

MEMORANDUM

TO: Sonnet Springs Owners Association
FROM: Board of Directors
DATE: November, 2008
SUBJECT: Distribution of Information Concerning Your Association

The Board of Directors now uses the following methods of communication to keep home owners informed about issues and decisions that concern the Association.

The first is our new **website** called www.sonnetsprings.org which was created in January, 2008 as the place for members to find **current information** about our community. The most relevant data is located under the section titled "Our Association" where you will find these items:

<u>Doc, Forms & Info</u>	(Covenants, Rules, etc)
<u>Meeting Minutes</u>	(Minutes of Annual meeting & monthly Board meetings)
<u>Applications</u>	(Maintenance Request, etc)
<u>Board of Directors</u>	(Names and contact information)
<u>Current Memos</u>	(Current notices from the Board)
<u>HOA Management</u>	(How to Contact our Management Company)
<u>Newsletters</u>	(Copies of Quarterly Newsletters)

You can find pictures, a list of local agencies, trash service, snow guidelines, etc. in the "Our Community" section. This area also contains a link to the University Park website (www.parkpoints.com) under "SubAssoc-Univer.Park" where you can have your email address added to their alert system in the Directory section. If you do not have access to the internet, you can go to the East Public Library and get help in using one of their computers.

Second, we have instituted a **memo** format to send out information in a timely manner on topics that will affect the community. These will be distributed via email from a Board member. A copy will be mailed to the five home owners who do not currently have email.

Third, we will continue to create a periodic **newsletter** which will be posted on the website.

Finally, the Board recently developed a **welcome letter** that is mailed to all new owners after they purchase a home in Sonnet Springs. The letter provides a lot of information about the community and tells them how to contact our management company. A copy of the Rules and Regulations is also included with that letter.

When you have problems with your home or other concerns, please contact Kristie McKitterick of Balanced Bookkeeping & Community Association Management at 593-9811 or email her at Balbookacc@aol.com . She should always be the first contact you make when you have an issue that needs attention. She will notify the Board members when necessary. Calling or emailing others only delays the process of getting your issue resolved.