

AMBER LAKES HOMEOWNERS ASSOCIATION, INC.

P.O. Box 87234

Baton Rouge, LA 70879

225-286-7546 OFFICE 225-286-7546 FAX

EMAIL: info@magnoliabr.com

www.amberlakeshoa.com

August 30, 2020

Dear Owner(s),

**** Request for Hardship ****

We are living in an unprecedented and unpredictable time. The Board of Directors have a fiduciary duty to keep the association operational. That means paying the bills, maintaining the property, responding to emergencies, etc. At the same time, boards need to balance these obligations against the possibility that some members cannot pay their assessments because of an economic hardship.

If you are unable to pay your monthly assessments, you may request in writing that the Board of Directors review your situation. It is the intent of the Board to help all owners get through a trying time. The Board will review and assist in flexible payment plans to see you through this crisis on a case by case situation. If flexibility is needed to help you get through this time, please put your request in writing to Management as soon as possible.

For assistance and information please contact Daniel Camp. You can also reach him via email at info@magnoliabr.com.

We fully understand these are difficult times and we would like to make any possible effort to assist and support you, and your family. We will get through these hard times together as a community.

The Board and management's warmest regards to you and your entire family. Thank you and we wish you all the best, stay healthy and safe.

Steps to Take if Needed:

1. Fill out the Response form included
2. Submit for Board Review

Sincerely,

The Board of Directors
Amber Lakes Homeowners Association, Inc.

RESPONSE REQUEST FORM

Amber Lakes Homeowners Association, Inc.
P.O. Box 87234
Baton Rouge, LA 70879

Date of Management/Board Notification: _____

I am formally requesting review of my assessment situation to request an economic hardship variance:

Date: _____

Assessment Situation Request: Please provide a brief description of your request with any information you would like the board to have for review of your situation. _____

_____ Owner Signature	_____ Date	_____ Phone #	_____ Email Address
_____ Owner Signature	_____ Date	_____ Phone #	_____ Email Address

Email or mail the completed Response Form to: info@magnoliabr.com or PO Box 87234, Baton Rouge, LA 70879, or put it in a sealed envelope and place it in the locking drop box mounted on the message board on the common property on River Birch Avenue, (next to large steel utility box). Please notify the Board of Directors once you place the envelope in the lock box. Thank You.