



Melissa Carr
Forest Glen Property Management LLC
P.O. Box 1313
Glen, NH 03838-1313

P.O. Box 241
North Conway, New Hampshire 03860

July 26, 2022

Re: Northface Condominium wood stove code deficiencies

Dear Melissa,

On July 14th you sent me a lengthy e-mail which was apparently the result of our telephone conversation that took place right around that same time. Since then, I have considered the Northface project from when we first talked about the (North Conway Fire Department) identified wood stove deficiencies late last year and I have reviewed agreements, reports, and various communications. The following will show how we arrived at where we are today and what we can see as a path into the future.

1. Bergeron Technical Service's initial efforts at Northface were based on an Agreement between BTS and Northface Condominium Owner's Association/Melissa Carr – Forest Glen Property Management LLC, with this Agreement having been signed by you on December 15th, 2021.
2. After our first efforts were complete, we delivered our 6-page report dated 07 February 2022. After the delivery of that report, we met with you and three Association Directors to talk about the project up to that point.
3. On March 31, 2022, after the meeting referenced above, Kate Richardson authored and delivered a letter to Northface Condominium Owner's Association Board of Directors, care of Melissa Carr/Forest Glen Property Management. This letter included "an outline of the next steps proposed by BTS and Mr. Szetela to further study the conditions of the pertinent concealed spaces in and around the chimneys and woodstove areas....." As you know, "Mr. Szetela" is Stan Szetela of S.D. Szetela Masonry.
4. The "next steps" as referred to in item three above were completed by Bergeron Technical and S.D. Szetela Masonry, leading to the delivery of our follow up report dated 06 July 2022.
5. The totality of Bergeron Technical Responsibilities as described in the letter of 31 March, was clearly explained in one sentence as follows: **"Once the investigative work is completed a report outlining the findings will be prepared and provided to the Board, care of Melissa Carr, for review and consideration. Bergeron Technical Services will also make themselves available to the Board to meet and review the report and discuss solutions and next steps."**

As of this writing we have delivered the report outlining our findings and we are prepared to meet and review the report and discuss solutions and next steps. Once we receive payment for our efforts as invoiced you and I can e-mail or talk to identify a mutually acceptable time to get together. I look forward to receiving payment for our efforts to date and to hearing back from you with suggested dates and times for a meeting.

Sincerely,
Bergeron Technical Services, LLC

Shawn G. Bergeron, Sr.
Manager

Cc: file