



Country Club

Homeowners' Association

Dedicated to building our community

www.countryclubestateshoa.org

MINUTES of the COUNTRY CLUB HOA BOARD MEETING – 10 November 2020

President Vonney Northrop called the meeting of the CCHOA Board to order at 5:35 PM on 10 November 2020. The meeting, due to COVID-19 concerns, was held via Zoom conference.

Present: Vonney Northrop, Sandy Gallof, Dorothy Hornby, Janice Marie-Gallof, Ken Francois, Marty Henderson, and Vicki Tostanoski.

Guest: Susan Henderson

The agenda for this meeting is provided in Attachment 1.

MINUTES of the PREVIOUS MEETINGS:

- a. The minutes of the previous regular Board meeting held on 13 October 2020 were presented. Vonney motioned that the minutes be approved. Dorothy seconded the motion. The minutes were approved unanimously.

FINANCIAL REPORT (Marty Henderson):

- a. The Treasurer's Financial Reports for the period ending 31 October 2020 are provided in Attachments 2-4.
- b. The HOA has \$5,821.90 available for its use. Both US Bank Checking accounts reconciled without issue. In addition, we have \$405.54 in the History fund, and \$2,958.84 committed to Waste Connections future bills (Nov and Dec). Marty had one outstanding check that he voided, and per Vonney's suggestion, he will give the homeowner a credit for 2021 trash.
- c. We added 2 new trash customers in October so our total number of customers is 120 That's 38% of the homes that are able to sign up for the trash service (314). Marty had some problems with a new customer on Austin who was missed a couple of times. Marty didn't know about it until this week, and Waste Connections will make an extra recycle pickup for her today, and gave me credits for the missed weeks. Marty will apply these credits to her 2021 bill.
- d. Marty contacted Waste Connections for the 2021 rates. The rates will go up 3%. Pack out rates, however, will not go up. Marty has requested a rate quote for exact numbers.
- e. Marty had no issues with the October bill from Waste Connection.
- f. Marty filed the periodic report with the State of CO to keep the HOA in good standing for another year. It's \$10 for the filing.
- g. Marty will, this month, bill all 120 trash customers for 2021.
- h. Vonney motioned that the Financial Reports be approved. Janice seconded the motion. The Reports were approved unanimously.

OLD BUSINESS

- a. Lawyer Bill: The lawyer bill for \$535.10 was received. Vonney stated this was the last of the Covenants review effort and we should pay it. Marty will send the payment in.
- b. Annual Meeting Cancellation Feedback: All reported no feedback was received.

c. Newsletter:

- 1) Sandy sent an article on the Little Free Library to Susan. The article was coordinated with the Fowlers who own the Library stand.
- 2) Susan suggested an article on the Marilyn Road goose statute highlighted in the Gazette. She volunteered to write the article.
- 3) Janice suggested a short piece on George Sweanor's 101st birthday. Sandy volunteered to write the article.
- 4) Both Sandy and Dorothy mentioned they had received fraudulent US Bank debit cards in the mail. Colorado Department of Labor and Employment are using these cards to distribute unemployment funds. Apparently someone used Sandy's and Dorothy's names to file for unemployment. Marty and Susan said they had seen Amazon-related scams. Vonney suggested an article on scams. Sandy will update his proposed article and send it to Susan.
- 5) Sandy will send Susan an update on neighborhood crime statistics, including a recent encounter with a homeless man sleeping in the alley near Marilyn Road and Holiday Lane.
- 6) Vonney will provide the non-emergency number to call for homeless issues.
- 7) Ken will send Susan an article on conflict resolution.
- 8) Janice will send Susan an article on the status of History Book deliveries. The article will include instructions on how to request a book if the homeowner has not received it.
- 9) Susan recommended an article on dues and trash services. Mary will write the article.
- 10) Vonney liked the list of possible social events (Attachment 5) and would like to see them listed in the calendar portion of the Newsletter. All social events will have the caveat of being dependent on the status of COVID-19 restrictions.
 - a) Vonney suggested the Book Sale be combined with Garage Sale.
 - b) Janice suggested the Book Sale be only for our neighborhood (as a social event.
 - c) Susan recommended the Book Sale be at one location to make it easier. Sandy and Janice volunteered their driveways for the Book Sale.
 - d) Sandy suggested the Book Sale be held on 22 May 2021.
- 11) Vonney will send Susan an article on the HOA's 2021 focus.
- 12) Marty will check with Minuteman for Newsletter printing/ mailing costs. He said the last Newsletter was printed by Documart and, with stamps, the Newsletter cost \$225. This did not include the manhours required to fold and deliver the Newsletter to the Post Office.
- 13) Marty stated we have \$600 in the budget for the last 2020 Newsletter. Therefore no vote was required to allocate funds for Newsletter printing and mailing.
- 14) Susan asked that all proposed articles be sent to her no later than 20 November.

