Altitude
Community Law

December 13, 2018

Denver Office
David A. Firmin
Direct 303.991.2028
dfirmin@altitude.law

Sky Ranch Community Authority Board
c/o Special District Mgmt. Services
141 Union Blvd., Ste. 150
Lakewood, CO 80228

Re: Altitude Community Law P.C. Legal Services Proposal for Sky Ranch Community Authority Board (Sky Ranch CAB)

Dear Ms. Ripko:

Thank you for your interest in the legal services we can provide for your association. Enclosed are materials describing our experience, philosophy, services and fees. We offer a variety of fee programs, including flat fees and retainers, to suit the needs of individual associations. To determine what fee program may best suit Sky Ranch Community Authority Board, please give me a call after you have had a chance to review the enclosed material.

How we will work with you. Our experience enables us to partner with your association and your team to provide tailored, creative solutions that best meet the association's unique needs. As the trusted leader in community association law in Colorado, we have over 100 years combined experience and have successfully represented more than 2,000 associations. We make every effort to understand your issues and constraints and will alert you when we see an opportunity or potential problem that is beyond the association's immediate need, while keeping your budget in mind.

Value-added benefits of partnering with Altitude Community Law P.C.. We are committed to providing our clients with up-to-date information, education and tools to help you govern your community proactively and positively. We offer education programs designed exclusively for board and committee members. The 2019 education schedule is available on our website, www.altitude.law/education. From our website you also may register for our blog, webinars and e-newsletter, to keep up-to-date on current issues that may impact your association.

Next steps. If you desire to hire our firm, please complete and return the 2019 Legal Services and Fee Summary Agreement. To take advantage of our retainer program, check the appropriate retainer box on page 4 of the Agreement.

Feel free to contact me with questions or comments after you've had an opportunity to review the enclosed materials. We would be happy to attend a board meeting to meet you, listen to your concerns and discuss how we can assist your association.

Sincerely,

David A. Firmin
Altitude Community Law P.C.
DAF/ck
Enc.

Altitude Community Law

BOARD OF DIRECTORS ROSTER

Please complete and email to hoalaw@altitude.law, fax to 303.991.2073 or mail to 555 Zang Street, Suite 100, Lakewood, CO 80228-1011.
This information will be used for communication (correspondence, newsletters, etc.) between our firm and you. It will not be released outside of our firm. Thank you.

Association Name: _____ Date: _____

Website: _____

Board Meeting: _____

Month of Annual Meeting: _____

PRESIDENT			
Name		Phone Number(s)	
Mailing Address		(H)	(C)
City, State, Zip:		(W)	Fax:
Email Address			
I do not want to receive: ☐E-newsletter ☐ Blog ☐ Periodic Client Alerts		Term Expires (mo/yr):	

VICE PRESIDENT			
Name		Phone Number(s)	
Mailing Address		(H)	(C)
City, State, Zip:		(W)	Fax:
Email Address		(W)	Fax:
I do not want to receive: ☐E-newsletter ☐Blog ☐Periodic Client Alerts		Term Expires (mo/yr):	

SECRETARY			
Name		Phone Number(s)	
Mailing Address		(H)	(C)
City, State, Zip:		(W)	Fax:
Email Address		(W)	Fax:
I do not want to receive: ☐E-newsletter ☐Blog ☐Periodic Client Alerts		Term Expires (mo/yr):	

TREASURER			
Name		Phone Number(s)	
Mailing Address		(H)	(C)
City, State, Zip:		(W)	Fax:
I do not want to receive: ☐E-newsletter ☐Blog ☐Periodic Client Alerts		Term Expires (mo/yr):	

MEMBER/ADDITIONAL BOARD MEMBER			
Name		Phone Number(s)	
Mailing Address		(H)	(C)
City, State, Zip:		(W)	Fax:
Email Address		(W)	Fax:
I do not want to receive: ☐E-newsletter ☐Blog ☐Periodic Client Alerts		Term Expires (mo/yr):	

2019 LEGAL SERVICES AND FEE SUMMARY AGREEMENT

The following is a summary of the fees and charges for the various legal services offered by Altitude Community Law.

Our retainer programs reduce your association's legal expenditures and simplify the budgeting process by establishing a fixed monthly fee. This fee purchases the essential legal services your association requires, making us available to you as needed. We now offer two retainer packages to better fit your needs.

