

Date:

Name:

Address:

Policy Expiration Date:

RE: ELW Pinewinds Cluster Homes Unit One Association, Inc., insurance Declaration Courtesy Notice.

Dear Owner(s):

Please be reminded that your home insurance policy is about to expire/is expired this month. Once you have the renewed policy, please provide us with a copy of the declaration page **prior to the policy expiration date** so we can update the Association's records. Please email the declarations page to: khayes@mgmt-assoc.com. If emailing the document is not available, please mail to:

Management and Associates
720 Brooker Creek Blvd. # 206
Oldsmar, FL 34677
Attn: Kim Hayes-PNW Dec.

Please do not underestimate the importance of filing the Declaration Page prior to the annual expiration date of your policy, or you will be in violation of the Amended and Restated Declarations and subject to the Fining Process. The safety of our homeowners and our Association is of first priority and it's critical all policies are kept current and noted on file. If your insurance company is providing the information to us, it is your responsibility to follow up and be certain it was sent and received.

Thank you for your cooperation in this important matter. Should you have any questions, please contact me at 813-433-2019 or via email at khayes@mgmt-assoc.com.

Sincerely,

Kim Hayes, LCAM

KH/mt

Copies: BOD, Insurance Administrative Committee

