

# Foxboro Coventry Townhomes

Dear Foxboro Owner:

The purpose of this letter is to provide Owners with notice of the annual meeting; the rule with respect to Common and Limited Common areas, and a reminder of the Association's new property management company.

**Association Annual Meeting** – The annual meeting will be held on Wednesday, September 26, 2012 at 6:30 p.m., at the Association Clubhouse. The purpose of the meeting is to review the Association's financials as of August 2012, review and approve the proposed budget for 2013 and to elect a new Management Committee for the 2012-2014 term. The Management Committee will also be providing an update on the transition to PMSI.

**General Rules: 3.5 Common Areas** - This is a reminder to Owners that no items may be installed or encroach on Common Areas without the express written permission of the Management Committee. Personal items such as play equipment, children's bicycles, lawn chairs, etc., may not be stored or left overnight on any portion of the Common Areas. Effective immediately, the unit Owner will be sent a written warning letter that will give a reasonable length of time for the owner to remove the items. If the Owner fails to remove the items - - the Association will have the items removed.

**Unightly and Unkempt Property** - Owners are reminded to review Section 3.25 of the Rule and Regulations with respect to unsightly and unkempt property. The Management Committee has noticed Owners hanging beach towels, plastic pools, etc., on their fences. Having these types of items hanging on the fences throughout the community is unsightly and detracts from the uniform appearance of the community. The Management Committee would appreciate it if Owners refrain from hanging anything on the fences.

**Property Management Systems** - Homeowners should have received a letter announcing the new engagement with PMSI for managing our property. This change became effective on August 15, 2012. You can refer to the Association's website for the general announcement and a copy of the letter that was sent to each homeowner in July.

It is important Owners read the letter in its entirety, as it provides information on several payment options available to homeowners. The letter also included a unique assigned unit account number that must be indicated on your payment to ensure your account at PMSI is properly credited. If you do not know your unit account number, please contact Carrie Budge at 801.262.3900 to obtain the number.

**ENJOY THE REST OF YOUR SUMMER!**

**Your Foxboro Management Committee**