NEW BUSINESS

- a. 2021 Budget Review (Attachments 6-8)
 - 1) Marty stated there were currently no funds allocated in the projected 2021 budget for a music event. All agreed we need to know more on how to plan/conduct such an event.
 - 2) Vonney suggested we list possible social events like the Book Sale and outdoor Music Event in the Newsletter and ask for feedback from the neighborhood..
 - 3) Ken recommended funds be allocated for Board training/education. He said the Community Association Institute has an on-line webinar on Leadership training. The cost was \$135 to join the Institute and \$99 per seminar. Ken will send out to all Board members information on the Institute and its available training seminars.
 - 4) Marty suggested moving \$1500 to the 2021 Reserve Fund.
 - 5) Vonney suggested setting up a separate account for Board Education.
 - 6) Marty will update the proposed 2021 budget and send it out to all Board members. We will vote on the proposed budget at the next Board Meeting.
- b. Lawyer Fees and Services (Attachment 9)
 - 1) Vonney stated we do not have enough issues requiring legal support to justify paying an annual retainer fee. The entire Board agreed.
- c. Safety Issues Reporting: In addition to the previously reported homeless person issue, Sandy reported another auto burglary occurred 10 November on the 3200 Block of Paseo.

- d. Suggested Training Courses: Ken will send additional information to all Board members.

STATUS REPORTS OF STANDING COMMITTEES

- a. Social/Welcome/History
 - 1) Janice reported she had delivered 10 more History books to owners in the last month.
 - 2) Currently 13 books for which there have been multiple attempts at delivery remain. Janice will include an article indicating this with her contact information in the next newsletter. For those who do not respond, she recommends sending a letter to the homeowners.
 - 3) Fourteen books are being held for the following reasons: House is empty = 3; rental = 7; book refused = 3; KPC = 1
 - 4) Thirty-one books are available for purchase.
 - 5) No report from the Welcome Committee. Dorothy stated she was awaiting homes to be occupied to make Welcome deliveries.
- b. Communications: No report.
- c. CONO
 - 1) Ken reported the next CONO meeting, 12 November, will discuss budgeting. The meeting will be via Zoom. Vonney stated she would like to attend this meeting.
- d. Covenants: No report.
- e. Safety: See c. under NEW BUSINESS.

Vonney motioned the meeting be adjourned. Dorothy seconded the motion. The meeting was adjourned at 6:55 PM.

