

Memo

To: Briar Cove Owner
From: Peter Bylen
Date: 09/10/08
Re: Miscellaneous

Irrigation

It is that time of the season. Starting the week of September 22, Schererville Irrigation will be shutting down and winterizing the irrigation systems throughout the subdivision. Unit owners with the control valves to the irrigation system are being asked to turn these valves in the off position before that date. After this is done, please contact Schererville Irrigation at 322-0890 to inform them, they will then be able to complete the winterization of the system from the outside. Please note that the failure to comply with the above may result in damage to the system and the expense for repairs would be charged back to the unit owner that failed to properly turn the valves off.

Occupant Ledger

Enclosed is an Occupant Ledger detailing activity on your association account since the beginning of this year; it shows charges levied and payments received referenced by your check number. A final number in the column within parenthesis represents an open credit balance on your account. This could be either an advance payment that has not yet been applied (because the charges have not been levied) or a miscellaneous amount that can be deducted from a future payment. A final amount is not in parenthesis represents your balance due at the time the Occupant Ledger was generated. If you have any questions or feel our records are in error, please do not hesitate to call Marsha Watkins at 800-990-3536, extension 310; you may also email her at mwatkins@1stpropertymanagers.com

Insurance

If the mailing label is highlighted with yellow, this indicates that our office has not received a certificate from your insurance carrier indicating that the association has been named as additional insured or additional interest. The letter that was mailed in late July stated that this requirement is not an option and that homeowners were expected to comply by October 1, 2008.

The association's rules have this requirement on page 43, item 3. There are also specific minimums (see Article 5, Section 1, pages 7-8, in your Covenants and Restrictions). Please contact your insurance agent and have the association named as additional insured, as follows: Briar Cove Paired Cottages Association,

Inc. c/o 1st American Management Co., Inc., 3408 Enterprise Avenue, Valparaiso, Indiana 46383. Please do not name 1st American Management Co., Olthof Homes, or me but the Briar Cove Paired Cottages Association. There should be no charge for this service.

Nomination for Board Position

In advance of the Annual Meeting to be held in the fall, we are soliciting nominations for Directors to serve on the Board. There will be five (5) positions on the Board; candidacy is open to any owner of record in good standing. Serving on the Board provides an opportunity to bring your talent and know-how into service of your community by taking an active role in its governance as their life styles and property values that are dependent on the decisions made by its board. Please give some serious thought to running for the board and submit your name. A slate of candidates and proxy will accompany the meeting notice that will be placed in the mail before the meeting.

If you have any association-related questions, please do not hesitate to call at 800-990-3536, extension 310; you may also email me at pbylen@1stpropertymanagers.com