



Dear Homeowner at Parkwood South:

Welcome, we hope you are enjoying your home at the Parkwood South Homeowners Association. We are honored to manage your association and will be doing everything we can to maintain and improve your property values. We appreciate the care shown by your former management company and will strive to meet and exceed their standards going forward. All services provided before will continue and more!

To protect and improve your neighborhood we will provide the following:

- Mowing, trimming, edging, fertilizer, and weed control,
- Sprinkler blow-out & start up,
- Pool, Clubhouse, Racquetball Court and other common maintenance,
- Security Gate maintenance and questions,
- Online Payment Gateway for Assessment payments,
- ACH form enclosed if you wish to use that method,
- Preparing the HOA 1120 H Tax form for the IRS,
- Renewing the HOA Non-Profit Corporation annual report,
- Monthly billing and collection of the HOA Assessment,
- Liability insurance for HOA Activities for the protection of the homeowners and board members.

In this mailing you will find a current statement, a Services Guide with contact information for agencies and businesses in your neighborhood, a return envelope if you'd like to submit your payment by mail, an ACH form as the board prefers owners to use that method.

A service of the Homeowners Association is to preserve the integrity of the neighborhood architecturally; you will find an Architectural Request included with this letter. This form is to be used to make any exterior change or addition, to fencing, housing, storage, permanent landscape changes, pet containment or shelter, as well as any other exterior element.

We hope to be a good partner in providing you with an enjoyable living experience. Please feel free to contact us with any questions or concerns.

Peg MacGillivray, Accounts Receivable Manager  
Lance Ficklin, Maintenance Manager  
Kristi Sampica, Accounts Payable  
Homeowners Association Services, Inc.