The next regularly scheduled meeting will be: **Tuesday, 12 January 2021 at 5:30 pm. Due to flu season concerns, the next meeting will be via WebEx or Zoom.**

Respectfully submitted,
Sanford Gallof, Secretary
CCHOA BOARD

Board Positions as of Nov 2020:

President Vonney Northrop
Vice President . Janice Marie-Gallof
Treasurer..... Marty Henderson
Secretary..... Sandy Gallof
At-Large Dorothy Hornby
At-Large Ken FrancoisCONO Representative
At-Large Vicki Tostanoski.....Chief Information Officer - Communications

COMMITTEES:

- COVENANTS/ARCHITECTURE: CHAIRMAN - Open
MEMBERS: Dave May, Rich Northrop
- SAFETY: BOARD COORDINATOR Sandy Gallof
MEMBERS: Bob Frye, Steve Paradis, Dave May
- HISTORY: BOARD COORDINATOR- Janice Marie-Gallof
MEMBERS: Deb Berwick, John Potterat, Judie Werschkey

- SOCIAL/WELCOME: BOARD COORDINATOR – Janice Marie-Gallof/Dorothy Hornby (Welcome)
SOCIAL MEMBERS: Bill Hoover
- MEMBERSHIP: BOARD COORDINATOR – Marty Henderson (maintains database)
MEMBERS: Open
- COMMUNICATIONS: BOARD COORDINATOR - Vicki Tostanoski
MEMBERS: Susan Henderson (Newsletter),

ATTACHMENT 1
Board Meeting Agenda
10 November 2020

1. Convene **5:30 pm**
2. Roll Call
3. Reading and Approval of Minutes of Previous Meeting
4. Approval of Financial Report
5. Old Business (matters previously introduced which have come over from the preceding meeting)
 - a) Lawyer Bill
 - b) Annual Meeting Cancellation Feedback
 - c) Next Newsletter (Articles)
6. New Business
 - e. 2021 Budget Review
 - f. Lawyer Fees and Service
 - g. Safety Issues Reporting
 - h. Suggested Training Courses
7. Status Reports of Standing (permanently established) Committees (Reports to be provided prior to Board Meeting. **Time allocated at Board Meeting only if committees have issues for Board consideration**)
 - a) Social/Welcome
 - b) Communications
 - c) CONO
 - d) Covenants
 - e) History
 - f) Safety
8. Adjourn

**ATTACHMENT 2
TREASURER'S REPORT: CCHOA FINANCIAL STATUS**

As of October 31 2020			
Sources	Number	\$ Amount	
2020 Dues Paid USPS	177	\$5,310.00	Same as last month
2020 Dues Paid via PayPal	7	\$201.81	same as last month
2020 Dues Prorated	0	\$0.00	
2020 Dues Paid Extra	1	\$20.00	same as last month
Totals for 2020	184	\$5,531.81	
% of 314 Homes that Paid 2020 Dues	58.60%		
2021 Dues Paid USPS	0	\$0.00	
2021 Dues Paid via PayPal	0	\$0.00	
2021 Dues Paid Extra	0	\$0.00	
Totals for 2021	0	\$0.00	
% of 314 Homes that Paid 2021 Dues	0.00%		
Operating Checking Account Balance		\$8,824.84	
Commitment to Waste Connection		\$2,958.20	
History Book Fund		\$405.54	
Operating Balance		\$5,461.10	
Reserve Account Balance		\$360.80	
Total Available HOA Funds		\$5,821.90	

**ATTACHMENT 3
TREASURER'S REPORT: RECONCILIATION Detail**

7:48 AM
11/05/20

**Country Club Homeowners Association
Reconciliation Detail
US Bank - Operating, Period Ending 10/31/2020**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						10,383.12
Cleared Transactions						
Checks and Payments - 4 items						
Bill Pmt -Check	10/02/2020	EFT	Waste Connections	X	-1,480.27	-1,480.27
Check	10/08/2020	Deb	Costco	X	-109.50	-1,589.77
Check	10/08/2020	443	Marty Henderson	X	-31.38	-1,621.15
Bill Pmt -Check	10/19/2020	Debit	Minuteman Press	X	-190.64	-1,811.79
Total Checks and Payments					-1,811.79	-1,811.79
Deposits and Credits - 4 items						
Check	03/13/2020	441	Enderson Betty	X	0.00	0.00
Deposit	10/15/2020			X	43.26	43.26
Deposit	10/20/2020			X	10.25	53.51
Deposit	10/27/2020			X	200.00	253.51
Total Deposits and Credits					253.51	253.51
Total Cleared Transactions					-1,558.28	-1,558.28
Cleared Balance					-1,558.28	8,824.84
Register Balance as of 10/31/2020					-1,558.28	8,824.84
New Transactions						
Deposits and Credits - 1 item						
Deposit	11/02/2020				28.84	28.84
Total Deposits and Credits					28.84	28.84
Total New Transactions					28.84	28.84
Ending Balance					-1,529.44	8,853.68

