

## BINDERS / OFFICER & COMMITTEE MEMBER MANUALS ISSUED

Binders (manuals) issued to officers and committee members are the property of the Country Club heights HOA. They shall be returned to the President at the end of a term of service or resignation of service.

All Officers and Committee Members should maintain records of all meetings, committee meeting agendas and minutes, any decisions made or votes taken, copies of communications with other members and homeowners, and all records and receipts.

Each holder of any binder shall keep it up to date with new or revised documents as issued by other board or committee members.

### List of Binder Issued:

| Binder                                     | Issued to:                          |
|--------------------------------------------|-------------------------------------|
| Administration Manual: President's Binder  | Kyle Dickson                        |
| Vice-President Binder – N/A (to follow)    |                                     |
| Finance Manual: Treasurer Binder           | Cathy Fletcher                      |
| Secretary Binder - None                    | Linda Wieland keeps her own records |
| Irrigation & Pump Committee Binder #1      | Kyle Dickson                        |
| Irrigation & Pump Committee Binder #2      | Mike Daniels                        |
| Irrigation & Pump Committee Binder #3      | Mike McDonald                       |
| Binder #1(not yet produced)                | Mike McDonald                       |
| Binder #2                                  | Tina Snover                         |
| Binder #3                                  | Jason Farnsworth                    |
| President's Colorado HOA Law Binder        | Kyle Dickson                        |
| President's Finance Binder                 | Kyle Dickson                        |
| President's Irrigation & Pumps Binder      | Kyle Dickson                        |
| President's Policies & Procedures Binder   | Kyle Dickson                        |
| Presidents Short-Term Rental Amendment     | Kyle Dickson                        |
| President's Architectural Committee Binder | Kyle Dickson                        |
|                                            |                                     |
|                                            |                                     |
|                                            |                                     |