

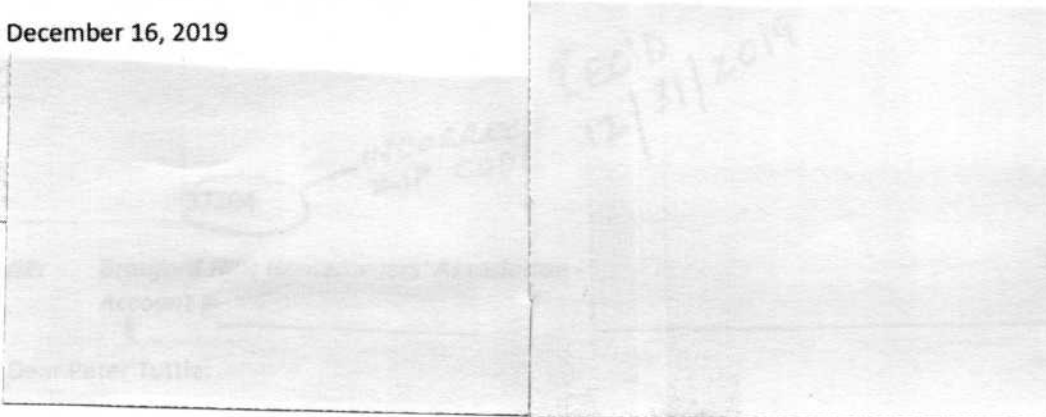
Timmons Properties, Inc.

2200 21st Avenue South, Suite 200 * Nashville, TN 37212

Phone: 615-383-1777

www.timmonsproperties.com

December 16, 2019



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We are pleased to announce that the Board of Directors of the Bradford Hills Homeowners' Association has engaged our company to assist them in the management of your community. The effective date of this contract is December 4, 2019 and we will begin collecting homeowners' association fees on behalf of the association beginning January 1, 2020. Please send your annual fees to the Timmons Properties, Inc. Processing Center in Atlanta, GA and not to Timmons Properties, Inc. in Nashville.

Timmons Properties, Inc. is responsible for maintaining the financial records of your community, collecting association maintenance fees, processing delinquent accounts and the payment of invoices for the community. We will assist your Board of Directors with audits, tax filings, yearly budgets, and assist in the negotiation of contracts for services, maintain financial and correspondence files, and prepare newsletters to keep you aware of the activities within your community.

The records furnished to us, by your previous management company indicate that your homeowner association fees are due on January 1, 2020 at the rate of \$120.00 per year. Fees not received within 30 days of the effective due date are subject to \$7.20 late fee. Please make your check (no cash, please) payable to the Bradford Hills Homeowners' Association and be sure to include your account number (included on this letter) on your check, and mail your association fee for 2020 to the address below:

Payment Processing Center
C/O Timmons Properties, Inc.
PO Box 105007
Atlanta, GA 30348-5007
Payment website: www.hoabankservices.com

You have the option of using a credit card, debit card or an e-check to pay your homeowner fees.

Please do not send your payment to Timmons Properties, Inc. at the Nashville address. This will result in your payment being delayed and may result in late charges being posted to your homeowners' account. If you have any questions after reading the letter, you may contact Sandra Hall, the bookkeeper for your community at (615) 383-1777 ext. 118, or by email at shall@timmonsprop.com. During the transition period, if you have already paid your fee to David Floyd & Associates, it will be transferred to Timmons Properties, Inc. and credited to your account.

If you currently are having your fees drafted from your bank account, please have that stopped immediately.

Since this is our initial mailing, each homeowner is requested to review their address on the mailing label for accuracy. If there are any discrepancies, please notify Sandra Hall in our bookkeeping department in writing and your records will be corrected. We apologize for any incorrect information; however, this is the information that was furnished to us by your previous management firm.

Lynn Burka has been assigned to your community as the association manager and will work with your Board of Directors. Mrs. Burka can be reached via email at lburka@timmonsprop.com or at 615-383-1777 ext. 113. Mrs. Burka can assist you with any questions regarding the overall operation and activities of your community.

Our firm is on the internet at www.timmonsproperties.com. Individual unit owners can obtain information regarding our firm, various forms used and contact points for each individual employee of our firm. Timmons Properties, Inc. is an "Accredited Association Management Company" certified by the Community Associations Institute. We currently handle the management of over 150 communities representing approximately 17,000 units throughout Middle Tennessee. We have managed community associations for over thirty-nine years, and you will find our staff of employees very knowledgeable in the affairs of association management. Our firm will meet regularly with your Board of Directors. Please consider that an association management firm works at the direction of the Board of Directors of your community. Policies and procedures of your community are established by your governing documents and carried out through your Board of Directors and the management firm.

We appreciate the opportunity to work with your fine community.

Sincerely,

A handwritten signature in cursive script that reads "James Trout".

Jim Trout, PCAM
President

Cc: Sandra Hall, Bookkeeper
Lynn Burka, Community Association Manager