

## Flex Conversion Protocol

### Within the Riverwalk at Edwards Property Owners Association (REPOA)

1. Owner to submit to Riverwalk Property Owners Association (REPOA) a Letter of Intent (LOI) plus deposit (Deposit is \$3.00/sq/ft). This deposit is fully refundable upon the receipt of a Temporary Certificate of Occupancy (TCO) or a Certificate of Occupancy (CO). **Under no other circumstances will the deposit be refunded.**
2. Commencement of construction must occur within 18 (eighteen) months of the LOI submittal. Commencement of construction generally refers to the point at which actual on-site work begins for the conversion project. This includes site preparation or demolition that occurs after securing necessary permits from Eagle County.
3. Owner to provide REPOA with a notice of written approval from the HOA of the Building in which the conversion will occur for the concept of a unit conversion. Approval must comply with the bylaws and declarations of the Building HOA. HOA approval must occur within 90 (ninety) days of the LOI. REPOA does not take responsibility for or assume liability for confirming that the conversion complies with the building HOA's bylaws and declarations.
4. Owner to provide REPOA a basic space plan which should include any exterior changes. All exterior changes require REPOA approval as well as HOA approval.
5. All conversion processes before or after application for a building permit from Eagle County must follow the Riverwalk Construction Rules, and such rules will remain in effect for the remainder of the conversion. <https://edwardsriverwalk.com/wp-content/uploads/2023/08/7-26-23-signed.pdf>
6. Denial of a building permit by Eagle County, or failing to address concerns that would prevent the conversion from occurring by code within 90 (ninety) days of notification from Eagle County, will trigger a release of the sq/footage back to the available pool.

7. Failure to comply with any or all of these steps will cause the deposit to be retained and the requested sq/footage to return to the available pool.
8. The issuance of a CO or TCO from Eagle County will finalize the conversion of the space and the designation within the Riverwalk at POA square footage tallies.
9. Communications should be addressed to the Riverwalk at Edwards POA Community Manager at [communitymanager@edwardsriverwalk.com](mailto:communitymanager@edwardsriverwalk.com). Checks or written documents should be mailed or delivered to REPOA, 137 Main Street, Unit C-107, Edwards, CO 81632

**Approved May, 28, 2025, by Resolution of the Board of Directors.  
Riverwalk at Edwards POA**

By  . It's PRESIDENT