

September 22, 2005

Dear Homeowner

We are writing this letter in appreciation of your new business, and look forward to giving you and the association the best living experience. **Capstone Investment Group LLC**. Is a professional, experienced, property management company located in central Ohio. Our goal is to maximize our client's investment through top quality comprehensive management services. Listed below you will find the terms and services that will be provided for you.

- **Homeowners Association's Service**

- Landscaping/ Lawn Maintenance**
- Insurance / Front and back lots**
- Inspections / Enforcement of By-Laws**
- Accounts Payable**
- Collections**
- Legal Services**

Also in your package you will find the following:

- By-Laws of Clifton Chase Homeowner's Association**
- Amendments**
- Payment Schedule / return envelope**
- Property Manager Contact**
- Receipt of documents page**

**We are committed** to providing you, the client with excellent professional service.

Yours truly,

**Capstone Investment Group LLC,**