

December 22, 2008

Dear Condominium Owner:

I am writing to introduce The Management Group Associates, Inc. (TMGA) as the new management company for Oak Hill Condominium, effective January 1, 2009. Our staff is very excited to be chosen as your management agent, and we look forward to working with you in the future!

I will be the Property Manager and Patricia Thayer will be the Administrative Assistant. If you have any questions or need assistance with regard to Oak Hill Condominium, please feel free to contact either of us by phone or fax. Our contact information is listed at the bottom of this letter.

Just for the January 2009 assessment, a self addressed stamped payment envelope to make your first 2009 monthly payment is included with this mailing. Your assessment checks should continue to be made out to Oak Hill Condominium. Due to the transition in management companies, the January 2009 assessment will be due on January 15, 2009 and will be considered late after January 30, 2009.

As a reminder, your 2009 assessment is \$182.00 per month.

Under separate cover, you should receive a payment coupon booklet for your use in making the **remaining monthly assessment payments (February – December)** with the next assessment due February 1, 2009. If you do not receive a coupon booklet by January 31, 2009, please contact our Accounting Department at 301-963-3958 to let us know. If you use a payment service or a bill payment program, please be sure to update the mailing address so that your assessment payments are mailed to the correct location. If you have already mailed your January assessment payment to Vanguard Management, you do not need to take any action. They will deposit your check, provided it is received by December 31, 2008, and will provide me with the correct account balance. If your check is received by Vanguard after January 1, 2009, it will be forwarded by them to TMGA. Again, enclosed is a payment envelope for your use in making your January 2009 monthly assessment payment.

In order to simplify the payment of your assessment, I encourage you to sign up for the **Direct Debit payment option**. Under this option, your monthly assessment would be directly debited from your bank account on the 10th day of each month. This saves you the inconvenience and expense of mailing in a payment. **If you would like to sign up for the Direct Debit payment**

option, please take a moment to complete the enclosed form and return it to our Accounting Department at the address indicated below. If you sign up for this program, payments will be directly debited starting February 10, 2009. A confirmation card will be sent to you confirming your start date for direct debit. Please be sure to continue mailing your payment until you receive this card.

If you use a payment service or a bill payment program, please be sure to change the mailing address to the following address:

Oak Hill Condominium
c/o The Management Group Associates
PO Box 105007
Atlanta, GA 30348-5007

I look forward to working with you in the future for the benefit of Oak Hill Condominium. If you have any questions, please do not hesitate to call me.

Sincerely,

Ravi M. Parkhie, Agent for
Oak Hill Condominium

Enclosures
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