

CONTRACTOR CHECKLIST

1. First, before you mobilize, meet with the Starwood Manager to exchange contact information and discuss mobilization concerns, road weight limits, work hours, parking, security concerns, and this memo.
2. Provide the Starwood Security Gate with a list of approved contractors and workers.
3. Provide the Starwood Security Gate with contact information so the guards can call and clear access for workers that show up unannounced.
4. To accommodate our Security Officers please provide non-English speaking workers with a 3x5 card with: their name, the company they work for, the job name and address and your phone number.
5. The Starwood Security Gate will not accept packages or shipments for construction sites.
6. Observe Starwood traffic regulations. The speed limit in Starwood is 20 MPH.
7. No parking on the street. Contractors must have an approved parking plan prior to commencing work in Starwood.
8. Maintain a clean work site. All trash must be kept in a bear-proof receptacle. Garbage that might attract bears must not be placed in an open dumpster.
9. Notify the Starwood Manager and gatehouse 72hours prior to bringing trucks over 30 tons into Starwood. Make arrangements to escort all oversized vehicles (Semi-tractor trailers) up Trentaz Drive and to their destinations in Starwood.
10. Observe the truck weight limit season. Between March 15 and June 15, no trucks over 20 tons are permitted to pass the Starwood Gate. (no exceptions for any reason)
11. Work at construction sites in Starwood may begin at 06:30 A.M. and must end at 5:30 P.M. Monday through Friday. No trucks or heavy equipment are permitted to operate in Starwood before 7:00AM.
12. Weekend work at construction sites is not permitted except under the following circumstance: Up to five vehicles per job site may be allowed on weekends if approved by the Starwood Manager for the purpose of performing quiet indoor work (i.e.: Painting, drywall finishing, laying carpet, etc.), providing that the Starwood Manager is provided with a list of workers and a description of the work to be performed by 5:00 P.M. on Thursday prior to the weekend for which the request is made.
13. Weekend work is a privilege. If neighbors complain for any reason, the privilege is rescinded and the contractor must leave immediately without argument. This is a stipulation of all weekend work approvals.
14. No delivery trucks or heavy construction vehicles are permitted to enter Starwood on the weekends.

CONTRACTOR CHECKLIST - (CONT.)

- 15. No work may be done in Starwood on Holidays.
- 16. Dogs are not allowed at construction sites in Starwood without the written permission of the Starwood Homeowner for whom the contractor is working, and if allowed must be under the control of the dog owner at all times.
- 17. At the end of each day the job site must be policed and trash picked up, and if the street is muddy or unsightly it must be cleaned before the end of the work day.
- 18. Contact the Starwood Manager before tampering with any water appliance or water meter.

RECEIPT BY BUIDER/CONTRACTOR and ACKNOWLEDGEMENT OF CHECKLIST & STARWOOD ARCHITECTURAL PROCEDURES

The undersigned Builder and/or Contractor hereby acknowledges receipt of the Contractors Checklist and the Starwood Architectural Procedures, pages 1 through 26, and agrees to comply with the procedures and checklist set forth herein.

Builder/Contractor _____

Name of Owner _____

Tract No: _____

Date: _____

Contact Information:
 Mark Asher, Manager
 Starwood Metropolitan District
 Starwood Homeowners Association
 0121 Stewart Drive
 Aspen, Colorado 81611
 970-925-8939 office
 970-925-5870 Fax
 970-379-9878 cell

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