

**RESOLUTION
OF
CAMPFIRE MOUNTAIN HOMES ASSOCIATION
POLICY FOR ALTERATION OF UNITS AND COMMON ELEMENTS**

PURPOSE: The purpose of this policy is to promulgate rules and establish procedures for Owners to obtain Association approval for structural changes to Units or any Common Element in compliance with the Declaration and Colorado Common Interest Ownership Act (“CCIOA”).

AUTHORITY: CCIOA, the Nonprofit Corporation Act, section 13.4 of the Condominium Declaration for Campfire Mountain Homes recorded with the Summit County, Colorado, Clerk and Recorder on May 27, 1999 at Reception No. 596750 (the “Declaration”), the Articles of Incorporation and Bylaws of the Association.

EFFECTIVE: Upon approval by the Board of Directors as certified below.

RESOLUTION: The Board hereby adopts the following policy and procedures subject to:

- **Definitions:** Unless otherwise defined, initially capitalized or terms defined in the Declaration shall have the same meaning herein.
- **Compliance with Law.** The provisions of this Resolution comply with the provisions of the Declaration and the law of the State of Colorado governing the Association.
- **Deviations.** The Board may deviate from any provision of this Resolution if in its sole discretion such deviation is reasonable under the circumstances and does not require all subsequent steps.
- **Amendment.** The Board may amend the policy from time to time.

ALTERATION OF UNITS AND COMMON ELEMENTS

1. **County Plan Review.** All alterations must conform to the current Summit County Development Code ordinances, regulations and requirements and conform to all applicable governmental laws, building, electric fire and other codes and regulations. The Owner desiring to make any structural alteration to a Unit or any Common Element (“alteration”) will review with the Summit County Community Development Department whether the desired alteration is permitted by County and confirm applicable limitations due to setbacks and easements.
2. **Board Conceptual Review.** Applicant will submit an initial drawing of the proposed alteration (architectural drawings are not required at this point) to the Association Board for conceptual review. Applicant will also submit to the Board a summary from Summit County of applicable governmental procedures and requirements for governmental approvals needed for the proposed alteration. A \$500.00 application review fee is required for all structural modifications, which will be applied toward any Association expenses incurred as provided in paragraph 8 below. Upon satisfactory completion of structural changes, any remaining funds will be returned to applicant.
3. **Review Guidelines.** The Board will review the application taking into account governmental regulations and requirements, harmony of external design and the location of the alteration in relation to surrounding structures and topography- including

but not limited to impacts of the alteration on neighboring units, on surrounding structures, units and topography. The Board will request comments as to the proposed alteration from other Owners, particularly whether the alteration may have positive or negative impacts on any adjacent unit. . After consideration of these factors the Board will issue an initial approval, denial or request for modification of the proposed alteration.

4. County Approval. If the application is initially approved by the Board, the applicant will return to the county where a Class 2 site plan review may be required prior to applying for building permit. If the county requires and approves the Class 2 site plan for the alteration, the applicant will forward a copy of such site plan approval to the Board and proceed with Design Review of the proposed alteration. .
5. Board Design Review. Applicant will submit the detailed plans/architectural drawings (including specification of materials, colors for the alteration) to the Board for design review of the alteration using the same guidelines as set forth in paragraph 3. If the proposed alteration results in additional maintenance for the Association, a Maintenance Agreement may be required for design approval.
6. Declaration and Map Amendment. If the alteration requires both a building permit and conversion of any portion of general common elements (GCE) to limited common element for exclusive use by the Owner, or if GCE is proposed to be incorporated as part of a Unit, design approval will be conditioned on an Amendment to the Condominium Map and Declaration. The Board will draft the proper amendment which must receive approval by 67% of all the Owners in the Association. The applicant can request a straw poll of the owners prior to preparation of all required documents for a Declaration Amendment if desired. Voting on this action can be considered at the annual homeowner's meeting (September) or the applicant can make a formal request for the Board to approve a Bylaw Amendment for a vote by written ballot solicitation. If there is Board approval for the Bylaw Amendment the Declaration Amendment vote can be done at an earlier date.
7. Improvement Agreement. After all conditions of Design Approval have been satisfied the applicant will if necessary obtain a Building Permit from the county including the preparation of a survey and required replat drawings, sign an Improvement Agreement to confirm construction plans with the Association, and obtain a commercial general liability policy naming the Association as insured person with respect to claims arising out of the work. All work must be performed by a licensed and insured contractor.
8. Expenses. Applicant will be responsible for the Association's expenses including but not limited to: costs incurred in connection with the Association's review of the Owner's application for approval, attorney's fees and costs related to the application review, preparation of the Improvement Agreement, and if needed, preparation of a Bylaw Amendment, a Declaration Amendment and Maintenance Agreement, and fees for architect and engineering review. Applicant will also be responsible for expenses including but not limited to fees for preparing the architectural drawings of the project, county fees for site plan or project review, any required survey, replat drawings and building permit. Applicant will also be responsible for additional maintenance costs as may be provided in any Maintenance Agreement. .

The undersigned officer of Campfire Mountain Homes Association hereby certifies that the foregoing Resolution is true and correct as adopted by the Board of Directors.

Sept. 28, 2016 Date
By: Steve Martin
Title: HOA board President