

**RESOLUTION OF THE
KEYSTONE RANCH OWNERS ASSOCIATION
AMENDING CERTAIN PROVISIONS OF THE
RESPONSIBLE GOVERNANCE POLICIES AND PROCEDURES**

Whereas, on July 6, 2006, the Keystone Ranch Owners Association adopted certain Responsible Governance Policies and Procedures (the "Responsible Governance Policies"); and

Whereas, certain amendments to the Responsible Governance Policies are now necessary.

Therefore, the Board of Directors of the Keystone Ranch Owners Association, a Colorado nonprofit corporation, hereby adopts the following amendments to the Responsible Governance Policies:

1. Section A.4, entitled Collection Process, of Article VI, entitled Collection of Unpaid Assessments, of the Responsible Governance Policies and Procedures of the Keystone Ranch Owners Association, as adopted on July 6, 2006, is hereby deleted in its entirety, and the following language is adopted in its place:

4. Collection Process.

- i. After an installment of an annual assessment or other charges due to the Association becomes more than 60 days delinquent, the Managing Agent shall send a written notice of non-payment ("First Notice"). The First Notice shall state the amount past due; that interest and late fees have accrued and the amount thereof, and shall request immediate payment.
- ii. After an installment of an annual assessment or other charge due to the Association becomes more than 90 days delinquent, the Managing Agent shall send a second written notice of non-payment ("Second Notice"). The Second Notice shall state the amount past due, that interest and late fees have accrued and the amount thereof; shall provide notice of the Association's intent to file a lien; and shall request immediate payment.
- iii. After an installment of an annual assessment or other charge due to the Association becomes more than 120 days delinquent, the Managing Agent shall turn the account over to the Association's attorney for collection. Upon receiving the delinquent account, the Association's attorney shall file a lien and send a letter to the delinquent Owner demanding immediate payment for past due assessments or other charges due. Upon further review, the

Association's attorney may file a lawsuit or pursue other remedies authorized by this Resolution or the Governing Documents. A delinquent Owner must pay reasonable attorney's fees incurred by the Association together with costs, applicable interest and late fees, whether or not suit is initiated.

2. Section A.2, entitled Conduct, of Article V, entitled Conduct of Meetings, of the Responsible Governance Policies and Procedures of the Keystone Ranch Owners Association, as adopted on July 6, 2006, is hereby deleted in its entirety, and the following language is adopted in its place:

2. Conduct. All Owner meetings shall be governed by the following rules of conduct and order:
 - i. The President of the Association or Board designee shall chair all Owner meetings.
 - ii. All Owners and persons who attend a meeting of the Owners will sign in, present any proxies and receive ballots as appropriate. (See section below regarding voting)
 - iii. Anyone wishing to speak must first be recognized by the Chair.
 - iv. Only one person may speak at a time.
 - v. Each person who speaks shall first state his or her name and Lot address.
 - vi. Any person who is represented at the meeting by another person, as indicated by a written instrument, will be permitted to have such person speak for him/her.
 - vii. **Those addressing the meeting shall be permitted to speak without interruption from anyone as long as these rules are followed.**
 - viii. **Comments are to be offered in a civilized manner and without profanity or personal attacks Comments are to be relevant to the purpose of the meeting.**
 - ix. **Each person shall be given up to a maximum of three minutes to make a statement or to ask questions. The Board may decide whether or not to answer questions during the meeting. Each person may only speak once. Yielding of time by a speaker to another individual shall not be permitted. Such time limit may be increased or decreased by the Chair, but shall be uniform for all persons addressing the meeting.**

- x. All actions and/or decisions will require a first and second motion.
- xi. Once a vote has been taken, there will be no further discussion regarding that topic.
- xii. Minutes of actions taken shall be kept by the Association.
- xiii. Anyone disrupting the meeting, as determined by the Chair, shall be asked to come to order. Anyone who does not come to order will be requested to immediately leave the meeting.
- xiv. The Chair may establish such additional rules of order as may be necessary from time to time.

3. All other provisions of the Responsible Governance Policies that are not expressly revoked or modified by the Resolution shall remain in full force and effect.

Approved and adopted this 22 day of September, 2006.

BOARD OF DIRECTORS

Pamela Tricke

Melissa Rie

Chutkan Jones

Sherry Strong

Liz Ann-Hall