

Memo #3

From: Board of Directors

To: Owners at Snowmass Mountain Condominiums

Re: Flues/Firebox Project: Follow-up Information

Date: August 15, 2015

Construction activities are quickly gathering momentum and we are now able to provide Owners with some additional information.

Property Management Company and Renter Communication

It is the responsibility of each Owner to keep their Property Management Company and renters informed of the construction activities occurring within the complex, and the associated requests and requirements of the HOA to facilitate this project.

Owner Representative

The Board has selected an Owner Representative, Philip Ring, to oversee the project for the HOA. Phillip not only has construction project management experience, but also has served as an Owner Representative for a \$2.5MM project in the Roaring Fork Valley. He will be the primary contact for the Contractor on the flue project and will report to the Board of Directors. His contact information is as follows:

E-mail: phillip@rds-aspen.com; Cell: 970-948-3464.

Scheduling of work in Individual Units

As mentioned in a previous newsletter, the flue and firebox replacement will begin with Building A and then work around the lower units (H to L) in the first phase of the project. At the end of each week, the Contractor will provide a schedule for the following week's work, detailing which day or days in that week they will be working in each specific Unit. This schedule will be posted outside the impacted buildings and will also be distributed by e-mail to Owners by Snowmass Hospitality ("SH"). In addition, a tentative schedule for the following two weeks will be distributed by e-mail, so that Owners can see the projected work schedule for that period.

Owner responsibility for preparing their Unit

Following our previous newsletter, we have received several inquiries from Owners asking who is responsible for removing wall hangings and other items from the fireplace surround, hearth and hallways, in preparation for the work within the Unit. As was advised in the earlier memo, this is the responsibility of individual Owners. If an Owner is not able to do this themselves prior to the anticipated work date, the Owner should contact their Property Manager or SH and make arrangements for this to be done for them, at the Owner's cost. In the event that items are not cleared from the work area prior to the Contractor beginning work in the Unit, SH will move these items and bill the Owner for the time and materials to remove the items from the work area and pack them.

As-Is Photographs

Owners have been sent by email a photographic record of the fireplace area inside their individual Units. The photographs are digital and can be expanded to show intricate detail. As stated in the email, this photographic record provides a baseline for returning fireplaces to their as-found, or original state, at the conclusion of work on each Unit.

Parking

Our property managers, Jerome Simecek and Aaron Walker of H, are challenged to provide sufficient parking spaces to accommodate the staging and operating areas the contractor and subcontractors need within the complex and still provide one parking space per Owner. **Owners are reminded that parking spaces are the property of the HOA and each Unit is allocated one space and permitted only one vehicle on the property.** All guest and visitor spots have been reassigned to individual Unit's Owners whose spaces have been taken for construction use. Further, parking spots belonging to units that are not occupied will be reassigned, and such reassignment may change day by day based on unit occupancy. We request that Owners and their renters or guests be tolerant of the challenge of managing this problem, and adhere strictly to the parking regulations. **In the event that your space is occupied, please call SH for advice. SH is in charge of assigning parking spots and for patrolling the use of the parking spots.** We have already had one instance where someone took it upon themselves to have a vehicle towed because it was in their assigned space. This is totally unacceptable, and should there be similar instances in future, the Owner of the Unit organizing the towing will be liable for the cost of towing. If SH decides that removal of a vehicle is appropriate, they will organize for the vehicle to be towed.