

Noble Park 2 Home Owner Association Written Policies for Colorado SB-100 and SB-89 Compliance

NP2 HOA Dues and Fines Collection Policy

- The annual dues billing will be sent out each year in April. Included with the annual billing will be the annual NP2 HOA budget statement with an explanation of what expenses the NP2 HOA dues are covering.
- Starting in 2019, the annual dues will have a due date on March 1st.
- All annual dues, unpaid prior year dues, or fines that are not paid one month after the due date will have a penalty charge of 10% added to the amount due.
- Every additional 2 months that the annual dues, unpaid prior year dues or fines are not paid, an additional penalty charge of 10% will be added to the amount due.
- If the annual dues, unpaid prior year dues, or fines remain unpaid 6 months after the due date, then the NP2 HOA board will retain a collection agency to collect the unpaid dues or fines. Per Colorado law, the homeowner will be responsible for paying the additional fees from the collection agency as well as the unpaid HOA dues or fines.
- Per the NP2 HOA covenants, the NP2 HOA board has the legal authority to put a lien on a homeowner's property if HOA dues remain unpaid substantially past the due date.

Annual NP2 HOA Meeting Policy

- an annual NP2 HOA meeting will be held every year in May
- notification of the annual HOA meeting will be mailed out about one month in advance
 - the notification will include a summary of the agenda for the meeting
- meeting minutes will be kept and distributed to all HOA homeowners
 - email distribution will be used for all available email addresses
- during the annual NP2 HOA meeting, homeowners will be encouraged to speak on any issue raised during the meeting

NP2 HOA Record Keeping Policy

- The HOA board will maintain the following records in electronic form
 - all original NP2 HOA documents (bylaws, covenants, articles of incorporation)
 - all NP2 HOA written policies
 - annual meeting minutes (starting in 2010)
 - annual budget statements (starting in 2010)
 - notifications mailed or emailed to all HOA homeowners (starting in 2010)
 - official requests to the HOA board on an architecture, landscape, or other covenant issue (starting in 2010)
 - board responses to official requests (starting in 2010)
 - decisions of the architecture & landscape committee
 - a current list of NP2 HOA homeowners – name and addresses
- Any NP2 HOA member may request at any time a copy of specific NP2 HOA documents for HOA related purposes

NP2 HOA Communication and Privacy Policy

- To improve NP2 HOA communications beyond the annual mailing, every effort will be made to collect email addresses from all NP2 HOA homeowners.
- The email addresses of the NP2 HOA homeowners will be used solely by the NP2 HOA board for HOA communication and will not be distributed to the homeowners.
- All email communications sent to all the NP2 HOA homeowners will use a “blind” distribution (BCC).
- The NP2 HOA board will maintain a current list of the HOA homeowners – name and address, and, if available, phone number and email address.
- In the annual mailing, the list of HOA homeowners – name and address only, will be distributed to the NP2 HOA homeowners in paper form only. The list will contain a privacy notice that the information is for NP2 HOA business only and is not to be distributed to non-NP2 HOA people.

NP2 HOA Annual Homeowner Education

- To be covered in a new homeowners handbook (to be created late in 2010)
- To be presented in person by a board member when someone becomes a new NP2 homeowner
- A reminder of NP2 HOA rules and responsibility will be sent annually to all NP2 HOA homeowners (starting in 2011).

Xeriscaping

- The NP2 HOA board will take no action which would discourage the use of xeriscaping (low water usage landscaping).
- Note that xeriscaping does not mean “let the grass die and cover it with rocks”.

Patriotic and Political Expression

- The NP2 HOA board will not place any restrictions on the placement or timeframe for displaying American flags or political campaign signs.
- Note that the city of Boulder does have regulations related to the placement and timeframe for displaying political campaign signs.