



Dear Park at Ashford Homeowner:

April 3, 2011

Our firm has been retained by the Board of Directors of the Park at Ashford Condominium Association, Inc., to manage the business affairs of the Association, effective on April 1, 2011. We are extremely pleased to have this opportunity and look forward to providing the high standard of service Park at Ashford Homeowners desire and deserve.

We are proud to introduce to you Olen Robinson your new Community Manager. He will be your communications link with the Park at Ashford Board of Directors on matters such as your Association dues, information regarding covenant enforcement, and maintenance issues for your community. He will take direction from your Board on any matter pertaining to your community and will work very closely with them to make this transition as smooth as possible.

Our function will be to assume the Association's day to day management duties and functions, some of which to include:

- Collection of homeowner dues and assessments
- Provision of routine maintenance
- Performance of regular property inspections
- Enforcement of the Association's rules, regulations and policies
- Contracting for daily and special services
- Provision of accounting and record keeping
- Provision of the best method of communication between the Directors and the Homeowners.

After careful review of your recorded Covenants and percentage of ownership for each unit as detailed in Exhibit "B" of your Covenants; we noticed that there was an error in calculation in the monthly assessment for each unit. Some of the assessments were a little more, some a little less, but in no cases were the amounts greater than \$3 per month. The Association's Board of Directors has decided to adjust the monthly assessments to bring them in line with the percentage of undivided interest in the Common Elements attributable to the unit as set forth in Exhibit "B" of the Declaration of Condominium. This adjustment in dues will be effective April 2011 and will continue for the remainder of 2011. Please note that the correct monthly assessment amount for your unit will be shown on the coupon book that you will receive within the next few days.

A coupon book will be mailed to you for the April – December 2011 monthly dues. This letter does not indicate a non payment of your March or April 2011 monthly assessment. If you have already sent your payment to your former management company, the checks will be forwarded to Heritage. Once Heritage has received the checks, they will be posted to the correct accounts. Late fees and interest will not apply during this transition; however, starting with the June payment, late fees and interest will be imposed as usual.

The address for the mailing of all checks (including electronic bill pay checks) is Heritage Property Management, PO Box 628207, Orlando, FL 32862-8207. Please make your check payable to The Park at Ashford Condominium Association, Inc. and be sure to include your new Bill Pay account number on your check. Your new Bill Pay account number can be found on the 2011 coupon that will be mailed to you.

We are enclosing our emergency telephone number for emergencies relating to the Association's business, such as fires, common area property damage from natural causes or common area water and sewer problems. If power or water is cut off, the call should go to the utility company. If there is a medical, fire or life-threatening event, naturally you should dial 911 first, and then call our office.

Regular Office Hours (M-F 8:30 a.m.-5:00 p.m.)
Emergencies ONLY (After Hours)

(770) 451-8171
(770) 451-8171 Press # 8

We look forward to serving the Park at Ashford Condominium Association and you.

Sincerely,

Gavin A. Cobb, CPA
President

Olen Robinson, CAM
Community Manager
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