



December 8, 2010

Dear Homeowner,

As you may know, your Board has selected Heritage Management Services to be your property management firm effective the first of the year. Enclosed is some information, which we hope will be useful to you. We are located at 339 Route 202 in Somers, NY. You can contact Heritage Management Services at (914) 276-2509 during regular business hours (Monday – Friday 8 a.m. – 5 p.m.). Heritage Management is responsible for the management of the common areas of the Condominium as well as the financial management. We will work closely with your Board of Managers to maintain the Condominium in every aspect. **All calls relating to maintenance questions, problems or emergencies must come through Heritage Management. James Vitanza will be your property manager and primary contact.**

In the event that you experience an emergency *of a maintenance nature*, 24-hour support is provided; please call Heritage Management Services at (914) 276-2619 and press 6. There is a 2- hour objective for after hour response. A member of Heritage Management Services will be able to assist you with your emergency. If your call can wait until regular business hours, please do so. Our emergency coverage is in place where significant property damage will occur should action not be taken immediately.

Common charges are due on the first of each month, considered late after the 15th. You will be receiving an invoice directly from us for your January payment. Starting with February, you will receive a coupon payment booklet (unless you sign up for Direct Debit). Please send all common charge payments with the coupon, in the window envelope that will be provided. Payments can also be made through our Direct Debit program. If you choose this method of payment, please fill out the enclosed form and mail, fax or email to our office. Direct debit withdraws your common charges directly from your checking or savings on or about the 5th of each month. Please allow 5 days prior to the fifth for your form to be processed. This is a free service.

If you currently pay your common charges through a web service, please make the necessary changes to reflect the new mailing address for your checks. Continue to make checks payable to "Timber Ridge Condominium" and mail to: P.O. Box 5984, Hicksville, NY 11802-5984.

Enclosed you will also find a Homeowner Profile sheet. Kindly fill this out and send it back in the enclosed envelope. Having this information allows us to contact you in an emergency and make sure we have accurate information regarding home ownership.

For those of you who rent out your unit, please provide a copy of your lease to Heritage Management. This ensures that the Board of Managers as well as Heritage Management is aware of who is occupying the unit.

If you have any questions, please be sure to contact our office.

Thank you!

Heritage Management Services, LLC
P.O. Box 265, 339 Route 202
Somers, NY 10589
(914) 276-2509