

**THE WINFIELD CONDOMINIUM ASSOCIATION
COVENANT ENFORCEMENT POLICY**

Adopted December 22, 2022

The following procedures have been adopted by The Winfield Condominium Association (“Association”) pursuant to the provisions of C.R.S. § 38-33.3-209.5, at a regular meeting of the Board of Directors.

Purpose: To adopt a policy setting forth procedures for the enforcement of the Association’s restrictive covenants and rules.

NOW, THEREFORE, IT IS RESOLVED that the Association adopts this Covenant Enforcement Policy (“Policy”) for the enforcement of the Association’s restrictive covenants and rules:

I. General Provisions

1. Power. The Board of Directors (“Board”) has the authority to hear and make decisions regarding alleged violations and written complaints filed with the Board and impose fines or other sanctions pursuant to this policy. The Board may determine enforcement action on a case-by-case basis in the exercise of its reasonable business judgment and consistent with the law, and take other actions as it may deem necessary and appropriate to assure compliance with the Condominium Declaration for Winfield Arms Condominiums, as amended (“Declaration”), the Association’s Articles of Incorporation, Bylaws, and Rules and Regulations (collectively the “Documents”) promulgated thereunder and to further the Documents’ purposes.
2. Other Enforcement Remedies. These enforcement procedures may be in addition to other specific remedies outlined in the Documents or permitted by law. The Association is not required to follow these enforcement procedures before seeking other remedies. The Association may seek assistance from other enforcement authorities, such as police, fire, animal control, or towing services, as it deems appropriate.
3. Responsibility for Actions of Tenant or Guest. Owners are responsible for the actions of their tenants and guests. If an Owner’s tenant or guest violates the Documents and a fine is imposed for such violation, the fine shall be assessed against that Owner.
4. Reporting Violations. An Owner may report a violation of the Documents by filing a written complaint with the Association’s Board or community association manager. In addition to acting upon a complaint by an Owner, the Board or community association manager, upon their own discovery of an alleged violation of the Documents, may initiate these enforcement procedures upon a reasonable determination that a violation has been committed. All complaints shall be maintained with the Association’s records relating to the Unit associated with the complaint but are not records that the Association must produce under C.R.S. § 38-33.3-317. The written complaint by an Owner reporting a violation shall state the specific provision(s) of the Documents alleged to have been violated and as many specifics as are available as to time, date, location, and persons involved. The Association is not obligated to accept or process anonymous complaints, and the Association is not obligated to disclose the identity of a complaining party unless otherwise required by law.

5. Impartial Decision-Maker. The Association shall rely upon an impartial decision maker for all decisions concerning potential violations. An impartial decision maker is a person or group of persons who does not have any direct personal or financial interest in the outcome. A decision maker will not be deemed to have a personal or financial interest in the outcome if the outcome will not cause the decision maker any greater benefit or detriment than the community's general membership.
6. General Notice Requirements. If the Association determines that a Unit Owner or someone acting through them has violated the Documents, the Association shall send the Unit Owner a Health & Safety Notice, as described in section 10, below, *or* a Notice of Violation, as described in section 15, below. All notices must be in English and in any language the Unit Owner ("Respondent") has indicated a preference for pursuant to C.R.S. § 38-33.3-209.5(1.7)(a)(1). In addition, all notices must include: (a) the details of the complaint, or include a copy of the complaint; (b) the action or actions that may be taken by the Association in response to the alleged violation, including the interval upon which fines may be imposed if the violation is continuing in nature and the time after which the Association may commence legal action to obtain compliance; (c) the action or actions required to cure the alleged violation; (d) the Respondent's right to be heard, either orally or in writing; and (d) the process to request and schedule an in-person hearing.
7. Additional Notices. The Association may send additional notices to the Respondent, either before or after the notices specifically set forth in this policy.
8. Confirmation of Cure. Once the Respondent cures a violation, the Association shall notify the Respondent that the Respondent will not be further fined with respect to that specific violation and of any outstanding fine balance that the Respondent owes to the Association.

