

**RESOLUTION OF
GRANDVIEW VILLAS CONDOMINIUMS ASSOCIATION, INC.
REGARDING POLICY AND PROCEDURE FOR
MAINTENANCE DIRECTIVES**

Effective Date: August 2025

Grandview Villas Condominiums Association, Inc. (the "HOA") hereby adopts the following policy and procedure for maintenance directives.

1. Purpose. The Maintenance Directives policy is designed to ensure Unit Owners perform certain basic maintenance functions to their Units and assigned Limited Common Elements as required by the Common Interest Declaration of Grandview Villas (the "Declaration") to limit potential damage to their Units, other Units in the complex and infrastructure which is part of the Common Elements not attributable to any individual Unit. Performing these basic maintenance functions is required by Section 6.2 of the Declaration and serves to lower overall risk of damage for all Unit Owners and assist in keeping insurance premiums and other expenses in check.
2. Maintenance Directive. A Maintenance Directive will be issued when the Board determines, after Notice and a Hearing pursuant to Section 24.2 of the Declaration, that such an action is warranted. A Maintenance Directive will provide: 1) a required action to be taken by each Unit Owner; 2) a reason for issuance; 3) Units to which this Maintenance Directive is applicable; 4) a time frame to complete the action; 5) a list of acceptable proof that the action has been completed; 6) where applicable, specific instructions on how to satisfactorily complete the work. Prior to beginning the work, the Unit Owner must comply with Section 13.1 of the Declaration. Maintenance Directives will be communicated by email and/or through the Owner Portal.
3. Timeframe to complete Maintenance Directive. Timeframes to complete a Maintenance Directive may vary, but in general, will need to be commenced in not less than 30 days and completed not more than 90 days from the issuance of the directive.
4. Proof of Compliance. Proof of Compliance of completing the work required in the Maintenance Directive may take one of several forms including, but not limited to: 1) photos which clearly show the work is complete; 2) a detailed invoice from the contractor who performed the work and proof of payment thereof; and/or 3) inspection by a member of the HOA

Board of Directors or their designated representative.

5. Applicability. The Maintenance Directive will specifically detail which Unit or Units are subject to compliance.

6. Violations. Violations will be handled under the HOA Covenant and Rule Enforcement Policy, the Declaration, and the law

7. Additional Actions for Non-compliance . In order to protect the HOA and its members and to ensure that no Unit is transferred with deficiencies resulting from non-compliance with a Maintenance Directive, the HOA may include a Notice of Deficiencies in any statement of assessments provided to any title company or prospective buyer. Effective 90 days after the adoption of this Policy, any Unit not in compliance with all issued Maintenance Directives may be subject to having the Board complete the outstanding Maintenance Directive pursuant to Section 6.4 of the Declaration, having the cost thereof being assessed against the Unit pursuant to Section 19.2 of the Declaration, and, if not promptly paid, having a lien pursuant to Section 19.3 of the Declaration placed on the Unit in the amount incurred by the Board necessary to complete outstanding Maintenance Directives plus a five percent (5%) administrative fee, as well as any additional unpaid fees, fines, and expenses including attorney's fees which have been accrued since any Maintenance Directive may have been issued. The administrative fee is not interest or a fine but is to reimburse the HOA for time and expenses incurred as a result of the Unit Owner's non-compliance.

8. Maintenance Recommendations. The Board may also issue, from time to time, Maintenance Recommendations. Maintenance Recommendations, although not mandatory, will be notice to you of detailed items that the Board believes would be in the best interest of the Unit Owner and the HOA to implement . A Maintenance Recommendation provides: 1) a recommended action to be taken by each Unit Owner; 2) a reason for issuance; and 3) where applicable, specific instructions on how to complete the work. Prior to beginning any work, the Unit Owner must comply with Section 13.1 of the Declaration . Maintenance Recommendations will be communicated by email and/or through the Owner Portal.

9. Unit Owner Liability. Any damage to any Unit, or to the Common Elements (including the Limited Common Elements), deemed by the Board of Directors, after Notice and Hearing, to have been caused by failure of a Unit Owner to have complied with a Maintenance Directive, Maintenance Recommendation, or lack of any reasonably expected maintenance/repair will be considered negligence on the part of

the Unit Owner. Such non-compliant Unit Owner will be responsible for all damages incurred by any individual Unit Owner and/or the HOA pursuant to Section 6.5 of the Declaration. Damages caused to the HOA may result in remedial actions by the HOA, including without limitation, a lien against the responsible Unit Owner's Unit.

PRESIDENT'S CERTIFICATION:

The undersigned, being the President of Grandview Villas Condominiums Association, Inc., a Colorado nonprofit corporation, certifies that the foregoing Resolution was adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors on June 24, 2025 and in witness thereof, the undersigned has subscribed his name.

GRANDVIEW VILLAS CONDOMINIUMS
ASSOCIATION, INC.,
a Colorado nonprofit
corporation

By:
Wojciech Zolcik,
President

6/28/20

25