

PROPERTY MANAGEMENT

June 11, 2024

Dear Homeowner(s),

We are delighted to extend a warm greeting to you as the newly appointed property management company for Valley Green Townhomes. As your property management partner, we will oversee various aspects of community management.

All homeowners within the association will have a personalized on-line "Residence Center", where it will provide transparency throughout the association. Within the Residence Center you will have access to:

- Your Account Ledger (Allowing you to set up on-line payments)
- Set Up Maintenance Requests
- Association Documents

On June 20th, 2024, you will receive a request via email granting you access to your Residence Center where you can set up your account to pay your association dues, review any association documents and open any future maintenance requests. Please note that the access is only good for 48 hours and after that a request for a reset password will be required. Please send any reset password requests to JeffHorner@PM-ByDesign.com.

Our firm highly recommends setting up an online direct payment for association dues, but we do have the option for personal checks and or bill pay to be sent to our offices for future payments. If you choose to mail in monthly payments for dues, they will need to be sent to:

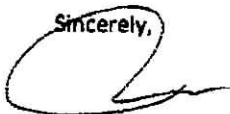
**Property Management by Design
C/o: Valley Green Townhomes
2602 SW Westwinds Blvd
Ankeny, IA 50023**

With the transition taking place on July 1, 2024; please make sure all payments are going to Property Management by Design and any checks are made payable to Valley Green Townhomes.

We have included a flyer that outline the Residence Center as well as we have included a flyer that outlines how to open up a work order on your unit.

Thank you for the opportunity to serve you as your property management company. We are excited and committed to ensuring the success and well-being of your community.

Sincerely,



Jeff Horner
Property Management by Design