

Stapleton Mansion Homes Condominium Association

Date: December 30, 2015

Subject: Special Assessment for 2016 / 2017

To All Members:

Notice of Levy of Special Assessment

You are notified that on October 30, 2015 the Board of directors levied a one-time special assessment in the amount of \$2,000 for each unit.

The assessment was presented to a meeting of the members for approval on December 10, 2015 at 7:00 PM; the assessment was not approved because a quorum was not present at the meeting as required by the Declaration. Therefore, pursuant to Article IV paragraph 7 another meeting may be called, and the required quorum at the subsequent meeting shall be one-half (1/2) of the required quorum at the meeting held on December 10, 2015. The quorum required at the following meeting shall be the presence of thirty percent (30 %) of the membership or proxies entitled to cast votes = 30 votes; approval of the special assessment requires two-thirds (2/3) vote of this quorum = 20 votes. **Owners may vote in person or by proxy; form for appointment of proxy is enclosed.**

This Notice approved by the Board of Directors on December 17, 2015.

NOTICE OF SECOND OWNERS MEETING

You are hereby notified that a second meeting of Owners of condominium units in Stapleton Mansion Homes Condominium Association, filing no. 2, will be held on:

Thursday February 4, 2016 at 6:30 PM

at

Stapleton Master Community Association Conference Room, 3rd Floor
7350 E 29th Ave, Denver, CO 80237

SUBJECT: Consider approval of a special assessment levied by the board in the amount of \$2,000 payable in three (3) installments as follows: \$667 on March 1, 2016 and September 1, 2016 and \$666 on January 15, 2017, for the purpose of funding the Association's Capital Reserve account.

This Notice approved by the Board of Directors on December 17, 2015.

STAPLETON MANSION HOMES CONDOMINIUM ASSOCIATION, INC.

PROXY

FOR: SECOND MEETING OF OWNERS TO APPROVE SPECIAL ASSESSMENT

To be held

On Thursday, February 4, 2016, at 6:30 PM at
Stapleton Master Community Association Conference Room, 3rd Floor
7350 E 29th Ave, Denver, CO

I, (We) _____, Principal(s), Unit
(Print name(s) of unit owner(s))

Owner(s) and member(s) in good standing of Stapleton Mansion Homes Condominium Association, Inc. (the "Association"); under the provisions of the Articles and By-Laws of the Association, do hereby appoint the following person to serve as my Proxy and to appear at the above meeting; and to vote in my name, place and stead; and according to the number of votes allocated to my Unit that I am entitled to cast if I were personally to attend the above meeting, with regard to all matters coming before such meeting that are to be determined by vote of the membership.

The named Proxy may appear at the above meeting with this Proxy Form completed and signed by the Principal and vote on behalf of the Principal. The appearance of the Proxy shall be for the purpose of determining a quorum for the meeting as well as voting as stated above.

I appoint the following as my Proxy as stated above:

Print Proxy's Name _____ Proxy

Unit Owner's Address _____

Unit Owner Name: (Print): _____

Unit Owner's Signature _____ Date: _____

Stapleton Mansion Homes Condominium Association

MINUTES OF MEETING OF OWNERS

TO

APPROVE SPECIAL ASSESSMENT

December 10, 2015, 7:00 PM

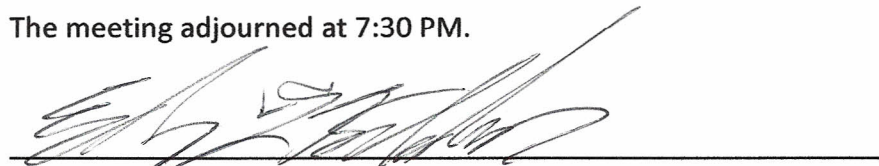
7350 E 29th Ave, Denver, CO 80238

Edwin F. Koldenhoven acted as Chairman of the meeting and called the meeting to order at 7:00 PM.

The Chairman presented the sign in registration form that indicated the presence of 38 Owners in person or by proxy; the Chairman noted that the Declaration requires presence of 60% of the membership, 59 members, to establish a quorum for this meeting; therefore, a quorum was not present and the members present could not take action on the probed special assessment.

The meeting continued as an information and discussion meeting. It appeared that there was a consensus among the Owners present that a special assessment would be acceptable in the amount of \$2,000 in three payments as opposed to two payments. The Chairman stated that the Board would take this into consideration and proceed to authorize a second meeting within 60 days as authorized by the Declaration.

The meeting adjourned at 7:30 PM.



Edwin F. Koldenhoven, Chairman