

LOCKE MOUNTAIN RANCH PROPERTY OWNERS ASSOCIATION

**GUIDELINES FOR SUBMISSION
OF
COMPLAINTS FOR COVENANT VIOLATIONS**

Adopted April 5, 2001

The following resolution has been adopted by the Locke Mountain Ranch Property Owners Association (“Association”) pursuant to Colorado Law, at a regular meeting of the Board of Directors.

RECITALS

- (a) One of the purposes for which the Association was formed is to use its authority to enforce the protective covenants contained in its Declaration.
- (b) The Board of Directors of the Association (“Board”) desires to adopt guidelines for submission of complaints for covenant violations to be followed by homeowners within the community.

NOW, THEREFORE, BE IT RESOLVED that the Board does hereby adopt the following procedures and policies for the submission of complaints for covenant violations by Association members:

1. Property Owner Complaints. A property owner may file a complaint against an Owner or non-Owner resident with the Locke Mountain Ranch community concerning a violation of the covenants.
2. Contents of Complaints. Complaints from property owners must be in writing, must contain the name and parcel number of the person against whom it is being filed, must mention the specific section and paragraph of the covenants alleged to be violated, must provide the time frame within which the alleged violation occurred, must detail the exact nature and details of the violation, and must contain the name and address of the person making the complaint.
3. Complaints Against More than One Property. In the event a property owner has complaints against more than one property, separate complaint letters must be submitted for each such property.
4. Service of Complaints. Complaints are to be delivered by U.S. Mail, Return Receipt Requested, postage prepaid, and addressed to Locke Mountain Ranch Property Owners Association, P.O. Box 55, Coal Creek, Colorado 81221; or such other address as the property owners may be advised of in writing by the Board.
5. Receipt of Complaints. A complaint will be deemed received three days after it is deposited into a U.S. Mailbox, postage prepaid.

6. Investigation of Complaints. Upon receipt of a complaint, the Board will investigate the alleged violation for the determination of whether any action should or should not be taken on the complaint. Such investigation shall commence within 30 days of receipt of the complaint, with a determination made within 60 days of commencing the investigation. Written determination will be placed in the official POA files.
7. Enforcement. If the Board's investigation determines that a violation may be occurring on a property for which the Association should take action, the Board will cause a Notice of Alleged Violation to be sent to the property owner informing them of the alleged violation and the Association's Covenant Enforcement Procedure.

NOW THEEFORE, BE IT RESOLVED, that the Board of Directors of the Association adopts this Resolution regarding submission of complaints by property owners.

Supplement to Law. The provision of this Resolution shall be in addition to and supplement the terms and provisions of the Declaration and the laws of the State of Colorado governing the Association.

IN WITNESS WHEREOF, the undersigned have executed this Resolution the ____ day
of _____, 2001.

Locke Mountain Ranch Property Owners Association,
a Colorado non profit corporation

By: _____
Director

By: _____
Director

By: _____
Director