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December 20, 2005

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Board of Directors  
Hunters Ridge Homeowners Association  
c/o New Level Managers, LLC  
P.O. Box 270368  
Louisville, CO 80027

Re: *Required Policies and Procedures under SB100*  
*Our File No. 9272.081*

Dear Members of the Board:

Enclosed are the seven policies and procedures that you requested we draft for your Association based upon the questionnaire you completed. In the event a response to the questionnaire conflicted with the Association's governing documents, we drafted the policies to be consistent with the governing documents.

Please review these policies carefully. If they meet with your approval, they should be adopted by the Board of Directors, properly executed and placed in the corporate records of the Association. Don't forget the policies need to be in place by January 1, 2006. If there are necessary revisions, please let us know. Minor revisions are included in the flat fee we previously quoted you. If substantial revisions or additions are requested, those will be billed at our regular hourly rates.

Once you have adopted the policies and procedures, please provide us with a copy of the executed documents for inclusion in your file so that we can efficiently respond to your needs in the future.

Please feel free to contact us if you have any questions.

Sincerely,

Emily C. Jenik  
ORTEN & HINDMAN, P.C.

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Enc.  
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