

HERITAGE POINTE MASTER ASSOCIATION, INC.

Date: August 9, 2023  
To: First Floor Owners  
From: Heritage Master Association Board  
RE: Reminder of the re-occupancy process and CRC contact update

Just a reminder of the re-occupancy process:

Owners:

1. Confirm the work completed in your unit.
2. Sign off on the scope of work that CRC performed in your unit. You can just sign the scope that was sent to you by Altieri, noting any changes.
3. Send a signed copy of that verified scope to Melissa.
4. Prepare a punch list, if necessary. Work with CRC to your satisfactory completion.
5. Sign off on your punch list, once completed.
6. Send a copy of your signed-off punch list to Melissa.

CRC contacts update:

1. First line of contact for concerns, please email – Tyler Katrana, National Project Director at [t.katrana@crcmail.com](mailto:t.katrana@crcmail.com), Tyler will answer and/or direct your issue to the appropriate CRC person for follow-up.
2. Punch list items – Nick Rozack at [n.rozack@crcmail.com](mailto:n.rozack@crcmail.com) , and Marko below.
3. Verification for both the scope of work completed and the punch list- Marko Dapceвич [m.dapceвич@crcmail.com](mailto:m.dapceвич@crcmail.com).

The steps above are designed to ensure that your issues are addressed to your satisfaction. They also will provide Heritage Pointe with the basis for making an accurate final payment to CRC.

Thank you for your follow-through.



Paul DiFuccia, Treasurer