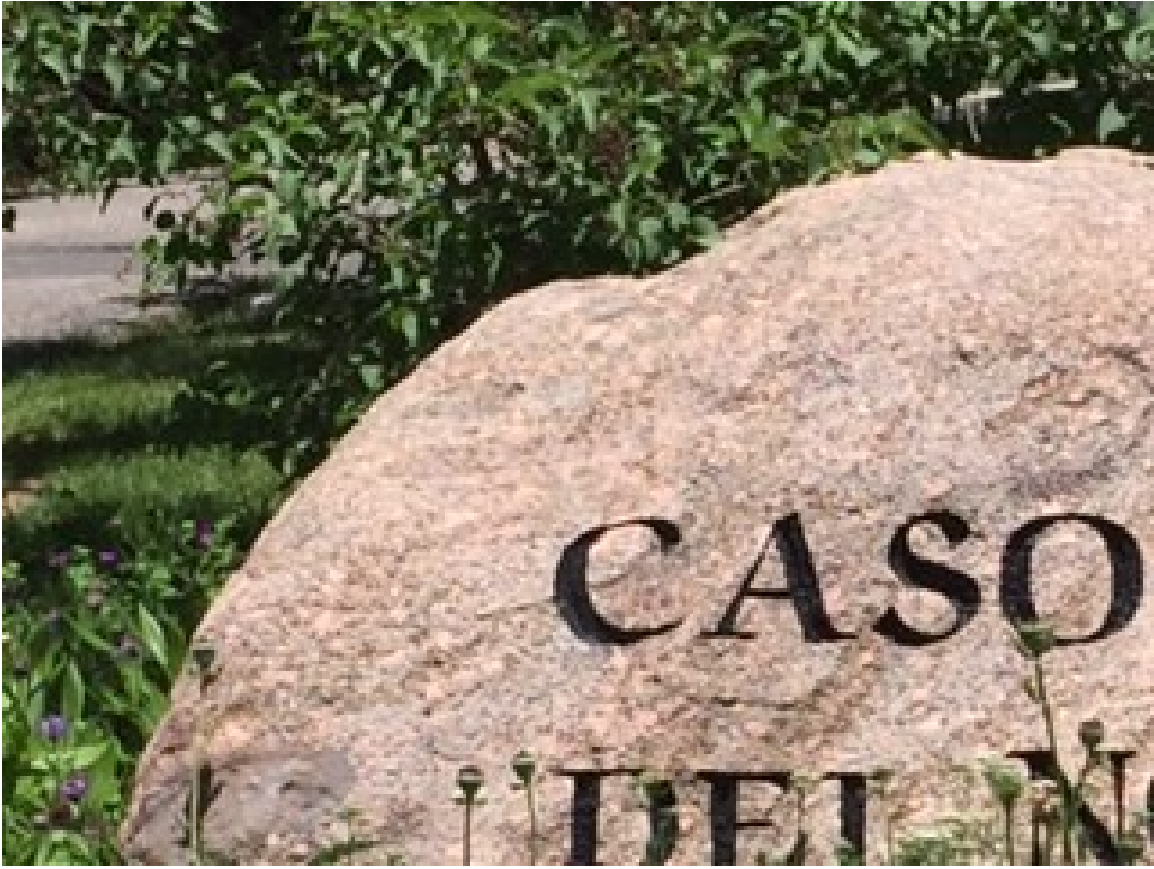




PROPOSAL FOR
PROPERTY MANAGEMENT SERVICES



Casolar Del Norte Homeowners Association

VAIL, COLORADO

FOR ADDITIONAL INFORMATION:

Chad Roberts

(970) 331-2292 (C) 216 Main St. Suite 218 Edwards, CO 81632 (970) 476-4446 (O)

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Fireside Properties Inc.

Fireside Properties Inc.

- Property Description
- Mission
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Specifications for Property Management Services

- General Administration & Leadership Support
- Property Maintenance/Capital Improvement and Replacement
- Financial Operations/Management & Maintenance of Records
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Management Fee and Contract Terms

- Exhibit A

PROPERTY DESCRIPTION

Property Name:

Casolar Del Norte Home Owners Association

Address:

PO Box 2966
Vail, CO 81657

Description:

The Association is a Colorado non-profit Corporation formed to provide for maintenance, preservation and architectural control of the residences within the tracts of property described as Lot A-8 and A-9, Lion's Ridge Subdivision, County of Eagle, State of Colorado.

Our Mission

At Fireside Properties, our mission is to provide the Vail Valley's homeowners with personalized care and management for all aspects of their property. The relationships that we build will be based on confidence, effectiveness, and above all, integrity.

