



Dear Homeowner at The Pines:

Welcome, we hope you are enjoying your home at The Pines Homeowners Association. We are honored to manage your association and will be doing everything we can to maintain and improve your property values. We appreciate the care shown by your former management company and will strive to meet and exceed their standards going forward. All services from the previous company will continue to be provided to you and your neighborhood, and more!

To protect and improve your neighborhood we will provide the following:

- Common area mowing, trimming, edging, fertilizer, and weed control,
- Common area Sprinkler blow-out & start up and repairs,
- Supervision of Pool, Tennis Court, and Pathway Maintenance,
- Coordination with Water Departments to ensure standards,
- Online Payment Gateway for Assessment payments,
- Preparing the HOA 1120 H Tax form for the IRS,
- Renewing the HOA Non-Profit Corporation annual report,
- Monthly billing and collection of the HOA Assessment,
- Liability insurance for HOA Activities for the protection of the homeowners and board members.

We will review the budget with the Board in the Fall as well as work on the bidding process for Seasonal maintenance as needed.

In this mailing you will find a current statement, a Services Guide with contact information for agencies and businesses in your neighborhood, a return envelope, as well as the information needed to pay online with an e-check at no charge.

A service of the Homeowners Association is to preserve the integrity of the neighborhood architecturally; you will find an Architectural Request included with this letter. This form is to be used to make any exterior change or addition, to fencing, housing, storage, permanent landscape changes, pet containment or shelter, as well as any other exterior element.

We hope to be a good partner in providing you with an enjoyable living experience. Please feel free to contact us with any questions or concerns.

Peg, Lance, and Kristi
Homeowners Association Services, Inc.