



FIRST PROPERTIES LLC

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January 22, 2007

Dear Homeowner:

In order to better manage your association, First Properties requires every member to complete and submit a "Master Owner Information Sheet" (MOI) each year—even if there are no changes from the previous year. We realize how busy you can be, and how easy it can be to forget to notify us of various changes to your information. Unfortunately, we have no way of knowing if owner information has changed or stayed the same unless we have a completed form on file for each owner, each year. **The due date for the completed form is February 15, 2007***. In advance, thank you for taking the time to complete this small but important task.

To make the process as easy as possible, we have included a self-addressed, stamped, return envelope for your completed MOI.

Additionally, please find an authorization form for our email distribution list. You do not have to complete this form if you sent us one in 2006. We will begin using our email list on March 1st. Not only will our email distribution list help you receive association information in the most efficient manner possible, it will also help keep your association's administrative costs down. You may return your email authorization form with your completed MOI form in the provided self-addressed, stamped return envelope.

If you have any questions regarding the above, please contact your Property Manager.

Sincerely,

FIRST PROPERTIES LLC

**In the event we do not have a completed form on file for you by the due date, a reminder/late notice will be mailed near the 15th of each month until a completed form is received. Regretfully, First Properties must charge a \$50 processing fee to your account for each reminder/late notice sent. Please complete the enclosed form today and use the provided, self-addressed, stamped, envelope to avoid all processing fees!*