

July 27, 2023

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 be advised that if you send an email to the Board of Directors which contains a request or topic that should be addressed by the Property Manager, your email will be forwarded to Tim Munch for response.

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. Please keep in mind that because the Board collaborates on responses to owners, you should not expect an immediate reply to your email. 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 Jumanville

President
Audubon Trace Condominium Association