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July 2020 NEWSLETTER

VOLUME 2 ISSUE 7

BOARD NEWS:

We are under way!! If you haven't opened your email from Jetta from Friday, June 26, 2020, please do so. There is a detailed explanation of the schedule for the construction and information about renting your unit. Please review as NO guests or owners will be allowed in their units during the scheduled time for the exterior work. The letter states clearly that there could be some variation in the work schedule so make sure your guests are aware of this issue.

EMAIL BILLING IS STILL AVAILABLE:

We still have a few owners who have not taken advantage of this service. You can receive your statements via email and still pay by check if you do not want to use the online bill pay service. By doing this, you are saving the HOA money in not only postage and paper but employee time and is a safer option for them.

BOARD MEMBERS:

PRESIDENT: PEGGY MAHLER
VICE PRESIDENT: MIKE FRIZELL
SECRETARY: MANISH PALIWAL
TREASURER: LINDSEY GINDOFF
MEMBER AT LARGE: VIVEK PARIKH

STAFF:

Jetta Wilfong, General Manager
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Kathy Gum, Housekeeping Manager
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Matthew Samples, Night Manager
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**IMPORTANT NOTICE:
ALL OWNERS AND GUESTS
MUST CHECK IN AT THE
FRONT DESK.**

We have charged for the remote covers(\$1.00) and pillow covers (\$3.00 and \$5.50) in the June billing.

COVID Policy. Guests are asked to practice social distancing and asked (not required) to wear masks at all times while in common areas. ❖ Inform the guest that there will be no bedspreads, blankets, pillow shams, throw pillows, books, games, movies, or any other non-essential items provided. Only essential linens will be provided. ❖ Guests may only ride the elevator one person at a time, unless they are sharing a reservation. ❖ 4 or more night stay services have been suspended ❖ We have added vinyl pillow covers to each pillow so that they are easier to disinfect upon checkout. We have also put plastic remote covers on remotes for easier disinfecting. Please inform guests that these are not to be removed. ❖ There will only be one unwrapped roll of toilet paper provided per bathroom (can get extra from the front desk if needed) and one unwrapped roll of paper towels in the kitchen (Please ask guest to bring extra). No coffee filters left in rooms. ❖ We will be placing a "soiled linen bag" in each bedroom with instructions for the guest to strip their bed and place linens in marked bag. ❖ Please inform the guests that they need to check, double check and triple check their condo before checking out to make sure that they have packed up all personal belongings. We are no longer allowed to keep lost and found to help reduce cross contamination. ❖ All rooms will be cleaned using supplies that meet CDC requirements. ❖ Front Desk will continually disinfect all room keys, along with Front Desk area. ❖ Rooms must be empty three hours prior to housekeeping entering the room. This may result in a delay of the 5pm check in time. ❖ **No reservations after 3pm.** Housekeeping must have time to prepare rooms ❖ You will see a covid-19 charge added to your cleaning fee due to the extra cleaning and the extra chemicals it takes to ensure each room meets the requirements by the state and local health departments. (We have not determined what this charge is as of now, we are trying to keep this to a minimum for all owners)

NOTES FROM JETTA'S DESK:

Housekeeping Contracts:
All owners will need to sign a new housekeeping contract. We are still putting these together. With all the COVID rules changing all the time, we are delaying sending these out at this time. All owners should have received the email with the COVID policy and ML rules that we are following. These policies will be posted at the front desk and other areas throughout the building.