

RETURNED MAIL POLICY

WHEREAS, Colorado law requires notice and opportunity for hearing be provided to every Owner prior to imposition of fines for violations of rules or covenants; and

WHEREAS, the Association's practice is to send written notice to Owners of alleged violations and provide notification of hearings via regular mail; and

WHEREAS, it is the Owner's responsibility to keep the Association apprised of their current address(es); and

WHEREAS, there have been instances when written notices have been sent to the most current address on file with the Association and have been returned to the Association by the United States Postal Service (USPS).

THEREFORE, be it resolved that the following process shall occur when any Association's correspondence is returned by the USPS:

1. If the letter is returned with a forwarding address provided, the Association's records will be noted for future reference and the letter will be resent to the updated address.
2. If the letter is returned with no information provided regarding a forwarding address, the following steps will be taken:
 - a. The City and County of Denver Assessor's website will be checked by HOA staff. If the county website has a different address than the Association records, the address will be noted in the Association records and the violation letter re-sent to the updated address.
 - b. If the Assessor's office does not have a different address listed, the HOA staff will conduct additional on-line research to see if another address can be found. Such research may include, but not be limited to: Google, Facebook and LinkedIn. If an alternate address is found, the HOA staff will note the updated address in the Association records and will re-send the letter to the new address. If the letter is returned, the following steps will be taken:
 - c. The Association will contact legal counsel to conduct additional research and attempt to locate the current address of the Owner.
 - d. If all of the actions above are taken and no additional address can be found, the address listed in the Association's records should be deemed true for the Owner.

The Owner must authorize the change of address for Association's records on a specified property.

Adopted by the Board of Directors on November 21, 2016