

**POLICY
OF
BASALT RIVER LOFTS CONDOMINIUM ASSOCIATION, INC
REGARDING REGISTRATION OF
PHONE NUMBER AND EMAIL ADDRESS**

SUBJECT: Registration of phone number and email address pursuant to Colorado law.

PURPOSE: To provide a policy and procedure by which owners and their designated contacts, if applicable, are requested to register their phone number and email addresses for notification purposes pursuant to C.R.S. §38-33.3-209.5 of the Colorado Common Interest Ownership Act (the "Act")

AUTHORITY: The Declaration, Bylaws, Articles, and the Act.

DATE:

9/16/25

RESOLUTION:

The Association gives notice of its adoption of the following Policy and Procedure ("Policy") pursuant to which Owners and their designated contacts, if applicable, are requested to register their phone number and email address with the Association for notification purposes pursuant to the Act. The Policy is as follows:

1. Definitions. Unless otherwise defined below, capitalized terms shall have the meanings set forth in the Act and/or Declaration as applicable.
 - (a) "Owner" shall have the same meaning as in the Declaration.
 - (b) "Designated Contact" means a person that an Owner identifies to the Association to serve as a designated contact for the Owner to be contacted on the Owner's behalf for purposes of compliance with C.R.S. §38-33.3-209.5 (1.7(a)(I)) of the Act.
 - (c) "E-Mail Address" means an electronic mail address.
 - (d) "Cellular Number" means a mobile number or cell phone number assigned to a mobile device that enables communication through cellular networks, including the ability to send and receive Text Messages.

20. Communication by Owners. Owners may communicate with the Association in any manner they choose including email, text, fax, phone, or in writing, when available. However, in doing so, the Owner acknowledges that the Association and/or its agents may communicate via the same method unless otherwise advised.
21. Defenses. Failure of the Association or its managing agent to comply with any provision in this Policy shall not be deemed a defense to payment of assessment fees or other charges, late charges, return check charges, attorney fees and/or costs as described and imposed by this Policy.
22. Definitions. Unless otherwise defined in this Policy, initially capitalized or terms defined in the Declaration shall have the same meaning herein.
23. Supplement to Law. The provisions of this Policy 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 Association.
24. Deviations. The Board may deviate from the procedures set forth in this Policy if in its sole discretion such deviation is reasonable under the circumstances.
25. Amendment. This Policy may be amended from time to time by the Board of Directors.

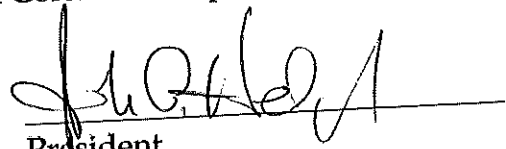
PRESIDENT'S

CERTIFICATION: The undersigned, being the President of Basalt River Lofts Condominium Association, Inc, a Colorado nonprofit corporation, certifies that the foregoing Policy was adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors on 10/1/2025 and in witness thereof, the undersigned has subscribed their name.

**Basalt River Lofts Condominium Association,
Inc, a Colorado nonprofit corporation**

By:

Its: President


John A Helm

- (e) "Text Message" means a written message sent from one cellular phone to another.
2. Compliance with the Act. As part of its procedures for collecting unpaid assessments, the Act requires the Association to contact the delinquent Owner or their Designated Contact, by two of the following means:
- (a) Telephone call to a telephone number that the Association has on file because the Owner or Designated Contact provided that number to the Association;
 - (b) Text Message to a Cellular Number that the Association has on file because the Owner or Designated Contact has provided the cellular number to the Association;
 - (c) E-Mail to an E-Mail Address that the Association has on file because the Owner or Designated Contact has provided the e-mail address to the Association.

The Act further provides that if the Owner or Designated Contact has not provided a telephone number, cellular number, or email address, the Association may satisfy this contact requirement via regular mail.

3. Registration of Phone and Email Address. Each Owner and their Designated Contact, if applicable, are requested to register their Cellular Number, telephone number (if different from Cellular Number), and E-Mail Address with the Association using any reasonable registration method adopted by the Association. The Association shall periodically request this information from each Owner and their Designated Contact, if applicable, and shall maintain it in the Association's records.

All contacts intended to be made by the Association to comply with C.R.S. §38-33.3-209.5 (1.7(a)(I)) of the Act, will be made using the registered Cellular Number, telephone number, and E-Mail Address provided by the Owner or their Designated Contact.

If the Association attempts to contact the Owner or their Designated Contact by telephone but is unable to do so, the Association shall, if possible, leave a voice message for the Owner or Designated Contact.

4. Update of Contact Information. It is the responsibility of the Owner and their Designated Contact, if applicable, to keep their Cellular Number, telephone number, and E-Mail Address current with the Association using the registration method adopted by the Association.

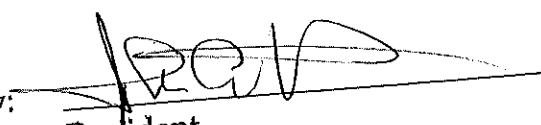
Further, should the Association receive a response indicating an invalid number, blocked recipient, disconnected phone, etc., the Association shall not be required to seek any new valid information from the Owner or their Designated Contact. In such case, the Owner acknowledges that the Association is unable to provide the notice required pursuant to C.R.S. §38-33.3-209.5 (1.7(a)(I)) of the Act.

5. Request for Contact Information Before Initiating Foreclosure. If required by Colorado law and if the Association does not already have the information, prior to sending a notice of intent to foreclose on a property, the Association shall request from the Owner or the Owner's Designated Contact, a telephone number for phone calls, a cellular number for texts, and an email address for emails.

PRESIDENT'S

CERTIFICATION: The undersigned, being the President of Basalt River Lofts Condominium Association, Inc, a Colorado nonprofit corporation, certifies that the foregoing Policy was adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors on 9/16/2025 and in witness thereof, the undersigned has subscribed their name.

**Basalt River Lofts Condominium Association,
Inc, a Colorado nonprofit corporation**

By: 

Its:

President

John A Helm

WHEREAS, on (DATE) the Association did comply with the provisions of C.R.S. §38-33.3-316(10.7)(d) by providing written and electronic notice to lienholders of record of the pending legal action for foreclosure; and

WHEREAS, on (DATE) the Association did comply with the provisions of C.R.S. §38-33.3-316(10.8) by providing written notice to the Owner or the Owner's Designee regarding the Association's intent to foreclose its lien; and

NOW, THEREFORE, BE IT RESOLVED, by a vote of _____ FOR and _____ AGAINST the Board of Directors, pursuant to the Association's Collection Policy and in accordance with the Colorado Common Interest Ownership Act, does hereby approve the commencement of a foreclosure action on (PROPERTY ADDRESS) within Basalt River Lofts Condominium Association, Inc to be commenced forthwith.

PRESIDENT'S

CERTIFICATION: The undersigned, being the President of Basalt River Lofts Condominium Association, Inc, a Colorado nonprofit corporation, certifies 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 Board of Directors of the Association on 9/16/2025 witness thereof, the undersigned has subscribed their name.

**Basalt River Lofts Condominium Association,
Inc, a Colorado nonprofit corporation**

By: _____

Its: _____

President

John A Helm