

# **SOUTHPARK OWNER'S ASSOCIATION, INC.**

## **PROCEDURE FOR OWNER PRESENTATION AT A BOARD MEETING**

Effective January 1, 2007

Duly Adopted by the Board of Directors, October 10, 2006

The Board of Directors for SouthPark Owner's Association ("Board") encourages Owner participation. To assure that Owner questions, concerns and presentations are handled in an efficient manner, the Board has established the following procedure:

1. All Owners are welcome to attend Board meetings which are held quarterly on the second Tuesday of the month. Please contact the managing agent, Custom Management Group, Inc., 2950 South Jamaica Court, Suite 101, Aurora, CO 80014, Telephone 303 752 9644, Facsimile 303 751 5188, Email [customgrp1@msn.com](mailto:customgrp1@msn.com) ("CMG") to confirm the date and for exact time and location.
2. Since the Board only meets quarterly, the meeting generally takes 3 to 4 hours to address the agenda items. One week prior to the meeting, CMG sends the Board a meeting packet with the agenda, financial reports and any support documents for the agenda items.
3. If an Owner wants to discuss or present an issue, the Owner must submit the topic in writing, with any support documents (if applicable), to CMG at least 10 days prior to the meeting. If appropriate, the item will be placed on the agenda and the support documents placed in the packet.
4. Immediately following the Call to Order and determination of quorum, there is an Owner Forum which allows discussion for an issue submitted by an Owner and placed upon the meeting agenda. The Owner is given 3 minutes to present the issue which is followed by any questions or comments from the Board.
5. Depending upon the topic, the Board may make a determination or ruling, if applicable, immediately, later in the meeting, take the matter under advisement or table consideration of the matter. If a determination is made at a later time, during an executive session, etc., the Owner will be notified in writing within 10 days after the determination is made by the Board.
6. If an Owner wishes to attend a Board meeting without presenting an issue for consideration by the Board, the Owner may attend the entire meeting, excluding any executive session. An Owner's participation in a Board meeting may be granted in the sound discretion of the Board, if the Board opens up discussion to the floor on any particular matter or issue.



Custom  
Management Group

2950 South Jamaica Court ♦ Suite 101 ♦ Aurora Colorado 80014 ♦ Phone: (303) 752-9644 ♦ Fax: (303) 751-5188

CERTIFIED, RETURN RECEIPT

January 30, 2007

All Owners  
SouthPark Owner's Association, Inc.  
Littleton, CO 80120

Dear Owner:

Please consider this letter notice as required under your governing documents for delivery of the Delinquency Policy (effective November 1, 2006), the Covenant Control Committee Enforcement Procedure (effective January 1, 2007) and the Procedure for Owner Presentation at a Board Meeting (effective January 1, 2007).

We have also enclosed for your reference, copies of the following information for the 2007 Annual Meeting:

- \* Notice & Proxy
- \* Agenda
- \* 2007 Budget
- \* 12/31/06 YTD P&L
- \* 12/31/06 Balance Sheet
- \* 2006 Annual Meeting Minutes.

The Association would also like to note that there are 2 positions open for election at the Annual Meeting. If you are an Owner and would like to volunteer to be on the Board, please contact our office. We are comprising a list to present at the Annual Meeting. There will also be nominations from the floor.

If you have any questions about serving on the Board and would like to speak with a current Board member, please contact one of the following:

Ron Myles	303.914.9223
Mike McKesson	303.798.7111
Lance Goutzwaard	303.722.8987
Tim Rogers	720.528.7206
Fred Barnet	303.734.2404
Steve Rasmussen	303.278.7676

Should you have any questions or comments, please contact us at 303-752-9644.

Sincerely,  
SouthPark Owner's Association, Inc.  
C/o Custom Management Group, Inc., Agent

By: \_\_\_\_\_  
Channing Odell

Enclosures