

THE VILLAS AT BRIARWOOD HEIGHTS ASSOCIATION

Ankeny, Ia

IMPORTANT NOTICE

Change in Management

January 1, 2015

Dear Villas at Briarwood Heights Association Owner:

This letter and accompanying information is intended to notify you that Property Management of Iowa LLC has been hired to manage Villas at Briarwood Heights Association effective January 1, 2015. Please read through this information carefully, as the contents directly impact your roles and responsibilities as a homeowner/resident.

Administration of The Village at Briarwood Park Homeowners Association

The property manager for The Villas at Briarwood Heights Association is Property Management of Iowa, LLC. Property Management of Iowa [PMI] is a full service Association management company and will assist homeowners/residents with any questions, concerns, or issues that may arise. Please visit the Association's website through PMI for VBH by-laws and other important documents. Homeowners and residents may contact Property Management of Iowa via phone (515-963-1717) or e-mail (robert@pmiowa.com)

Address for Payment of Dues and Correspondence

Dues and correspondence should be mailed to:

Villas at Briarwood Heights Association

C/O Property Management of Iowa

PO Box 42293

Urbandale, IA 50323

Website

PMI maintains and operates a website for the purpose of providing easy access to information and downloadable documents of common interest to all homeowners:

www.pmiowa.com

You may also submit maintenance work orders directly to PMI through the website's service request form. If you have Internet access, please review the website, which currently contains information related to the Association governing documents, finances, Board of Directors, insurance, meeting minutes and maintenance.

Maintenance

Repair and Maintenance of the Common Elements are the responsibility of the Association. If you notice a problem relating to the Common Element, then please contact visit the website at www.pmiowa.com to submit a Work Order or you can call Property Management of Iowa at 515 963-1717. Our voicemail system will direct you to an emergency phone number of the On-Call maintenance technician for after hour's emergencies where property damage or condition that pose a threat to life and safety..

Voluntary Automatic Payment Plan

Each month the ACH Service will automatically transfer the monthly dues from your savings or checking accounts effortlessly to the Villas at Briarwood Heights Association account on or about the 10th day of each month.

If you are interested in subscribing to the new service, then complete that attached form and include a VOIDED copy of a check with the form. You can fax the form to 515 257-4023 or you can mail the submission to:

Property Management of Iowa
PO Box 42293
Urbandale, Ia 50323

If you have any questions, please call us at 515 963-1717

**VOLUNTARY HOMEOWNER AUTHORIZATION AGREEMENT FOR DIRECT
PAYMENTS (ACH DEBITS)**

Owner Information

Name: _____

Address: _____

I (We) hereby authorize **Villas at Briarwood Heights Association**, Hereinafter called ASSOCIATION, to initiate debit entries to my (our) Checking Account indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

- Owner Agrees to:
1. Owner agrees to a 30 day Notice of Termination in Writing prior to cancellation of service.
 2. If the Board of Directors increases the monthly dues amount charged, then the Association will automatically increase the amount of ACH dues from your account.
 3. The dues will be withdrawn the each month automatically on or about the 10th day of each month.

Bank Name: _____

City: _____ State: _____ Zip: _____

Monthly Dues Debit Amount: \$ _____

Account Number: _____

**ACH/Routing Number: _____
(**Please verify with your bank for proper #)

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it

Signature: _____ Date: _____

***Please provide a voided check with your account number.**

**You must verify with your financial institution the correct ABA routing / transit number that should be used for ACH debits.

**Please fax to 515 257-4023 or mail to: Property Management of Iowa, LLC.
PO Box 42293, Urbandale, IA 50323.**

For more information or questions, please contact Property Management of Iowa at 515 963-1717

Villas at Briarwood Heights Association

OWNER/TENANT REGISTRATION FORM

OWNER INFORMATION

Owner Name/s: _____

Resident Name(s) (If different from owner name)

Address: _____

Is this a rental unit? Yes / No (Circle one)

Email: _____

Billing Address: _____

Home Phone: _____ Work #: _____ Cell #: _____

Emergency Contact :

Name/Relationship: _____ Phone: _____

Complete this section if you, the owner, live in this unit:

Car/s:

Make/Model: _____ Color: _____ License #: _____

Make/Model: _____ Color: _____ License #: _____

Please include your email address so the Board can send you important information when it becomes available.

Send to:

Property Management of Iowa
PO Box 42293
Urbandale, Ia 50323

Fax 515 257-4023