

INTRODUCTION

We at Wilderness Property Management appreciate the opportunity to serve as your management company.

Wilderness Property Management (WPM) was formed by JMC Co., the developer of Wilderness, Willowbrook and the Ruby Ranch in 1973. It has grown from a small six-employee company in 1976 to a firm with more than 130 employees that manages more than 60 complexes with more than 3000 units, as well as several time-share associations and a few homes. WPM is now the largest and most established property management company in central Summit County, and our growth can be attributed to our total commitment to quality service.

Wilderness Property Management is organized to ensure that the management of Ski Run is accomplished efficiently and in a manner that promotes quality service. Following are brief biographies of the people involved in the management of Ski Run:

- **Barbara Walter** –Director of Operations, has been with Wilderness since 1981. She holds a BA in Education from West Liberty State College, West Virginia. Barb currently oversees the HOA Liaison & Meetings, Housekeeping, Property Management, and Construction & Repair Departments. During her career at Wilderness, Barb has been involved in all aspects of the company’s operations.
- **Pat Rice** - HOA Liaison, has been a member of the Wilderness team for over six years. She was a teaching professional in her native Kentucky prior to moving to Summit County in 1999. In addition to normal HOA administrative activities, Pat has served several associations as a liaison with attorneys, engineers, and contractors on construction issues.
- **Patti Vande Zande** - Controller, is originally from Fort Wayne, Indiana. She graduated from Indiana University with a BA in General Studies. Patti’s work background includes working as a staff accountant in a CPA firm and 13 years as Assistant Controller of a large vehicle dealership. Patti joined Wilderness in the spring of 2005.
- **Jen Loftin** – Bookkeeper, is a Summit County/Leadville native. She is currently working toward an accounting degree. Jen has been with Wilderness since 2001.
- **Daniel Vlcek** – Director of Off-Mountain Properties, came to Breckenridge six years ago from the Czech Republic and has been with Wilderness since 2003. Daniel’s background is in maintenance and banking. He received his master’s degree in business and economics from VSB University in Ostrava, Czech Republic.
- **James VanMatre**– Property Manager, is a native of Colorado from Aurora and began working with WPM in the fall of 2005. James has served with both the U.S. Navy and Marine Corps and has a background in stationary engineering and construction.
- **Bernadette Kromholz** – General Manager, has been with Wilderness for over 10 years. She is a native of Pennsylvania. Bernadette worked in banking for 14 years prior to coming to Wilderness where she served as Reservations Director and Director of Housekeeping. She served as Executive Director of Property Management and Housekeeping since January of 2002 and was promoted to her current position in April 2006.
- **Tony Snyder** – President, is a Lakewood, Colorado native and has been the Wilderness General Manager for more than 30 years, and an owner for 11 years. He is a real estate broker and responsible for all aspects of the Wilderness Property Management operation. Tony holds a BA and MBA, with distinction, from Colorado University.

MANAGEMENT CONSIDERATIONS

Contract Negotiations

A strength of Wilderness Property Management is our ability to obtain discounts for our homeowners' associations. The Association will save a substantial amount of money on many services and will earn a superior return on your trust accounts.

Company Organization

Wilderness Property Management is a deep company. We have an Operations Director, a Director of Property Management, two property inspectors, and a weekend supervisor of property management crewmen. This level of supervision increases our cost of operation, but promotes quality service.

Financial Management

Wilderness Property Management's financial management is superior. Procedures are in place for segregation of duties to ensure proper financial management. Each association has separate trust accounts and is managed by an experienced accountant.

Construction & Repair Department

Wilderness Property Management offers a sizable skilled in-house maintenance department. This department exists to serve the properties we manage. Service is superior, particularly in the event of an emergency.

Coverage

Wilderness Property Management is staffed 24 hours per day seven days per week: On-call personnel include maintenance crewmen and night managers.

Management Agreement

All Wilderness Property Management agreements provide no penalty cancellation clauses of 30 to 90 days. We understand that relationships are based on trust, not contracts.

