

**RESOLUTION OF  
THE LAFAYETTE GREENS CONDOMINIUM ASSOCIATION  
REGARDING POLICY AND PROCEDURE FOR  
COVENANT AND RULE ENFORCEMENT**

**SUBJECT:** Adoption of a policy and procedure regarding the enforcement of covenants and rules and procedures for the notice of alleged violations, conduct of hearings and imposition of fines.

**PURPOSE:** To adopt a uniform policy and procedure to be followed when enforcing covenants and rules to facilitate the efficient operation of the Association.

**AUTHORITY:** The Declaration, Articles of Incorporation, and Bylaws of the Association, and Colorado law.

**EFFECTIVE DATE:** 1/10/07

**RESOLUTION:** The Association hereby adopts the following policy and procedure to be followed when enforcing the covenants and rules of the Association:

1. Reporting Violations. Complaints regarding alleged violations may be reported by an Owner or resident within the community, a group of Owners or residents, the Association's management company, if any, Board member(s) or committee member(s) by submission of a written complaint.
2. Complaints. (a) Complaints by Owners or residents shall be in writing and submitted to the Board of Directors. The complaining Owner or resident shall have observed the alleged violation and shall identify the complainant ("Complainant"), the alleged violator ("Violator"), if known, and set forth a statement describing the alleged violation, referencing the specific provisions which are alleged to have been violated, when the violation was observed and any other pertinent information. Non-written complaints or written complaints failing to include any information required by this provision may not be investigated or prosecuted at the discretion of the Association. (b) Complaints by a member of the Board of Directors, a committee member, or the manager, if any, may be made in writing or by any other means deemed appropriate by the Board if such violation was observed by the Director or Manager.

3. Investigation. Upon receipt of a complaint by the Association, if additional information is needed, the complaint may be returned to the Complainant or may be investigated further by a Board designated individual or committee. The Board shall have sole discretion in appointing an individual or committee to investigate the matter.

4. Warning Demand Letter. If a violation is found to exist, a Warning Demand letter shall be sent to the Violator explaining the nature of the violation, action required to abate the violation, and that further violation may result in a fine, after notice and opportunity to for a hearing. The Violator will have 10 days from the date of the letter to come into compliance.

5. Continued Violation After Warning Demand Letter. If the alleged Violator does not come into compliance within 10 days of the Warning Demand letter, then pursuant to the Bylaws and Declaration, a Notice of Hearing shall then be either personally delivered or sent via certified mail to the alleged Violator.

Such notice shall provide the nature of violation, time and place of such Board meeting in which the hearing will be provided (which shall be not less than 10 days from date on Notice of Hearing), invitation to attend and defend his/her behalf, and that if a violation is found to exist, a fine may be imposed pursuant to this Policy.

6. Hearing. The hearing shall be held in accordance with the terms of the Notice of Hearing. At the beginning of any such hearing, the presiding officer, shall introduce the case by describing the alleged violation and the procedure to be followed during the hearing. Each party or designated representative, may, but is not required to, make an opening statement, present evidence and testimony, present witnesses, and make a closing statement. The presiding officer may also impose such other rules of conduct as may be appropriate under the given circumstances. Neither the Complainant nor the alleged Violator are required to be in attendance at the hearing. The Board shall base its decision solely on the matters set forth in the Complaint, results of the investigation and such other credible evidence as may be presented at the hearing. Unless otherwise determined by the Board, all hearings shall be open to attendance by all Owners. After all testimony and other evidence has been presented at a hearing, the Board shall, within a reasonable time, render its written findings and decision, and impose a fine, if applicable. A decision, either a finding for or against the Owner, shall be by a majority of the Board members present at the hearing. Failure to strictly follow the hearing

procedures set forth above shall not constitute grounds for appeal of the hearing committee's decision absent a showing of denial of due process.

7. Failure to Appear at Hearing. If the alleged Violator fails to appear at any hearing, the Board may make a decision with respect to the alleged violation based on the Complaint, results of the investigation, and any other available information without the necessity of holding a formal hearing. If a violation is found to exist, the alleged Violator may be assessed a fine pursuant to these policies and procedures.

8. Notification of Decision. The decision of the Board, committee or other person, shall be in writing and provided to the Violator and Complainant within 30 days of the hearing, or if no hearing is requested, within 30 days of the final decision.

9. Effectiveness of Sanction. Pursuant to Article 9, Section (c) of the Bylaws, prior to any fine hereunder taking effect, a copy of the Notice of Hearing, together with a statement of the date and manner of delivery, shall be entered into the minutes of the Board Meeting by the Association representative (Director, Officer, or Agent) who delivered or sent such Notice of Hearing

10. Fine Schedule. The following fine schedule has been adopted for all recurring covenant and rule violations:

First violation                      Warning letter

Second violation  
(of same covenant or rule) \$50.00

Third violation  
(of same covenant or rule) \$100.00

Fourth and subsequent  
violations  
(of same covenant or rule) \$200.00

Covenant and rule violations may be turned over, at the sole discretion of the Board, to the Association's attorney to take appropriate legal action.

11. Continuous Violations. Continuous violations are defined as violations of Owner obligations that are uninterrupted by time. Each day of noncompliance with such violations constitutes a

separate violation. *For example: the failure to remove an unapproved exterior improvement or the continuous parking in a fire lane.*

If an Owner is determined as having a continuous violation, in accordance with the terms of this Policy, such Owner may be subject to a daily or weekly fine, following a notice and opportunity for a hearing as set forth above.

12. Waiver of Fines. The Board may waive all, or any portion, of the fines if, in its sole discretion, such waiver is appropriate under the circumstances. Additionally, the Board may condition waiver of the entire fine, or any portion thereof, upon the Violator coming into and staying in compliance with the Articles, Declaration, Bylaws or Rules.

13. Other Enforcement Means. This fine schedule and enforcement process is adopted in addition to all other enforcement means which are available to the Association through its Declaration, Bylaws, Articles of Incorporation and Colorado law. The use of this process does not preclude the Association from using any other enforcement means.

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

15. 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.

16. 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.

17. Amendment. This policy may be amended from time to time by the Board of Directors.

**PRESIDENT'S**

**CERTIFICATION:** The undersigned, being the President of The Lafayette Greens Condominium Association, a Colorado nonprofit corporation, certifies that the foregoing Resolution was adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors on \_\_\_\_\_ and in witness thereof, the undersigned has subscribed his/her name.

**THE LAFAYETTE GREENS CONDOMINIUM  
ASSOCIATION,**  
a Colorado nonprofit corporation

By: Donna Scott  
Donna Scott, President