NORTHFACE RESORT
A CONDOMINIUM AT WOODLAND HILLS

North Conway, New Hampshire
C/o Selective Property Management

September 23, 2020

Dear Northface Resort Owner:

The annual chimney inspection/sweeping and stovepipe inspection/cleaning is to be done, commencing on **Monday, September 28, 2020** and concluding on **Tuesday, September 29th**, as needs be, in accordance with the Board-approved contract with The Chimney Man Company of Eaton, NH.

SPM will be accompanying the Chimney Man into all 40 units located in Buildings 1, 2, 3, and 4 to inspect and clean the stovepipes in each of the units, gaining access to each unit using the master key system.

Since it has been mandated that access into all units is necessary to receive the signed certificate for the master insurance, we are respectfully reminding owners that:

- If a unit entry door lock has been changed and the new lock was not keyed to the master key per the Association's long-standing fire code policy, it will be the unit owners' responsibility to have someone available at the unit on 9/28 to allow entry into the unit.
- Should a unit be rented out on the days of the inspections, the unit owner MUST notify the renters and/or any rental agencies of this impending project, as access into the units will be necessary.
- Should a return trip be necessary because access into a unit was not provided, the unit owner will be responsible for the return visit fee AND the charges for services rendered.
- As was done last year, once the project is fully complete, invoices for services rendered will be sent to each owner by NFRCA.

As always, thank you so much for your cooperation.

Brian A. Bellucci

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