
THE GREENS AT KISSING CAMELS ESTATES HOA

SECTION 2: ORGANIZATION OF THE HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS JULY 2007

PRESIDENT, BOARD OF DIRECTOR BUD INGELS 661 - 0581 (CELL) 473 - 3409 (HOME)

Bud Ingels, representing 15 building lots owned by High Point Custom Homes, is the new Declarant. He replaces Don Hare, representing the Hill Corporation, following the purchase of the remaining Greens building lots by Sunrise Corporation. Subsequently High Point Custom Homes purchased the building lots from Sunrise. Declarant control will end after conveyance of seventy five percent (75%) of the Townhome Lots. At this point in time, **THE GREENS AT KISSING CAMELS ESTATES HOA** will become autonomous. Refer to the Declaration of Covenants, Conditions, Restrictions, and Easements, paragraph 2.36. During the period of Declarant control, the Declarant shall be entitled to appoint members of the Board of Directors.

VICE PRESIDENT, SECRETARY DON HARE 635 - 4036 (WORK) 635 - 3470 (HOME)

Don Hare, represents four townhomes owned by the HILL CORPORATION that are currently for sale.

TREASURER FLOYD WILKERSON 520 - 5511 (HOME)

BOARD MEMBER
LANDSCAPE COMMITTEE CHAIR ED HAYDEN 477 - 0054 (HOME)

BOARD MEMBER
ARCHITECTURAL COMMITTEE CHAIR ART POST 634 - 5907 (HOME)

COMMITTEES THAT MAY BE ESTABLISHED IN THE FUTURE:

SOCIAL COMMITTEE
INSURANCE COMMITTEE
MAINTENANCE AND REPAIR COMMITTEE
LEGAL AND COMPLIANCE COMMITTEE
NOMINATING COMMITTEE

KCPOA EXECUTIVE BOARD: kissingcamelspoa.com 3320 Mesa Road, Colorado Springs, Co. 80904

President Dirk Gosda
Vice President Rob Morey
Treasurer Paul Bombalicky
Secretary Bear Musgrave
 William Hurt
 Carl Smith

SUNRISE CORPORATION: sunriseco.com 300 Eagle Dance Circle, Palm Desert, Ca., 92211

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SECTION 3: RESPONSIBILITIES

(Note that the brief summaries of responsibilities, rules, policies, etc., in the Homeowners Manual are for the purposes of introduction and general reference only. In case of any apparent or actual difference between the summaries and the source documents, Bylaws, Covenants, policies, etc., the source documents prevail.)

A. Officers and Board of Directors Responsibilities

BOARD OF DIRECTORS

- Acts as the executive board of the organization
- Manages all of the business and affairs of, and acts on behalf of, the Association
- Appoints the committee chairs
- Sets rules and policies for the Association
- Approves dues, special assessments, contracts, budgets, and expenditures
- Votes for The Greens at the Kissing Camels Property Owners Association
- Delegates certain responsibilities to officers and committees
- Hires/fires employees and/or contractors

PRESIDENT

- CEO of the Association, controlling and supervising the affairs of the Association
- Presides over meetings of the Members and the Board
- Signs, with the Secretary, documents and contracts authorized by the Board

VICE PRESIDENT

- Performs the duties of the President in the President's absence

SECRETARY

- Keeps the minutes of Member and Board meetings
- Issues required notices
- Keeps the corporate records and the corporate seal
- Maintains a member address register
- Signs, with the President, documents and contracts authorized by the Board

TREASURER

- In charge of all funds of the Association
- Receives, gives receipts for, and deposits all Association moneys
- Develops the annual budget for the discussion and approval of the Board

LANDSCAPE COMMITTEE

- Develop landscape and irrigation contract specifications
- Administer contract to assure compliance with specifications and contracts
- Coordinate with homeowners to provide harmonious landscaping in the community
- Contribute information for budgeting

ARCHITECTURAL CONTROL COMMITTEE

- Review proposals for improvements or construction for presentation to the Board
- Determine if requests for structure improvements, construction, decoration, and landscape changes will conform and harmonize with the overall design of The Greens.

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SECTION 3: RESPONSIBILITIES

B. Association Responsibilities

The Association's responsibilities are addressed in the Bylaws and Covenants. The following items are provided by the HOA and paid through the HOA dues.

INSURANCE

- Coverage of homes and common areas to include comprehensive Property and General Liability, Directors and Officers, Worker's compensation, and an umbrella policy. (See Section 5 for a summary of insurance coverage.)

KISSING CAMELS PROPERTY OWNERS ASSOCIATION DUES AND ASSESSMENTS

- The dues and assessments are for maintenance of the common areas and roads of Kissing Camels Estates, security, and use of recreation facilities. (Note: The Greens HOA, not the individual lot owners is a member of the Kissing Camels Property Owners Association.)