ATTACHMENT 4
Reconciliation Summary

7:50 AM
11/05/20

Country Club Homeowners Association
Reconciliation Summary
US Bank - Reserve, Period Ending 10/31/2020

	<u>Oct 31, 20</u>
Beginning Balance	360.80
Cleared Balance	360.80
Register Balance as of 10/31/2020	360.80
Ending Balance	360.80

**ATTACHMENT 5
PROPOSED SOCIAL EVENTS**

Garage Sale – 18-20 June 2021

Ice Cream Social – 24 July

Block Party – 28 August

Book Sale - ??

Fire Mitigation Annual Meeting – 27 March

Silver Sneakers - ??

Neighborhood Music Event – 11 September

Neighborhood Walks - Everyone Every 2nd Sunday starting in May

**ATTACHMENT 6
2020 BUDGET TO ACTUAL AS OF 9 NOVEMBER 2020**

	<u>Jan 1 - Nov 9, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
Ads Income				
Sponsor-Non-Res Website	0.00	0.00	0.00	0.0%
Sponsor-Res Both	200.00	500.00	-300.00	40.0%
Sponsor-Res Website	0.00	0.00	0.00	0.0%
Ads Income - Other	0.00	0.00	0.00	0.0%
Total Ads Income	200.00	500.00	-300.00	40.0%
HOA Dues Income				
Dues 2020	5,531.81	5,100.00	431.81	108.47%
Dues 2021	0.00	0.00	0.00	0.0%
HOA Dues Income - Other	0.00	0.00	0.00	0.0%
Total HOA Dues Income	5,531.81	5,100.00	431.81	108.47%
Miscellaneous Income				
History Book Fund	190.25	0.00	190.25	100.0%
Miscellaneous Income - Other	0.00	0.00	0.00	0.0%
Total Miscellaneous Income	190.25	0.00	190.25	100.0%
Trash Service				
Extra Bin 2019	0.00	0.00	0.00	0.0%
Extra Bin 2020	0.00	0.00	0.00	0.0%
Packout Service 2019	0.00	0.00	0.00	0.0%
Packout Service 2020	0.00	0.00	0.00	0.0%
Recycle Service 2019	0.00	0.00	0.00	0.0%
Recycle Service 2020	0.00	0.00	0.00	0.0%
Trash Service 2019	0.00	0.00	0.00	0.0%
Trash Service 2020	0.00	0.00	0.00	0.0%
Trash Service - Other	0.00	0.00	0.00	0.0%
Total Trash Service	0.00	0.00	0.00	0.0%
Total Income	5,922.06	5,600.00	322.06	105.75%
Cost of Goods Sold				
Cost of Goods Sold	0.00	0.00	0.00	0.0%
Total COGS	0.00	0.00	0.00	0.0%
	5,922.06	5,600.00	322.06	105.75%
Expense				
Board Activity				

