

SILVER SPURS RANCH
PROPERTY OWNERS ASSOCIATION, INC.
P.O. Box 293
Walsenburg, CO 81089

HANDBOOK

with

RULES, POLICIES and RESOLUTIONS

GOVERNING STYLE

Silver Spurs Ranch Property Owners Association, Inc., hereafter referred to as the Association, is currently a self-managing association, meaning we do not employ a manager to take care of routine ranch business.

The Board of Directors, hereafter referred to as the Board, will approach its tasks with a style that encourages diversity in viewpoints, emphasizes strategic leadership more than administrative detail, future rather than past or present, and will strive to be proactive rather than reactive in its endeavors.

In this spirit the Board will focus on initiating policy, and review its own performance on a regular basis.

Board Terms and Board Positions:

All Elected Board Members are elected for 3 years. Each position was originally elected in a rotating manner so that there is always an experienced member on the board.

Board Member Positions

President

Vice President

Special Projects/ Covenant Enforcer

Non Board Member Positions

Secretary

Treasurer

Newsletter Editor

Historian/Photo Journalist

Web Page Managers

Definitions

Rule - A prescribed guide for conduct or action; a principle or condition that governs behavior; a standard procedure.

Policy - A specific decision designed to carry out a course of action; the principles, plan or procedures established with the intent of reaching a long-term goal.

Resolution - A formal solution to a problem voted on by an official governing body or an assembled group.

Rules for Board Members

1. Always keep and maintain current recorded legal documents.
2. Make sure the association's master insurance policy is current and adequate, including Director and Officer Coverage.
3. Communicate with owners – whether the news is good or bad.
4. Solicit owners input on major changes or projects.
5. Enforce your legal documents, but be reasonable.
6. Develop a realistic budget
7. Understand the goals and concerns of the Property Owners' Association.
8. Work closely with all your hired professionals – manager, accountant, lawyer, maintenance men etc.

Privacy Policy

- 1.0 The Association's Membership Register is for the sole purpose of Association business. Personal information will not be distributed.

Safety Policy

- 1.0 Safety is utmost in the minds of the Board members when making decisions.
- 2.0 Speed limits, caution signs and other road improvements are implemented to foster the safety and security of anyone using our roads.
- 3.0 It is the responsibility of each member to monitor the behavior of themselves and their guest with regard to our community.

Delinquent Assessment Policy

- 1.0 Annual dues of \$295.00 per lot owned, must arrive no later than March 15th each year of assessment.
- 2.0 A \$50.00 late fee will be assessed annually to a members account should any assessment be delinquent.
- 3.0 If the assessment is not received by June 1st of the given year, a lien will be placed against that member's property (s) until the members assessment has been paid in full.
 - A) All fees associated with filing the lien and removing the lien will be added on to the member's assessment.
- 4.0 If the member's assessment is not received in full by August 1st of the given year, the outstanding balance for the member will be turned over to the Silver Spurs POA attorney for collections.

Which may include a personal suit against the owner, foreclosure of the association's lien against the property, and or appointment of a receiver.

 - A) All legal fees associated with the collection process will be added on to the member's assessment.
- 5.0 On January 1st any outstanding balances on a member's assessment will have an 8% interest charge calculated and added on to the member's assessment.
- 6.0 A member who has fallen behind on their assessment may contact the board to work out a payment plan. The Board on a case by case basis will consider any reasonable plan to get the members assessment paid in full.
- 7.0 Failure to pay any assessment will render a member's status ineligible to vote.

Road Maintenance Priority Policy

1.0 Priority of Road work performed on the ranch is as follows:

- A) Main egress roads, to maintain safe escape from the ranch in times of emergency.
- B) Repairs do to nature and unexpected incidents.
- C) Repairs of heavily utilized roads due to wear and tear.
- D) Development of secondary roads in order of occupancy.

Home Based Businesses

1.0 When a member wishes to conduct any type business on property within the confines of Silver Spurs Ranch they must:

- A) Apply in writing to the Board.
- B) Ensure that the business does not create a nuisance or violate any covenant.
- C) Not post signage, create parking lots, maintain a storefront or otherwise give any outward appearance of a business.

2.0 Any substantiated complaint with regard to an approved business will result in revocation of Board's approval to conduct such business on the Ranch.

