



PPM

PROFESSIONAL PROPERTY MANAGEMENT, INC. OF RALEIGH

Dear Townes at Crabtree New Homeowner:

Welcome to Townes at Crabtree! Our company provides community management services to the Townes at Crabtree Community Association. We currently provide community management services to over 150 associations in the Triangle area and we look forward to working with you! Please visit your community website for useful information: www.townesatcrabtree.com.

You should have received at your closing the following legal documents that govern your community: Article of Incorporation, Bylaws, Declaration of Covenants, Conditions & Restrictions (and amendments). If you did not receive these documents please contact your closing attorney or visit our website to download a copy.

Please also review the Architectural Review Guidelines. Should you ever plan any additions or changes to the exterior of your home or to your lot, you will need to complete the enclosed application in order to obtain Townes at Crabtree Board approval before beginning your project.

Assessments for the Townes at Crabtree Community Association are currently \$100.00 per month. You should receive a coupon booklet in the mail shortly for making your monthly payment. If you have not received one within the next 30 days, please contact our accounting department. PPM, Inc. offers automatic bank draft. If you would like to sign up for this service please complete and return the enclosed "Save Time and Money" form. You may also pay online at www.ppmral.com for your convenience.

Our office is located at 6739 Falls of Neuse Road in Raleigh. We are open from 8:30 - 5:00 Monday through Thursday and 8:30 - 2:00 on Friday. An answering service is provided for emergencies that occur after business hours. It is imperative to have your correct contact information in our system. Please complete and return the new owner information sheet at your earliest convenience.

Your community manager is Crystal Whittenton. Should you have any questions about your assessment account or if she can be of assistance with regard to any Townes at Crabtree related matters, do not hesitate to contact her at Crystal@ppmral.com or by phone at (919) 848-4911 x 130.

Sincerely,

Crystal Whittenton, CMCA, AMS, PCAM
Community Manager
919-256-3438
Crystal@ppmral.com



THE TOWNES AT CRABTREE INFORMATION FORM

(FOR PPM, INC. USE ONLY)

HOMEOWNER NAME: _____

PROPERTY ADDRESS: _____

MAILING ADDRESS, if different: _____

TELEPHONE NUMBERS: (HM) _____

(WK) _____

(Cell) _____

E-MAIL ADDRESSES: _____

TENANT NAME*: _____

TELEPHONE NUMBER: (HM) _____

(WK) _____

(Cell) _____

E-MAIL ADDRESS: _____

LEASING COMPANY: _____

CONTACT PERSON: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____

***NOTE: The homeowner is responsible for updating PPM immediately when this information changes. Homeowners are responsible for ensuring their tenants comply with all association covenants and policies.**

Please return to:

PPM, INC.
6739 Falls of Neuse Rd
Raleigh, NC 27615
(919) 870-7241 FAX
Crystal@ppmral.com

THANK YOU FOR YOUR COOPERATION!