

Smugglers' Notch Homeowners' Association, Inc

July 3, 1998

Dear Trailside Homeowners,

For the past several summers at the Annual Meetings in the Village, several of the group of Trailside 1-12 Association homeowners have met and informally discussed the values of activating our Association "Regime" group and developing a maintenance plan that would address issues that would be wise and prudent to accomplish together as a group. Other Association building groups in the Village are working very successfully with the Office of our Smugglers' Notch Homeowners' Association, Inc. and Joe Ingram our Executive Director to document, fund, and implement their plans. These groups pay annual assessments based on projections determined by plans which allow projects to be funded gradually over time, so that the money is available when it is needed. Our buildings will soon need to be painted and we need to plan and accomplish that job all together at the same time. We have also noticed and begun to be concerned about some other annual maintenance issues that could be included in a plan.

So, we are asking you to join us in taking the appropriate steps to organize.

1. Sign the enclosed Directors' authorization to endorse the listed slate of Directors. They will act as our representatives to work with Joe Ingram to help us get started.
2. Sign the authorization to allow Joe Ingram of Smugglers' Notch Homeowners' Association, Inc. to contract with Champlain Consulting Engineers to provide us with a thorough inspection and listing of components and issues to form the basis of our plan. The cost of this service will be \$140 per home.
3. By November 1, 1998, pay an assessment of \$500 to the Trailside I Townhouse Association to open our Reserve Account that will be managed by the Smugglers' Notch Homeowners' Association, Inc. This deposit will begin building the funds necessary for our plan. By that time, the Engineer will have our inspections and reports completed, and Joe will have a draft plan for us to review. The plan will help us develop a schedule for annual assessments that we can have transferred from our rental income with Smugglers' Management beginning 1st Quarter of 1999. Most Regime Associations have their assessments transferred annually at the end of 1st Quarter because rental income is usually available at that time.
4. Please list any other issues or concerns that you would like us to add to the plan, or anything else that you think we should address as a Regime group.

PO Box 244
Jeffersonville, Vermont 05464
Telephone 800 292 9386
Village Extension 1149
Fax 802 644 8428
E-mail snha@together.net

The successful management of plans with other Regimes by the Association Board and office staff has been well established. This activity helps homeowners to better enjoy the time they spend in the Village, and for us will secure the value of our investments by keeping our property in good condition.

We look forward to your assistance and cooperation with this organization, We have included a list of names and addresses for the group to help us to communicate and move forward with this plan. There are also a Townhouse Declaration and a set of Bylaws that were legally established when the properties were constructed to guide us in this organization. If you wish to know more about the official structure and authority of our Association, you may contact Joe Ingram at the Association office.

Thank you for your attention to our letter. We look forward to hearing from you soon.

Yours truly,

Laurie Furlong
Trailside 01

Joe Ingram
Executive Director
Smugglers' Notch Homeowners' Association, Inc.

To: Joe Ingram, Executive Director
Smugglers' Notch Homeowners' Association, Inc.

From: _____

Homeowners of Trailside # _____

As Homeowner and member of the Trailside II Townhouse Association, I hereby elect the Homeowners listed below, to serve for terms listed, as Directors of the above named homeowners' association.

<u>Name</u>	<u>Home owned</u>	<u>Term to End</u>
Laurie Furlong	Trailside 01	1999
Mark Hankin	Trailside 09	2000
Dr. Douglas Bentley	Trailside 06	2001

Signed: _____ Date: _____

I, hereby authorize Joe Ingram, acting as Executive Director of the Smugglers' Notch Homeowners' Association, Inc. and agent for Trailside I Townhouse Association to contract with Champlain Consulting Engineers to perform service to me as member as defined in their proposal of June 8, 1998. For that service I agree to pay \$140.00.

Signed: _____ Date: _____

I, hereby support the activation of the Trailside I Townhouse Association. I agree to pay by November 1, 1998 an amount of \$500 to open a maintenance and reserve account to be managed by the Smugglers' Notch Homeowners' Association, Inc. on behalf of the homeowners and members of the Trailside I Townhouse Association, and under the authority of the Directors of the Association. I understand that the funds will be credited to my Trailside home's account with the association, and used to pay the portion of expenses applied to my home as authorized by the Trailside I Directors.

Signed: _____ Date: _____

If you have any questions about the above authorizations, please contact your Directors listed above, Joe Ingram, Executive Director of the Smugglers' Notch Homeowners' Association, Inc. , or Phil Fitzpatrick, lawyer for the association.

Please return this signed authorization with a check for \$140.00 for the Engineer's Study made payable to the **Trailside I Townhouse Association** to:

Joe Ingram
Smugglers' Notch Homeowners' Association, Inc.
PO Box 244
Jeffersonville, Vermont 05464