

# MEMORANDUM

**TO: All Ski Run Homeowners**  
**DATE: April 13, 2005**  
**RE: New Management and Re-Keying of the Complex**  
**FROM: Pat Rice, HOA Liaison**

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Hello and welcome to the Wildernest family of managed properties in Summit County. I will be the HOA Liaison for Ski Run and your point of contact here at Wildernest Property Management and look forward to working with you.

We will be sending an owner's packet to you in a separate mailing with information about our management company, including payment coupons and information about automatic payment withdrawal for your dues. This correspondence is specifically in regards to the re-keying of the units.

Per your key policy, each unit is allowed up to twenty (20) Saflok keys per year. Keys requested in excess of that number will be at an additional charge of \$2.00/key. At this time, we need each of you to let us know how many keys you want for your unit so that we can program them and get them back to you in the mail. These new keys will be workable after the turnover on the first of May when the locks will be programmed to the new master. Please keep your current key until that date.

If your unit is managed by Key to the Rockies or Mountain Managers, you do not have to contact me as we are working directly with your agent.

Please let us know how many keys you need by contacting me at 970-468-6291, or Denver Direct at 303-825-4434, ext. 225, or via email at [ricep@wildernest.com](mailto:ricep@wildernest.com). And, please feel free to contact me if you have any questions in the future.

***Special Note: Wildernest provides a website for your Association to facilitate communications. It is currently under construction, but please check it out at [www.wildernesthoa.com](http://www.wildernesthoa.com).***