

**Special Meeting of the Board of Directors  
of the  
Cortina Ridge Property Owners Association  
Wednesday, November 17, 2021 at 4:00pm MT  
(Meeting Held VIA Phone Conference)**

The meeting was called to order by President Barry Skolnick at 4:00 pm MT via Phone meeting. All board members, Barry Skolnick, Kym Campbell and Anne Perry, were present.

The purpose of this Special Meeting is to act in accordance with Paragraph 7.1 (a) of our Bylaws to discuss and approve 10 new documents, as listed below and attached hereto, containing policies and procedures regarding the Cortina Ridge POA. Barry indicated that The Board has this responsibility pursuant to Paragraph 6.3 of our Bylaws.

*Background:* After consulting with attorney Maris Davies of the Altitude Community Law Firm, it was determined that the Cortina Ridge POA did not have all the proper policies and procedures in place in order to comply with State of Colorado requirements. Pursuant to both the Bylaws and the Articles of Incorporation, the Association is subject to the Colorado Common Interest Ownership Act (“CCIOA”). This statute governs all common interest communities in the state. The following documents were drafted by our legal counsel and will establish the proper policies:

1. POLICY OF CORTINA RIDGE PROPERTY OWNERS ASSOCIATION REGARDING RESERVE STUDY POLICY
2. POLICY OF CORTINA RIDGE PROPERTY OWNERS ASSOCIATION REGARDING INVESTMENT OF RESERVE POLICY
3. POLICY OF CORTINA RIDGE PROPERTY OWNERS ASSOCIATION REGARDING POLICY AND PROCEDURE FOR INSPECTION AND COPYING OF ASSOCIATION RECORDS
4. POLICY OF CORTINA RIDGE PROPERTY OWNERS ASSOCIATION REGARDING POLICIES AND PROCEDURES FOR COVENANT AND RULE ENFORCEMENT
5. POLICY OF CORTINA RIDGE PROPERTY OWNERS ASSOCIATION ADOPTING POLICIES AND PROCEDURES REGARDING BOARD MEMBER CONFLICTS OF INTEREST.
6. POLICY OF CORTINA RIDGE PROPERTY OWNERS ASSOCIATION ADOPTING PROCEDURES FOR THE CONDUCT OF MEETINGS
7. POLICY OF CORTINA RIDGE PROPERTY OWNERS ASSOCIATION REGARDING POLICY AND PROCEDURES FOR COLLECTION OF UNPAID ASSESSMENTS
8. POLICY OF CORTINA RIDGE PROPERTY OWNERS ASSOCIATION REGARDING ALTERNATIVE DISPUTE RESOLUTION (ADR) .
9. POLICY OF CORTINA RIDGE PROPERTY OWNERS ASSOCIATION REGARDING PROCEDURES FOR ADOPTION OF POLICIES, PROCEDURES, RULES, REGULATIONS, OR GUIDELINES
10. POLICY OF CORTINA RIDGE PROPERTY OWNERS ASSOCIATION REGARDING SOLAR DEVICES

After having a chance to review the above policies, questions regarding the policies were discussed. Anne Perry had questions regarding Policy # 6. The question was regarding the issue of notifying the members of any upcoming meetings and the timing involved for all members. Barry Skolnick responded that he addressed this issue with our legal counsel earlier in the week. In response, the wording was changed to allow for notice of any upcoming meetings to be posted in the community and on line at the Cortina Ridge POA website, 10 days prior to the meeting.

After no further questions, Barry Skolnick made a motion that the Board of Directors adopt the 10 Policies and Procedures as written. Kym Campbell seconded the motion. A vote was taken and the vote was unanimous. It therefore stands that these 10 Policies will be executed by the President and adopted by the Cortina Ridge POA and will be posted on our website.

Meeting was adjourned at 4:20 P. M.

