



September 19, 2024

LANDMARK CONSULTANTS
141 9TH STREET
STEAMBOAT SPRINGS, CO 80487

RE: Improvements Agreement & Collateral for PL20220435

LANDMARK CONSULTANTS,

On **August 16, 2024** the city sent a letter regarding the Improvements Agreement (IA) with the City of Steamboat Springs, recorded at reception **842528** for the project PL20220435. Please be advised that the completion deadline in the Improvements Agreement (IA) with the City of Steamboat Springs, recorded at reception **842528** and Bank of the San Juans, Division of Glacier Bank, Steamboat Springs Branch Letter of Credit 4311220010244, is on **11/15/2024**. All improvements must be completed no later than that date. The warranty period for public improvements expires a minimum of two-years from preliminary acceptance. As of this date, no preliminary acceptance documentation for public improvements has been received.

This letter is a reminder regarding the agreed upon deadline to complete **Drainage, Stormwater Quality, Trails/Sidewalks, Landscaping, and other General Improvements** as listed in Exhibit A of the IA

Please notify our office in writing to request an inspection of the completed improvements, and to request a partial or full release of collateral for any completed work. Inspections must be scheduled **prior** to the expiration of the IA. Inspections are only conducted between May 1 and November 1 when weather conditions permit observation and access to the improvements.

If the improvements will not be completed prior to the completion deadline in the IA, you may apply for an extension in writing before **10/15/2024**, by submitting an extension request to the Director of Planning and Community Development. Extension requests may not exceed one year. An application for extension must contain a letter of completion from the project engineer, updated cost estimates for any remaining improvements, and an updated Letter of Credit. Approval of an extension is at the discretion of the Director of Planning and Community Development.

Please provide a written response to this letter no later than **10/15/24** with the status of the improvements. Failure to comply with this request will result in the next step towards drawing on collateral to complete the required improvements.

If you have questions, you can contact me at tstauffer@steamboatsprings.net or 970.871.8280.

Sincerely,

A handwritten signature in blue ink, appearing to read "Toby Stauffer", is written over a faint circular official stamp.

Toby Stauffer, AICP, Senior Planner