

By Authority of Section 3.8 of the General Declarations of the Oak Meadows Ranch, the Board of Directors of the Oak Meadows Homeowners Associations does hereby adopt the following Regulation:

Oak Meadows Homeowners' Association

Rule and Regulation 2001-01:Complaint Procedures

2001-01.01 Written Complaints

Complaints of alleged violation(s) of the General Declaration, Specific Declarations, or Regulations adopted by the Board of Directors or adopted by the membership of the Oak Meadows Homeowners' Association will be reviewed by the Board of Directors only when submitted in writing. The Board of Directors may establish a form to be used for the filing of written complaints.

2001-01.02 Complaint Submission

Complaints of alleged violation(s) per Regulation 2001-01.01 and requests for review of the findings of the Board of Directors per 2001-01.04.08, shall be submitted in writing in person to either the President or Secretary of the Board of Directors or mailed to the corporate address as follows:

Oak Meadows Homeowners' Association
P.O. Box 2715
Glenwood Springs, CO 81602

2001-01.03 Complaint Contents

Complaints of alleged violation(s) submitted per Regulation 2001-01.01, shall include the following:

- .01** Name, mailing address, and telephone number of the person(s) filing the complaint;
- .02** Specific section(s) of the General Declaration, Specific Declaration, or Regulation allegedly in violation;
- .03** Specific description of the alleged violation(s);
- .04** Photographs documenting the alleged violation(s) are suggested for all complaints and are required for complaints of violation(s) involving animals at large;
- .05** Description of actions taken to remedy the violation(s), including correspondence and discussions with alleged violator(s); and
- .06** Action or remedy requested to be taken by the Board of Directors.

2001-01.04 Complaint Review Process

The following process describes the steps to be followed for the review of complaints of alleged violation(s) per Regulation 2001-01.01:

- .01** The complaint must be submitted in accordance with Regulations 2001-01.01,2001-01.02 and 2001-01.03;
- .02** The complaint will be reviewed at the next scheduled meeting of the Board of Directors or at any special meeting of the Board of Directors that may be called;
- .03** If the complaint is determined to be incomplete, it will be returned to the person(s) filing the complaint;
- .04** If the complaint is found to be complete, the Board of Directors will determine the validity of the complaint;
- .05** If the complaint is found to be invalid or outside of the purview of the Board of Directors, the Board of Directors will notify in writing the person(s) filing the complaint that the complaint has been reviewed and report the findings of the Board of Directors;
- .06** If the complaint is found to be valid and within the purview of the Board of Directors, the Board of Directors will review the specifics of the complaint and propose a remedy. The remedy may include written warnings, fines, restraining orders, injunctions, or other actions as deemed appropriate by the Board of Directors;
- .07** The Board of Directors will notify in writing the person(s) (with copy sent to the owner the property, if not same) found to be in violation of the General Declaration, Specific Declarations, or adopted Regulations of the findings and the proposed remedy sought by the Board of Directors, to the mailing addresses on record with the association;
- .08** The person(s) found to be in violation of the General Declaration, Specific Declarations, or adopted Regulations may request in writing, within 10 days of the postmark of the notification of the findings of the Board of Directors and by the means specified in 2001-01.02, a review by the Board of Directors of the findings and proposed remedy sought by the Board of Directors;
- .09** If a review is requested per 2001-01.04.08, the findings and proposed remedy will be reviewed at the next scheduled meeting of the Board of Directors or at any special meeting of the Board of Directors that may be called;
- .10** If, after a review has been requested and completed, the complaint is found to be invalid or outside of the purview of the Board of Directors, the Board of Directors will notify in writing the person(s) filing the complaint that the complaint has been reviewed and report the findings of the Board of Directors;
- .11** If, after a review has been requested and completed, the complaint is found to be valid and within the purview of the Board of Directors, the Board of Directors will impose the remedy as identified in 2001-01.04.06;

- .12 If a review is not requested per 2001-01.04.08, the Board of Directors will impose the remedy as identified in 2001-01.04.06, at the next scheduled meeting of the Board of Directors or at any special meeting of the Board of Directors that may be called.

2001-01.05 Criminal and Civil Complaints

Complaints involving violations of criminal and civil ordinances should be directed to the appropriate law enforcement agency. Threats to public safety and health should be reported immediately to the Garfield County Sheriff.

Violations requiring immediate reporting to law enforcement include, but are not limited to, verbal or physical threats of violence, acts of vandalism, disorderly conduct, disturbing the peace, vicious animal at large, storage of hazardous materials, and maintenance of unsanitary conditions.

The above ordinance was read and approved as amended by the Board of Directors of the Oak Meadows Homeowners on this the 13th day of September, 2001.

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