

**PROSPECT COMMONS HOMEOWNERS ASSOCIATION
POLICY FOR REQUESTING MEMBER CONTACT INFORMATION
Effective: October 1, 2025**

1. **Introduction.** The Board of Directors (“Board”) of Prospect Commons Homeowners Association, a Colorado nonprofit corporation (“Association”), acting pursuant to the powers set forth in the Association’s Bylaws, Articles of Incorporation, the Prospect Commons Declaration of Covenants, Conditions and Restrictions (“Declaration”) (such documents being collectively referred to as the “Association Documents”), and the Colorado Common Interest Ownership Act, as amended (“CCIOA”), has enacted the following Policy effective as of the date set forth above. Unless the context otherwise indicates, capitalized words and terms shall have the meanings set forth in the Association Documents and, if not defined in the Association Documents, then as set forth in CCIOA. This Policy supersedes any previously adopted Policy on the same subject matter.

2. **Policy Purpose.** In many instances, the Association does not have contact information for members other than a mailing address. C.R.S. § 38-33.3-209.5(1.7)(a), as amended by HB24-1233, requires the Association to contact delinquent owners by certified mail and two (2) of the following means: (1) Telephone call to a telephone number that the Association has on file because the Association Member or designated contact has provided the number to the Association; (2) Text message to a cellular number that the Association has on file because the Association member or designated contact has provided the cellular number to the Association; or (3) E-mail to an e-mail address that the Association has on file because the Association member or designated contact has provided the email address to the Association. With the passage of HB 25-1043, associations are now required to periodically request their members for updated contact information. It is the intent of this Policy to address those instances where the Association member or designated contact has not provided a telephone number, or cellular number, or email, so that the Association may request such information solely for the purpose of complying with the requirements of C.R.S. § 38-33.3-209.5(1.7)(a).

3. **Obligation to Provide Member Contact Information.** To allow the Association to comply with the requirements related to delinquent accounts, specifically the required contact with delinquent Association members in C.R.S. § 38-33.3-209.5(1.7)(a), upon written request from the Association, a Member must provide to the Association the following:

- 3.1 Landline telephone number (if applicable);
- 3.2 Cellular telephone number; and
- 3.3 E-mail address.

The Association shall document its requests to an Owner or Designated Contact for a telephone number, cellular number, and email address.

4. **Privacy of Information Provided.** Any such contact information provided to the Association by a member pursuant to this Policy shall be used by the Association and its Community Association Manager, if applicable, only for the purposes of contacting the

8. **Foreclosure and Bankruptcy Notices.** If the Association receives any bankruptcy or foreclosure notice regarding an Owner with unpaid Assessments, the Association may seek advice from its attorney regarding the appropriate action to be taken.

9. **Variations.** The Board may from time to time vary from the requirements set forth in this Policy if the Board determines in its sole discretion that such variance is reasonable under the circumstances.

10. **Amendment.** This Policy may be amended from time to time by the Board.

CERTIFICATION

The undersigned, being the duly elected and acting President or Secretary of the Prospect Commons Homeowners Association, a Colorado nonprofit corporation ("Association") certifies that the foregoing Policy for Collection of Unpaid Assessments was approved by the vote of a majority of the Association's Directors at a meeting of the Association's Board of Directors held on October 9, 2025.

Prospect Commons Homeowners Association, a
Colorado nonprofit corporation

By: Marci J. Thompson