



Dear Homeowner:

Please find enclosed your coupons. Check your coupon book carefully to verify that all the information is correct. Notify your Property Manager immediately if there are any needed corrections. Please also retain this letter for future reference. The following guidelines are extremely important in processing your payments properly:

- **MAKE YOUR CHECK PAYABLE TO YOUR ASSOCIATION.** Do not make checks payable to Community Management Associates.
- **IF YOU HAVE AN ON-LINE BILL PAYING SERVICE,** please make your check payable to your Association Name and mail to the address indicated on the coupon.
- **PAYMENTS MUST BE RECEIVED BY THE DUE DATE.** To avoid a late charge, you must allow five (5) business days for the payment coupon to reach the assigned P.O. Box.
- **DO NOT SEND CASH** by mail.
- **DO NOT INCLUDE CORRESPONDENCE** with your payment coupon. Any correspondence should be mailed to the address on this letterhead.
- If you are making **MORE THAN ONE PAYMENT FOR ONE UNIT,** please enclose a coupon for each payment you are making.
- If you are making **PAYMENT FOR MULTIPLE UNITS OR PROPERTIES,** please use separate envelopes for each payment. Otherwise, this may delay your payment and/or result in the misapplication of the correct amounts.
- If you own different properties, please **SUBMIT ONE CHECK FOR EACH PROPERTY.** You **CANNOT** send one check for different properties. Your envelope should always contain a coupon and a check.
- Please notify us immediately of any **CHANGE OF ADDRESS OR OWNERSHIP.**
- **AT CLOSING,** provide the coupon book to the new homeowner.
- Your canceled check or money order stub is your **RECEIPT.**

DIRECT DRAFT CUSTOMERS: Homeowners who have elected to pay their Association assessments by Direct Draft are receiving this coupon book for informational purposes only. **YOU DO NOT NEED TO TAKE ANY ACTION.** You should keep the coupon book in the event you decide to terminate Direct Draft payments or to give to the new owner if you sell your unit.

Should you be interested in having the Association Dues taken from your checking account on a monthly basis (auto-draft), please contact your Property Manager. This is a free service offered to you for your convenience, and it avoids late fees.

As you are valued customers, thank you for your attention to this letter. If we can be of assistance in regard to this or any other issue, please do not hesitate to call our office at the telephone number below.

(TOPS)

OLDE ENGLAND LAKE HOA, INC.
C/O COMMUNITY MANAGEMENT ASSOCIATES
1465 NORTHSIDE DRIVE SUITE 128
ATLANTA, GA 30318

RETURN SERVICE REQUESTED

Annual Association Fee

From: OLDE ENGLAND LAKE HOA, INC.

Account #:

Date: 12/01/07

Total Due: \$750.00

For questions on your account please write to address above.

Payment Information

- 1- This is your notice of payment due.
- 2- Payment should arrive at our office on or before the Date Due.
- 3- Detach coupon below and return it to us, with your check, in the envelope provided.
- 4- Be sure that the address on the coupon shows through the envelope window.
- 5- Your cancelled check is your receipt.
- 6- If you are currently set up with an online bill paying service provided by your bank, you should mail your payment to the address on the stub below. Your check should be made payable to your association name and your property address should be included on the check.

Please note new payment mailing address.

RETAIN THIS PORTION FOR YOUR RECORDS. CHECK NO. _____ DATE PAID _____ AMOUNT PAID _____

FOLD ON PERFORATION, DETACH COUPON, AND RETURN IT WITH YOUR PAYMENT

Account Number	Date Due	Amount
Make check payable to:	JAN 31, 2008	\$750.00
OLDE ENGLAND LAKE HOA, INC.	On or After	Pay This Amount
<i>Annual Association Fee</i>	FEB 11, 2008	\$825.00



COMMUNITY MANAGEMENT ASSOCIATES
PO BOX 580424
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