

SERVICES

- A) Provide on a weekly basis from 11-1 to 5-1, annually, and twice per month from 5-1 to 11-1, annually, a daytime check of each unoccupied unit. This inspection to consist of:
1. Ring doorbell and if no answer, enter unit.
 2. Check visually for proper appearance (vandalism, etc.).
 3. Verify furnace operating properly.
 4. Verify electrical and water operation.
 5. Contact owner or owners' representative if any problems.
 6. Take emergency measures when required.
- B) Maintain accurate logs properly reflecting all unit inspections made and the results of the inspections. Such logs shall be kept on file for the term of the contract and shall be available at all reasonable times for examination by the Owners and/or Association.
- C) Periodically, inspect the exterior of all buildings, adjacent grounds and interior public use areas and take such reasonable prompt action so as to preserve the tidiness and order of the entire complex. The policing of litter from interior and exterior public use areas shall be accomplished by Agent's personnel. Agent shall also identify to the Association such maintenance and repairs as may be necessary to preserve the physical desirability and condition of the complex.
- D) In the event of an emergency requiring immediate repairs to preserve the safety and health of persons, or the property of the Association or of any unit owner(s), the Agent shall cause necessary repairs to be made, by qualified specialists, and will charge the actual cash expense thereof to the owner of the items repaired or to the Association for commonly owned property. The determination of what constitutes an "emergency" as used in this Agreement shall be made by the Agent.
- E) On a regular basis, coordinate or provide trash removal such that there is not an overflow on the premises.
- F) Coordinate an early morning pass through the parking lot(s) to remove snow and/or sanding of entranceways to allow occupants to egress the property as needed in the option of the Agent.
- G) As determined by Agent, remove snow and ice from common walkways.
- H) Maintain common area lighting, replace missing and/or burned out bulbs on a weekly basis.
- I) Maintain keys for each homeowner to the extent they are provided by the homeowner.
- J) Enforce house Rules and Regulations, to include maintaining parking control, and with the approval of one of the Board of Directors acting in behalf of the Association have unauthorized vehicles removed from Association parking areas within the limits of the law. All expenses for such actions will be borne by the Association.

- K) Agent will provide 24 hour per day, 365 days per year coverage utilizing maintenance personnel and or management personnel to assist owners in the event of an emergency.
- L) Draft and update new owner information packet and distribute to owners following closing date.
- M) Continually maintain and update homeowner listings.
- N) File insurance claims on behalf of the Association at an additional charge.(\$150 per claim)
- O) Assist the Association with outside contractors attempting to negotiate as desirable arrangements as possible. Also let for bid the Association's property and liability insurance coverage annually.
- P) Draft and mail a semi-annual newsletter to the homeowners and complete additional mailings as requested by the Directors. All clerical supplies and postage are at the Agent's expense.
- Q) Complete special projects for the Association Board of Directors. Examples include:
 - 1. Complete affidavits to facilitate sales.
 - 2. Research Association Bylaws and Declarations from time to time.
 - 3. Complete long term major maintenance proposals.
 - 4. Provide secretarial service to the Association President.
 - 5. Coordinate architectural review for the Directors.
- R) Accounting/Bookkeeping services include:
 - 1. Maintain the Association's financial accounts, books and records.
 - 2. Collect, record and bill owners for dues and/or special assessment payments.
 - 3. Administer Association bank accounts in a current and businesslike manner. Separate accounts are maintained for each Association.
 - 4. Prepare and mail to the Directors: a monthly financial statement with a comparison to budget, a year-to-date financial statement with a comparison to budget, and a balance sheet.
 - 5. Prepare a dues delinquency report on a monthly basis.
 - 6. Pay all Association bills when due and keep records of such payments.
 - 7. Pursue collection of all funds due to the Association using all legal means up to releasing the case to an attorney for litigation.
 - 8. Cooperate with auditors/accountants as hired by the Board.
 - 9. Prepare an annual budget proposal for the Directors about 30 days prior to the start of the fiscal year.
 - 10. Complete an annual review of the financial records by the parent company controller.
 - 11. Carry on all necessary correspondence and maintain all records necessary for conduct of the Association business.
 - 12. Assist in the budgetary process. Agent will not be responsible for any annual audit by an independent CPA firm, nor for any expenses or employee time incurred in working with an independent CPA firm.

13. Agent agrees to allow the President of the Association or his designated representative to inspect Agent's records pertaining to the Association, during normal business hours.
14. Complete annual reports for the Colorado Secretary of State.