

July 22, 2022

Dear Owners and Residents of Audubon Trace,

Please remember that all requests and concerns should initially be communicated to Property Management via email at audubon1@nocoxmail.com. If, after seven (7) days your request has not been resolved or addressed, your concern should be forwarded to the Board of Directors at audubontracehoaboard@gmail.com.

Please note that no individual Board member has the authority to respond to any request, concern or inquiry from a unit owner as the Board is a group and will respond as such. Any requests, concerns or inquiries directed to an individual Board member will not be responded to. Use of the email set forth above will ensure that your inquiry is considered and responded to by the Board collectively. Emails in which the Board is a "copy to (cc) addressee" will also not be responded to.

Thank you in advance for following this protocol which will allow for better, more effective communication between Property Management, the Board of Directors and Owners/Residents.

Best,

Tina Jumonville, President
Audubon Trace Condominium Association