

Lancaster at Loch Leven Homeowners Association

Specialty Management Company of Central Florida, Inc.
882 Jackson Ave • Winter Park, FL 32789
(407) 647-2622 • fax (407) 647-3226
<http://www.greatcommunities.com>

4/8/2015

Dear Homeowner,

- We would like to introduce ourselves to you as we, Specialty Management Company manage the affairs of your homeowner's association. The management of community associations in Central Florida has been our specialty for over thirty years.

Record keeping, accounting and the collection of maintenance assessments as established by the annual budget are a major part of our responsibility. Association common expenses are paid from the maintenance assessment payments. These funds are deposited into checking and reserve accounts that are maintained in the Association's name. Monthly financial reports for the Association are prepared and distributed to the Board of Directors for analysis.

Our duties also include working with your Board of Directors and Committees to insure owner compliance with the covenants, restrictions, rules, regulations and by-laws. The Association, the Board of Directors and the residents of your community have rights and responsibilities that are specified in the restrictions.

When paying your assessment, always make sure your check or money order is made payable to your Association and not to Specialty Management. Payments may be mailed to our office.

Any questions regarding rules & regulations should be addressed in the Declaration of Covenants & Restrictions, Articles of Incorporation and By-Laws. A copy of these documents may be attained by visiting your Association's website.

All Association owners must complete an Architectural Review application before making any changes, additions or modifications to their property. Some examples of changes requiring approval are: paint colors, additions, screen enclosures, pools, patios, landscape beds, trees, playground equipment and any other exterior improvements. The specific requirements of your Association are stated in the Covenants and Restrictions for your community.

The Association website is www.lancasteratlochlevenhoa.com. This is a free service Specialty Management offers to their clients. It is a secure website for owners and is a great place to see upcoming events, get documents and view your property activity. If you would like a user name and password, please visit the home page and click on Sign Up in the Log In window.

Please direct any inquiries relating to the Association to us at the phone number, fax number or e-mail listed above. Our office hours are Monday - Thursday 9:00 a.m. to 5:00 p.m. and 9:00 a.m. - 12:00 p.m. Friday. Please note our office is closed for lunch between 12:00 p.m. and 1:00 p.m. We have a 24 - hour answering service for your convenience should an emergency arise. Please listen carefully to the options on the voice mail to ensure your call is properly directed.

Sincerely,

Your Team at Specialty Management