



Specializing in Community Association Management

03-05-2010

Constant Friendship HOA Inc - Towns:

This letter is to introduce the communities' new management company. Alliance Management Group, LLC, has been hired by the Constant Friendship HOA, Inc. Board of Directors to assume community property managerial responsibilities effective April 1st 2010.

Our primary purpose as a property management company is to assist in administering and coordinating the affairs of your community. As a community management company, one of our main goals is to make a difference in your community.

Although the role of a management company is fundamentally administrative, the following is a summary of some of the services we will be providing.

- We will be the main contact for concerns relative to the business of the Association/common areas.
- Oversee common area maintenance, landscaping maintenance, and building/common area repairs, as approved by the Board
- Property/Community inspections to ensure compliance with covenants and rules of the community
- Communicate items of interest to the community via board newsletter, etc. - with Board approval (if applicable)
- Attend Board Meetings
- Coordinate and attend Annual Meeting
- Collect homeowner assessments, including any collection actions needed
- Maintain finances and associated records

We sincerely look forward to managing your community!

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