

TO: COBBLESTONE VILLAGE HOMEOWNERS

FR: COBBLESTONE VILLAGE HOMEOWNERS ASSOC. BOARD OF DIRECTORS

RE: NEW MAILBOXES-USE OF BOARD NOTES MAILBOX

As you are aware, in December, 2004 new mailboxes were installed in both Cobblestone Village mail delivery locations.

One of the mailboxes in each location has been assigned and labeled BOARD NOTES. The purpose of these boxes is for homeowners to notify the Cobblestone Village Board of Directors of all complaints and issues (regarding unit exteriors or common grounds) reported to the Management Company. At each board meeting these notices will be reviewed with the Management Company to determine what action was taken and the result, thus providing a checks and balance system.

This reporting system was established as a result of the numerous complaints from homeowners that response to complaints was either nil and/or inadequate. In order to ensure that this system works each homeowner must take the responsibility to immediately report any problems as they occur and document them.

To report problems or concerns please follow the steps as listed:

RENTERS MUST CONTACT THE UNIT OWNER (LANDLORD) about any problems or complaints.

1. The homeowner must first contact the manager assigned to our property by our management company.
Company: Tyler Community Management, Inc.
Manager's Name: Tanya Grace
Phone #: 303-232-9200
2. Report the problem to the manager giving your name, address and phone number.
3. Document the above information and the date reported to the manager and drop in the Board Notes Mailbox. For your records you should also keep a copy.

The Board of Directors is taking steps to improve conditions in Cobblestone Village and this can only be accomplished if all homeowners take responsibility in caring for our property and reporting any problems immediately.