Mailing Supplies	0.00	0.00	0.00	0.0%
Meetings	0.00	0.00	0.00	0.0%
Special Events	0.00	0.00	0.00	0.0%
Board Activity - Other	0.00	0.00	0.00	0.0%
Total Board Activity	0.00	0.00	0.00	0.0%
Communications				
Covenants Mailings	0.00	0.00	0.00	0.0%
Newsletter	788.35	1,400.00	-611.65	56.31%
Website				
Design & Training	0.00	0.00	0.00	0.0%
Domain & Site Info	0.00	0.00	0.00	0.0%
Launch 9/8/2015	0.00	0.00	0.00	0.0%
Subscription Mon Fee	0.00	0.00	0.00	0.0%
Website Access	179.88	185.00	-5.12	97.23%
Website - Other	0.00	0.00	0.00	0.0%
Total Website	179.88	185.00	-5.12	97.23%
Welcome Committee	421.23	500.00	-78.77	84.25%
Communications - Other	0.00	0.00	0.00	0.0%
Total Communications	1,389.46	2,085.00	-695.54	66.64%
Computer & Software	0.00	0.00	0.00	0.0%
Covenants Printing	0.00	0.00	0.00	0.0%
Covenants Compliance Committee	50.80	300.00	-249.20	16.93%
History Committee	0.00	0.00	0.00	0.0%
HOA Meetings				
Block Party	0.00	600.00	-600.00	0.0%
Garage Sale	0.00	200.00	-200.00	0.0%
Meeting Mailers	0.00	0.00	0.00	0.0%
Meeting Rental and Services	0.00	300.00	-300.00	0.0%
Refreshments	43.93	200.00	-156.07	21.97%
Signage	0.00	0.00	0.00	0.0%
HOA Meetings - Other	0.00	0.00	0.00	0.0%
Total HOA Meetings	43.93	1,300.00	-1,256.07	3.38%
HOA Trash Service				
HOA Extra Bin 2019	0.00	0.00	0.00	0.0%
HOA Extra Bin 2020	0.00	0.00	0.00	0.0%
HOA Packout 2019	0.00	0.00	0.00	0.0%
HOA Packout 2020	0.00	0.00	0.00	0.0%
HOA Recycle 2019	0.00	0.00	0.00	0.0%
HOA Recycle 2020	0.00	0.00	0.00	0.0%
HOA Trash Service 2019	0.00	0.00	0.00	0.0%
HOA Trash Service 2020	0.00	0.00	0.00	0.0%

HOA Trash Service - Other	0.00	0.00	0.00	0.0%
Total HOA Trash Service	0.00	0.00	0.00	0.0%
Insurance	886.00	900.00	-14.00	98.44%
Marketing Materials	0.00	0.00	0.00	0.0%
Meals and Entertainment	0.00	0.00	0.00	0.0%
Office Supplies	31.38	0.00	31.38	100.0%
Postage & Mail	0.00	0.00	0.00	0.0%
Printing & Copying	0.00	0.00	0.00	0.0%
Professional Fees				
Annual Corp Report	10.00	3.00	7.00	333.33%
Bank Fees	0.00	0.00	0.00	0.0%
C O N O Dues	0.00	75.00	-75.00	0.0%
Gov't Reports	0.00	0.00	0.00	0.0%
Legal Services-Covenants	0.00	0.00	0.00	0.0%
Professional Fees - Other	0.00	0.00	0.00	0.0%
Total Professional Fees	10.00	78.00	-68.00	12.82%
Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Safety Committee	0.00	0.00	0.00	0.0%
Treasurer				
Dues Invoicing Postage	219.50	200.00	19.50	109.75%
Treasurer - Other	0.00	0.00	0.00	0.0%
Total Treasurer	219.50	200.00	19.50	109.75%
Utilities Service				
Street Lights				
Fees-Turn On	0.00	0.00	0.00	0.0%
Offsets-CSCC	0.00	0.00	0.00	0.0%
Street Lights - Other	0.00	0.00	0.00	0.0%
Total Street Lights	0.00	0.00	0.00	0.0%
Utilities Service - Other	0.00	0.00	0.00	0.0%
Total Utilities Service	0.00	0.00	0.00	0.0%
Total Expense	2,631.07	4,863.00	-2,231.93	54.1%
Net Income	3,290.99	737.00	2,553.99	446.54%