BASIC RETAINER SERVICES AND BENEFITS

For a yearly fee of $2,460 payable at **$205 per month**, retainer clients receive the following legal services and benefits without further charges:

Unlimited Telephone Consultations. We will engage in unlimited telephone consultations with a designated board member and the association's manager regarding legal and other questions and the status of ongoing work that we are performing on your behalf, exclusive of litigation, foreclosure, covenant enforcement, and document amendment matters. Written consultations and communications, such as faxes, emails, and correspondence will be billed at our reduced hourly rates. If it is necessary to review governing documents, correspondence, etc. to answer a question, you will be billed at our reduced hourly rates.

Reduced Hourly Rates. For legal services beyond what is included in the retainer, we will provide those services at $20 per hour less than our non-retainer rates for attorneys and paralegals.

In-Office Consultation. We will meet with a designated board member and/or the association's manager in our office for 30 minutes on any new matter. If the meeting extends beyond the 30 minutes, you will be billed at our reduced hourly rates.

Attendance at Board Meeting. At your request, we will attend one board meeting per twelve month period for up to one hour. If our attendance exceeds one hour, you will be billed at our reduced hourly rates.

Audit Response Letter. We will prepare a letter to your financial auditor in connection with your annual audit indicating pending or threatened litigation. We will also review your annual financial audit upon completion.

Periodic Report. We will prepare and file your periodic report with the Secretary of State if you have designated us as your registered agent.

DORA Renewal: We will prepare and file your renewal report with DORA if you request us to do so.

Availability and Priority. We guarantee attorney availability to you, including after hours, via cell phone, and that your work will have priority over non-retainer clients.

PREMIUM RETAINER SERVICES AND BENEFITS

For a yearly fee of $6,000, payable at $500 per month, we will provide the following legal services and benefits without further charges:

In addition to the services provided to Retainer clients, Premium Retainer clients will receive the following additional services:

Email Exchanges. We will communicate with your delegated board member and the association's manager via email up to 90 minutes every month

Attendance at 2 Board Meetings. At your request, we will attend a total of two board meetings per twelve month period for up to one hour each. If our attendance exceeds one hour, you will be billed at our reduced hourly rates.

CUSTOMIZED RETAINER OPTION

Many of our clients are on a customized retainer to address their specific needs and circumstances. We will be happy to work with you to develop a customized retainer and provide you with a fixed fee quote. Please talk to your primary attorney.

NON-RETAINER SERVICES AND BILLING TERMS

If you desire representation on a non-retainer basis, you will be billed hourly for all work performed unless a flat fee has been agreed to in advance, such as collection matters or amendment of documents. Our hourly rates for 2019 non-retainer clients are $95 - $120 for paralegals/legal assistants, $300 - $330 for attorneys. Non-retainer clients are billed hourly for all phone calls.

TERMINATION OF REPRESENTATION

You may terminate our representation at any time by notifying us in writing and we may resign from representation by notifying you in writing. In either case, you understand that court or administrative rules may require us to obtain a judicial or administrative order to permit our withdrawal. We agree that upon receipt of your termination notice, we will take such action as is necessary to withdraw from representing you, including requesting any necessary judicial or administrative order for withdrawal. However, whether you terminate our representation, we cease performing further work and/or withdraw from representing you, as allowed under the Colorado Rules of Professional Conduct or for your failure to comply with the terms of this Agreement, you understand and agree that you continue to be responsible to us for the payment of all fees and expenses due and owing and incurred in withdrawing from representing you, including any fees and expenses we incur to obtain, and/or during the time we are seeking to obtain, any necessary judicial or administrative order to approve our withdrawal.

If you so request, we will send to you your files as soon as a particular matter is concluded. If you do not request your files, the firm will keep the files for a minimum of six (6) years, after which it may retain, destroy or otherwise dispose of them.

PRIVACY POLICY

Attorneys, like other professionals who provide certain financial services, are now required by federal and state laws to inform their clients of their policies regarding privacy of client information. Attorneys have been and continue to be bound by professional standards of confidentiality that are even more stringent than those required by this new law. Thus we have always protected the privacy of your confidential information.

In the course of providing legal services, we sometimes receive significant nonpublic personal information from our clients. As a client of Altitude Community Law you should know that all such information we receive from you is held in confidence. We do not disclose such information to anyone outside the firm except when required or authorized by applicable law or the applicable rules of professional conduct governing lawyers, or when authorized by you in writing.

