



Community First Management

Build Your Community

3061 Brickhouse Court, Suite 109

Virginia Beach, Virginia 23452

Office: (757) 333-7675

www.CommunityFirstManagement.com

Brian@CommunityFirstManagement.com

July 28, 2015

Re: Abingdon Village New Management Company Hired - **Effective August 1st, 2015**

Dear Abingdon Village Owners:

It is with great pleasure that I write to inform you that Community First Management (CFM) will assume the management of your Community effective August 1st, 2015. We are a local employee-owned firm with an experienced and knowledgeable staff that is dedicated and responsive to the needs of our clients. We are all looking forward to working with your Board of Directors and all of the Owners and residents of your Community.

We have had several meetings and discussions with the Board, and we are confident that this change will be productive and beneficial for all Owners, and should result in an overall savings to the Community. Further notice will be provided in October regarding the 2016 budget and dues amounts for that year. These payments should be made **payable to Abingdon Village** and mailed to the address listed above. We are here for you effective immediately should you have any questions on payment options or need assistance in the transition process. If you are currently using online bill pay to pay your annual dues, you will want to change the mailing address to CFM's address (listed above) to ensure your payments are received and posted on time.

Enclosed is a Community Information Sheet that we ask you to complete. This information will be kept confidential, but will allow us to contact you should an emergency arise or we need to contact you with Community announcements. If you currently have a mortgage on your home, please contact that company and give them the information regarding us, your new Management Company. This is important for their records in the event any insurance information is needed.

Please do not hesitate to contact either me or my assistant, Katie, should you have any questions or concerns, at Brian@CommunityFirstManagement.com or Katie@CommunityFirstManagement.com. We look forward to meeting each of you and working with you very soon!

Best regards,

A handwritten signature in blue ink, appearing to read 'Brian Reese', with a long horizontal flourish extending to the right.

Brian Reese, PCAM
Community Manager

COMMUNITY INFORMATION SHEET

Date _____

Abingdon Village Homeowners Association

Home Owner(s) _____

Property Address _____

Mailing Address (If different than property address)

Telephone (H) _____ (W) _____ (C) _____

Which number is the best one to reach you at? Please circle.

E-mail Address _____

Homeowner Insurance Information _____

If you have a third party managing your property, please complete below:

Company _____

Address _____

Contact _____

Telephone _____

Tenant Name(s) _____

Telephone (H) _____ (W) _____ (C) _____

Lease Term Dates _____

Please provide a copy of the current lease

Mortgage Company Name (if applicable): _____

Mortgage Company Address _____

PLEASE TYPE OR WRITE LEGIBLY AND MAIL, FAX or EMAIL TO:

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