II. Health and Safety Violations

9. Definition. Health and safety violations are those violations that have the potential to affect a person's mental or physical condition and circumstances likely to cause danger, risk, or injury to people, pets, or property. These violations may include but are not limited to: noise violations; fire hazards; hoarding; infestations of insects, mice, rats, or other vermin; short-term rental violations; violation of pet policies; parking violations; structural, electrical, or plumbing alterations; harassment; and violations of local, state, or federal law intended to protect public health and safety.
10. Notice of Health & Safety Violation. If the Association reasonably determines that a health and safety violation has occurred, it shall send a notice ("Health & Safety Notice") to the Respondent that meets the requirements set forth in section 6, above, and demands the Respondent cure the violation within 72 hours (or shorter in an extreme emergency) of receiving the Health & Safety Notice or face fines, legal action, or both. The Health & Safety Notice shall also state that if the Respondent fails to cure the violation within the initial compliance window, the Association may then assess fines for the ongoing violation every other day. If possible, the Association shall send the Health & Safety Notice to the Respondent by email, to the email address provided by Respondent to the Association. If Respondent has not provided the Association with an email address, the Association shall send the Health & Safety Notice by regular U.S. Mail, and may also send it by certified mail, return receipt requested, or by posting it at the Unit. The Health & Safety Notice shall include the fine schedule set forth in section 12, below. In addition, the Health & Safety Notice shall inform the Respondent that s/he may appeal any fine by submitting a written request for a hearing within 14 days of the date the Association issues the Health & Safety Notice.

11. Inspection. The Association shall inspect to see whether the Respondent has cured the health and safety violation as soon as practicable after the initial cure period has passed. If the Respondent has failed to cure the violation, the Association may impose fines on the Respondent in accordance with section 12, below.
12. (a) Fines for Health & Safety Violations. If the Respondent fails to cure a health and safety violation within the initial compliance window of receiving the Health & Safety Notice, the Association may fine the Respondent as frequently as every other day for ongoing or repeated violations according to the following fine schedule:

<u>Fines for Discrete Violations</u>	<u>Fine Amount</u>
First Violation	\$500.00
Second Violation	\$750.00
Third & Subsequent Violations	\$1,000.00

(b) Exceptions. However, because the circumstances of violations can vary so widely, the Association may assess fines without regard to the schedule set forth above, and, in doing so, will take into consideration all relevant factors, including, without limitation: the nature and significance of the violation; whether the violation occurred after one or more warnings; whether prior violations have occurred; whether the violation is ongoing; whether a violation is likely to recur; the contrition of the violator; and the need to deter future violations. (c) Repeat and Continuing Violations. For repeat offenders, continuing violations, or violations which have an indefinite commencement or termination date, the Association may impose such additional fines as are deemed reasonable without regard to the schedule set forth above. A notice of a repeated, continuing, or indefinite violation will include the interval upon which additional fines will be imposed for such violations, including, without limitation, the possibility of daily fines until the violation is remedied. (d) Willful, Flagrant, or Severe Violations. In the event a determination is made of a willful, wanton, or flagrant disregard for the provisions of the Documents, or a violation that is severe or creates a serious danger to property or persons, the Association may impose such additional fines as are deemed reasonable without regard to the schedule set forth above.

13. Request for Hearing. A Respondent may request a hearing regarding any fine for a health and safety violation by submitting a written request to the Association within 14 days of the date the Association issues the Health & Safety Notice or assesses a fine for the violation assigned in the Health and Safety Notice. The hearing shall comply with the procedures set forth in section 21, below.
14. Commencement of Legal Action. If the Association determines that Respondent has failed to cure a health and safety violation within the initial compliance window, the Association may commence legal action in accordance with section 23, below.

III.Regular Violations

15. (a) Notice of Violation. If the Association reasonably determines that a violation of the Documents has occurred, and it is not a health and safety violation as defined above in Section 8, the Association shall send a notice to the Respondent (“Notice of Violation”) that meets the requirements set forth in section 6, above, as well as this section. The Association shall send the Notice of Violation by certified mail, return receipt requested, as well as by prepaid, first-class United States mail, addressed to the Respondent’s mailing address appearing on the Association’s

records. The Association may also send the Notice of Violation to any electronic mail address on file with the Association and provided by the Respondent. The Notice of Violation shall advise the Respondent that they have 30 days to cure the violation (“First Cure Period”) which commence on the date the Association issues the Notice of Violation and shall further provide for a second consecutive 30-day cure period (“Second Cure Period”) in the event the violation is not cured within the First Cure Period.

