

Memorandum

To: Aspen Hills Owners
From: Aspen Hills Board
Date: 4/11/2022

Process Moving forward regarding vendor advertising fees and payment: Aspen Hills allows for the advertising of vendors both on our website as well as on our gate entrances. Vendors are responsible to provide their own signs. Each vendor will also be responsible for the upkeep and maintenance of their signage. The fee for advertising with signage on the gate is \$150 annually. This fee will also include advertising on the website. If you are a vendor who wants to only advertise on the website the fee will be \$100 annually. Payment Due by January 31st of each year.

Vendor Process to start and or continue advertng: If a vendor requests advertising through the HOA whether by gate signage, website or both they will need to do the following:

-Gate and Website Advertising: Vendor will need to contact the Board Member over gates and notify them of their intent to advertise and hang signage. That board member will notify the bookkeeper to start billing. They will also notify the Board Member over the Website to ensure their information is uploaded to the website. Billing will be a January to December billing. If advertising is started in the middle of a pay cycle the fees will be prorated. After that billing will be annually and will be sent in January. The board member over gates should contact each vendor every December to verify their intent to continue advertising for the next year. The board member will then notify bookkeeper of any changes.

-Website Advertising only: Vendor will need to contact the Board Member over advertising and notify them of their intent to advertise. That board member will notify the bookkeeper to start billing and will upload their data to the website. Billing will be a January to December billing. If advertising is started in the middle of a pay cycle the fees will be prorated. After that, billing will be annually and will be sent in January. The board member over website should contact each vendor only advertising on the website every December to verify their intent to continue advertising for the next year. The board member will then notify bookkeeper of any changes.

Advertising for in-kind work: Any advertising that is done without an annual payment but is instead paid for through in-kind work, will need to be approved by the board. This will need to be approved every year with a clear understanding of what in-kind work is being done for the HOA in return for the vendor advertising.