**ATTACHMENT 7
CCHOA 2020 PROPOSED BUDGET**

	<u>TOTAL</u>	<u>Comments</u>
	<u>Jan - Dec 20</u>	
Income		
Ads Income		
Sponsor-Res Both	<u>500.00</u>	Currently have 2 ads
Total Ads Income	500.00	
HOA Dues Income		
Dues 2020	<u>5,100.00</u>	170 Residents Paying Dues 54%
Total HOA Dues Income	5,100.00	
		Trash service nets out and this is for informational purposes
Trash Service	<u>14,400.00</u>	
Total Income	<u>5,600.00</u>	
Expense		
Communications		
Newsletter	1,400.00	3 Newsletters, increase cost with HOA paying for printing
Website		
Web-site Access	<u>185.00</u>	GoDaddy Annual Costs
Total Website	185.00	
Welcome Committee	<u>500.00</u>	New Packets
Total Communications	2,085.00	
Covenants Compliance Committee	300.00	Expecting committee to get established and have expenses
HOA Meetings		
Block Party	600.00	2 Block Parties
Garage Sale	200.00	Expand from 1st garage sale last year
Meeting Rental and Services	300.00	Donation to Ascension
Refreshments	<u>200.00</u>	2 HOA Meetings
Total HOA Meetings	1,300.00	
		Payments to Waste Connections, nets to income received from participating members
HOA Trash Service	14,400.00	
Insurance-Bus Key-317, D&O-11	900.00	Annual board liability insurance
Professional Fees		

Annual Corp Report	10.00	Cost to register HOA with CO
C O N O Dues	<u>75.00</u>	
Total Professional Fees	85.00	
Reserve Fund	680.00	For any unplanned expenditure
Treasurer		
Dues Invoicing Postage	200.00	
Office Supplies	<u>50.00</u>	Envelopes and Paper
Total Treasurer	<u>250.00</u>	
Total Expense	<u>5,600.00</u>	
Net Income	<u><u>0.00</u></u>	

**ATTACHMENT 8
CCHOA PROPOSED 2021 BUDGET
TOTAL**

Comments

Jan - Dec 21

Income

Ads Income		
Sponsor-Res Both	350.00	Currently have 2 ads
Total Ads Income	350.00	
HOA Dues Income		
Dues 2020	5,400.00	180 Residents Paying Dues 54%
Total HOA Dues Income	5,400.00	
Trash Service	15,000.00	Trash service nets out and this is for informational purposes. Not included in totals
Total Income	5,750.00	

Expense

Communications		
Newsletter	1,400.00	3 Newsletters, increase cost with HOA paying for printing
Website		
Web-site Access	185.00	GoDaddy Annual Costs
Total Website	185.00	
Welcome Committee	0.00	
Total Communications	2,085.00	
Covenants Compliance Committee	0.00	
HOA Meetings		
Block Party	600.00	2 Block Parties
Garage Sale	200.00	Expand from 1st garage sale last year
Meeting Rental and Services	300.00	Donation to Ascension
Refreshments	200.00	2 HOA Meetings
Total HOA Meetings	1,300.00	
HOA Trash Service	15,000.00	Payments to Waste Connections, nets to income received from participating members. Not included in totals
Insurance-Bus Key-317, D&O-11	900.00	Annual board liability insurance
Professional Fees		

Annual Corp Report	10.00	Cost to register HOA with CO
C O N O Dues	75.00	
Total Professional Fees	<u>85.00</u>	
Reserve Fund	1,130.00	For any unplanned expenditure
Treasurer		
Dues Invoicing Postage	200.00	
Office Supplies	50.00	Envelopes and Paper
Total Treasurer	<u>250.00</u>	
Total Expense	<u>5,750.00</u>	
Net Income	<u><u>0.00</u></u>	

**ATTACHMENT 9
ATTORNEY FEES AND SERVICES FOR 2021**

TERMS OF ENGAGEMENT ORTEN CAVANAGH HOLMES & HUNT, LLC 2021

The Terms of Engagement are provided for our legal services beginning January 1, 2021. We have a signed Engagement Agreement on file. No response is required; however, should the Association wish to sign another engagement agreement for 2021, please contact our office at 720-221-9780 or email us at info@ochhoalaw.com. Thank you.