(b) The Notice of Violation shall include the fine schedule set forth in section 18, below, and inform the Respondent that if s/he fails to cure the violation within the First Cure Period or Second Cure Period, the Association will assess one or more fines in accordance with the schedule.

(c) Further, the Notice of Violation shall inform the Respondent that, if s/he cures the violation within the First Cure Period or Second Cure Period, s/he may provide the Association with written notice of the cure (“Notice of Cure”) and that, if the Notice of Cure includes visual evidence that the violation has been cured, the violation is deemed cured as of the date the Respondent sends the notice.

(d) Finally, the Notice of Violation shall inform the Respondent that s/he may submit a written request for an in-person hearing within 14 days of the date the Association sends the Notice of Violation or assesses a fine for the violation described in the Notice of Violation.

16. Notice of Cure. If the Respondent cures the violation within any Cure Period, the Respondent may send the Association a written Notice of Cure. If the Respondent includes visual evidence that s/he has cured the violation, the violation is deemed cured on the date the Respondent sends the notice. If the Respondent does not provide visual evidence with her/his Notice of Cure, the Association shall inspect for compliance as soon as practicable after receiving the Notice of Cure.

17. Inspection. The Association shall inspect Respondent’s property within seven days after expiration of each Cure Period and shall notify the Respondent if the violation remains uncured and whether any fine has been assessed. If a violation has not been cured within the First Cure Period or Second Cure Period, regardless of any notice provided or hearing requested by the Respondent, the Association may assess a fine as provided in this Policy.

18. (a) Fines for Regular Violation. If the Respondent fails timely to cure a violation, the Association may fine the Respondent as frequently as every other day for ongoing or repeated violations according to the following fine schedule:

<u>Fines for Discrete Violations</u>	<u>Fine Amount</u>
First violation (first Notice of Violation)	\$250.00
Second violation (second Notice of Violation)	\$500.00
Third plus violations (third Notice of Violation)	\$750.00

(b) Exceptions. However, because the circumstances of violations can vary so widely, the Association may assess fines without regard to the schedule set forth above, and, in doing so, will take into consideration all relevant factors, including, without limitation: the nature and significance of the violation; whether the violation occurred after one or more warnings; whether prior violations have occurred; whether the violation is ongoing; whether a violation is likely to recur; the contrition of the violator; and the need to deter future violations. (c) Repeat and Continuing Violations. For repeat offenders, continuing violations, or violations which have an

indefinite commencement or termination date, the Association may impose such additional fines as are deemed reasonable without regard to the schedule set forth above. A notice of a repeated, continuing, or indefinite violation will include the interval upon which additional fines will be imposed for such violations, including, without limitation, the possibility of daily fines until the violation is remedied. (d) Willful, Flagrant, or Severe Violations. In the event a determination is made of a willful, wanton, or flagrant disregard for the provisions of the Documents, or a violation that is severe or creates a serious danger to property or persons, the Association may impose such additional fines as are deemed reasonable without regard to the schedule set forth above.

19. Request for Hearing. A Respondent may request a hearing to appeal any fine for a regular violation by submitting a written request to the Association within 14 days of the date the Association issues the Notice of Violation or assesses a fine for the violation described in the Notice of Violation. The hearing shall comply with the procedures set forth in section 21, below.
20. Commencement of Legal Action. If the Association determines that Respondent has failed to cure a regular violation within the Second Cure Period, the Association may commence legal action in accordance with section 23, below.

IV. Hearing Procedure

21. Hearing to Appeal Fines. If Respondent timely requests a hearing regarding a fine, the Association shall schedule a hearing and provide the Respondent with written notice of date and time at least 7 days in advance. The Board may grant continuances for good cause. Each hearing shall be held by the Board or another impartial decision maker appointed by the Board. The Board or the impartial decision maker may: (a) exercise its discretion as to the specific manner in which a hearing shall be conducted; (b) question witnesses and review evidence; and (c) act as it may deem appropriate or desirable to permit it to reach a just decision. The Respondent is required to attend the hearing and may present relevant evidence. If the Respondent fails to attend the hearing, Respondent will be deemed to have waived her/his right to appeal the fines in question and the Association shall not be required to provide Respondent with any further notice regarding such fines. Any interested party may present relevant evidence at the hearing. Any decision by the Board or the impartial decision maker shall be fair and reasonable taking into consideration all the relevant facts and circumstances.
22. Decision on Fine Hearing. The Board or other impartial decision maker shall render its decision on whether to rescind the fines in question based on the information contained in the complaint, evidence presented at the hearing (if any), and the Respondent's written response (if any), and considering all the relevant facts and circumstances. If the Board or the impartial decision maker does not inform the Respondent of its decision at the time of the hearing, the Board or the impartial decision maker will provide a written notice of the decision to the Respondent's address of record via regular U.S. mail, or by email if Respondent has consented to email notices, within five (5) business days after the decision is made.

