



March 13, 2015

Re: 244 13TH STREET NE

We are pleased that the Board of Directors for **Colony Park CitiHomes II Condominium Association, Inc.** has chosen CMA to manage the business affairs of your Association beginning **April 1, 2015**.

CMA will provide the following services for your community: assessment collection, accounts payable, official record storage, annual budget preparation, regular property inspections, negotiation of contracts, common area and amenities management, along with enforcement of the Association's rules, regulations, and policies. Please feel free to contact your new property manager with any questions:

Skye Traylor

404-835-9277 or straylor@cmacommunities.com

You may also contact Skye's supervisor, **Robin Cuson**

404-835-9171 or rcuson@cmacommunities.com

If you are selling or refinancing your home, please make sure that your real estate agent and closing attorney are aware that they are to contact CMA for all closing letters. Requests can be made at <http://www.cmacommunities.com/closingletter/>

If you are experiencing an **after-hours common area property emergency** that cannot wait until the next business day, please call **404-835-9100** and follow the prompts to be connected to our answering service. A licensed manager is always on-call and will be glad to assist.

Enclosed is an invoice for your April assessment dues and you will soon receive a coupon booklet for the remainder of your 2015 dues. If you have not yet remitted payment for your 2015 dues, please note that all mailed payments should be made payable to **Colony Park CitiHomes II** and remitted to our payment processor at **PO Box 65851, Phoenix, AZ 85082-5851**. If you use your **bank's bill pay service**, please update the remittance information to the aforementioned address.

Homeowners can make online eCheck, credit card payments, or sign up for auto debit by going to <http://www.cmacommunities.com> and using the temporary credentials below to register your account:

Username: Password:

Click on *Homeowner Services* for more info.

There is a nominal fee for credit card payments; however, e-checks and auto debit are offered at no additional cost. Feel free to contact our office if you experience any difficulties making an online payment. Your account balance and other important information will be loaded to the website in the next 45 days, so please keep checking back.

Thank you for your patience during this transition phase. Should you have any questions, please contact any of the individuals named in this letter. We look forward to working with your community!

Sincerely,

Daniel J. Henning, PCAM
CEO