Thank you for selecting Orten Cavanagh Holmes & Hunt, LLC (the "Law Firm") to provide legal services as requested by the Association. The following includes the Association's terms of engagement of the Law Firm. Please note that these terms are effective on the date indicated below.

Requests for Legal Services - Requests for services may be made by the Association's manager or staff, the President or a designated board member liaison. Unless otherwise advised, we will assume any board member is authorized or designated to request services.

Representation of the Association - The Law Firm represents the Association. The Law Firm's professional responsibilities, and those of its attorneys and paralegals, run to the Association. The Law Firm does not represent the board of directors, any individual board members or officers, the manager, the management company or owners in the community, unless expressly authorized by the Association and agreed to by the Law Firm.

Law Firm Responsibilities - The Law Firm will provide legal counsel and assistance on matters referred to us. We will rely upon information and guidance the Association provides. We will keep the Association informed of progress and developments and respond to its inquiries.

Association Responsibilities - In order to enable the Law Firm to provide legal services, the Association is to disclose fully and accurately all facts and keep our Law Firm apprised of all developments relating to matters referred. The Law Firm has the right to rely on ledgers, information and documents provided by the Association or its agents. The Association is responsible for any damages incurred that result from providing inaccurate information or documents.

The Association is to cooperate fully and be available to attend meetings, conferences, hearings and other proceedings on reasonable notice, and stay reasonably informed on all developments relating to matters referred.

Fees of the Law Firm

Hourly Rates - For services not covered by a specific flat fee, hourly rates apply. The hourly rates for the Law Firm's professionals has not changed for 2021. These hourly fees range from \$100 - \$120 for paralegals, \$195 - \$310 for associates, \$360 - \$395 for special counsel, and \$315 - \$330 for principals.

Retainer Program - The monthly fee for the retainer program has not changed for 2021. Hourly rates are discounted \$30 for attorneys and \$10 for paralegals. There is a 10% reduction in many flat fees for retainer clients. Please contact our office for a full description of our Retainer Services Program.

Assessment Collections - We offer most collections services on either a fixed fee or shared risk basis, neither of which changed for 2021.

Covenant and Rule Enforcement - Legal services for covenant and rule enforcement have not changed for 2021. These services assist the Association in enforcing the covenants and rules are performed on an hourly basis. Typical services involve reviewing existing correspondence between the Association and the owner, sending a demand letter, discussing the matter with the owner, and pursuing legal action through the courts, if necessary.

Litigation - We represent the Association when it initiates a lawsuit to protect its rights, or when the Association is sued. Fees are billed on an hourly basis. .

Document Amendments - We will provide an initial flat fee proposal for amending and restating a community's declaration, articles of incorporation and/or bylaws upon request. Limited amendments to any of these documents, or the review of draft amendments prepared by others, are performed on an hourly basis unless a flat fee is negotiated.

Governance Policies - Most associations are required to adopt nine governance policies and one policy on protecting personal identifying information of owners. We can prepare the required policies or review and update existing policies. Please contact the office for flat fees for preparing new policies or reviewing and updating existing policies. Other policies may be prepared on a flat or hourly fee basis, as requested and as determined by the Law Firm.

Other Services - We are a full service law firm for the legal needs of the Association. This includes many other services, including contract reviews and drafting, land use issues, and issues with neighbors. Fees for these services are on an hourly basis or a flat fee or other agreed to fee basis.

Costs - The Association continues to authorize the Law Firm to advance costs and expenses on its behalf as the Law Firm deems advisable. These advanced costs will be billed to the Association monthly for reimbursement. These expenses may include court costs, fees, service of process costs, title company costs, recording fees, or other expenses. Photocopy costs for litigation services or extraordinary projects will be billed at \$.15 per copy. Mailing costs for extraordinary projects will be billed per item or as an administrative fee of 1% applied to our statements, as determined by the Law Firm.

