

WINFIELD ARMS CONDOMINIUM COMMUNICATIONS POLICY

Except for emergencies, the following communications policies apply:

1. If an Owner has an issue, the Owner should communicate the issue to the Property Manager. The Property Manager will handle the issue, and, if appropriate, involve any applicable Tenant, any other applicable Owner, and/or the Board.
2. If a Tenant has an issue, the Tenant should communicate the issue to the Tenant's Owner. The Tenant's Owner should then communicate the issue to the Property Manager. The Property Manager will handle the issue, and, if appropriate, involve any applicable Tenant, any other applicable Owner, and/or the Board.

In case of emergencies:

1. Call 911.
2. Fire: Call the Fire Department at [number]
3. Police: Call the Police Department at [number]
4. If necessary, call the Property Manager to arrange for posting notices on doors, or calling or emailing Owners and Tenants.

PROPERTY MANAGER:
DIANE SPICER, ASPEN PLACES
970-925-2860
Diane@AspenPlaces.com