace Park II requests to install a satellite dish.

2. Specifics:

The association shall give approval to any owner within Grace Park II to install a satellite dish with the requirement that the guidelines listed below are met.

1. Only small (18" – 24") satellite dishes are permitted.
2. Equipment shall be installed at provider or homeowner cost.
3. Mounting is not permitted on any part of the building.
4. Mounting is not permitted on any part of the carport.
5. The vinyl siding is not to be disturbed in any way. Cable is not to be attached to the siding, no holes are to be drilled into the siding and the cable cannot be put behind the siding.
6. Satellite dish must be mounted on a 4x4 pressure treated or steel post. Post is to be no taller than 4 feet above ground. Post must be buried in the ground according to any county/city codes. The post must be marked with a small reflector on all sides to make it visible.
7. The post is to be placed in the rear of the building under no circumstances can it be placed in front of a unit.
8. Property owner and/or installer is required to obtain locates through the State of Colorado Utility Notification Center. If a utility line or sprinkler line are damaged the owner is responsible for the repair.
9. Satellite dish may be mounted on a rear privacy fence belonging to the unit if the unit has a fence in place.
10. The location of the dish must be approved prior to any installation and installation must be performed with a representative of the Association present.
11. Cable must be buried under ground from the post to the unit or from the fence to the unit.
12. Satellite dish must be labeled permanently with the address and unit number it corresponds to.
13. Satellite dish and any mounting hardware must be removed once service is terminated. Ground and/or fence where mounted must be restored to their original condition.

3. Definitions:

Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declaration shall have the same meaning therein

4. Supplement to Law:

The provisions of this Resolution shall be in addition to and in supplement of the terms and provisions of the Declaration and the law of the State of Colorado governing the Project.

5. Deviations:

The Board may deviate from the procedures set forth in this Resolution if in its sole discretion such deviation is reasonable under the circumstances.

6. Amendment:

The Board of Directors may amend this procedure from time to time.

President's Certification: The undersigned, being the President of the Association, certifies that the Board of Directors of the Association adopted the foregoing resolution and in witness thereof, the undersigned has subscribed his/her name.

GRACE PARK II CONDOMINIUM ASSOCIATION, INC.

Kenny Coleman

President

October 11, 2014

Effective Date