

August 1, 2020

Dear Valued Homeowner:

AHC Advisors, PLLC (AHC) Management Team is honored to have been selected to provide property management services for your Homeowners Association (HOA). With over 20 years combined experience in property management, our team is ready and eager to provide your HOA with the highest standard of management services.

We have already begun establishing individual accounts for each homeowner of the association based on the information we have received from Michigan Condominium Management Company, the previous management company. In an effort to provide better services to you and your HOA, **we request that you complete and return the attached Homeowner Information Sheet to AHC within 72 business hours of the date of this notice.** This will help us greatly in maintaining records as we reconcile your account data with previous management. With your help, we can have this completed by the end of August 2020, after which we will be issuing account statements to each homeowner who has an outstanding balance. Please notify us in writing immediately if you believe there is any inaccuracy in your account statement after receiving it.

You may see us visiting the community from time to time in the near future, and we look forward to meeting each of you in person. We would like to encourage you to contact our office when you need our service. Our contact information is as follows:

AHC Advisors, PLLC  
3150 Livernois, Suite 102  
Troy, MI 48083

Phone: (248) 602-4882      Fax: (248) 740-9240

Email: [AHCHOAManagement@gmail.com](mailto:AHCHOAManagement@gmail.com)

Going forward, you can expect to receive a monthly statement if you owe and a reminder for payment of HOA dues on or about the 25<sup>th</sup> of each month. Please make checks payable to: "Westminister Homeowners Association" and mail to our Troy address above.

Valued Homeowner  
August 1, 2020  
Page 2

Our first task with your HOA is to establish a relationship built on mutual trust and respect, in addition to maintaining clear and effective communication with the HOA members and board of directors. With your support, and our quality, experienced property managers, this is quickly achieved.

We are looking forward to serving you and your community.

Thank you for your assistance and cooperation.

Sincerely,

**Antony W. Hawkins, CPA**

AHC Advisors, PLLC Management Team  
Antony W. Hawkins, CPA  
Executive Property Manager

WESTMINISTER HOMEOWNERS ASSOCIATION

Homeowner Information Sheet

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_