Covenant Violation Policy

- 1.0 It is the Board's duty to uphold and enforce the covenants of the Ranch community.
- 2.0 Violations should be brought to the attention of the Board in writing.
- 3.0 A notice of violation will be issued to the member.
- 4.0 Member has 15 days to correct the violation or otherwise respond to the Board.
- 5.0 Failure to correct or non-response will warrant a hearing before the board.
- 6.0 Hearings can result in legal action against the violating member.

**Silver Spurs Ranch Property
Owners Association, Inc.**

RES 03/02

WHEREAS, the Association desires and there is a need for clear and easy reference and review of corporate resolutions and policy,

IT IS HEREBY RESOLVED THAT all previous resolutions, rules and policies identified in this resolution are reaffirmed.

1. Resolution indemnifying incorporator, Minutes 10/28/94.
2. Resolution identifying corporate seal, Minutes 10/28/94; further added to Bylaws.
3. Transfer of Association governance from Developer to Membership, Minutes 5/20/98.
4. Liability insurance coverage for Association instituted, Minutes 7/18/98.
5. Architectural Review Committee instituted, all buildings must be pre-approved, Minutes 7/18/98.
6. CPA to review books and accounts once a year, Minutes 10/3/98.
7. Late dues will be assessed a fee of \$50.00. Late payment of dues without including this fee will make the member ineligible to vote. Minutes 5/1/99.
8. ARC approval form established; 10/5/99.
9. The POA will keep a reserve of \$50,000.00 for emergencies, Minutes 2/15/00.
10. Annual Budget and its use initiated, Minutes 4/2/00.
11. Resolution to adopt amended Bylaws recorded Huerfano County, file # 349389 6/15/01.
12. Resolution that all checks require two signatures Minutes 7/16/00; added to Bylaws.
13. Association will use business size checks with detailed notations; Minutes 7/16/00.
14. Newsletter will be published quarterly after final draft approval by Board. Minutes 7/16/00.
15. Policy that all comments issues and concerns must be in writing to be recognized by Board; 7/16/00.
16. Bids must be taken and approved by board on major Road projects, Minutes 7/16/00.
17. Resolution allowing travel reimbursement to board members traveling > 5 miles not to exceed IRS endorsed amount, Minutes 7/16/00.
18. Board of Directors will act as ARC, Minutes 7/30/00.
19. Roadwork priority policy, Minutes 7/30/00.
20. Liability Insurance established for Board of Directors, Minutes 7/30/00.
21. Policy on Home Businesses established, Minutes 9/11/00.

- 22. Phone calls made on behalf of the association will be reimbursed with receipt; Minutes 10/7/00.
- 23. Ads may be sold to offset costs of Newsletter, Minutes 3/12/01.
- 24. Establish a noxious weed program, state requirement, Minutes 7/21/01.
- 25. Establish an information packet for Realtors and new members, Minutes 8/5/01.
- 26. Resolution establishing policy and procedure for excess funds in electrical extension account, Recorded Huerfano County, file #200200353621 on 4/29/02.
- 27. Resolution establishing definition and policy on “mobile homes”, Recorded Huerfano County, file #2002353620 on 4/29/02.
- 28. A Board member Handbook, Resolutions, Rules and Policy book will be established, 7/02
- 29. Modification to the Delinquent Assessment Policy to make clear on the rules established. 5-12-18

IT IS FURTHER RESOLVED that any previous covenant, Bylaw or resolution, which has been recorded with Huerfano County, is reaffirmed.

Dated and effective _____

These resolutions will stand until rescinded

The undersigned certify that on the date above the foregoing resolutions were adopted by the Board of Directors of the Corporation by a vote of

In Favor	Against	Abstain

Reproducible Forms

The following forms are provided as a reproducible original to allow a quick recording template for official documentation.

A photocopy of the form can be used for note taking and later typed into the form and saved as a new page for hard copy printing.

SILVER SPURS RANCH

PROPERTY OWNERS ASSOCIATION, INC.

WHEREAS, _____

IT IS HEREBY RESOLVED THAT _____

IT IS FURTHER RESOLVED _____

Dated and effective _____

These resolutions will stand until _____

The undersigned Secretary of the Corporation certifies that on the date above the foregoing resolution(s) were adopted by the Board of Directors of the Corporation by a vote of _____ In Favor; _____ Against and _____ Abstaining

Recorder

Secretary