Dear Winding Way Homeowner,

Premiere Management Group, LLC., has been hired by the Winding Way Community Association Board of Directors to assume managerial responsibilities for Homeowners Association effective September 1, 2019.

Our primary purpose as a Community Association Management Company is to assist in administering and coordinating the affairs of your community. Our company has extensive managerial experience and a record of successful and smooth operation of community associations. Although the role of a management company is fundamentally administrative, the following is a summary of services we will be providing, including a brief breakdown of administrative duties:

* We will be the main contact for concerns related to the business of the Association and common areas.
* Oversee common area maintenance, landscaping, common area repairs, as approved by the Board of Directors.
* Property/Community inspections to ensure compliance with the governing documents of the Association.
* Communicate items of interest to the community via website, newsletter, etc.
* Attend Board meetings.
* Coordinate and attend Annual Meeting & Election of Directors.
* Collect homeowner assessments, including any collection action needed.
* Maintain financial records and Association records.

We recognize that purchasing your home is one of the biggest investments you have made, as well as the most important. Therefore, we are committed to addressing concerns regarding your community in a timely manner. A common goal we can all share for your Association is to be aesthetically pleasing, and that you, as the homeowner will be able to maintain property values while taking pride in your neighborhood.

**YOUR MONTHLY ASSESSMENT PAYMENTS** are payable to Winding Way Community Association. Effective September 1, 2019, your assessment payments need to be sent to Winding Way Community Association c/o Premiere Management Group, LLC, P.O Box 57063, Irvine, CA 92619-7063. You Assessments are $53.00 per month and due on the 1st day of each month. Monthly statements will be sent to you prior to the due date as a courtesy. You may also choose to sign up for automatic drafting from your bank account. See the enclosed form and complete it. Please make sure a voided check is included with this form. We process automatic payments on the 10th of each month. **If you are currently on auto draft, we will need you to complete the attached form and re-send it in. We apologize for any inconvenience this may cause, but with the updating of homeowner information, we want to verify that we have all of the correct banking documentation so that the association’s records are accurate.**

Site tours of your community will commence within the next couple of weeks. One of the services we provide will be to work with your Board of Directors to ensure the community is compliant with the beneficial “Use Restrictions” which can be found in your Covenants, Conditions & Restrictions (CC&Rs).

Please know that your Board of Directors is committed to providing open communication and ensuring that Winding Way Community Association is a community you are proud to call home. Should you have any questions or concerns, please feel free to contact our office at (714) 460-3104. We look forward to serving the needs of your community.

Sincerely,

Patricia Rosia, CM, CMCA, CAM, AMS, President/Owner, Premiere Management Group, LLC.