

**Hometown Property Management, LLC**

**P.O. Box 2000**

**Spring Hill, TN 37174**

[hometownpm@gmail.com](mailto:hometownpm@gmail.com)

**931-451-5523**

June 24, 2020

Dear Homeowner

Meadowbrook Homeowners Association

Spring Hill, TN

**RE: Association Management**

Dear Homeowner:

I am pleased to announce that the Board of Directors of Meadowbrook HOA has engaged my company to assist them in the management of your community.

The effective date of this contract is June 17, 2020 and I will begin collecting homeowners' association dues on behalf of the association after this date. Please send any unpaid HOA dues payable to Meadowbrook HOA and mail to Hometown Property Management, LLC.

Hometown Property Management, LLC is responsible for maintaining the financial records of your community, collecting association management fees, processing delinquent accounts, and the payment of invoices for the community. I will assist your Board of Directors with audits, tax filings, yearly budgets, and assist in the negotiation of contracts for services, maintain financial and correspondence files, and prepare newsletters to keep you aware of the activities and news updates within your community.

The records furnished to me, by your previous management company indicate that your homeowner association fees are due on a quarterly basis at the rate of \$90.00 per quarter. A late fee of \$10.00 will be added if the payment is not received by the 15<sup>th</sup> of each month due, and monthly thereafter.

Please make your checks payable to Meadowbrook HOA and mail them to:

**Hometown Property Management, LLC**

**P.O. Box 2000**

**Spring Hill, TN 37174**

HOA fees can be auto drafted beginning October 1, 2020 by completing the enclosed ACH form. I have also enclosed an information sheet to be completed for my records. You can also email the requested information. You may also pay online by registering at [www.hometownpm.net](http://www.hometownpm.net). If you have any questions after reading this letter, you may contact Hometown Property Management at (931) 451-5523, or by email at [hometownpm@gmail.com](mailto:hometownpm@gmail.com).

During the transition period, if you have already paid your fee to Ghertner Property Management it will be transferred to Hometown Property Management, LLC and credited to your account.

Since this is the initial mailing, each homeowner is requested to review their name and address on the mailing label for accuracy. If there are any discrepancies, please notify Hometown Property Management and your records will be corrected. I apologize for any incorrect information; however, this is the information that was furnished to me by your previous management firm.

My firm will meet regularly with your Board of Directors. Please consider that an association management firm works at the direction of the Board of Directors of your community. Policies and procedures of your community are established by your governing documents are carried out through your Board of Directors and the management firm. We will make routine inspections of the neighborhood to enforce all the Covenants, Conditions, and Restrictions as written.

We have also enclosed some CCR definitions and the updated Fine Policy.

I appreciate the opportunity to work with you and please let me know if you have any questions about your community.

Sincerely,

Debra S. McCoy

Chief Executive Officer

Cc: Meadowbrook HOA Board of Directors

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