Our Partners:

Chad Roberts has managed projects, properties, and employees for over 26 years. He is a licensed Real Estate Broker and brings knowledge from management positions with large commercial companies in Denver, as well as construction experience. He is knowledgeable in HVAC, plumbing, electrical, carpentry and civil engineering. After serving in the Marine Corps Reserve for eight years, Chad is able to apply discipline, efficiency and organization to all aspects of his life and career. At each of his projects, Chad is known to homeowners and contractors alike as hard working, proficient, and a pleasure to work with.

Jill Money Penny has lived in the Vail Valley since 1998. Her expertise lies in accounting, administration and communication in which she has 22 years' experience. Jill is a certified Quick-books operator, is trained in website design, publishing, and multiple software packages. She is a licensed Real Estate Broker. She is known as professional, knowledgeable and a joy to be around.

As a management team, our qualifications allow us to provide quality asset management at the utmost degree. From maintaining properties at an uncompromised level to ensuring that vendors are called and scheduled efficiently, to professionally handling finances and administrative tasks, we offer a personalized product that offers a "breath of fresh air" to the Vail Valley.

Our Affiliations:

Since its establishment in 2005, Fireside Properties has remained active in the community both professionally and socially.

We are affiliated with Community Association Institute, the Vail Board of Realtors, the Vail Valley Partnership, the Vail Chamber and Business Association and Bravo! The Vail Valley Music Festival.

Each member has volunteered for such Vail Valley non-profit organizations as The Literacy Project, Habitat for Humanity, Eco Trails and the Vail Valley Foundation. Our time volunteered to the betterment of the community equals two hundred plus hours and counting!

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Association Clients (Comps):

- Bald Mountain Townhomes 2018 (Vail)
16 residential Units within three buildings, 1900 sq. ft. tri-levels with two car garages
- Vail Golf Course Townhomes Phase 1 2023 (Vail)
15 residential Units within four buildings, 2500 sq. ft. tri-levels with two car garages
- The Valley 2020 (Vail)
33 residential units comprised of townhomes on a 5 acre lot with pool, sauna, tennis courts, parking structure and heated driveways
- Grouse Glen 2013 (Vail)
11 residential units comprised of a four-plex, duplexes and freestanding structures
800 – 2000 sq. ft. with a parking garage, surface lot and hot tub
- Bachelor Gulch Cove 2010 (Beaver Creek)
8 residential units comprised of four duplexes, 2100 sq. ft. tri-levels with two car garages
- Haymeadow 2018 (Beaver Creek)
4 residential units comprised of two duplexes, 2700 sq. ft. quad levels with one car garages
- The Sanctuary 2019 (CVC)
16 residential single family homes, 4000 sq. ft. two story structures with two car garages, private gated community

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Testimonials

I have had the honor to know Chad Roberts and his team at Fireside Properties for three years. They came to us highly recommended by the property management community and have not disappointed. They have managed our Townhomes consistently excelling the norm with exceptional knowledge and care.

Chad and his team are extremely professional in all areas of property management and rise to the challenge to the most difficult situations and individuals with poise and dignity. I have the sincere pleasure to recommend him with confidence they will outperform anyone's expectations.

- Vail Owner

My family has owned property in the Valley since 1979, a stretch that has allowed me – particularly within the last decade – to familiarize myself with the property service players in the Valley and form judgments among them.

Chad and Jill distinguish themselves as property managers in three areas: Integrity, work ethic, and excellence in execution.

From the standpoint of work-ethic Fireside is unparalleled within the Valley, and I suspect would measure quite favorably against any firm nation-wide. The language used to describe their dedication might be confused for hyperbole, but this would be a mistake: Simply put, Fireside pegs its energies to the demand of the job, not the letter of the contract. There is an unmistakable ruggedness in the way both Chad and Jill approach their business with a dual sense of duty and pride, coupled with a willingness to build a strong foundation for their company.

- Vail Owner

As an out of state property Owner, you're always in need of accurate and timely answers to various questions that "will" arise, in order to protect your investment, and I found Fireside Properties to be superb in fulfilling my requests. They are consistently willing to help satisfy a problem or arrive at a solution. They're a very patient group of dedicated individuals that work well as a team. I sincerely admire their professionalism and integrity.

- Vail Owner

I have sold my condo, thank you so much for your time and commitment in serving as our property manager! It has truly been a pleasure working with you and I wish you much success in the future!

