

DWW Enterprise LLC

Dwight Winkelman

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Proposal to the Cotton Ranch Homeowners Association

Scope of duties for compliance/community liaison:

- Stay up-to-date on the rules and regulations, guidelines for Cotton Ranch, Sky Legend and The Villas at Cotton Ranch
- Being on-call as first point of contact for property owners' issues to handle operations and compliance issues as they arise.
- Conduct drive-through/inspections for property owner compliance multiple times during the week at different times of the day.
- Prepare/send mail and email communications to property owners related to violations.
- Coordinate with the Association Administrator, Design Review Committee, and the HOA Board of Directors.
- For Sky Legend, when conducting compliance inspections, also assess road, tree, street lights, drainage and landscaping maintenance to identify any issues and ensure needs are being adequately and timely addressed
- For Cotton Ranch, when conducting compliance inspections, assess tree, landscaping and snow plowing maintenance to identify any issues and ensure needs are being adequately and timely addressed.
- Prepare/submit monthly status reports for the use of the Administrator/Board
- Provide own vehicle, office supplies, phone/internet, postage and liability insurance.
- Maintain/service four dog stations in Sky Legend, two at The Villas, and five in the lower bench. Order supplies and handle installation and/or relocation of stations.
- Attend HOA meetings for Sky Legend, Cotton Ranch and The Villas as needed

FEE for the above scope of work - \$1225/month

***Directed/approved work outside of the above scope of work will be billed at \$34/hr.**

_____ **Dwight Winkleman**

date: _____