We retain records relating to professional services that we provide so that we are better able to assist you with your professional needs and, in some cases, to comply with professional guidelines. In order to guard your nonpublic personal information we maintain, physical, electronic and procedural safeguards that comply with our professional standards.

If you have any questions or would like more information about our privacy policies and practices, please let us know.

GENERAL TERMS FOR ALL CLIENTS

We represent the association as a corporate entity. We will take our direction for work as instructed by the manager or the board. We do not represent any individual board members or homeowners.

Clients are required to reimburse us for cost advances and other out-of-pocket expenses. Reimbursement is made at actual cost for outside charges such as court recording fees, filing fees, service of process charges, computerized legal research, expert witness fees, title searches, deposition reporting and transcription fees, outside photocopying, etc. Typically, we do not charge for internal photocopies, faxes, postage and long distance telephone calls unless these charges are extraordinary. We provide monthly statements for services and expenses incurred. Unless other arrangements are made and agreed upon in writing, all charges are due and payable upon your receipt of the statement. A finance charge of 12% per annum may be imposed upon any amount not paid within 30 days of becoming due. Fees may be modified upon 30 days prior written notice. If it becomes necessary to file suit to recover unpaid attorney fees, the prevailing party shall be entitled to receive its attorney fees.

In the event we have not been provided with, or our files do not contain, all of the recorded documents of the association, we retain the right to obtain any such recorded documents to supplement our file without association approval and at the association's cost. The association's cost will include, but not be limited to, hourly charges for procuring the documents and copying costs. In order to provide you with the most efficient and effective service we will, at all times, unless otherwise directed, work through your manager if appropriate.

Should you have any questions, please do not hesitate to call any of our attorneys. We are happy to answer any of your questions or meet with you at no charge to discuss our services and fees in greater detail.

RESPONSE REQUIRED

If you desire to engage our services, please indicate below which type of service you prefer by checking the appropriate box, execute the acceptance and return it to us via mail, e-mail or fax.

Please select one from the **General Legal Services** column:

General Legal Services (Select One):	Collection Services:
☐ Basic Retainer Services ☐ Premium Retainer Services ☐ Non-Retainer	Please see attached Fee Structure

Agreed to and accepted this ____ day of _____, 20___.

_____
Print Association Name

By: _____
President/Manager

Altitude
Community Law

SERVING HOMEOWNERS ASSOCIATIONS

Altitude Community Law P.C. is the premier law firm which serves legal needs of community associations. More than 1800 associations throughout Colorado have chosen us to guide them through the formation, transition and operation of their organizations. Our association clients include condominium, townhome and detached single family associations across the country.

Communities ranging in size from two units to more than 90,000 units enjoy the personal attention we provide, along with the depth and breadth of knowledge that only years of experience can yield. More than any law firm, we focus on homeowners associations and covenant controlled communities. We have prepared in excess of 500 sets of rules and architectural control guidelines and assisted over 500 associations in amending or restating their legal documents.

With offices across the country, we are able to service our clients in a timely, efficient, and responsive manner.

OUR TEAM

Altitude Community Law was founded in 1988. Our attorneys work as a team to help you in the formation of a new community association, in running your existing homeowners association, or resolving disputes involving your association. Adding to the firm's 100 plus years of combined experience are attorneys Elina B. Gilbert, Melissa M. Garcia, David A. Firmin, David A. Closson, William H. Short, Debra J. Oppenheimer, Kiki N. Dillie, Jeffrey B. Smith, Maris S. Davies, Kate M. Leason, Amanda K. Ashley, Kelly K. McQueeney, Caitlin La Luz, Azra Z. Taslimi and Cameron Whisnant.

CLIENT SERVICE - OUR NUMBER ONE PRIORITY

Each member of our firm is committed to providing you with the best legal representation in our field at competitive rates that fit your budget. We also understand that each client has different needs and expectations, and good client servicing is in the eyes of the client, not in the eyes of the firm.

That's why we're committed to getting to know the board members of your association so that we can understand and meet your needs. By returning your calls promptly, communicating with you regularly, and offering various educational workshops annually, we are always looking for ways to better serve you and to exceed your expectations in a law firm.

By working with you, we can help you accomplish your goals on behalf of your association, and we can make your role as a board member easier by providing you with the tools you need to do your job effectively.

