

COLORADO'S TIMBER RIDGE HOMEOWNERS ASSOCIATION, INC.
EMAIL COMMUNICATIONS POLICY AND PROCEDURE

Effective Date: July 20, 2026

In compliance with the Colorado Common Interest Ownership Act, the Board of Directors desires to adopt a uniform and systematic email communications policy.

The Association hereby adopts the following policies and procedures for email communications, which was previously included verbatim in the Revised Records Inspection Policy adopted Jan 1, 2013.

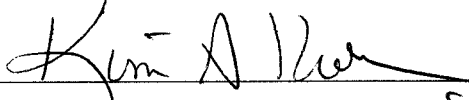
1. Email Communication. The Association's Board of Directors recognizes the limitations involved with email correspondence, and due to the increased burden to the Board posed by email correspondence, the Association enacts the following policies and procedures:
 - A. Separate email addresses: The Board members may have individual email addresses to be used during the time such person serves on the Board. In such a case, Board members shall use these email addresses exclusively for Association business.
 - B. Board action taken outside of a meeting via email: The Board shall endeavor to limit action outside of a meeting, but at times action needs to be taken between Board meetings. If the Board feels a decision needs to be made outside of a Board meeting and the vote is to be taken by email, a Board member shall state the motion or issue in a distinct email, which shall be sent to all Board members, with a copy to the Association's primary record keeper (if not a Board member). Board members shall respond to the email so that all may see the vote and a chain is created. The purpose of this procedure is to assist the record keeper in determining which email correspondence relates to actions taken outside of a meeting. Failure to strictly follow this procedure will not negate or invalidate the action.
 - C. Copies of emails: All Board members are to be included in any email discussion regarding Association business.
 - D. Except as required by Paragraph 1.D of the records section above and with regard to matters related to anticipated or pending litigation, other email communications may be purged after three years.
 - E. Email communication between individual Board members and Owners: No individual Board member is authorized to speak for the Board as a whole. No individual Board member is authorized to communicate with residents on behalf of the Board regarding community business via email. In the event an individual Board member receives an email communication from an Owner related to Association matters, the Board member shall forward the email to all Board members. The Board shall designate one Board member to respond to Owners on behalf of the Board after the Board as a whole has had the opportunity to consider the matter in the email.

IN WITNESS WHEREOF, the undersigned certify that this Email Communications Policy and Procedure was adopted by the Board of Directors of the Association on this 20th day of July, 2026.

**Colorado's Timber Ridge Homeowners Association,
a Colorado Nonprofit Corporation**

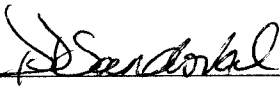
By:
Its President

Printed Name:


Kim Koon

ATTEST:
Its Secretary

Printed Name:


Debra Sandoval