

**THE VINEYARD HOMEOWNERS ASSOCIATION**  
**“ALTERNATIVE DISPUTE RESOLUTION (ADR)” POLICY**  
**Policy Amendment Effective: March 1, 2011**

The purpose of this amendment is to expand and clarify this policy. This amended policy replaces the original policy of the same name dated January 1, 2007. The following is the amended policy in its entirety:

**SUBJECT:** Amendment to expand and clarify alternative dispute resolution.

**PURPOSE:** To adopt a standard procedure to be followed for alternative dispute resolution.

**AUTHORITY:** The Declaration of Covenants, Articles and Bylaws of the Association and Colorado Law.

**EFFECTIVE DATE:** March 1, 2011

**RESOLUTION:** The Vineyard Homeowners Association hereby adopts the following policy and procedure:

**PROCEDURE:**

1. Any complaint that an Owner has with the Association must be submitted in writing to the Board of Directors stating the nature of the complaint, including the date, time, location, persons involved, and the basis of the complaint (i.e. the provisions of the Association’s Declaration of Covenants, the Bylaws, the Articles, Rules and Regulations or other applicable authority out of which the complaint arises). The Owner shall also state what the Owner wishes the Association to do to resolve the complaint;
2. The Board of Directors will acknowledge receipt of the complaint, in writing, within two (2) weeks of receipt of letter from the Owner;
3. The Owner may request a meeting of the Board of Directors, at a mutually agreeable time and place, in an attempt to discuss in good faith ways to resolve the complaint. Both parties (the Owner and the Board of Directors) shall make every reasonable effort to meet in person to resolve the complaint by good faith negotiation;

4. Nothing in this Policy shall be construed to require any specific form of alternative dispute resolution, such as mediation or arbitration. Neither the Association nor the Owner waives any right to pursue whatever legal or other remedial actions available to either party.

**SUPPLEMENT TO LAW:** The provisions of this Resolution shall be in addition to and in supplement of the terms and provisions of the Declaration and the law of the State of Colorado governing the Community.

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

**AMENDMENT:** This policy may be amended from time to time by the Board of Directors.

**BOARD CERTIFICATION:**

The undersigned, being the President and the Vice President of the Vineyard Homeowners Association, a Colorado nonprofit corporation, certify that the foregoing Resolution was approved and adopted by the Board of Directors of the Association, at a duly called and held meeting of the Vineyard Homeowners Association on February 26, 2011, and in witness thereof, the undersigned have subscribed their names.

**VINEYARD HOMEOWNERS ASSOCIATION**

A Colorado non-profit corporation,

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Diane George, President

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Sharon Grove, Vice President