PREVENTION - THE BEST LEGAL APPROACH

The first and best legal solution is preventing disputes and other legal problems. With a strong emphasis on prevention, we draw from our experience to help you lay a proper foundation for the

future and avoid costly and destructive pitfalls. This is so important to our clients that we have developed Legal and Insurance Audit programs, which are described in our Retainer and Fee Summary Agreement.

While we emphasize prevention, we are also fully prepared to fight for your cause if the need arises. We can represent you to resolve disputes through mediation, arbitration or litigation.

COUNSEL FOR ASSOCIATIONS AT ALL STAGES

We advise associations at all stages of growth; from pre transition to the mature association. Many areas of law converge to govern community associations. We can help you address issues at all stages of a homeowner association's development. In addition to our experience, we have been an advocate for community associations at the Capitol. Our attorneys serve on the Legislative Action Committee for CAI and are aggressively involved in monitoring and testifying in the legislature concerning bills affecting community associations.

COMMUNITIES IN TRANSITION

One of the most pivotal times for a community association is during its transition from developer to homeowner control.

TRANSITION OF CONTROL

The developer controls a common interest community during its formation. As lots or units are sold, transition from developer to homeowner control begins, with owners bearing the responsibility for the association's operation. Ideally this is a process rather than an isolated event. Over time, owners gradually become involved in the governance of the association. Altitude Community Law has assisted more than 425 associations with this process making for a smooth and problem-free transition.

THE MATURE COMMUNITY ASSOCIATION

Mature associations function best when they provide services to owners (as set forth in the governing legal documents) and responsibly enforce their governing documents and anticipate changing needs.

REVIEWING, AMENDING AND INTERPRETING DOCUMENTS

By periodically reviewing, amending or revising your association's articles of incorporation, bylaws, covenants, and rules, Altitude Community Law can help you build a strong, legally-sound foundation for your community. We can assist you by understanding your goals and redrafting, writing or amending rules, architectural control guidelines and covenants that address your association's needs within the framework of local, state and federal laws. We can also aid you in the proper interpretation and clarification of your governing documents.

COVENANT ENFORCEMENT

Two principles apply when addressing enforcement of covenants and rules. Covenants and rules must be carefully written to be enforceable and must be enforced consistently to retain their strength. The same principles apply when dealing with architectural control or design enforcement. At Altitude Community Law, we can assist you in these important areas

through use of our alternate dispute resolution services, or if need be, through our litigation services.

CREATIVE PROBLEM SOLVING

We've handled a wide variety of covenant enforcement issues, and have achieved many successes for our association clients. From painting and landscaping, to pets and parking, we have experience with virtually every imaginable covenant violation. While our goal is to resolve disputes outside of court, when litigation is necessary, we're strong advocates for homeowners associations. Not only do we have years of courtroom experience, but we also have years of industry experience–insight that enables us to utilize creative solutions, as well as anticipate the challenges of a covenant violation lawsuit.

DEBT RECOVERY

Financial well-being hinges on timely collection of association assessments and other charges. In addition to traditional methods of collections such as demand letters, liens, and personal lawsuits, we have developed successful alternatives to help you collect assessments when traditional methods fail, including the use of receiverships and foreclosures. In the last two years, we've collected over $9 million in delinquent assessments and fees for the associations we represent. No other firm can claim this degree of success. We are also the first firm to provide clients with online status reports of their collection accounts. The information is real-time account history accessed through a secure online system.

INSURANCE AUDIT

At every stage of an association's maturity, it is important that the association have adequate insurance not only for the structures and improvements, but also for the board of directors. We can review your current policies for adequate coverage and to determine if your coverage complies with the requirements in your governing documents.

An association that isn't properly insured for general liability and property coverage, director and officer coverage, fidelity insurance, and gap coverage may be susceptible to lawsuits filed by owners. Our insurance audit can assist your association not only by determining any weaknesses in your coverage, but by recommending a more comprehensive insurance plan that will meet your needs and budget.

DISPUTE RESOLUTION/ LITIGATION

We emphasize prevention of legal problems through thoughtful and thorough advice and counsel given prior to taking action or entering into transactions. When a legal problem does arise, we will assist you in finding the most practical and cost-effective solution. Our trial attorneys are not only experienced, but also have a long track record of winning in the courtroom. Our goal is to resolve disputes outside of court whenever possible, and all Altitude Community Law attorneys have had formal training in mediation and negotiation.

