

December 9, 2009

Homeowners
Sunwest Homeowners Association

RE: Management Service

Dear Homeowner:

Countryside Asset Management Corporation has been retained to manage the Sunwest Homeowners Association beginning January 1, 2010. For those of you who are not familiar with us, we are a Boulder County based company, with over 30 years experience in property management, located at 7490 Clubhouse Road in The Country Club Office Building. Please visit our website at www.csamc.com to learn more about CSAMC. Our phone number is 303-530-0700. Our phones are personally answered by our staff from 8:00 am to 5:00 pm Monday through Friday (summer hours May – September, Mon-Thurs 7:30 am to 5:00 pm, Fridays 7:30 to 1 pm) or you may email us at office@csamc.com. Our maintenance responsibility is limited to common area. If you are uncertain about who is responsible for a maintenance item, please contact our office.

If you have a situation which is truly an emergency that cannot wait until the next business day, call 303-530-0700 after-hours or on weekends and emergency directions will be provided. For noise related problems, please call the Erie Police dispatch at 303-441-4444. For life-threatening emergencies, please call "911" or the police, fire or ambulance service. If you are a landlord, please advise your tenants to contact you directly with owner related problems.

Enclosed please find the 2010 payment coupons for your Homeowner's Association Assessments. A statement will NOT be sent quarterly and it will be your responsibility to mail your coupon and payment at the proper times. You may pay for the entire year in advance if you choose. Payment should be made to "**Sunwest Homeowners Association**" and mailed or delivered to **7490 Clubhouse Road, Suite 201, Boulder, CO 80301**.

If you would like to take advantage of automatic debit for your monthly assessments, you will need to complete the enclosed authorization form and return it to our office with a voided check prior to February 1, 2010 to start auto withdrawal for the second quarter payment. For your convenience we have enclosed a return envelope and we encourage all homeowners to take advantage of this service. Absent completion of the enclosed authorization form, you will need to make other payment arrangements for your quarterly assessment payment.

Please also take a moment to complete the enclosed owner registration form to ensure our records are correct. For your convenience, you may return this form in the enclosed envelope or fax it to our office at 303-530-0217. Completing this form will enable us to include you in all future mailings and communications. Current phone numbers are also important in the event we need to locate you in case of HOA related emergencies. Your cooperation in providing our office with your current address, email address and phone number is greatly appreciated and needed in order to properly manage your Association. Please note this information is kept private and used only for the management of your Association.

We look forward to working with you and the Board of Directors in managing the Sunwest Homeowners Association.

Sincerely,

Holly McElhaney
Community Manager

Gary Pahler CPM
Vice President CSAMC

Enclosures