

**RESOLUTION  
OF THE  
MASTER COMMUNITY ASSOCIATION, INC.  
REGARDING PROCEDURES FOR ADMINISTRATION OF TURNOVER OF  
ASSOCIATION MANAGED FACILITIES PURSUANT TO THE AMENDED AND  
RESTATED MANAGEMENT AGREEMENT**

**SUBJECT:** Establishment of procedures for the turnover of Association Managed Facilities ("AMF") pursuant to the Amended and Restated Management Agreement ("Agreement").

**PURPOSE:** To procedures to be followed by the Board of Directors when evaluating the completion of AMF and accepting an AMF from the District pursuant to the Agreement.

**AUTHORITY:** The Declaration, Bylaws and Articles of Incorporation of the Association and Colorado law.

**EFFECTIVE  
DATE:** January 1, 2006

**RESOLUTION:** The Association hereby adopts the following procedures to be followed when accepting an AMF pursuant to the Agreement:

1. Upon receipt of a Certificate of completion as provided for in Paragraph II.A.ii of the Agreement the Board shall:
  - a. Within thirty days of the receipt of the Certificate, inspect the AMF, with the assistance of such experts as may be appropriate, to determine the following:
    - 1) Is the AMF constructed in accordance with the construction and design contracts for the AMF?
    - 2) Is the AMF constructed in accordance with the plans and specifications?
    - 3) Have appropriate certificate of occupancy been issued?
    - 4) Have appropriate operating permits been issued?
    - 5) Are there any items which need to be completed or corrected so that the public can use the AMF? If so, these items shall be set forth on a Punchlist.
    - 6) Are there items which need to be completed or corrected so that a certificate of occupancy and/or operating permit may be issued? If so, these items shall be set forth on a Punchlist.
    - 7) Have the utility services to be provides been identified?

b. Upon completion of the above inspection and creation of the Punchlist, if applicable, provide the Punchlist or, in the alternative, a statement of acceptance of the AMF to the District.

c. If the District refuses to complete the Punchlist items or fails to do so within a reasonable time, the Association shall pursue the process set forth in Paragraph II.A.vii of the Agreement.

d. Upon acceptance of an AMF by the Association, the Board of Directors shall:

- 1) cause the AMF to be inspected on a regular basis during the first year and thereafter as determined by the Board of Directors in order to identify and items that require repair which may be under warranty. In the event such repairs are identified the Board of Directors shall notify the District of such repairs in a timely manner pursuant to Paragraph II.A.iv of the Agreement.
- 2) add the AMF to the list of AMFs which list shall be provided to the District on June 1, October 1 and with the Yearly Report provided on or before February 1.
- 3) notify the Association's insurance carrier if specific insurance is necessary for the AMF.
- 4) verify that the District has added the AMF its insurance policy and that the Association is named as an additional insured.


2. The Board may deviate from the procedures set forth in this Resolution if in its sole discretion such deviation is reasonable under the circumstances.

3. These procedures may be amended from time to time by the Board of Directors.

PRESIDENT'S

CERTIFICATION: The undersigned, being the President of the Association 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 held on November 15, 2005 and in witness thereof, the undersigned has subscribed his/her name.

MASTER COMMUNITY ASSOCIATION, INC.

By:   
Denise Gammon  
Its: President