But when a resolution cannot be found, we bring our extensive litigation experience to bear on behalf of our clients. We assess with you the benefits of litigation and weigh them against the costs and risks.

A wide variety of problems and needs come up in the course of governing and operating a homeowners association. Often the solution is not obvious. We enjoy taking both a creative and

proactive approach and working with you to find legal solutions that allow you to do what your association wants to do. Altitude Community Law has gained a reputation for using ground-breaking methods and solving old problems in refreshing new ways.

Pertinent examples of such creative problem solving include:

- Negotiated and closed the first bond financing in the country by a homeowners association of 15 million dollars for various capital improvements.
- Negotiated and drafted a favorable annexation agreement that provided for substantial payment to the association.
- Identified and implemented procedures to collect working capital contribution from developer for use by association in a build-out community.
- Amended legal documents for a condominium community to create and sell a unit out of the common elements, with the proceeds going to the Association.
- Consolidated two associations into one, eliminating duplicate costs and overhead.

From the beginning of our relationship with you, we welcome an open dialogue about the subject of fees and costs. We know how essential legal services are to your successful operation. We also know you must work within an established budget.

FINANCIAL CONSIDERATIONS

We have made every effort to package our services in a meaningful way that reflects their value to you. We strongly urge all associations to elect to be on our popular retainer program. The retainer program reduces your association's legal expenditures and simplifies the budgeting process by establishing a fixed monthly fee. Your fee purchases the essential legal services your association requires, making us available to you as needed. As an alternative to hiring us on an hourly basis, fees are frequently quoted on a flat or fixed fee basis.

HOW WE CHARGE FOR OUR SERVICES

We will work with you to select from these convenient options, or to create an alternative arrangement tailored to suit your needs.

EXHIBIT A
2019 LEGAL SERVICES, COLLECTION SERVICES, AND FEE SUMMARY AGREEMENT

Traditional Fee Structure

Case Intake, Review and Assessment - No charge
We do not charge you to review new collection cases and make recommendations. However, if we receive open collection files from another attorney, there will be a $25 set-up and review fee per file. This fee will be waived if you are a retainer client.

Demand Letter - $155
Preparation of a demand letter includes reviewing the ledger or equivalent record to ascertain the amounts owed including interest, late charges, fines and charge backs, if relevant, and review prior notice given to owner to meet statutory requirements; drafting and mailing the demand letter to the homeowner; follow-up, including telephone calls with the management company and homeowner, negotiation of an acceptable payment plan; follow up letter (as needed) to confirm payment arrangements. All correspondence other than the initial demand and payment plan letter is $50 per letter (e.g., follow up demand letter, breach of payment plan letter).

Super Lien Demand Letter - $110
Preparation of a demand letter post foreclosure includes reviewing ledger to ascertain amounts owed; verifying party to whom demand should be sent; drafting and mailing demand letter: or if request is received from a lender for the super lien amount, drafting a response. All discussions with the owner or lender after the letter are billed hourly.

Assessment Lien Package - $110
This charge includes preparing both the lien and the lien release. It also includes verification of ownership with either the assessor's office or title company.

Lawsuit: - $350 plus costs
This charge includes preparing the summons and complaint, filing these papers with the court, appearing at the return date and obtaining default judgment. It also includes all negotiations and telephone conferences with the owners prior to an answer being filed with the court.

Lawsuit: Trial - Hourly rates apply
All preparation for trial and appearances in court are billed on an hourly basis. If the association prevails at trial, it can recover its attorney fees and costs from the delinquent owner.

Interrogatories - $80
We prepare and file a motion with the court to request the court to order an owner to answer a series of questions from us about the owner's assets. We will use the answer to help satisfy any judgment obtained by the association. We will also arrange for service of the order on the client and monitor and evaluate answers received from the owner.

Contempt Citation - $105
If an owner fails to answer the interrogatories as ordered by the court, we will prepare and file all the necessary paperwork to require the owner to appear before the judge to explain why the questions were not answered. Our fee also includes our appearance at court, subsequent appearance if the owner fails to appear initially and review and evaluation of the answers once received from the owner.

Garnishments - $105 (each)
We will identify entities (usually banks, employers or tenants) which owe or have money of the owner and prepare documentation to be filed with the court to order the entity to release all or a portion of the money they hold for or are obligated to pay the owner to the association. We will arrange for service of the necessary documentation and will monitor for responses.