Travel - Travel time is billed at 1/2 the hourly rate from the Law Firm's Denver or Colorado Springs office. In the event travel extends beyond Denver and Colorado Springs, mileage is charged at IRS rates.

Credit Card or Other Payment Charges - If assessment collections are referred, the Association's general file is billed the merchant charges for the cost and convenience of accepting payments from owners by credit card, ACH or otherwise. These fees are not chargeable to the accounts of owners.

File Transfers - The Association will be charged \$50 for case intake and transfers from other counsel.

Billing and Payment - Our fees are not contingent unless the Law Firm is engaged under an agreement providing for contingent payment. If the Law Firm has not received any comment about a statement within 30 days of its receipt, it assumes the Association found it acceptable.

Payment is due 30 days from the date of the statement. Services are billed based on hourly rates or specific fee agreements. Invoices for hourly services will show the time spent performing services billed in tenth-of-an-hour increments, with a minimum charge of one-tenth.

Interest, at the rate of 18% per annum, is payable after 60 days.

In the event the Law Firm files suit to recover unpaid legal fees, the prevailing party is entitled to its attorney's fees.

Attorney-Client Communication - Our communications and statements generally contain information protected by the attorney-client privilege. As the privilege could be deemed to have been waived if someone other than the Association, board members, officers and any manager or management company sees the privileged material, we recommend that you keep all such communications and statements in a separate file marked "Attorney-Client Privileged Materials" and keep the file in a secure place.

Estimates of Fees for Services - From time to time, the Association may ask the Law Firm to make an estimate of the fees for completing all or part of a matter. Because it is often difficult to estimate how much time it will take to complete it, the Law Firm treats any estimate as an "educated guess" and not as an assurance that we will be able to do the work for the estimated price. When an estimate is given, we will advise the Association when nearing the estimated price, and will also advise if we become aware that the estimate may be exceeded. At that time, the Association may decide whether to terminate work on the matter, modify the referral, or proceed to completion with a different cost estimate.

Files at the Law Firm - The Law Firm maintains the Association's files in electronic format. The Association authorizes the Law Firm to digitize documentation received and destroy paper versions of any document if, at the discretion of the firm, they are no longer necessary to retain. The Law Firm will retain and will not destroy original documents specifically entrusted to us for continued retention as a part of our services.

The Association agrees that the Law Firm may retain, destroy or otherwise dispose of all or any portion of the files 10 years after services were provided on that matter without further notice, provided there are no pending or threatened legal proceedings known to the Law Firm's attorneys that relate to the matter and its attorneys have not agreed to the contrary. If the Association desires to have the electronic file returned to it, please notify the Law Firm of this request within 90 days of execution of this agreement.

Upon request, once all of the Law Firm's fees and costs are paid, the Law Firm will transfer files to another law firm or return files to the Association.

No Guarantee - The Law Firm will perform professional services on the Association's behalf to the best of its ability, but cannot make and have not made any guarantees regarding the outcome of the work. Any expressions by the Law Firm or its employees about the outcome are our best professional views only and are limited by our factual knowledge at the time they are expressed.

Completion of Matter - After a particular matter is completed, the Law Firm does not (unless the Association specifically requests in writing that we do so) undertake to continue to review that matter and update the Association concerning legal developments, such as changes in applicable laws or regulations. If the Association does ask us to review a specific matter on which we have previously worked, we consider that to be a new representation. Thus, while we may, from time to time, call to your attention issues or legal developments that might be relevant, we are not undertaking to do so as a part of our representation.

Termination of the Law Firm - The Association's engagement of the Law Firm may be terminated at any time, by either party. Upon termination, all amounts due and owing and incurred in withdrawing from representation of the Association are to be paid upon receipt.