



COBBLESTONE VILLAGE HOA

Community Management Specialists

April 20, 2010

Dear Homeowner:

We would like to take this opportunity to introduce ourselves as your new property management company beginning immediately.

Community Management Specialists (CMS) brings over sixteen years of full-service management experience in the Denver area to your Homeowners Association. We focus on increasing your individual property value by providing high-quality maintenance and exceptional personal service on a continual basis.

Our philosophy is simple: to be knowledgeable about your property and respond to your needs in a timely manner. We believe that, in partnership with the homeowners association, we can assist you in making the proper and necessary management decisions to keep your Association running as smoothly as possible.

Our office is located at 1224 Wadsworth Blvd, Lakewood, CO 80214, phone number is 720-377-0100 and fax number is 720-377-0111. Your new property manager is Beth Barker (X1304), email address: beth@cmsincorp.net; Assistant Manager, LouAnn Ruybal (X1312), email address: louann@cmsincorp.net and Homeowner Accounting, Dawn Bryant, (X1307). Email address: dawn@cmsincorp.net. Should you need to reach us after business hours to report an emergency, just call our office and press 9. The answering service will route your call to the proper person for assistance.

Enclosed in this mailing are the following: a CMS Information Sheet; a homeowner registration form; a resident comment form; an automatic withdrawal form (you must fill out this form to have automatic withdrawal of HOA dues) and a coupon for your May dues payment. Monthly payment coupon books will be sent out in a separate mailing to pay your dues for the remainder of 2010 if you do not sign up for automatic withdrawal. If you have already paid your March assessment to the previous management company, your account will still be credited for the payment. We encourage you to take a few minutes and fill out the necessary forms and return them. Thank you.

We look forward to working with you and your Association as your new Management Company.

Sincerely,

Beth Barker, Association Manager
Community Management Specialists

CMS-HOA.com (website)