

# GW & Associates, Inc.

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To: Members of the Shadowbrook at Town Center Community Association, Inc.

From: Erin Lackey-Byers  
GW & Associates, Inc., Property Managers  
Agents for Shadowbrook at Town Center CA

Date: November 29, 2006

Re: Community Information

The Board of Directors for Shadowbrook at Town Center has selected GW & Associates, Inc. as the New Management company for your association. Founded in 1984, GW & Associates, Inc., is a full service property management operation with administrative offices located in Lawrenceville. We look forward to working with you.

Included with this notice are several forms and instructions to assist you. The attachments are as follows:

- **Homeowner Information Form:** This form is very important in helping us properly manage your community. Please take a moment to fill out the form and return it to us at either the fax number or the address listed above.
- **Payment Instructions:** These documents include specific information regarding assessments for Shadowbrook at Town Center. In addition to making online payments, you can enroll in automatic payment by ACH debit, or you may also mail your payment to the following address (please make checks payable to the Association):

**Shadowbrook at Town Center Community Association, Inc.**

Payment Processing Center  
P.O. Box 105007  
Atlanta, Georgia 30348-5007

Finally, your Board of Directors has enlisted our help in maintaining the community standards. I will be visiting the community regularly to ensure that the guidelines outlined in your governing documents are strictly followed. You may receive correspondence from me in the event that you are in violation of any of these guidelines. If so, please do not be offended; these letters are simply a tool designed to maintain the cohesiveness of the community and preserve property value.

Thank you in advance for taking interest in your community by reading this memo. Please feel free to contact me with any questions or concerns. I can be reached at the above numbers, or via email at [elackey@gwmgmt.com](mailto:elackey@gwmgmt.com). Again, I look forward to working with each of you!

ELB  
attachments