LANDSCAPING

- Includes turf mowing, fertilizing, landscape pest control, weed control, aeration, bed maintenance, mulching, pruning, irrigation system, plant replacement, and other landscape maintenance.

IMPROVEMENTS MAINTENANCE (In common areas)

- Includes roadways, sidewalks, curbs and gutters, utility lines, and common area lighting

MAINTENANCE AND REPAIR

- Includes roofs, gutters, downspouts, exterior surface, stucco, mailboxes, concrete patios, driveways, patios, stoops, garage doors, and entry doors.

PEST CONTROL

- Includes lawn and garden pests

SNOW REMOVAL

- For streets, driveways, and walks; removal is performed when snowfall exceeds 2 inches

TRASH REMOVAL

- Trash is picked up one time per week, service is on Tuesdays

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SECTION 3: RESPONSIBILITIES

C. Homeowners Responsibilities

The lot owner, at the owner's expense, is to maintain the following items as necessary:

- Glass doors and windows
- Screens
- Exterior light fixtures excluding the exterior garage lights which will be maintained by the Association
- Cleaning of driveways and patios
- Garage door operation
- Pest control: For the inside of the home; control of rodents, insects, or any other pests, and repairs associated with the damages caused by the same
- Landscape: Report maintenance issues and concerns to the Landscape Committee for assistance.

(Refer to paragraph 9.2 of the Covenants for further clarification.)

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SECTION 4: HOMEOWNER GENERAL INFORMATION AND PROCEDURES

Summary of General HOA Operating Information

This section is a quick reference for many of the operating activities of the Association. For a complete listing refer to the Declaration of Covenants particularly Articles VII, VIII, and IX.

ALTERATIONS

All changes or additions to the exterior of the home must be submitted in writing and approved by the Architectural Control Committee. This includes but is not limited to BBQ grill islands, awnings, fences, landscaping, exterior lighting, painting, etc.

ANTENNAE AND SATELLITE DISHES

All aerial mast, antennae and similar equipment is prohibited except with the written consent of the Architectural Control Committee. Satellite dishes will be allowed only if located or affixed in an unobtrusive manner approved by the Architectural Control Committee.

ANIMALS

No animal of any kind shall be permitted which makes an unreasonable amount of noise, or odor, or otherwise is a nuisance to neighbors or the neighborhood. All animals must be on a leash or under Owner control at all times outside of the Owners residence. Animals shall not be permitted to run loose. Pet Owners will pick up the waste generated by their pet in the common areas, the lawns of neighbors, and the golf course fairway and rough areas.

ASSOCIATION MEETINGS

The Association holds one annual meeting in about mid-July. Most of our part-time owners are in residence at this time of year. We encourage owners to attend for business purposes and to visit with other homeowners. The meeting addresses the budget and the dues for the upcoming year as well as any other issues. Our budget year is January thru December.

DUES

Dues are established by the budgetary projections for the year and future operating reserve requirements. The dues are billed on an advanced quarterly basis and are due on the first day of each quarter. Delinquent dues may incur an interest penalty and/or fines.

GARAGE DOORS

Garage doors shall be kept closed at all times except when being used to allow ingress or egress to or from the garage. This is particularly important during periods of construction when various contractors are in our community.

PARKING ON STREETS

Parking on the streets is allowed only if the vehicle is parked temporarily in connection with a social function or while engaged in transportation or delivery to or from a Townhome lot or Residence.

OVERNIGHT PARKING OR STORAGE

No motor vehicle, boat, trailer, camper, tractor, commercial vehicle, mobile home, house trailer, recreational vehicle, motor home, self-contained motorized vehicle, off road vehicle, motor driven cycle, towed trailer unit, shall be stored or parked overnight on any street or within any Townhome Lot, except in a Residence's garage.

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SECTION 4: HOMEOWNER GENERAL INFORMATION AND PROCEDURES

UNSIGHTLY CONDITIONS

Each Townhome Lot at all times shall be kept in a clean, sightly, and wholesome condition. No trash, litter, junk, boxes, containers, bottles, cans, implements, machinery, lumber, or other materials shall be permitted to remain exposed upon any Townhome Lot so as to be visible from any nearby properties or streets, except as necessary during a period of construction.

EXTERIOR LIGHTING

The Homeowners Association maintains the installed lights on the front exterior of the garages. Other exterior lighting installed on any Lot shall be indirect or of such control, focus and intensity so as not to disturb the occupants of residences on nearby properties.

WALLS AND FENCES

No wall, fence, coping, or screen shall be allowed except with approval of the Architectural Control Committee.