Payment Plans - $75-175 (each)
In the event an owner wishes to pay their balance due over time exceeding 6 months, we will charge a fee depending upon the length of the payment plan to prepare the necessary documentation, monitor and process payments and close the file.

Motions - $100-125
Occasionally, certain motions may be necessary in a case in order to get the court to issue a ruling without further legal action. These will be prepared, filed, monitored and argued before the court, if necessary.

Outbound Phone Calls - $55
Once we obtain a phone number for an owner, we will make up to 3 outbound calls to an owner to secure payment. All other calls with an owner will be at no charge.

Payoff Calculations - $100
It is important for your management company or treasurer to confirm all payoff amounts with us prior to issuing status letters or advising owners of balances so that all legal costs and fees can be included. We will also insure that all fees necessary to close or dismiss a file are included. Rush charges do apply.

Monitoring Lender Foreclosure - $195 (one-time charge)
It is important to monitor lender foreclosure through the sale and redemption period. We obtain periodic ownership and encumbrance reports, if needed, and routinely verify the status of the foreclosure action. We advise you of the association's rights and options throughout the process. Once a sale is completed, we advise the association of the new owner and the association's rights.

Monitoring Bankruptcy - $180 Chapter 7; $300 Chapter 13 (one-time charge)
We prepare and file a Proof of Claim, if necessary, monitoring the bankruptcy through discharge. Our services include reviewing the plan (if Chapter 13) to make sure it includes provisions for payment of pre- and post-petition assessments, and checking with the trustee and debtor's attorney to determine if property has been abandoned. If it becomes necessary to file any motion with the court, we charge fixed fees as follows:

Motion to Dismiss: $395
Motion for Relief from Stay: $595
Objection to Plan: $195
All preparation for and appearances in court are charged on an hourly basis.

Assessment Increase Notice - $200
We prepare notice to the bankruptcy court of any increase in the ongoing debt owed to the association upon receipt of notice from you, including filing a proof of claim and letter to the bankruptcy attorney or debtor.

Public Trustee/Bankruptcy Search - $30 (each)
Verifying whether a property is in foreclosure or subject to a bankruptcy before filing a lawsuit can save the association hundreds of dollars. So, we will search both the public trustee and bankruptcy records and then advise the association if different action is necessary.

Receiverships (County Court) - $355 initial, then hourly. Costs are approximately $250
Receiverships involve preparing and filing a summons and complaint concerning a delinquent property. We also prepare accompanying pleadings and appear in court to obtain appointment of a receiver to collect rents where the property is abandoned or being rented by the owner. Once appointed, we supervise disbursement of the monies collected by the receiver at an hourly rate.

Lien/Judicial Foreclosures (District Court) - Hourly rates apply
We recommend that foreclosure be considered as a viable collection remedy in all problem cases. Our fee is based on the complexity of your circumstances and should reflect the value you will receive from the monetary result of the foreclosure.

Lien Sales - $500
We list all liens that are potentially available for sale on our website at https://Altitude.Law/general-topics/liens-for-sale/ at no cost. In the event a lien is sold we collect our fee from the purchaser of the lien. In order to handle quickly, within the legal time limits, we reserve the right to sell liens, without prior approval if the purchase price is equal to or more than the balance due.

Status Report - $75/month (if not accessed electronically)
We provide online access to each association's collection status report. For more information please contact us. If your association chooses to have us prepare your status report, there will be a monthly fee.

Asset/Person Locations - $25-100
From time to time we must locate debtors and/or their assets in order to secure payment for you. We will use various databases for which there is a cost to us, to secure possible leads. This information is then reviewed and analyzed to develop the best strategy for quickly and efficiently securing payments.

Altitude
Community Law

Managing Partner

David A. Firmin :: *Shareholder*
Education: University of Denver (B.A., 1991); University of Denver (J.D., 1998). Member: Colorado Bar Association; Colorado Bar Association; Community Associations Institute. Practice Areas: Condominium and Homeowners' Association Law.

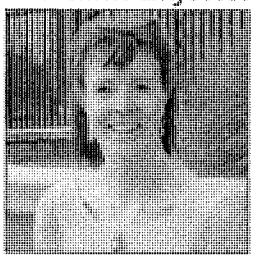
Debt Recovery

Kiki N. Dillie :: *Attorney- Debt Recovery Department Head*
Education: University of Colorado (B.A. 2002); University of Colorado School of Law (J.D. 2008). Member: Colorado Bar Association; Community Associations Institute. Practice Areas: Debt Recovery (collections).