- Avon Owner

Dear Fireside Team, thank you so much for all your support and effort on our behalf.

- Avon Owner

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References

Chris Lombardo – President
Vantage Point (Intervals)
Vail, CO

303.472.9712

Erin Sorce
Grouse Glen
Vail, CO

303.819.4303

Agnew Meek – President
Bachelor Gulch Cove
Beaver Creek, CO

512.587.3135

Troy Giesselman - Owner
The Pointe Association
Edwards, CO

305.776.7969

Additional References Furnished Upon Request

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Specifications for Property Management Services

General Administration & Leadership Support

- Manage Day-to-Day HOA business as required.
- Plan, schedule and facilitate HOA Board meetings & Homeowners Annual meeting.
 - Act as the communications center for the Association, with regular updates to the HOA Board members and Homeowners
- Arrange, schedule and attend all quarterly, special and annual Board and Homeowners meetings. Provide minutes recording at all Board and Homeowners meetings.
- This request for proposal does not include any proposal for homeowner rental or lodging services.
- Maintenance of membership records and database
- Membership communications, newsletters and other items as appropriate
- Provide for clear understanding of the Condo Declarations, Bylaws, and Rules and Regulations and enforce as required.
- Provide for preparation and distribution of meeting agendas, minutes, and financial reports. Coordinate annual meeting calendar and action items.
- Maintain all documents per State mandated document retention policy.
- Maintain the website including timely posting of minutes and communication to homeowners
- Maintain and oversee the Architectural Control process including managing the database of approvals/denials
- Work with attorney, accountant, insurance agent, etc. with HOA Board direction
- Provide for proactive advice and counsel to HOA Board of Directors.
- Maintain, keep in force and make claims on all insurance required in the Declaration and such other insurance as the HOA Board may desire to be placed or kept.
- Provide direction in establishing, quantifying and achieving organizational goals and objectives.
- Deliver services in a fair and equitable manner, with equal regard to the HOA's and the management company's financial profit, while ensuring the overall best interests of the homeowner's community.

Property Maintenance / Capital Improvement and Replacement

- Direct, supervise, and manage all HOA routine maintenance projects per contract & direction from the HOA Board.
- Provide for documented weekly Inspections, including an entire building and common ground walk-through. Advise the HOA Board of any repairs/maintenance that need to be performed resulting from the walk-through.
- Arrange and supervise annual inspections of life safety systems both in common areas and the units, including fire alarm systems, fire sprinkler systems, water backflow prevention, fire extinguisher inspections and gas fireplace inspections.
- Manage and maintain the parking lot, including power washing and annual re-stripping.
- Manage the maintenance of common grounds including mowing, landscape maintenance and monitoring.

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- Manage the maintenance and cleaning of the common areas and common grounds in conjunction with the commercial association.
- Emergency coverage for fire, water, electrical or potentially life-threatening issues. A 24-hour continuously monitored line with 24/7 coverage by Manager/Engineer on duty to manage after-hours and emergency situations.
- Provide for a responsible bid/contract process to identify vendors for all association needs, with at least two bids required.
- Supervise all hired contractors on-site and assure liability insurance coverage.

Financial Operations & Management / Maintain all accounting records

- Review and update monthly/quarterly/annual financial reports for the organization, including detailed financial statements, records, tax accounting, and tax filings. Include explanation of budget variances and reserve spend on a monthly and year-to-date basis.
- Assist in the management of delinquent HOA dues and assessments collection per the HOA Collections Policy. Pursue accounts receivable and engage the HOA Board for any accounts receivable that are over 60 days past due for collection. If necessary and at the direction of the HOA Board, engage legal counsel for the collection of past due accounts receivable
- Assist in the draft and review of the annual budgets for HOA board review and approval. Work with outside accountants on audit reports and tax filing, if applicable.
- Manage the HOA per the annual approved operating budget, with HOA Board approval for any individual variances from budget that are over \$2,500
- Providing guidance and suggestions minimizing risk –
- Responsible for proper filing of all permits, registrations, insurance applications, tax documents and handling of claims

Regulatory Requirements

- Comply with all Federal, State, and Municipal requirements affecting contracted property management services.
- Provide for professional knowledge of all governing documents, including Declaration, Bylaws, and Rules and Regulations to ensure compliance to the HOA standards.
- Provide for enforcement of governing document provisions as required.
- Register the association with DORA & the Colorado Secretary of State annually.