V. Commencement of Legal Action

23. Commencement of Legal Action. The Association is not required to impose fines before seeking to enforce the Documents by taking legal action, including, but not limited to, commencement of a lawsuit to force compliance or seeking injunctive relief, damages, or both. However, the Association shall not commence legal action for a health and safety violation until it has confirmed, through inspection, that the Respondent has failed to cure the violation within the

initial compliance window after receiving the Health & Safety Notice. Similarly, the Association shall not commence legal action against the Respondent for a regular violation until the Association has confirmed, through inspection, that Respondent has failed to cure the violation before the end of the Second Cure Period.

24. Liability for Attorney's Fees, Costs, and Damages. The Association shall be entitled to reimbursement of all reasonable attorney's fees and costs incurred by the Association in connection with any enforcement action, including any proceeding or correspondence under this Policy. If a violation involves damage to Association property, the Association may charge the Respondent for the costs of repair or replacement.
25. Lien. Fines imposed pursuant to this Policy shall become an Assessment imposed against the record Owner's real estate and enforceable as provided in the Declaration; fines are part of the Association's lien but are not subject to a foreclosure action.

VI. Alternative Remedies

26. Suspension of Privileges. In addition to levying fines, and without limiting the Association's remedies under the Documents, the Board may suspend membership privileges, which may include, but shall not be limited to, suspension of access to Association amenities and suspension of voting privileges and impose other sanctions in accordance with the Documents and applicable Colorado law. The Association is not required to follow the procedures set forth in this Policy to suspend membership privileges and instead may follow other procedures specified in the Documents for such suspension. If the Documents do not specify procedures for suspension of privileges or state conditions for when procedures are automatically suspended, the Association shall provide reasonable notice and opportunity for a hearing prior to the suspension of privileges. The Board may revoke or suspend the violator's privileges for a period of time equal to the duration of the violation and for up to 60 days thereafter, unless such violation is a continuing violation, in which case such suspension may continue for as long as such violation continues and for up to 60 days thereafter. However, nothing in this section shall require notice and an opportunity for the suspension of voting privileges if the Documents do not require a hearing.
27. Owner-to-Owner Enforcement. Individual Owners have the right to enforce the Documents against other Owners and are not bound by the procedural and notice requirements imposed on the Association by C.R.S. § 38-33.3-209.5. Consequently, certain types of violations may be best handled through Owner-to-Owner legal action.
28. Governmental Enforcement. If a violation of the Documents also constitutes a violation of local, state, or federal law, the Association may request that the applicable governmental entity enforce that law.

VII. Miscellaneous

29. Waiver. The Association's failure to enforce any provision of this policy is never a waiver of the right to do so thereafter.
30. Communications. Any Owner may provide the Association with written notice of any additional designated contact for correspondence and notices, as well as any language other than English that the Owner prefers for correspondence and notices by Certified Mail, Return Receipt Requested, and electronic mail to the address used by the Association for receipt of complaints.

The Owner is responsible for all costs incurred by the Association in providing notices and translations as provided herein.

- 31. Severability. If a provision of this policy is or becomes illegal, invalid, or unenforceable, that shall not affect the validity or enforceability of any other provision of this policy.
- 32. Supersedes Prior Policy. This policy supersedes any other policy previously adopted by the Board addressing the enforcement of the Association's restrictive covenants and rules.

The Winfield Condominium Association

By:  _____
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Hayward Kaiser
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President

This **COVENANT ENFORCEMENT POLICY** was adopted by the Board of Directors on the 22 day of December 2022, effective the 22 day of December 2022, and is attested to by the Secretary of The Winfield Condominium Association.

By: _____
Secretary