



Dear Homeowner,

Enclosed please find the scope of services for snow plowing services for the winter of 2017/2018. It is based on feedback received in a survey conducted in the fall of 2016 and input received during the winter of 2016/2017. We are not conducting another survey this year; however, please don't hesitate to contact us with any questions you may have regarding the scope of work. Likewise, if you have any feedback regarding services performed during the upcoming winter, please reach out to us so we can implement any necessary changes to the scope. Once executed, the contract (including pricing) will be posted to the website at <http://overlookatqualchan.com/>.

The scope of work includes snow clearing on sidewalks fronting common areas and in front of mailboxes. **Please be aware that per City ordinance, each lot owner is responsible for snow clearing and de-icing and/or sanding as necessary the section of sidewalk fronting their own homes; as a lot owner, you are responsible for safe pedestrian passage on the sidewalk in front of your homes – whether you live on a public street or private street.**

Lincoln Way, Willapa, and Bolan Avenues are not included in the scope of work because they are public, City-owned streets, and as such the City is responsible for plowing, sweeping, cleaning, maintenance, and repair of these streets. Questions and concerns regarding services on public streets should be directed to the City of Spokane. The Spokane Street Department web address is currently: <https://my.spokanecity.org/streets/maintenance/>. The department's contact information is: 509.625.7733; and their email address is streetsinfo@spokanecity.org.

As mentioned above, questions regarding services for private driveways and private streets within our HOA should be directed to Eric Lundin, Property Manager, at WEB Properties, Inc.: 509.533.0995; or via email at eric@webpropertiesinc.com.

As most residents are already aware, services for PUD-owned streets and private driveways are contracted through the HOA at a pro-rata cost to the lots situated on private roadways and driveways. If you live on a private roadway, driveway, or both, your pro-rata shares of services performed will appear along with the quarterly HOA assessment invoices. Following is a breakdown of the division of expenses. Per the CC&R's for the HOA, division of expenses is by lot; each vacant lot must contribute its pro-rata share of services and maintenance expenses:

Menaul Court: 11 lots
Jordan Lane: 24 lots
Lower Bolan Driveway: 11 lots

Anton Court Private Driveway: 6 lots
Upper Jordan Access (Driveway): 3.5 - 7 lots
Upper Bolan Driveway: 10 lots

If your home is situated on a private roadway and a private driveway, your responsibilities include sharing in expenses for services on both roadways. We want you to be aware that this is not a decision made by the HOA's professional management company or the HOA Board; rather, it is pursuant to ownership within a PUD and/or private driveway agreements (The PUD's were formed during development; the private driveway agreements were executed by the developer). The HOA Board does not have the authority to alter PUD or private driveway lot status, nor agreements regarding them; questions regarding PUD status, private driveways, and associated agreements can be directed to the City of Spokane Street Dept. [contact info above]).

We wish you a happy and healthy winter season.

Cheers,

WEB Properties, Inc. on Behalf of the Qualchan Hills Board of Directors

A handwritten signature in black ink that reads "Eric J. Lundin".

Eric J. Lundin
HOA Manager
Encl.: Winter 2017/2018 Snow Plow SOW for Overlook at Qualchan HOA