Amanda K. Ashley :: *Associate*
Education: Central Methodist University (B.A. 2000); Marquette University Law School (J.D. 2004). Member: Colorado Bar Association; Adams County Bar Association; Community Associations Institute; Wisconsin Lawyers Assistance Program; Wisconsin Law Foundation Fellow; Board of Directors: Non Resident Lawyer Division WI. Practice Areas: Debt Recovery (collections).

Caitlin LaLuz :: *Associate*
Education: University of North Carolina (B.A. 2014); Charlotte Law School (J.D. 2016). Member: Colorado Bar Association; Denver Bar Association. Practice Areas: Debt Recovery (collections).

Covenant Enforcement/ Litigation



Debra J. Oppenheimer :: *Partner*
Education: Metropolitan State College (B.S., 1986); University of Texas (J.D., 1989). Member: Colorado Bar Association; Community Associations Institute. Practice Areas: Covenant and Rule Enforcement Litigation; Insurance Defense; Civil Litigation; Contract Disputes; Fair Housing Law.

William ("Bill") H. Short :: *Partner*
Education: University of Vermont (B.A., 1979); Emory University School of Law (J.D., 1982). Member: Colorado Bar Association; Denver Bar Association; Community Associations Institute. Practice Areas: Insurance Defense; D&O Liability; Construction Law; Civil Litigation; Contract Disputes; Fair Housing Law; Covenant and Rule Enforcement Litigation.

Foreclosure/ Litigation

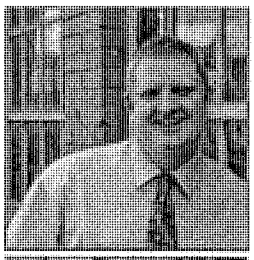
Jeffrey B. Smith :: *Partner*
Education: Providence College (B.A. 2005); University of Denver College of Law (J.D., 2008). Member: Colorado Bar Association; Denver Bar Association; Community Associations Institute. Practice Areas: Covenant and Rule Enforcement Litigation; Insurance Defense; Civil Litigation; Contract Disputes; Fair Housing Law.

Kate M. Leason :: *Associate*
Education: University of Central Florida (B.A., 1987); University of South Florida (M.L.S. 2003); Barry University, Dwayne O'Andreas School of Law (J.D., 2008).
Member: Colorado Bar Association; Denver Bar Association; Community Associations Institute; American Association of Law Libraries. Practice Areas: Debt Recovery (collections).

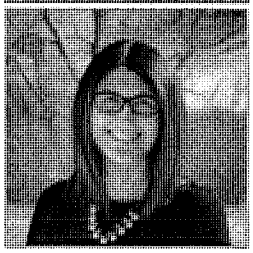
Litigation

Azra Z. Taslimi :: *Associate*
Education: State University of New York at Albany (B.A., 2004); State University of New York at Buffalo (J.D., 2007)
Member: Colorado Bar Association; Community Associations Institute; Practice Areas: Litigation.

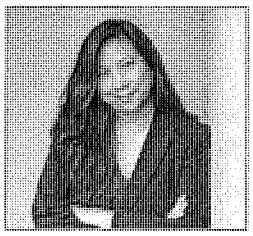
Transactional



David A. Closson :: *Shareholder*
Education: Colorado State University (B.A., 1995); University of Colorado (M.B.A., 2002); University of Colorado (J.D., 2002). Member: Community Associations Institute. Practice Areas: Business; Condominium and Homeowners' Association Law.



Elina B. Gilbert :: *Shareholder*
Education: University of Michigan, Ann Arbor, Michigan (B.A., 1993); University of Detroit Mercy School of Law (J.D., Cum Laude, 1997). Member: American Bar Association; Michigan Bar Association; Community Associations Institute; College of Community Association Lawyers. Practice Areas: Condominium and Homeowners' Association Law.



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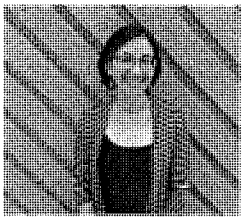

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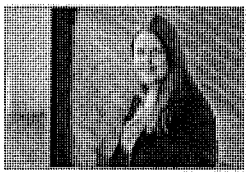

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