



Spyglass Ridge Homeowners Association, Inc.

Dispute Resolution Policy and Procedure

BE IT RESOLVED, the Association hereby adopts the following procedures to be followed for resolving disputes between Owners and the Association.

SCOPE:

To adopt policy and procedure for resolving disputes between Owners and the Association.

SPECIFICS:

The following guidelines will be applied for dispute resolution:

- An owner may request a hearing with the Board of Directors if the Owner wishes to dispute a fine or decision made by the Architectural Control Committee or the Board of Directors.
- A request for hearing must be submitted in writing via e-mail, fax or US mail to the Board of Directors via the Community Manager.
- If a request for hearing is in response to a letter from the Board of Directors or Architectural Control Committee, the Owner must respond with seven days of the date of the letter.
- A hearing date will be scheduled at the earliest convenience for the Board of Directors, but not later than 30 days from the date of the request.
- The Board of Directors decision is final for all Architectural Control Committee appeals per the Declaration of Covenants, Controls, and Restrictions of Spyglass Ridge, Article V, Sect. 4.
- If the owner wishes to appeal the results or findings of the Board of Directors, the Owner may invoke mediation.

Mediation

Mediation is the process in which the parties meet with an impartial person who helps to resolve the dispute informally and confidentially.

- The parties to the dispute must agree to any decision made in mediation before any settlement is binding.
- The parties will jointly decide upon an acceptable mediator and the Owner will be responsible for and bear the cost of the mediation.
- The mediation, unless otherwise agreed, shall terminate in the event the entire dispute is not resolved with thirty (30) calendar days of the date written notice requesting mediation is sent by one party to the other at the party's last known address.

In the event of any arbitration or litigation relating to the Owner's dispute, the arbitrator or court shall award to the prevailing party all reasonable costs and expenses, including attorney and legal fees.

Definitions: Unless otherwise defined in this Resolution, terms defined in the Declaration shall have the same meaning herein.

Supplement to Law: The provisions of this Resolution shall be in addition to and in supplement of the terms and provisions of the Declaration and the law of the State of Colorado governing the Project.

Deviations: This Resolution is not intended and shall not deprive the Board of discretion in exercise and discharge of any of its duties and authority as the Board, in its sole discretion, determines is reasonable under the circumstances.

Amendment: The Board of Directors may amend this procedure from time to time.

Secretary's Certification: The undersigned, being the Secretary of the Association, certifies that the Board of Directors of the Association adopted the foregoing resolution and in witness thereof, the undersigned has subscribed his/her name.

Spyglass Ridge Homeowners Association, Inc.

SIGNED COPY ON FILE IN COMMUNITY CENTER

Kody Zubrod, Secretary

Effective Date: 13 July 2009