



**CONDOMINIUM MANAGEMENT SERVICES
OAK BROOK COLONY**

NEW MANAGEMENT TEAM

Effective January 1st your Board of Directors has retained our firm, Condominium Management Service Company (CMS), of Elmhurst, to manage the day to day affairs of your Association.

Our normal office hours are from 9:00 AM to 5:00 PM, Monday through Friday, and the phone number is (630) 834-3370. We have a **24 hour answering service, 7 days a week, for any emergencies.** In the event of an emergency during non-business hours, call the office number, indicate the nature of the emergency, and leave a number where you can be contacted. We will return the call as soon as possible.

Please do not hesitate to call or write us with any concerns or questions that you may have relating to your Association and our Management duties.

We appreciate this opportunity to be of service to you and your Association. **We will work hard to merit your trust and confidence.** and I am looking forward to meeting you personally.

Sincerely,



Sean Doherty

The following is a list of some of the various duties and responsibilities that we will be performing for your Association:

- Receive and handle maintenance service calls from members
- Act as a liaison between all members and the Board of Directors
- Collect assessments from the members and provide a monthly Financial Statement to the Board of Directors
- Pay all approved bills of the Association from funds collected
- Inspect the Associations common areas weekly
- Prepare specs and solicit bids for all common area Association work
- Supervise all subcontractors to the Association
- Maintain comprehensive office records, books, and accounts
- Meet monthly with the Board of Directors
- Assist the Board in the preparation of the Association's annual budget
- Prepare and conduct the annual meeting of the Association

WHERE DO I SEND MY ASSESSMENT PAYMENT?

We are in a transition period and have not yet received all of the records from EPI in the area that covers the lockbox and direct deposit/ACH program. Fortunately we use the same bank, Cole Taylor Yorktown, and will continue to do so. It's our intention to supply coupon books and envelopes for 2008 however in the interim we are enclosing an invoice and envelope that is pre-addressed to our office in Elmhurst. Please make your check payable to Oak Brook Colony and mail in the enclosed envelope. We will make the deposit until such time as we have received all of the records and financial information from EPI. It's possible that some homeowners have already sent in their January Assessment payment. If that's the case don't worry. We'll make sure that all payments are properly credited and posted to your assessment account.

AUTO CASH PROGRAM

If you are interested in using the Auto Cash System **to pay your assessment (direct debit)** please complete and return the attached ACH form. We expect to begin the program in February.



CMS Company

Service Is Our Business

CMS Company
P.O. Box 727
Elmhurst, IL 60126

Phone: 630-834-3370
Fax: 630-834-3373
Email: cmscompany@sbcglobal.net

26 December 2007

2008 Board Meeting Dates

The Oak Brook Colony Board of Directors meet on the **4th Monday** of every month. Meeting dates for 2008 are as follows:

- January 28, 2008
- February 25, 2008
- March 24, 2008
- April 28, 2008
- May 19, 2008
- June 23, 2008
- July 28, 2008
- August 25, 2008
- September 22, 2008
- October 27, 2008 (ANNUAL MEETING)
- November 24, 2008
- December 15, 2008

Owner Information Sheet

Please complete and return the attached homeowner information sheet for our records. This information will be kept strictly confidential, particularly phone numbers, and will not be given out to anyone.

Questions or Comments

If you have any questions or comments regarding your unit or issues at Oak Brook Colony, you may contact CMS Company at 630-834-3370 or via e-mail at cmscompany@sbcglobal.net. You may also send correspondence to CMS Company, P.O. Box 727, Elmhurst, IL 60126.

CMS HOLIDAY HOURS

CMS's office will be closed on:

- 1/1/07 for New Year's Day

In the event of an emergency please leave a message with the answering service and your call will be returned.