SERVICES

ADMINISTRATIVE AND ACCOUNTING SERVICES

1. Maintain the Association financial accounts, books and records.
2. Bill owners for dues and/or special assessments.
3. Receive and record owners dues payments.
4. Administer Association bank account(s) in a current and businesslike manner.
5. Prepare a monthly operating statement.
6. Prepare a dues delinquency list at least monthly.
7. Provide each Board Member with requested financial information at least one week prior to scheduled Board Meetings.
8. Pay all approved Association bills when due and keep adequate records of such payments.
9. Pursue collection of all funds due the Association using all legal means up to releasing the case to an attorney for litigation.
10. Cooperate with auditors/accountants as hired by the Board.
11. Prepare an Annual Budget Proposal for the Directors about 30 days prior to the start of the fiscal year.
12. Complete an annual review of the financial records by the company controller.
13. Staff a night manager and a night maintenance crewman after office hours 7 days per week.
14. Create and maintain a website to be used as the primary communication vehicle for Board members and for homeowners. The website' home page for all associations will include: the meeting schedule, links to other sites, a Who's Who at Wilderness, and notices of interest to all homeowners. Each association's website will include: The Association's covenants, rules and regulations, meeting minutes, management services, financial statements and notices. Pictures will be included at an additional charge. Additionally, there will be no charge for the following mailings to homeowners (all other mailings will be at an additional charge):
 - a. Notices of special and annual meetings.
 - b. Notices that involve life/safety issues.
 - c. Violations (unless via certified mail).
 - d. Notices of delinquency.
 - e. Payment/coupon books.
 - f. New owner information packets.
 - g. Meeting minutes if requested by a homeowner.
 - h. Financial statements if requested by a Board member.

15. Enforce all rules promulgated by the Board of Directors, to call County law enforcement authorities when deemed necessary; to report all rules infractions or illegal activities to the Board.
16. WPM representative to attend Board of Directors meetings and annual meetings and report on physical and financial condition of the Complex and Association; to aid in preparing agendas, committee reports, etc., for such meetings; to help plan, prepare for, and to attend the annual owners meeting. WPM General Manager and/or Operations Manager shall attend any meeting upon request of the Board of Directors. (Up to 4 meetings per year.)
17. Implement and adhere to the Key Control policy as adopted by the Board, and to maintain security procedures relating to key control and security.
18. File insurance claims on behalf of the Association, for an additional charge.
19. Complete annual corporate reports for the Colorado Secretary of State.
20. Provide Repair & Maintenance coordination for the Association and for the individual owners.
21. Coordinate trash removal from the project.
22. Draft and update new owner information packets and provide to owners upon purchase.
23. Complete special projects for the Directors including:
 - a. Complete affidavits to facilitate sales.
 - b. Research By-Laws and Declarations from time to time.
 - c. Draft proposed Rules & Regulations.
 - d. Complete energy conservation studies and audit public service billings.
 - e. Coordinate architectural review for the Directors.
 - f. Collect information from contractors and engineerst to develop a long-range maintenance plan.
24. Coordinate snow removal from parking lot and sanding when needed.
25. Assist the owners and guests with lockouts, emergency message delivery, rules enforcement and maintenance emergencies.
26. Maintain and update homeowner listings.
27. 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's annually.
28. Maintain a fidelity bond at WPM's expense.
29. Annually review and let the bid for the Association's property and liability and Directors and Officers insurance coverage.

ON SITE SERVICES

1. Inspect on a daily basis checking cleanliness, rules violations, emergency maintenance need, etc.
2. Maintain the cleanliness of the common areas.
3. Remove snow and ice from the common element walkways.
4. Monitor and coordinate trash removal from the project.
5. Maintain common area lighting.
6. Complete fall and spring checklists to insure project is properly prepared seasonal changes, especially as it relates to winter temperatures and energy conservation.
7. Maintain a manicured lawn, fertilizing as needed.
8. Maintain temperature, cleanliness and chemical balance of the pool and the hot tub.
9. Maintain the cleanliness of the clubhouse checking the facility on a daily basis.
10. Inspect boilers on a weekly basis.