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Exhibit A

CONTRACT TERMS

Management Fee:	\$12,960.00 annually paid in advance in monthly amounts of \$1080.00
Accounting Fee:	\$2,700.00 annually paid in advance in monthly amounts of \$225.00
General Maintenance:	A \$75 per hour fee will be assessed for all general maintenance, (1 hour minimum).
Project Management:	A \$125 per hour fee will be assessed for all major capital improvement projects requiring on-site supervision (1 hour minimum). A 10% administrative fee will be assessed for each individual project based on gross project value.
Sub-Contracted Services:	Cost plus 10% for any projects not considered routine annual services; specifically, Lawn Maintenance and Snow removal
Emergency Response:	A \$175 per hour fee will be assessed for all regular & after hour, weekends and holiday emergencies. (2 hour minimum/plus 10%)
Admin, Legal & Financial:	A \$125 per hour fee will be assessed for all admin, legal & financial analysis & audits.
Terms:	Two year, with an option to renew plus 10%.

This proposal is valid through September 30, 2023

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2021 ANNUAL RATE DISCLOSURE/EXPENSES

Quick Reference Full Disclosure Rate Sheet:

Monthly Management Fee \$1080.00/\$225.00

T&M Rates or flat fees for Individual Projects/Sales:

Legal & Administration \$125 per hour (15 m increments)

Maintenance \$75 per hour (1 hour minimum)

Housekeeping \$48 per hour

Project Management \$125 per hour plus 10% (1 hour minimum)

Scheduling and Administration (sub-contracted services excluding routine annual lawn maintenance & snow removal contracts) 10% of gross project value

Statement Preparation Fee (Condo Questionnaire) \$385.00

Transfer Fee (Status Request) \$385.00

DRB-AGC Fee \$385.00

ROFR Fee \$385.00

CCIOA Annual Disclosures quarterly updates (FSP website) \$540.00

Document Storage (7-year back up; digital & hard copies) \$540.00

After Hours Emergencies \$175 per hour/plus 10% (2 hour minimum)

One time HOA transfer and set-up fee \$540.00

*Cost plus 10% applies for financial audits, legal liaison, emergencies, special and capital projects

* Fuel Surcharge 4%

Exhibit A – Fee Disclosure for 2023-2024

	Meetings		
	Meetings in excess of contract specification	125.00	per hour
	Meetings in excess of 1.5 hour/s	125.00	per hour
	On site walkthroughs or meetings with contractor upon owner/board request	125.00	per hour
	On demand meetings with board on site	125.00	per hour
	Minutes not included in contract	125.00	per hour
	Emergencies		
	Emergency calls	175.00	per hour x 2
	Emergency calls weekend/evenings	175.00	per hour x 2
	Maintenance		
	Maintenance services - regular, outside contract	75.00	per hour
	First year maintenance contracts (new contractor)	NA	total contract amount
	Additional bids (no charge for one bid)	NA	per bid
	Administrative		
	Website hosting	540.00	annually
	Archive storage	540.00	annually
	Insurance claims adjustment	385.00	Flat fee
	Attorney consultation for lawsuits, collections, etc.	385.00	Flat fee
	Governing Docs amendment	125.00	per hour
	Secretary of State Annual Report Filing	Cost	per filing
	Citations for rules violations (2nd and subsequent notices as required)/Enforcement	185.00	per citation
	Bank Signature Changes	185.00	per signature change
	Open new account	185.00	per account
	Bank Accounts in excess of 2 accounts (one operating and one reserve)	385.00	per account per quarter
	Initial HOA setup fee (for new clients only)	540...00	one time
	Office supplies and copies	Cost	per year
	Annual software update fees	Cost	per year
	Special Assessments	385.00	Per assessment installment
	Loan Set up and Administration	385.00	per application
	Parking Permit Administration	35.00	per permit/per year
	Reforecasting projections after initial year end projections are done	125.00	per hour
	Interim financial reports (between quarters)	185.00	per report
	Capital Projects		
	Capital Projects \$00.00 up to \$250,000	10%	of contract
	Capital Projects \$250,001-\$500,000	8%	of contract
	Capital Projects \$500,001 and up	6%	of contract
	Services paid to HOA, but charged back to Owner's account:		
	First Right of Refusal	385.00	per contract
	New Owner setup/HOA cert	385.00	per closing
	Account Status Update	385.00	per closing
	Inspection report review/response	385.00	per report
	Prepare and file lien	385.00	per lien/per hour
	Prepare and file lien release	385.00	per lien/per hour
	Collection notices per Collection Policy	185.00	per letter
	Application for changes to common areas for individual owner benefit - minor	185.00	per application
	Application for changes to common areas for individual owner benefit - major	385.00	per application

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